

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 July 14 Open Session FINAL_001

ROTHIESAY
COUNCIL MEETING
Town Hall Common Room
Monday, July 14, 2025
7:00 p.m.



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

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES

- Regular Meeting 9 June 2025
- Public Hearing 16 June 2025

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS

7.1 P.R.O Kids

Greg Cutler, Manager (*see Item 13.2.1*)

7.2 Kennebecasis Regional Police Force

Mike Young, Police Chief

Kevin Darling, Board Chair

8. CONSENT AGENDA

- 8.1 5 June 2025 Letter from resident RE: Traffic Lights (Church/Grove/Hampton) (*see Item 11.7*)
- 8.2 12 June 2025 Letter from Minister Chiasson RE: PMHP 3-Year Plan Submissions
- 8.3 16 June 2025 Letter from the Dept. of Transportation & Infrastructure RE: PMHP Funding Applications
- 8.4 17 June 2025 Letter from Canadian Postmasters & Assistants Association RE: Canada Post

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

- 10.1 12 June 2025 Email from Kennebecasis Park Elementary School RE: Gaga Pit

Refer to the Parks and Recreation Committee

- 10.2 28 June 2025 Email from resident RE: Millennium Drive road condition

Refer to staff

11. REPORTS

- 11.0 July 2025 **Report from Closed Session**

- **Designation of Head of Public Body**
- **KV Emergency Management Program**

ROTHESAY

Regular Council Meeting

Agenda

-2-

14 July 2025

- 11.1 23 April 2025 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 28 May 2025 KRJBPC Chief's Report
- April 2025 KRPB Budget vs Actuals
- 28 May 2025 KRJBPC meeting minutes
- May 2025 KRPB Budget vs Actuals
- 25 June 2025 KRJBPC Chief's Report
- 31 December 2024 KRJBPC Audited Financial Statements
- 11.2 9 April 2025 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
- 28 February 2025 KVFD Statement of Expense with Budget Variance
- 9 March 2025 KVFD Compliance Report
- 9 April 2025 KVFD Fire Chief's Report
- January 2025 KVFD Response Report
- February 2025 KVFD Response Report
- 9 April 2025 Memorandum from Chief Boyle RE: KV EMO
- 1 April 2025 Memorandum from Division Chief Trecartin RE: Fire Prevention Update
- 1 January 2025 Rothesay-Quispamsis Regional Fire Protection Agreement 2025-2039
- 11.3 31 May 2025 Draft unaudited Rothesay General Fund Financial Statements
- 31 May 2025 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 May 2025 Donation Summary
- 7 July 2025 Donation Requests
 - Lonewolf Martial Arts
 - Third Shift SJ
- 11.4 17 June 2025 Draft Age Friendly Advisory Committee meeting minutes
- 11.5 17 June 2025 Draft Climate Change Adaptation Committee meeting minutes
 - FoodCycler Survey Results
 - EV Charging Stations
- 11.6 17 June 2025 Draft Parks and Recreation Committee update
- 11.7 18 June 2025 Draft Works and Utilities Committee meeting minutes
 - Path between Colonsay Place and Charles Crescent
 - Traffic Lights – Church/Grove/Hampton
 - Traffic Lights – Marr Road
- 11.8 June 2025 Monthly Building Permit Report

12. UNFINISHED BUSINESS

TABLED ITEMS**12.1 Rothesay Arena Open House** (Tabled September 2021)*No action at this time***12.2 Marr Road/Chapel Road signalization** (Tabled April 2024)*No action at this time***12.3 Draft by-law amendments RE: Consumer Fireworks** (Tabled September 2024)*No action at this time*

ROTHESAY

Regular Council Meeting

Agenda

-3-

14 July 2025

13. NEW BUSINESS

13.1 BUSINESS ARISING FROM PUBLIC HEARING

13.1.1 Cameron Road (Public Hearing June 16, 2025)

8 July 2025

Memorandum from DPDS Reade

DRAFT

By-law 2-10-41

13.2 BUSINESS ARISING FROM DELEGATIONS

13.2.1 P.R.O Kids

2024

Impact Report

ADMINISTRATION

13.3 UMN – Voting member for Rothesay

8 July 2025

Memorandum from Town Clerk Banks

13.4 Public Art Installation at Wells Canopy Building

9 July 2025

Memorandum from CAO McLean

25 June 2025

Mural/Art Proposal from Minister Townsend & Fabiola Martinez

OPERATIONS

13.5 Wiljac Street Reconstruction and Extension – Additional Design Fees

9 July 2025

Memorandum from CAO McLean

13.6 Woodland Avenue Storm Sewer

9 July 2025

Memorandum from CAO McLean

13.7 KVG – Summer Daytime Shuttle Service Update

9 July 2025

Memorandum from CAO McLean

13.8 Scott Avenue Curb and Sidewalk

9 July 2025

Memorandum from CAO McLean

13.9 Tender EHS-2-25-001 Solid Waste Collection and Transportation Services Award

9 July 2025

Report prepared by DO Colwell

14. NEXT MEETING

Public Meeting

Monday, July 21, 2025 at 7:00 p.m. at Wells Building

Regular meeting

Monday, August 11, 2025 at 7:00 p.m.

15. ADJOURNMENT

2025 06 05



Town of Rothesay

70 Hampton Road, Rothesay, NB, E2E 5L5

Att: Brett McLean, P.Eng.

Chief administrative Officer

Subject: Traffic Lights (Church Ave./Grove Ave./Hampton Rd.) – Advanced LH Turn enabled
(Reply to your response 2025 04 16)


Dear Sir,

Thank you for your letter, recently to hand. Please forgive my delay in responding to your somewhat curt response to my request. I wanted to perform a cursory study of traffic theory and generally-accepted traffic engineering practices in southern New Brunswick.

When I made the original request, my intent was to rectify the congestion issue expediently and at minimal cost to the taxpayer. I was surprised the issue of a “pocket” was raised as other jurisdictions appear to make occasional use of a simple flashing green traffic light to facilitate turns and through traffic, without employing a second lane.

If there is a provincial statute which necessitates a pocket, I fully understand your need to comply.

Failing the existence of compliance to legislation, may a request you proceed with an appropriate traffic study and re-program the traffic light to allow for an advanced LH turn, without the need for a pocket lane?

All Good Wishes, 

cc.:

John Jarvie – Town Manager

Dr. Nancy Grant – Mayor

✓ Rothesay Town Council

Attachment

2025 02 25

Town of Rothesay

70 Hampton Road, Rothesay, NB, E2E 5L5

Att: Tony Henry

Traffic Superintendent

Subject: Traffic Lights (Church Ave./Grove Ave./Hampton Rd.) – Advanced LH Turn enabled

Dear Sir,

I have observed and experienced a substantial amount of traffic congestion at the subject intersection, for cars proceeding SW on Hampton Road, attempting to make a LH turn SE (up Grove Ave.). This congestion is most pronounced during rush hour (16:00-17:00).

Could you conduct a traffic study to determine if it is feasible to implement an advanced signal for those making the turn, up Grove Ave.

I would be most interested in your findings.

All Good Wishes,

cc.:

John Jarvie – Town Manager

Dr. Nancy Grant – Mayor

Rothesay Town Council



File No. 32CTVM-93

June 12, 2025



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

Mayor Grant:

Further to the information sessions regarding the Provincial-Municipal Highway Partnership (PMHP) Program held in February 2025 with local governments, I recognize the need to reduce barriers for local governments and have directed staff to reduce the submission requirements to the PMHP Program.

I am pleased to announce that DTI will now only require 3-year PMHP plan submissions instead of 5-year PMHP plan submissions. I trust that this will support local governments by reducing the amount of time and resources required to prepare submissions for the Program.

I thank you for your continued cooperation and I look forward to continuing to improve the PMHP Program in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chuck Chiasson', written over a circular blue ink stamp.

Honourable Chuck Chiasson
Minister

c.c. Christian Morris, Regional Director – Saint John
Hon. Alyson Townsend, Minister of Post-Secondary Education, Training and Labour
Municipal Clerk





File No. 32CTVM-93-2

June 16, 2025

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



Mayor Grant:

The Department of Transportation and Infrastructure recently released an update to the Road Ahead Plan outlining our three-year capital plan for the period of 2025 to 2027.

To facilitate the preparation of the 2028 Provincial-Municipal Highway Partnership (PMHP) Program, local governments are requested to submit funding applications including updated three-year plans for improvements to their provincial-municipal highways.

The PMHP Program funding application form along with other related information is now available to download from our web page at the following address:

https://www2.gnb.ca/content/gnb/en/departments/dti/highways_roads/content/pmhp-program.html

Funding applications are to be submitted exclusively to the following email address: PMHP-PRPM@gnb.ca. The deadline to submit your application is **September 26, 2025**. Applications received after the deadline may not be considered. Please do not send a paper copy in the mail.

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

Sincerely,

Marci Gould
Director of Capital Planning Branch

c.c. Christian Morris, Regional Director – Saint John
Hon. Alyson Townsend, Minister of Post-Secondary Education, Training and Labour
Municipal Clerk



Dear Council Members,

My name is Eugene Verdon, I am honored to serve as the President of the Maritime Branch of the Canadian Postmasters and Assistants Association (CPAA)—the second-largest and oldest union at Canada Post, representing over 8,500 employees in more than 3,000 rural post offices across Canada.

While much public attention is focused on the CUPW union, CPAA has quietly but firmly served as the voice of rural post office employees since 1902. Our members—92% women—are the backbone of small-town Canada, providing vital services and human connection in communities where few federal services remain.

We do not strike. We serve.

Canada Post's vast network is one of the last threads tying rural Canadians to essential services—from parcel delivery and bill payments to money transfers and government forms. Yet, our workforce and network continue to shrink. From over 10,000 jobs and 5,220 post offices in the 1980s, we are now down to just over 8,500 employees and 3,093 rural post offices—and that number continues to decline.

Although a moratorium on closures has existed since 1994, it has not stopped job cuts, hour reductions, and office closures. With the return of the Kaplan inquiry, the risk of losing more post offices is real.

Our members were declared essential during the pandemic. When others stayed home, we kept rural Canada running—delivering medication, groceries, and vital supplies. In places where banks have pulled out, the post office has become a lifeline.

If Canada Post's exclusive privilege to deliver letter mail is removed, rural areas could be left behind in favor of urban markets by private carriers. We must ensure equal access for all Canadians, regardless of geography.

Why This Matters to You? The loss of a rural post office is more than inconvenience—it's the loss of a community hub, a reliable job, and access to vital services. When replaced with dealer outlets or community mailboxes, the identity of the town fades. We've seen it happen.

Your support is critical. If you are contacted by Canada Post about service changes, please reach out to me. I'm here to answer questions and help defend your community's right to accessible postal services.

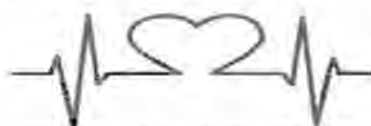
Let's keep the heart of rural Canada beating.

Sincerely,

Eugene Verdon

President, Maritime Branch

Canadian Postmasters and Assistants Association (CPAA)



CPAA / ACMPA

In the rhythm of life, Find your heartbeat.

CPAA Website



From:
Sent: Friday, June 13, 2025 10:20 AM
To:
Subject: FW: Request for Assistance with Gaga Pit Installation at K-Park Elementary

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Friday, June 13, 2025 9:24 AM
To: Hull, Gillian (ASD-S) <Gillian.Hull@nbed.nb.ca>
Subject: Re: Request for Assistance with Gaga Pit Installation at K-Park Elementary

Good Morning Gillian,

Thank you for your message.

It is our procedure that such requests are referred to Council, and I will ask the Clerk to add it to the Agenda for July Council. (The request arrived too late for the June meeting.) Most likely Council will refer it to the Parks and Recreation Committee for a recommendation.. so unfortunately, no decision will be made in time for the start of the Playground Program.

Best wishes in your new role at KPES,
Nancy

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: Hull, Gillian (ASD-S) <Gillian.Hull@nbed.nb.ca>
Sent: Thursday, June 12, 2025 3:10 PM
To: nancy.grant@rothesay.ca <nancy.grant@rothesay.ca>
Cc:
Subject: Request for Assistance with Gaga Pit Installation at K-Park Elementary

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

Dear Mayor Grant,

Good afternoon. I'm reaching out on behalf of K-Park Elementary School and our Parent-Teacher Association (PTA). We are excited to share that we are in the process of purchasing materials to build a gaga pit for our school playground.

2025 July 14 Open Session FINAL_022
This gaga pit is intended to be an inclusive and accessible addition to our outdoor space, benefiting not only our students but also the broader Rothesay community. We envision it as a shared resource that promotes active play and community engagement.

We would like to kindly request the Town of Rothesay's assistance with the installation of the gaga pit. Our team will identify a suitable location on the playground. The town could support us with some minor leveling of the ground and by assembling the structure.

Your support would mean a great deal to our school and community. Please let us know if this is something the Town would be able to assist with, or if there are any steps we should take to move forward with this request.

I am including our PTA President, Carolyn London and our Secretary Laura Bell.

Thank you for your time and consideration.

Gillian Hull
Acting Principal
Kennebecasis Park Elementary



From:
Sent: Monday, June 30, 2025 9:14 AM
To:
Subject: FW: Millennium Drive - A Third World Country Road

From:
Sent: Saturday, June 28, 2025 11:01:21 AM
To: eo_hara@quispamsis.ca <eo_hara@quispamsis.ca>; Nancy Grant <nancygrant@rothesay.ca>
Subject: Millennium Drive - A Third World Country Road

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

Ms. O'Hara
Ms. Grant

Subject: Millennium Drive - A Third World Country Road

As you can see from the email below I complained about the state of Millennium Drive **TWO Years Ago** with absolutely no success or action other than my complaint was sent to the Town Manager which is a waste of time and effort. Two year later and Millennium Drive has become a patchwork of repairs that would make a quilt maker happy but not the residents that have to drive on it every day and ruin their car suspensions. Quispamsis and Rothesay should be ashamed to have let one of the most travelled roads in the Kennebecasis Valley degrade to the point it has at present. You cannot on a yearly basis as a maintenance practice go along and throw asphalt on top of areas that are already degraded to the point they have no backing or support. To add insult to injury the asphalt is compacted with a DINKY TOY Roller which will not last this summer let alone next winter.

I am not sure what Quispamsis Towns plans are for their section of Millennium Drive but I do know in Rothesay Millennium Drive was supposed to be rebuilt a over a year ago but it was deferred due to financial reasons, I do not know where that Operating and Maintenance money went (should have been accrued) but I suspect it went to pay for cost overruns on the Wells Community Center. If that was the case, using O and M money to pay for Capital Work is not an acceptable practice as the taxpayers are being required to pay for capital work immediately, which drives up the tax rate.

I would like an explanation of what the plans are to repair and upgrade Millennium Drive so bike and foot traffic can also use this road without being put in peril, which is the case at present.

As an aside I was informed by the Town of Rothesay, Donlyn Drive would get sidewalks at least to the existing park but last summer the road was paved with no sign of sidewalks so where that money went is anyone's guess.

Regards

1 Royal Lane
Rothesay NB

to eohara, nancygrant

Ms. O'Hara
Ms. Grant

I find it incumbent upon me to register my disappointment with the state that Millennium and Donlyn Drives have been allowed to degrade without any rework (patching is not rework and in most cases makes things worse). Millennium is a significant collector road and Donlyn is a through route from Hampton Road to Millennium. Both of these roads are very busy. We cannot avoid them even though they degrade the suspensions of our vehicles, costing us over the long run

These roads have been allowed to degrade so much you will not be able to just resurface them without doing a major rebuild, which will be significantly more expensive.

I can see both towns have decided to spend money on new infrastructure as opposed to focusing on existing items. Guess the increased tax base is more important.

Regards



ROTHESAY

MEMORANDUM



TO	:	Mayor Grant and Council
FROM	:	Assistant Clerk L. Hazlett
DATE	:	8 July 2025
RE	:	Appointment of Head of Public Body

RECOMMENDATION:

- Council ratify the following motion, unanimously passed on Monday, June 9, 2025:

MOVED by Counc. McGuire to revoke the designation of the Town Clerk as the Head of the Public Body for Rothesay under the *Right to Information and Protection of Privacy Act*, SNB 2009, Chapter R-10.6, *until further notice effective immediately*.

CARRIED.

- Council ratify the following motion, unanimously passed on Wednesday, June 11, 2025:

MOVED by Counc. McGuire Council appoint CAO McLean, effective immediately, as the Head of the Public Body for Rothesay under the *Right to Information and Protection of Privacy Act*, SNB 2009, Chapter R-10.6.

CARRIED.



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	7 July 2025
RE	:	Emergency Measures Committee and KV EMO administration

RECOMMENDATIONS **(REMOVE FROM TABLE and move to Open Session):**

- Appoint a Deputy KVEMO Director for Rothesay
- Appoint Rothesay Deputy Director, B. McLean (*if not Deputy Director*) and at least one other staff member to the Regional KV EMO Committee (governance and oversight)
- Appoint Rothesay Deputy Director to the *Rothesay Emergency Preparedness Team* (if other than the CAO)
- Ratify selection of B. McLean, D. MacDonald, T. Henry and K. Flood as the *Rothesay Emergency Preparedness Team*
- Appoint Rothesay Deputy Director (*if other than the CAO*), B. McLean, D. MacDonald, T. Henry and K. Flood as the Emergency Response Team to staff the Emergency Operations Centre, in the case of an emergency
- Update the Committee Appointments Master List to reflect changes, adding the KV EMO Committee appointments and Emergency Preparedness Team, along with edits to the Emergency Measures Committee
- Approve the amendments to Procedural By-law 5-24, "Schedule A", as outlined in the attached document

BACKGROUND:

Chief Boyle will be appearing before Council at the August 14, 2025 meeting to present the final KV Emergency Management Program for approval.

The actions listed above are recommended, in anticipation of the approval of the Program at the August Council meeting. Since the original memorandum dated 29 May 2025, correspondence has been received as between Chief Boyle and Minister Kennedy (attached), indicating the statutory requirements for an emergency measures committee are satisfied under the Program model proposed by Chief Boyle. The above-noted recommendations have been updated to reflect that advice.

Attachment: Procedural By-law 5-24, Schedule A
Emails between Chief Boyle and Minister Kennedy



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF APRIL 23, 2025 @ 3:00 PM**

**MINUTES
REGULAR MEETING**

In Attendance:

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

Chairperson Kevin Darling called the meeting to order at 3:00 PM and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

*It was moved by Don Shea and seconded by Rob Simonds that the Agenda for the Regular Meeting of April 23, 2025, be approved as presented. All in Favour. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Land Acknowledgement read by Insp. Anika Becker

3. INTRODUCTION OF INVENTORY MANAGER – BRIAN PETERS:

Chief Young introduced Brian Peter's, Inventory Manager.

4. THANK CHIEF GOURDEAU

Kevin Darling thanked Chief Gourdeau for his work over the past 3.5 years and members of the Board expressed their appreciation.

Chief Gourdeau exited the Board Room

5. DECLARATION OF CONFLICT OF INTEREST:

None seen.

6. APPROVAL OF MINUTES OF MARCH 18, 2025, REGULAR MEETING:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the March 18, 2025, Regular Meeting.

*It was moved by Mike Biggar and seconded by Tiffany Mackay French to accept the Minutes of the March 18, 2025; Regular Meeting as presented. All in Favour. **MOTION CARRIED.***

Kerri Luck requested the minute on page 4 in relation to traffic stops be adjusted to reflect "online social media posting".

7. PRESENTATION OF AUDIT REPORT – PETER LOGAN:

Peter Logan and Chelsea Nicholls joined the meeting via Zoom to present on the 2024 Audit report.

Peter Logan advised Teed, Saunders, Doyle conducted an audit and confirmed everything was in accordance with the Public Sector Accounting Standards.

Peter reviewed the audit report with the board. He advised that after the audit there are no recommendations to the board in terms of process and advised that no journal entries were needed with is a good indication of the records we are receiving.

*It was moved by Don Shea and seconded by John Buchanan to approve the financial statements as presented by Peter Logan. All in favour. **MOTION CARRIED.***

8. CHIEFS REPORT:

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

Mike Biggar asked if there was an explanation for the decrease in Crimes Against Persons and Property Crime. Insp. Flynn advised we are better staffed so there are more officers out on the street and their presence could be causing this decrease. Traffic Collisions are also down which Insp. Becker advised could be due to our independent traffic unit that has increased visibility and traffic enforcement.

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

9. COMMITTEE REPORTS:

Finance Committee

Finance committee did not meet.

Policy Committee

Policy Committee did not meet. They are scheduled to meet in June.

Building & Grounds/Transportation Committee

Lawn Care & Landscaping Tender:

A tender was put out on NBON for Lawn Care and Landscaping for 2025-2026 with the option to extend for one year and 4 quotes were received. After review, the Building Committee is recommending accepting Homestar's tender.

*It was moved by John Buchanan and seconded by Don Shea that we accept the quote from Homestar Ltd for Lawn Care and Landscaping for 2025-2026 with the option to extend for one year. All in favour. **MOTION CARRIED.***

10. CORRESPONDENCE

- Building Expansion Update to the Towns of Quispamsis and Town of Rothesay

11. OLD BUSINESS:

Health & Wellness Committee

- Kevin Darling provided an update after sitting in on a Health & Wellness Committee Meeting, he advised:
 - The Committee did not feel it was appropriate to have a board member on the committee.
 - Told the Health & Wellness Committee that the board is here to support them if budget items are needed to bring them forward.
 - The Health & Wellness Committee will prepare a biannual report for the board
 - Laurie Young is Chair of the Committee and will communicate with Kevin.
 - Kevin told the Health & Wellness Committee that the board talked about hosting a BBQ for the staff.
- Kerrie added that the intention of a possible board member on the Health & Wellness Committee was to find out what the board can do for the members to support employee wellness.

12. NEW BUSINESS:

Ratify April 16th, 2025, Debenture Resolution Email Vote:

It was moved by Rob Simonds and seconded by Kerrie Luck:

Resolved that the Clerk and/or Treasurer and/or Board and/or Commissioners be authorized to issue and sell to the New Brunswick Municipal Finance Corporation for **Kennebecasis Regional Joint Board of Police Commissioners** a debenture in the principal amount of \$2,547,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Board of **Kennebecasis Regional Joint Board of Police Commissioners** agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

I certify that the above is a true and exact copy of a resolution passed by the Board of the **Kennebecasis Regional Joint Board of Police Commissioners** while in special session held April 16, 2025.

All in favour.

ALL IN FAVOUR TO RATIFY THE MOTION

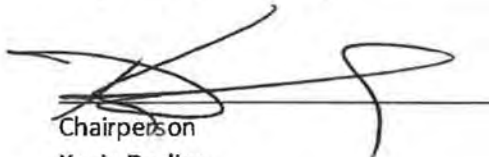
13. MOTION TO ADJOURN:

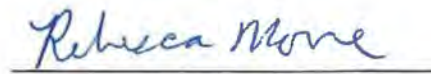
There being no further business to discuss, Chairperson Kevin Darling called for a motion to adjourn the Regular Meeting.

*It was moved by Tiffany Mackay French and seconded by Rob Simonds to adjourn the Regular Meeting.
All in favour. **MOTION CARRIED.***

Adjourned 3:39 PM

Respectfully Submitted,


Chairperson
Kevin Darling


Executive Assistant to the Board
Rebecca Moore



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
MAY 28, 2025 @ 1500hrs

REGULAR MEETING

Training Report

May 2025

Dates	Course	Location	Member
May 7, 14, and 21	K9 Training	Saint John	Cst. Chris McLeod
April 28-May 9	Major Crime Investigative Techniques	CPC – Ottawa	Det./Cst. Shannon MacDonald
April 30-May 2	Block Training	KRPF	All of C Platoon
April 30-May 2	ETS Training Week	Saint John	Cpl. Mark Roberts Cst. Nick Dupuis
May 8	ETS Training – Sniper	Saint John	Cpl. Mark Roberts
May 12-16	Block Training	KRPF	All of A Platoon
May 15	Bridge the Gap, IPV Conference	Fredericton	Sgt. Kelley McIntyre Cpl. Sebastien Lee
May 21-23	Carbine Operator's Course	KRPF	Sgt. Mark Ivey Cst. Tom Lungowski Cst. Max Lahey Cst. Alicia Conley
May 26-30	K9 Validations	KRPF	Cst. Chris McLeod

2025 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	478	430	429	453								
TOTAL FILES CREATED	271	195	218	215								
POPA/M Tickets/E Tickets	252	217	269	190	*increase due to new traffic section							
Bylaw Tickets	6	13	2	1								
Crimes Against Persons	2	6	5	2								
Property Crime	18	11	8	14	*Could be down as a result of more members on the road, poor weather, etc.							
Other CC	7	0	6	2								
Traffic Collisions (Non-Injury)	51	29	26	32								
Fatal and Injury Traffic Collisions	3	2	1	0								
Intimate Partner Violence Files	22	20	34	16								
Impaired Driving (All categories)	11	9	12	1	*One traffic member off duty sick, black training weeks							
Mental Health Calls	13	18	12	11								

2024 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	186	417	407	329	430	452	436	514	490	467	398	419
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

ABOUT OUR CRIME STATISTICS

In Canada, CCJS stands for the **Canadian Centre for Justice Statistics**. It's a program within Statistics Canada, the national statistical office, responsible for providing data and information about crime, the justice system, and the administration of criminal and civil justice. The CCJS is a key source of information for the justice community and the public.

The data and research produced by the CCJS are used by governments, researchers, and other organizations to inform policy decisions, understand trends in crime and justice, and develop strategies to address issues related to safety and justice in Canada.

We are obligated to report to CCJS each month using their Uniform Crime Reporting codes, including the crime types below:

- **Crimes Against Persons:** Also known as offenses against the person, are criminal acts that directly involve the use or threat of force against another individual. This category includes a wide range of offenses, from fatal to non-fatal, with some common examples being murder, rape, assault, and robbery. In essence, these crimes involve direct harm or violence inflicted on a person.
- **Property Crime:** Also known as crimes against property, are offenses that target and violate someone's rights to use and enjoy their property, without involving violence or the threat of violence against a person. These crimes typically focus on the unauthorized taking, damaging, or misuse of property.
- **Other Criminal Code:** Is a broad term often used to refer to laws beyond the main Criminal Code (RSC, 1985, c. C-46) that deal with criminal conduct. These may include provincial or territorial laws, federal statutes with criminal provisions, and even international treaties with enforcement mechanisms. The exact meaning can depend on the context, but it generally refers to legal frameworks outside the core Criminal Code that may still involve criminal investigations, prosecutions, and punishments.
- **Intimate partner violence (IPV):** Sometimes referred to as domestic violence or spousal abuse, is a form of violence that occurs within an intimate relationship. It encompasses a range of behaviors causing physical, sexual, or psychological harm to a partner, including acts of physical aggression, sexual coercion, psychological abuse, and controlling behaviors.

Crimes vary from year to year and month to month, due to a complex interplay of factors, including shifts in reporting practices, changes in societal attitudes, economic conditions, and the impact of specific events like the COVID-19 pandemic. Additionally, variations can be observed across different types of crimes and geographical locations, these patterns are also recognized by CCJS, and we are required to verify/justify them.

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

The Community Engagement Sergeant Position was posted for applications on May 14th and closes on May 28th, 2025.

CRIME PREVENTION:

INTIMATE PARTNER VIOLENCE:

- Two block training weeks completed and IPV training provided by IPV coordinators to include policy updates, procedural refreshers and best practices
- May 15 – Both IPV reviewers attended the “Bridge the Gap” IPV conference in Fredericton (Sgt. McIntyre, Cpl. Lee)

TRAFFIC:

Traffic Safety:

- May 13-19 Canada Road Safety Week – traffic officers schedules were modified to accommodate joint force operations during peak times. As a result of this national traffic safety program and in collaboration with JPS and the RCMP, we recorded the following stats:
 - 15 RIDE stops
 - Over 100 breath demands
 - 47 traffic violations
 - 7 impaired drivers removed from the road
 - 1 arrest for Breach of Conditions
 - Numerous vehicles were towed for MVA offences and impaired driving offences

KRPF Traffic Safety Blog with Higgins Insurance:

- Safety First: Distracted Driving Awareness month

TRAFFIC STATS – APRIL 2025			
	TOTAL	TRAFFIC	PATROL
TICKETS	191	129	62
COLLISIONS	32	12	20
IMPAIRED DRIVING	1	0	1
RIDE	23	12	10

Files Generated by Traffic Members: 42

TRAFFIC COMPLAINTS		
Complaint Type	# of Complaints	STATUS
Speeding Complaints	6	<ul style="list-style-type: none"> • 2 Active • 4 Resolved or unfounded due to incorrect information provided by complainant
On-line Traffic Speeding	3	<ul style="list-style-type: none"> • 1 Active with Jamar Radar Recorder in place • 2 Unfounded due to incorrect information provided
Suspended Drivers	7	7 Issued Court Dates

2025 COMMUNITY EVENTS CALENDAR

DATE	MEMBER	DIVISION	EVENT
JANUARY			
06-Jan-25	Cst. Shawn Toner	Platoon	Attended Dr. Lawrence MacDonald Memorial Hockey game on duty, also designed MVP Certificates from Oasis.
14-Jan-25	D/C Mary Henderson	SLT	Cadet Sponsorship Program Information Night
19-Jan-25	Cst. Shawn Toner	Platoon	Attended Justice Therapy Dogs Session at KV Oasis
24-Jan-25	Cst. Sebastien Lee	Platoon	Attended the Saint John Newcomers centre and delivered a presentation (in French) regarding frauds, Internet and Home Safety. Approx. 25 people attended the presentation.
24-Jan-25	D/C Mary Henderson	SLT	Police Curling Tournament
27-Jan-25	D/C Mary Henderson	SLT	Town CAO's Retirement Party (John Jarvie)
26-Jan-25	Cst. Kim Murray	Platoon	Attended a Sparks meeting and spoke to the girl guides about what police officers do and how they can reach one if they ever need help. Cst Murray played games with them and made Valentine Day cards for the Senior homes.

FEBRUARY			
02-Feb-25	Cst. Sebastien Lee	Platoon	Attended KV Oasis several times during the month of January to assist
17-Feb-25	D/C Henderson	SLT	Ice Fishing Derby - attended, as well as many Fishing Shack Committee Meetings
21-Feb-25	Cst. Max Lahey Cst. Ryan Walker Cst. Nick Doucet	Traffic Platoon	WITS presentation at Lakefield Elementary School
26-Feb-25	Cst. Shawn Toner Cst. Kelley McIntyre	Platoon	Pink Shirt Day assembly in uniform at Fairvale with Sgt. McIntyre, also attended KV Oasis to put 300 stickers on juice boxes for the children.
27-Feb-25	Cst. Ryan Walker Cst. Renan Wolf	Traffic Platoon	Pink Shirt Day assembly at Fairvale Elementary School
27-Feb-25	Insp. Anika Becker	SLT	Attended Pink Shift Day assembly at Fairvale Elementary School

MARCH

03-Mar-25	Insp. Anika Becker	SLT	Invited to participate in discussion panel at the HIVE about women in non-traditional roles
07-Mar-25	D/C Mary Henderson Insp. Anika Becker Sgt. Kelley McIntyre	SLT	International Women's Day "Girls Day" organized and hosted by KRPF
13-Mar-25	Cst. Justine Dow	Platoon	MADD Presentation at KVHS
14-Mar-25	Cst. Justine Dow	Platoon	MADD Presentation at QMS
16-Mar-25	D Platoon	Platoon	Members of D platoon plan to attend the Iftar event held at the Bill McGuire Center, a multicultural get-together dedicated to unity, blessings, and togetherness as they break their fast and celebrate Ramadan.
18-Mar-25	D/C Mary Henderson	SLT	Attend the Major Infrastructure Announcement for Town of Rothesay's Intergenerational Community Centre
	Cst. Shawn Toner Cst. Chris McLeod	Platoon	Attended Harry Miller Middle School and spent time discussing school issues with staff, Sammy did a search of lockers. Also engaged in some basketball with the youth in the gym.
25-Mar-25	Cst. Shawn Toner Cst. Hannah Cousins Cst. Jordan Steele	Platoon	Internet Safety Presentation to grade 5 class - Quispamsis Elementary School
28-Mar-25	Cst. James McKay Cst. Troy MacIntosh	Traffic	Presented Physics in poling to 3 physics classes at KVHS
29-Mar-25	Cst. Kelley McIntyre Cst. Renan Wolf	Platoon	Girls' self-defense course in partnership with the Atlantic Police Academy

APRIL

04-Apr-25	D/C Mary Henderson	SLT	Commencement Speaker for Atlantic Police Academy Graduation Squad 121
06-Apr-25	Cst. Shawn Toner Aux. Cst. Cleaveland	Platoon	Designed Youth program at KV Oasis with Aux.Cst.Cleveland called "First Ride - Care, Safety and Confidence for teens" It is a 4 Week program designed to educate and empower young, newly licensed drivers and youth preparing to get their permits, by teaching them critical skills related to vehicle care, with Aux.Cst.Cleveland being a licensed mechanic, emergency preparedness, traffic stop etiquette, laws and safe driving practices. The Program is teaching youth important hands-on skills like changing a tire, checking oil and mock traffic stops to teach teens how to interact with police.
11-Apr-25	D/C Mary Henderson	SLT	Operation White Heart for Mental Health
12-Apr-25	Chief Mike Young D/C Mary Henderson Insp. Flynn	SLT	Police Polar Plunge for Special Olympics
14-Apr-25	Sgt. Tom White Cpl. James McKay Cst. Troy MacIntosh	Platoon Traffic	Physics in policing presentation to physics class at RHS
18-Apr-25	Cst. Shawn Toner Cst. Sebastien Lee Cst. Jordan Steele	Platoon	Worked with KV Oasis for Easter Egg Drop We delivered Easter Eggs to 75 children's houses.
19-Apr-25	D/C Mary Henderson Cst. Nick Dupuis Cst. Ryan Walker	SLT Platoon Traffic	KRPF Vs Fire Hockey Game
22-Apr-25	Cst. Troy MacIntosh	Traffic	Traffic presentation to "Adulting" class at KVHS
25-Apr-25	Chief Mike Young D/C Mary Henderson Insp. Colin Flynn	SLT	Ribbon Cutting Ceremony
25-Apr-25	Cst. Liam Dunn Cst. Max Lahey	Platoon	Presentation to HMMS grade 7 class about criminal harassment, racial comments, bullying/assaults, social media, on-line safety, community resources including KV Oasis

MAY

01-May-25	Cpl. Dylan Lisson	CID	Presented at Rothesay Hive on Fraud Prevention
06-May-25	Cst. Alicia Conely	Platoon	Presentation to female youth at KVHS about careers in policing
07-May-25	Sgt. Kim Bennett Cpl. Lindsey Mott Cpl. Aaron Haines Cst. Jackie Curren Cst. Troy MacIntosh Cst. Alicia Conely	Platoon CID	Career Day booth/demo at KVHS
10-May-25	Cst. John Baxter	Platoon	KV Oasis presentation of financial literacy
14-May-25	Cst. Alicia Conely	Platoon	Grade 12 Law Class Presentation at KVHS
15-May-25	Chief Mike Young Cst. Alicia Conely	SLT	Attended Rothesay Hive
17-May-25	Chief Mike Young D/C Mary Henderson Cst. Justine Dowe	SLT	Rothesay Intergenerational Community Complex BBQ
25-May-25	Chief Mike Young	SLT	527 Simonds Royal Canadian Air Cadet Squadron Annual Ceremonial Review

JUNE

20-Jun-25	Chief Mike Young	SLT	Harry Miller Middle School Citizenship Award presentation
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EMPLOYEE ENGAGEMENT AND WELL-BEING

WORKPLACE PROCEDURES AND PRACTICES

1. Administrative processes and workload review
 - Hiring Process
 - i. Jan 2025 Cadets – OJT to begin June 2nd, 2025
 - ii. July 2025 Intake - 2 Conditional Offers pending final APA admission
 - iii. Jan 2026 Intake – Selection process to launch Aug/Sept 2025 – 1 Seat
2. Salary and Benefit Administration
 - Nothing to report
3. Health & Safety
 - Health, Wellbeing and Performance Support Program – Individual health Assessments underway, weekly on-site training support underway
 - WS – 1 claim closed - Successful Return to Work
4. Organizational Culture:
 - May 5-11 – Mental Health Week – Wellness activities facilitated by SLT
 - May 11-17 – Police Week – Coffee and Muffins & Meet a Member posts (D/C Henderson)

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

May 8 – Presentation to KV Fire about what to do if they locate a firearm at a call before police arrive (Sgt. White)

K9 UNIT:

- Participated in Canada Road safety week campaign with traffic unit

DIVERSITY, EQUITY AND INCLUSION:

- April 29 - Stage 1 of Anti-racism strategy presented to SLT by research team (Insp. Becker)
- May 5 - MPAF grant approved to fund NBACP EDI training conference (Insp. Becker)

IT UPDATE:

- Work continues with regular IT maintenance and building addition

CRIMINAL INVESTIGATION DIVISION (CID) – May 2025 Report

(CID) Sgt. Bennett/Cst. Lisson/Cst. Curren/Cst. MacDonald /vacant position				
Active Files (New this month)	On-going Files	Concluded and/or charged	Assist Patrol	Other
<ul style="list-style-type: none"> • 15 new files this month. • 4 Sexual Assaults • 7 B&E's non residence • 1 Fraud • 1 Parolee related curfew check • 1 Assist other Police Force • 1 Theft over. 	<ul style="list-style-type: none"> • 17 continued investigations • 7 Sexual Assaults • 3 Frauds • 4 B&E's • 1 Theft over • 1 Assault • 1 Luring 	<ul style="list-style-type: none"> • 7 Files • 6 B&E's • 1 Forgery • 1 Fraud 	<ul style="list-style-type: none"> • 1 missing person • 1 fraud 	<ul style="list-style-type: none"> • Cpl. Lisson and Cst. Curren covered patrol for block training. • Cst. MacDonald attended Major Crime Course in Ottawa. • CID attend virtual training related to VICLAS and Highway Serial Killing. • Sgt. Bennett and Cst. MacDonald covered patrol for block training. • Sgt. Bennett attend SJ Port exercise with SJPF/ETS/EDU and Coast Guard. Bomb scenario.

Forensic Identification Section (FIS) Cpl. Roberts		
Active Files (New this month)	On-going Files	Assist other agency
<ul style="list-style-type: none"> • 3 new files • 1 B&E • 2 Sudden Deaths 	<ul style="list-style-type: none"> • 10 continued investigations • 3 SXA's • 1 Mischief • 2 B&E's • 2 Sudden Deaths • 2 Other CC 	<ul style="list-style-type: none"> • 2 Assist SJPF

Integrated Enforcement Unit (IEU) Cst. MacEachern		
Active Files (recent)	Assist Patrol	Assist CID
<ul style="list-style-type: none"> • 2 Arrests. Drug and firearm offences 	<ul style="list-style-type: none"> • 3 Assist with SJPF • Robbery • Homicide • Warrant execution 	



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

	YTD April 2025			2025
	Actual	Budget	over Budget	Annual Budget
Income				
Municipal Funding Rothesay	1,139,343.32	1,139,343.32	0.00	3,418,030.00
Municipal Funding Quispamsis	1,727,220.00	1,727,220.00	0.00	5,181,660.00
Prior Year Surplus	64,685.00	64,685.00	0.00	194,055.00
Other Primary Income	229,301.11	182,733.28	46,567.83	548,200.00
Total Income	3,160,549.43	3,113,981.60	46,567.83	9,341,944.80
EXPENSES				
Admin	324,325.90	350,217.72	-25,891.82	1,050,652.59
Building	162,128.91	159,039.72	3,089.19	477,118.50
Crime Control	2,431,470.64	2,511,190.84	-79,720.20	7,533,573.70
Vehicles	118,328.11	93,533.32	24,794.79	280,600.00
Total Expenses	3,036,253.56	3,113,981.60	-77,728.04	9,341,944.80
Net Operating Income (Surplus/Deficit)	124,295.87	0.00	124,295.87	0.00



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF MAY 28, 2025 @ 3:00 PM**

**MINUTES
REGULAR MEETING**

In Attendance:

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

Chairperson Kevin Darling called the meeting to order at 3:12 PM and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

*It was moved by Andrea Wilbur and seconded by Rob Simonds that the Agenda for the Regular Meeting of May 28, 2025, be approved as presented. All in Favour. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Insp. Colin Flynn read Land Acknowledgement.

3. APPROVAL OF MINUTES OF APRIL 23, 2025, REGULAR MEETING:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the April 23, 2025, Regular Meeting.

*It was moved by Rob Simonds and seconded by Andrea Wilbur to accept the Minutes of April 23, 2025, Regular Meeting as presented. All in Favour. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

None seen.

5. CHIEFS REPORT:

Chief Young let his report stand as presented and highlighted the following:

- The Community Engagement Sergeant position was posted and closed today for applications.
- Deputy Chief Henderson is heading up a fleet review to investigate why Vehicle/Fuel budget line items are high.
- Kevin Darling asked why there is a large increase in CID files this month. Insp. Flynn advised there did not appear to be any type of trend, just that certain files met the threshold to move to CID.

It was moved by Vibhuti Harquail and second by Andrea Wilbur to receive and file the Chief's report as presented. All in favour. MOTION CARRIED.

6. COMMITTEE REPORTS:

Finance Committee

Kevin Darling provided report on Finance Committee:

- The Finance Committee did not meet.
- CPP is over budget, but this will plateau as the year progresses.
- Insurance costs are over budget, but this will plateau as the year progresses.
- Vehicle Maintenance/Fuel are over budget which is being investigated.
- We currently have approximately \$77,000 in surplus.
- Investigations costs are up, and Insp. Flynn advised this is due to some files CID received this year having gone to a private lab to get items analyzed.

Policy Committee

Policy Committee did not meet. They are scheduled to meet on June 16th.

Building & Grounds/Transportation Committee

John Buchanan provided update from building committee:

- The committee is recommending a gate for the police parking lot entrance. Homestar provided a quote for \$33,650.15 to install a 16-foot arm that will open on entrance by reading a fob on the vehicle and will open by motion when exiting.
- Chief Young is going to request the town put a paved apron at the entrance.
- Vibhuti Harquail inquired whether we should look at something more robust or add additional fencing that would be more visible. Deputy Chief Henderson advised these options were looked at however they opened slower, which was a concern when police vehicles need to exit quickly.
- Rob Simonds inquired where the funding for the gate will come from. Kevin Darling advised a good portion of this will be from the project money. This is an unintended consequence of the design and needs to be addressed as it is a safety issue.
- Signage has been purchased and will sit on each side of the entrance indicating "Police Vehicles Restricted Access".
- Discussion on shrubs being planted to create a hedge which will create a barrier. Deputy Chief Henderson will speak to Homestar to get a quote for landscaping.

*It was moved by John Buchanan and seconded by Rob Simonds to accept the quotation from Homestar for \$33,650.15 including tax for the installation of security gate access for the new police parking entrance and the small installation of wiring. All in favour. **MOTION CARRIED.***

D/C Henderson advised lattice was installed by Homestar to provide privacy to the new wellness pavilion.

7. CORRESPONDENCE

None

8. OLD BUSINESS:

None

9. NEW BUSINESS:

- a. Kevin Darling advised he is attending the Canadian Association for Civilian Oversight of Law Enforcement Conference (CACOLE) in Fredericton, NB and will provide an update on the conference at the June Board Meeting. Chief Young is a featured speaker at the conference.

b. **CAPG Board Nomination**

Kevin Darling advised his term on the CAPG Board is up in July and he has been asked to submit his name for nomination. The nomination requires approval from the KRJBPC as there is a commitment by this board that he will attend the Annual Conference and a Governance Summit. The approximate cost is \$5,000.

*It was moved by Rob Simonds and seconded by Vibhuti Harquail that Kevin Darling's name be put forth for nomination on the CAPG Board. All in favour. **MOTION CARRIED.***

c. **BNS Banking Agreement**

Our banking contract has expired with the Bank of Nova Scotia. The Bank of Nova Scotia has recommended a 3-year contract at a cost of approximately \$360/year. We are currently running two extra accounts related to the building project that will be closed in July which will bring the contract fee down to under \$300/year. Our total cost for banking in 2024 was \$150.00. As this is a 3-year contract we require board approval.

*It was moved by Andrew Wilbur and second by John Buchanan to renew the contract with the Bank of Nova Scotia. All in favour. **MOTION CARRIED.***

d. **Blue Cross Benefits Renewal**

Kevin Darling provided the background to our change to Blue Cross a year ago which saved approximately \$30,000 in the first year. The contract is for 3 years with a maximum cap of 15% increase/year. Based on claim history our increase should be approximately 50% so the cap saves us approximately 35% increase. The 15% increase does not take us over budget.

*It was moved by Rob Simonds and seconded by Vibhuti Harquail to renew the contract with Blue Cross. All in favour. **MOTION CARRIED.***

9. IN CAMERA SESSION:

Deputy Chief Henderson, Insp. Anika Becker, Insp. Colin Flynn and Rebecca Moore exited the board room.


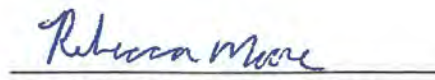
10. MOTION TO ADJOURN:

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

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

Adjourned 4:47 PM

Respectfully Submitted,


Chairperson
Kevin Darling
Executive Assistant to the Board
Rebecca Moore



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

	YTD May 2025			2025
	Actual	Budget	over Budget	Annual Budget
Income				
Municipal Funding Rothesay	1,424,179.15	1,424,179.15	0.00	3,418,030.00
Municipal Funding Quispamsis	2,159,025.00	2,159,025.00	0.00	5,181,660.00
Prior Year Surplus	80,856.25	80,856.25	0.00	194,055.00
Other Primary Income	350,113.05	228,416.60	121,696.45	548,200.00
Total Income	4,014,173.45	3,892,477.00	121,696.45	9,341,944.80
EXPENSES				
Admin	480,071.74	437,772.15	42,299.59	1,050,652.59
Building	203,239.12	198,799.65	4,439.47	477,118.50
Crime Control	3,171,105.28	3,138,988.55	32,116.73	7,533,573.70
Vehicles	139,593.87	116,916.65	22,677.22	280,600.00
Total Expenses	3,994,010.01	3,892,477.00	101,533.01	9,341,944.80
Net Operating Income (Surplus/Deficit)	20,163.44	0.00	20,163.44	0.00



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
JUNE 25, 2025 @ 1500hrs

REGULAR MEETING

Training Report

June 2025

Dates	Course	Location	Member
June 2-6	Master Taser Instructor Course	APA	Sgt. Mark Ivey
June 2-6	Coach Officer Training	APA	Cst. Nick Dupuis
June 9-13	Motorcycle Collision Reconstruction Course	Wright Reconstruction Ontario	Cpl. James McKay
June 16-17	ETS Training	Saint John	Cpl. Aaron Haines Cpl. Mark Roberts Cst. Nick Dupuis
June 26-27	NB Crisis Intervention Training – Train the Trainer	KRPF	Sgt. Mark Ivey Cpl. Dylan Lisson Cpl. James McKay Cst. Caleb Parlee Cst. Alicia Conley

2025 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	476	430	429	453	440							
TOTAL FILES CREATED	271	195	218	215	218							
POPA/M Tickets/E Tickets	252	217	269	190	231							
Bylaw Tickets	6	13	2	1	8							
Crimes Against Persons	2	6	5	2	5							
Property Crime	18	11	8	14	15							
Other CC	7	0	6	2	4							
Traffic Collisions (Non-Injury)	51	29	26	32	27							
Fatal and Injury Traffic Collisions	3	2	1	0	2							
Intimate Partner Violence Files	22	20	34	16								
Impaired Driving (All categories)	11	9	12	1	8							
Mental Health Calls	13	18	12	11	11							

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	486	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

ABOUT OUR CRIME STATISTICS

POPA/M tickets/E tickets: Tickets have increased by 49.3 % compared to the same period last year, from 588 least year to 1159 this year. This appears to be linked to the newly formed independent traffic unit.

Bylaw tickets: No significant change.

Crimes against persons: Has declined 67.2 % compared to the same period last year, from 61 incident last year to 20 this year. The reason for this is still being evaluated, but it could be linked to strategic deployment of patrols to high incident areas such as liquor establishments, as well as continued youth outreach and IPV prevention initiatives. This could also be linked to the increase in IPV calls (see below).

Property crime: Decreased by 56.6% compared to the same period last year, from 152 incidents last year to 66 this year. This could be linked to strategic patrols and increased officer visibility in high incident areas such as construction sites, businesses, and storage facilities.

Other CC: Decreased by 42.4% compared to the same period last year, from 33 incidents last year to 19 this year. This is difficult to pinpoint as "Other CC" encompasses a wide range of offences under the criminal code.

Traffic collisions (non-injury): No significant change.

Fatal and injury traffic collisions: Decreased by 42.9%, from 14 incident last year to 8 this year. Most likely linked to increased enforcement by newly formed independent traffic unit.

Intimate partner violence: Increase by 43.6% from 78 last year to 112 this year. This could be linked to improved reporting due to public education and awareness.

Impaired Driving (all categories): No significant change.

Mental health calls: No significant change.

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

The Community Engagement Sergeant Position was posted for applications on May 14th and closes on May 28th, 2025.

CRIME PREVENTION:

INTIMATE PARTNER VIOLENCE:

- Sgt. McIntyre selected as Community Engagement Sgt and the position will be filled June 30th. She is our IPV coordinator, and those duties are now embedded into the new role so that she can support all platoons with IPV investigations and follow ups as needed.

TRAFFIC:

Traffic Safety:

KRPF Traffic Safety Blog with Higgins Insurance:

- Bike Safety – Ride Smart, Ride Safe

TRAFFIC STATS – APRIL 2025			
	TOTAL	TRAFFIC	PATROL
TICKETS	239	193	46
COLLISIONS	29	20	9
IMPAIRED DRIVING	8	3	5
RIDE	22	14	8

Files Generated by Traffic Members: 63

TRAFFIC COMPLAINTS		
Complaint Type	# of Complaints	STATUS
Traffic Complaints	21	9 complaints resulting in active files created for follow-ups 12 complaints that were resolved with immediate police action
On-line Traffic Speeding	1	Active
Suspended Drivers	5	All issued Court Dates
Parking Complaints	1	Active
Fail to Stop for Police	2	

2025July14OpenSessionFINAL_057
COMMUNITY EVENTS CALENDAR

MAY			
01-May-25	Cpl. Dylan Lisson	CID	Presented at Rothesay Hive on Fraud Prevention
06-May-25	Cst. Alicia Conely	Platoon	Presentation to female youth at KVHS about careers in policing
07-May-25	Sgt. Kim Bennett Cpl. Lindsey Mott Cpl. Aaron Haines Cst. Jackie Curren Cst. Troy MacIntosh Cst. Alicia Conely	Platoon/CID	Career Day booth/demo at KVHS
10-May-25	Cst. John Baxter	Platoon	KV Oasis presentation of financial literacy
14-May-25	Cst. Alicia Conely	Platoon	Grade 12 Law Class Presentation at KVHS
15-May-25	Chief Mike Young Cst. Alicia Conely	SLT	Attended Rothesay Hive
17-May-25	Chief Mike Young D/C Mary Henderson Cst. Justine Dowe	SLT	Rothesay Intergenerational Community Complex BBQ
25-May-25	Chief Mike Young	SLT	527 Simonds Royal Canadian Air Cadet Squadron Annual Ceremonial Review
29-May-25	D/C Mary Henderson Insp. Colin Flynn	SLT	Touch a Truck Event - Lakefield Elementary School
31-May-25	Chief Mike Young D/C Mary Henderson	SLT	Asian Heritage & Multicultural Eid Bazaar

JUNE

05-Jun-25	Laurie Young D/C Henderson Insp. Becker Sgt. Kelley McIntyre Cst. Alicia Conley	STL Platoon	Women's Career Expo
07-Jun-25	Cpl. Moore Cst. Wolf	Platoon	Attended Fairvale Elementary School Family Fun Night. Interacted with students and partents showcasing various pieces of police equipment.
19-Jun-25	Insp. Becker Sgt. Kelley McIntyre	SLT Platoon	Attended PRUDE Education Center in Saint John and presented to newcomers about Canadian Policing and intimate partner violence.
20-Jun-25	Chief Mike Young	SLT	Harry Miller Middle School Citizenship Award presentation

EMPLOYEE ENGAGEMENT AND WELL-BEING

WORKPLACE PROCEDURES AND PRACTICES

1. Administrative processes and workload review
 - Hiring Process
 - i. Jan 2025 Cadets – OJT underway
 - ii. July 2025 Intake – Sponsorship Agreements signed June 18th
 - iii. Jan 2026 Intake – Selection process to launch Aug/Sept 2025 – 1 Seat
 - HR Policies Review - Underway
2. Salary and Benefit Administration
 - ADP Enhanced HR Support to begin implementation Summer 2025 – Includes onboarding support; policy and training tracking; employee and engagement/communication support and more
3. Health & Safety
 - Health, Wellbeing and Performance Support Program – Individual health Assessments underway, weekly on-site strength training classes and training support underway

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

- June 9-13 Staff attended the **Introductory Briefing on the Kennebecasis Valley Emergency Management Organization (KV EMO)** put on by Fire Chief Boyle
- June 16-20 – Grad week activities and locations identified so that platoons can provide extra patrols and support where needed.
- June 23 - Attending meeting with Town of Quispamsis CAO to address the parking problem at the Firefly Cres splash pad (Insp. Becker, Sgt. Scott)

K9 UNIT:

- The K9 unit has been placed on hold from deploying until all validation requirements are met. They are engaged in an extra robust training program to achieve this.

DIVERSITY, EQUITY AND INCLUSION:

- June 5th – Attended the Women's career Expo at the Trade and Convention Centre. Most attendees were newcomer women. (Insp. Becker, DC Henderson, L. Young, Cst. Conley)
- June 19th – Presentation to PRUDE's Newcomer Women's Leadership Cohort on domestic violence and Canadian policing. (Insp. Becker, Sgt. McIntyre)
- June 23 – Consultation with Policing Standards about development of provincial systemic racism policy (Insp. Becker)
- June 27th – Pride flag raising and community BBQ at KRPF HQ. Organized by Inspector Becker with assistance from Insp. Flynn, Cdt. Blizzard & Cdt. Dagleish

IT UPDATE:

- Work continues with regular IT maintenance and building addition

CRIMINAL INVESTIGATION DIVISION (CID) – June 2025 Report

(CID) Sgt. Bennett, Cst. Lisson, Cst. Curren, Cst. MacDonald /vacant position					
Active Files (New this month)	On-going Files	Concluded and/or charged	Assist Patrol	Other	
6 New Files <ul style="list-style-type: none">1 Assault1 Theft1 Sexual Assault1 B&E residence1 Crime Stoppers Tip1 Theft over	20 Continued Investigations <ul style="list-style-type: none">7 Sexual Assaults2 Thefts5 B&E's3 Frauds1 Sexual Interference1 Other CC1 Luring	4 Files <ul style="list-style-type: none">3 Sexual Assaults1 Assist other Police Agency (Fraud)	4 Files <ul style="list-style-type: none">1 Sudden Death1 Harassing Communications1 Fraud1 Theft	<ul style="list-style-type: none">Cpl. Lisson loaned to Fredericton Police for 2 weeks/special project.2 Referrals to KV Oasis (Grief Counselling/positive relationships).Members attended EMO Presentation at Fire Station.Assist Fredericton Police with victim interview at KRPF.Cst. Curren did Law Class with students at Rothesay High School.Sgt. Bennett/Cst. Curren attended Quarterly MDT meeting.	
Intelligence Cst. Curren					
Provincial Intel			Local Intel		
<ul style="list-style-type: none">Federal Focus on Fentanyl and the Canada/US border.Involved with Metal Theft working 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		
5 new files <ul style="list-style-type: none">1 Sexual Assault2 Thefts1 Sudden Death1 B&E	7 continued investigations <ul style="list-style-type: none">1 Sexual Assault1 Theft1 B&E3 Sudden Deaths1 Other CC				
Integrated Enforcement Unit (IEU) Cst. MacEachern					
Active Files (recent)			Assist Patrol	Assist CID	Assist other Agency
<ul style="list-style-type: none">7 Arrests. Drugs and firearm offences					<ul style="list-style-type: none">Assist SCAN

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

FINANCIAL STATEMENTS

DECEMBER 31, 2024

2025 July 14 Open Session FINAL 062

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

DECEMBER 31, 2024

CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Debt	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 20

INDEPENDENT AUDITORS' REPORT

To the Members of the Kennebecasis Regional Joint Board of Police Commissioners

Opinion

We have audited the financial statements of the Kennebecasis Regional Joint Board of Police Commissioners (the "Commission"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in net debt and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Independent Auditors' Report to the Members of the Kennebecasis Regional Joint Board of Police Commissioners (cont'd)

Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB
April 23, 2025

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash (Note 4)	\$ 942,534	\$ 432,440
Accounts receivable		
General	19,166	31,698
Province of New Brunswick (Note 5)	100,502	1,372
Federal Government and its agencies (Note 6)	329,502	180,434
Investments (Notes 7 and 10)	813,327	917,799
Post employment benefits asset (Note 11)	<u>467,700</u>	<u>151,000</u>
	<u>\$ 2,672,731</u>	<u>\$ 1,714,743</u>
LIABILITIES		
Short term loan (Note 8)	\$ 1,351,500	\$ -
Accounts payable and accrued liabilities	937,694	415,305
Long term debt (Note 9)	99,000	250,000
Accrued sick leave	17,299	17,299
Accrued liability for vested retirement benefits (Note 10)	<u>748,652</u>	<u>849,452</u>
	<u>3,154,145</u>	<u>1,532,056</u>
NET (DEBT) ASSETS	<u>(481,414)</u>	<u>182,687</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 13)	6,799,363	5,110,432
Accumulated amortization (Note 13)	<u>(2,881,602)</u>	<u>(2,611,918)</u>
	<u>3,917,761</u>	<u>2,498,514</u>
Unamortized debenture costs	738	1,910
Prepaid expenses	<u>93,768</u>	<u>32,595</u>
	<u>4,012,267</u>	<u>2,533,019</u>
ACCUMULATED SURPLUS	<u>\$ 3,530,853</u>	<u>\$ 2,715,706</u>
COMMITMENTS (Note 12)		

APPROVED BY:

 Commissioner

 Commissioner

2025 July 14 Open Session FINAL 066
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

**STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED DECEMBER 31, 2024**

	2024 Budget (Note 15)	2024 Actual	2023 Actual
REVENUE			
Contributions by member municipalities	\$ 8,485,864	\$ 8,485,864	\$ 8,171,111
Other (Note 16)	<u>542,000</u>	<u>730,632</u>	<u>729,083</u>
	<u>9,027,864</u>	<u>9,216,496</u>	<u>8,900,194</u>
EXPENDITURE (Note 16)			
Crime control	6,712,209	6,536,872	5,931,198
Vehicle fleet	420,491	397,683	319,478
Property	342,690	399,401	324,679
Administration	1,078,486	846,993	1,502,179
Telecommunications	<u>304,487</u>	<u>297,711</u>	<u>293,414</u>
	<u>8,858,363</u>	<u>8,478,660</u>	<u>8,370,948</u>
ANNUAL SURPLUS FOR THE YEAR BEFORE UNREALIZED GAIN (LOSS) ON INVESTMENTS	169,501	737,836	529,246
UNREALIZED GAIN (LOSS) ON INVESTMENTS	<u>77,311</u>	<u>77,311</u>	<u>(3,549)</u>
ANNUAL SURPLUS FOR THE YEAR (Note 14)	<u>\$ 246,812</u>	815,147	525,697
ACCUMULATED SURPLUS BEGINNING OF YEAR		<u>2,715,706</u>	<u>2,190,009</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 3,530,853</u>	<u>\$ 2,715,706</u>

2025 July 14 Open Session FINAL 067
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
Annual surplus	\$ 815,147	\$ 525,697
Acquisition of tangible capital assets	(1,777,985)	(529,864)
Proceeds on disposal of tangible capital assets	9,651	10,602
Amortization of tangible capital assets	329,510	295,006
Gain (loss) on disposal of tangible capital assets	<u>19,577</u>	<u>(4,309)</u>
	<u>(604,100)</u>	<u>297,132</u>
Acquisition of prepaid expenses	(93,768)	(32,595)
Use of unamortized debenture costs	1,172	1,172
Use of prepaid expenses	<u>32,595</u>	<u>56,501</u>
	<u>(60,001)</u>	<u>25,078</u>
Increase (decrease) in net (debt) assets	(664,101)	322,210
Net (debt) assets - beginning of year	<u>182,687</u>	<u>(139,523)</u>
Net (debt) assets - end of year	<u><u>\$ (481,414)</u></u>	<u><u>\$ 182,687</u></u>

2025 July 14 Open Session FINAL 068
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

**STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 815,147	\$ 525,697
Gain (loss) on disposal of tangible capital assets	19,577	(4,309)
Unrealized (gain) loss on investments	(77,311)	3,549
Amortization of tangible capital assets	329,510	295,006
Receivable - General	12,532	17,936
Receivable - Province of New Brunswick	(99,130)	71,615
Receivable - Federal Government and its agencies	(149,068)	36,359
Accounts payable and accrued liabilities	522,389	(167,880)
Change in accrued liability for vested retirement benefits	(100,800)	(14,930)
Change in post employment benefits payable	(316,700)	(60,900)
Change in unamortized debenture costs/prepaid expenses	<u>(60,001)</u>	<u>25,078</u>
	<u>896,145</u>	<u>727,221</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(1,777,985)	(529,864)
Proceeds on disposal of tangible capital assets	<u>9,651</u>	<u>10,602</u>
	<u>(1,768,334)</u>	<u>(519,262)</u>
FINANCING TRANSACTIONS		
Short term loan	1,351,500	-
Change in long term debt	<u>(151,000)</u>	<u>(146,000)</u>
	<u>1,200,500</u>	<u>(146,000)</u>
INVESTING TRANSACTION		
Purchases net of proceeds of investments	<u>181,783</u>	<u>(59,358)</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	510,094	2,601
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>432,440</u>	<u>429,839</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 942,534</u>	<u>\$ 432,440</u>

2025 July 14 Open Session FINAL 069
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Regional Joint Board of Police Commissioners (the "Commission") provides police services to the region consisting of the municipalities of Quispamsis and Rothesay.

The current Stakeholder Agreement for the Commission expired in 2013. The stakeholders are currently working towards an updated agreement.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Commission are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Commission and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Commission.

Significant aspects of the accounting policies adopted by the Commission are as follows:

Budget

The budget figures contained in these financial statements were approved by the Board on December 21, 2023 and the Minister of Local Government on January 8, 2024.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

The investments of the Commission are held in the custody of TD Waterhouse Canada Inc.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks. The Commission has an authorized overdraft limit of \$100,000 which bears interest at the Bank of Nova Scotia's prime lending rate plus 0.50% per annum with interest payable monthly. The overdraft is secured by an Overdraft Lending Agreement and an authorized letter, under seal, from the Chairperson of the Commission authorizing the Commission to borrow for the purposes of bridging normal member funding and financing receivables.

Unamortized Debenture Costs

Bond discounts are amortized over the life of the respective serial debenture.

2025 July 14 Open Session FINAL 070
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Revenue Recognition

The contributions from the member municipalities are recognized as they are earned for the police and 911 services provided to the region, when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and sundry income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenditure during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from these estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued vested retirement benefits; and
- accrued post employment benefits.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset type</u>	<u>Years</u>
Land improvements	10-20 years
Buildings	16-40 years
Vehicles	5 years
Machinery and equipment	6-10 years
Information technology equipment	3-5 years
Furniture and fixtures	20 years

Assets under construction are not amortized until the asset is available for productive use.

Post Employment Benefits

The Commission recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Commission has a vested retirement benefit as documented in Note 10 and a pension plan as documented in Note 11.

2025 July 14 Open Session FINAL 071
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Asset Retirement Obligations

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations. As at December 31, 2024, no asset retirement obligations have been identified by management.

3. FINANCIAL INSTRUMENTS

The Commission is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Commission's risk exposure and concentration as of December 31, 2024:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission is exposed to credit risk from its accounts receivable. The Commission's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Commission is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Commission's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Commission is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Commission manages exposure through its normal operating and financing activities. The Commission is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or

2025 July 14 Open Session FINAL 072
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Commission is exposed to other price risk through its investment in quoted shares.

4. CASH

	<u>2024</u>	<u>2023</u>
Cash - operating	\$ 642,397	\$ 417,394
Cash - building expansion	242,345	-
Cash - investments (Note 10)	<u>57,792</u>	<u>15,046</u>
	<u>\$ 942,534</u>	<u>\$ 432,440</u>

5. DUE FROM PROVINCE OF NEW BRUNSWICK

	<u>2024</u>	<u>2023</u>
Department of Justice and Public Safety	\$ 17,586	\$ 1,372
WorkSafe NB	<u>83,266</u>	<u>-</u>
	<u>\$ 100,852</u>	<u>\$ 1,372</u>

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2024</u>	<u>2023</u>
Canada Revenue Agency - HST refund	\$ 210,517	\$ 88,880
RCMP secondments	<u>118,985</u>	<u>91,554</u>
	<u>\$ 329,502</u>	<u>\$ 180,434</u>

7. INVESTMENTS

	<u>2024</u>	<u>2023</u>
Canadian short term notes	\$ 294,000	\$ 461,557
Canadian equity	349,594	363,819
Unrealized gain on investments	<u>169,733</u>	<u>92,423</u>
	<u>\$ 813,327</u>	<u>\$ 917,799</u>

The Commission has an investment policy in place to administer the governance of these investments. As at December 31, 2024, the investments were in compliance with the policy.

8. SHORT-TERM BORROWING

Interim Borrowing Capital Funds

The Commission has arranged a non-revolving term loan bearing interest at the Bank of Nova Scotia's prime lending rate from time to time, minus 0.75% per annum with interest payable monthly. The facility is used to provide bridge financing for the building expansion project and is expected to be repaid in full by June 30, 2025.

2025 July 14 Open Session FINAL 073
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

9. LONG TERM DEBT

	Balance January 1, 2024	Issued during year	Redeemed during year	Balance December 31, 2024
New Brunswick Municipal Financing Corporation				
Debentures:				
BL 45-2014 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	\$ 55,000	\$ -	\$ 55,000	\$ -
BN 35-2015 1.05% - 3.15%, due 2025, OIC # 03-0053	<u>195,000</u>	<u>-</u>	<u>96,000</u>	<u>99,000</u>
	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 151,000</u>	<u>\$ 99,000</u>

Principal payment required during the next year is as follows:

2025	\$ 99,000
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10. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS

Police officers and administrative employees earn 1.5 days of sick leave for every month of service to a maximum of 250 days. In total, the maximum is 2,000 hours (based on an 8 hour day). At retirement, an employee is entitled to choose either 50% of his or her sick leave in salary to a maximum of 125 days (1,000 hours), or one month's salary for each five years of service (or fraction thereof) to a maximum of six month's salary. The Board has restricted the use of the investments (Notes 4 and 7) to cover the future obligations under this plan.

An actuarial valuation was performed as at July 31, 2022 on the plan for 49 police officers and administrative employees in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The following summarizes the major assumptions in the valuation:

- Discount rate used was 3.96% (prior 2.69%);
- salary increases 1.75% per annum for one year, 6% per annum for the next year and 2% per annum thereafter; and
- retirement age 60 years old for police officers and 62 years old for civilian members.

The activity for the year is as follows:

	2024	2023
Balance at beginning of year	\$ 849,452	\$ 864,382
Add: Vested retirement expense	87,594	88,410
Less: Retirement benefits paid	<u>(188,394)</u>	<u>(103,340)</u>
Balance at end of year	<u>\$ 748,652</u>	<u>\$ 849,452</u>

The actuarial valuation estimates the accrued benefit obligation to be \$697,550 at December 31, 2024. The \$110,050 actuarial gain is being amortized over 16 years, which represents the expected average remaining service life of the related employees.

2025 July 14 Open Session FINAL 074
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

11. POST EMPLOYMENT BENEFITS PAYABLE

The Commission and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NB MEPP"). The NB MEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Local Governance Act of New Brunswick. The NB MEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NB MEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2022 and resulted in an overall NB MEPP accrued benefit obligation of \$148,620,600 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2023:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 6.05% (prior 6.15%);
- the expected rate of return on assets is 6.05% (prior 6.15%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARS�) is 14.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2022 indicated that the market value of net assets available for the accumulated plan benefits were less than the present value of these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$12,228,600, a change of \$13,522,700 from the December 31, 2021 surplus of \$1,294,100. Based on the assumptions as at December 31, 2022, the actuary expects the level of employer and employee contributions to be sufficient to fund the current service cost and going concern special payments, as required by the Pensions Benefits Act.

As at December 31, 2022, the NB MEPP provides benefits for 315 retirees. Total benefit payments to retirees and terminating employees during 2024 are estimated to be approximately \$5,440,900 (actual 2023 - \$7,516,800) in totality for the NB MEPP.

2025 July 14 Open Session FINAL 075
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

11. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.95%. Each participating body contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities, Real Estate, Infrastructure, and Foreign Equities. Combined employees and participating bodies' contributions for 2024 are estimated to be approximately \$9,335,000 (actual 2023 - \$9,159,600) in totality for the NB MEPP.

The following summarizes the NB MEPP data as it relates to the Commission:

- The average age of the 51 active employees covered by the NB MEPP is 43.7 (as at Dec. 31, 2022);
- Benefit payments were \$959,400 in 2023 and were estimated to be \$518,800 in 2024; and
- Combined contributions were \$922,600 in 2023 and were estimated to be \$948,400 in 2024.

In addition to determining the position of the NB MEPP as it relates to the Commission as at December 31, 2022 and December 31, 2023, NB MEPP's actuary performed an extrapolation of the December 31, 2023 accounting valuation to determine the estimated position as at December 31, 2024. The extrapolation assumes assumptions used as at December 31, 2024 remain unchanged from December 31, 2023. The extrapolation also assumes assets return of 6.05%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Accrued Benefit Asset		
Accrued benefit asset at beginning of period	\$ (151,000)	\$ (90,100)
Adjustment to 2023 actual	(98,000)	114,300
Pension expense for the year	255,500	285,200
Employer contributions	<u>(474,200)</u>	<u>(460,400)</u>
Accrued benefit asset at end of period	<u>\$ (467,700)</u>	<u>\$ (151,000)</u>

In summary, the Accrued Benefit Asset as it related to the Commission is estimated to be \$467,700 as at December 31, 2024. This compares to an asset of \$90,100 as at January 1, 2023 and \$151,000 as at December 31, 2023.

2025 July 14 Open Session FINAL 076
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

11. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The financial position as it relates to the Accrued Benefit Liability is shown as follows and illustrates the unamortized amounts being recognized in Pension Expense over time:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 18,659,400	\$ 17,442,900
Plan assets	<u>18,579,800</u>	<u>17,102,500</u>
Plan deficit	79,600	340,400
Adjustment to 2023 actual	-	98,000
Unamortized experience losses	<u>(547,300)</u>	<u>(589,400)</u>
Accrued benefit asset at end of period	<u>\$ (467,700)</u>	<u>\$ (151,000)</u>

The following illustrates the reconciliation of Accrued Benefit Obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 17,442,900	\$ 16,923,400
Current service cost	675,300	589,100
Benefit payments	(518,800)	(959,400)
Interest for period	1,060,000	1,029,400
Experience gain during period	<u>-</u>	<u>(139,600)</u>
Accrued benefit obligation at end of period	<u>\$ 18,659,400</u>	<u>\$ 17,442,900</u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 17,102,500	\$ 15,694,800
Employer contributions	474,200	460,400
Employee contributions	474,200	462,200
Benefit payments	(518,800)	(959,400)
Return on plan assets during period	<u>1,047,700</u>	<u>1,444,500</u>
Plan assets at end of period	<u>\$ 18,579,800</u>	<u>\$ 17,102,500</u>

2025 July 14 Open Session FINAL 077
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

11. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Total Expense related to pensions include the following components:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Pension Expense		
Employer current service cost	\$ 201,100	\$ 126,900
Interest on Accrued Benefit Obligation	1,060,000	1,029,400
Expected return on assets	(1,047,700)	(964,100)
Experience loss	<u>42,100</u>	<u>93,000</u>
Pension expense	<u>\$ 255,500</u>	<u>\$ 285,200</u>

The Pension Expense is included in the Statement of Operations. The 2023 pension expense was estimated to be \$335,700. The difference between the 2023 estimated and actual expense has been recorded as an expense recovery of the current period.

12. COMMITMENTS

Dispatch Services

The Commission has entered into a dispatch agreement with the City of Fredericton for police services to the Kennebecasis Valley and surrounding area for a term of five years January 1, 2021 to December 31, 2026. The future quarterly payments are determined each year using an annual fee of \$255,515 plus an adjustment based on the New Brunswick Consumer Price Index. The future minimum payment for the next year is \$299,752.

Operating Lease

The Board leases office equipment which have been accounted for as operating leases. The future minimum lease payments over the next three years are:

2025	\$ 1,546
2026	1,546
2027	1,415

Digital Evidence Management System

The Commission has entered into an agreement with Axon Public Safety Canada Inc. to supply a digital evidence management system inclusive of operating equipment for a total cost of \$636,817 over eight years. The future annual minimum payments over the next five years are:

2025	\$ 79,602
2026	79,602
2027	79,602
2028	79,602
2029	72,969

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

13. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Information Technology Equipment</u>	<u>Furniture and Fixtures</u>	<u>Assets Under Construction</u>	<u>2024 Total</u>	<u>2023 Total</u>
COST										
Balance - beginning of year	\$ 194,248	\$ 335,018	\$ 2,377,875	\$ 1,071,897	\$ 94,823	\$ 816,159	\$ 220,412	\$ -	\$ 5,110,432	\$ 4,745,730
Add: Net additions during the year	-	-	-	152,569	-	-	-	1,625,416	1,777,985	529,864
Less: Disposals during the year	-	-	-	(89,054)	-	-	-	-	(89,054)	(165,162)
Balance - end of year	<u>194,248</u>	<u>335,018</u>	<u>2,377,875</u>	<u>1,135,412</u>	<u>94,823</u>	<u>816,159</u>	<u>220,412</u>	<u>1,625,416</u>	<u>6,799,363</u>	<u>5,110,432</u>
ACCUMULATED AMORTIZATION										
Balance - beginning of year	-	64,428	1,226,008	563,177	46,233	541,703	170,369	-	2,611,918	2,475,781
Add: Amortization during the year	-	16,587	68,957	143,914	10,059	78,972	11,021	-	329,510	295,006
Less: Accumulated amortization on disposals	-	-	-	(59,826)	-	-	-	-	(59,826)	(158,869)
Balance - end of year	<u>-</u>	<u>81,015</u>	<u>1,294,965</u>	<u>647,265</u>	<u>56,292</u>	<u>620,675</u>	<u>181,390</u>	<u>-</u>	<u>2,881,602</u>	<u>2,611,918</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 194,248</u>	<u>\$ 254,003</u>	<u>\$ 1,082,910</u>	<u>\$ 488,147</u>	<u>\$ 38,531</u>	<u>\$ 195,484</u>	<u>\$ 39,022</u>	<u>\$ 1,625,416</u>	<u>\$ 3,917,761</u>	<u>\$ 2,498,514</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

2025 July 14 Open Session FINAL_079

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

14. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	Operating Fund	Capital Fund	Total
2024 annual surplus (deficit) - PSAS	\$ 1,174,479	\$ (359,332)	\$ 815,147
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	940	-	940
Transfers between funds			
Transfer from operating fund to capital fund	(531,944)	531,944	-
Long term debt principal repayment	(151,000)	151,000	-
Accumulated amortization on disposal of tangible capital assets	-	(59,826)	(59,826)
Amortization expense	-	329,510	329,510
Unrealized gain on investments	(77,311)	-	(77,311)
Post employment benefits liability	(316,700)	-	(316,700)
Total adjustments to 2024 annual surplus (deficit)	(1,076,015)	952,628	(123,387)
2024 annual surplus for funding requirements	\$ 98,464	\$ 593,296	\$ 691,760

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

15. OPERATING BUDGET TO PSAS BUDGET

	<u>Operating Budget General</u>	<u>Amortization of Tangible Capital Assets</u>	<u>Other</u>	<u>Total</u>
REVENUE				
Contributions by member municipalities	\$ 8,485,864	\$ -	\$ -	\$ 8,485,864
Other	542,000	-	-	542,000
Unrealized gain on investments	-	-	77,311	77,311
Surplus of second previous year	<u>940</u>	<u>-</u>	<u>(940)</u>	<u>-</u>
	<u>9,028,804</u>	<u>-</u>	<u>76,371</u>	<u>9,105,175</u>
EXPENDITURE				
Crime control	6,978,609	89,031	(355,431)	6,712,209
Vehicle fleet	310,000	143,914	(33,423)	420,491
Property	237,253	96,565	8,872	342,690
Administration	1,039,755	-	38,731	1,078,486
Telecommunications	304,487	-	-	304,487
Fiscal services				
Long term debt repayments	151,000	-	(151,000)	-
Interest	<u>7,700</u>	<u>-</u>	<u>(7,700)</u>	<u>-</u>
	<u>9,028,804</u>	<u>329,510</u>	<u>(499,951)</u>	<u>8,858,363</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ (329,510)</u>	<u>\$ 576,322</u>	<u>\$ 246,812</u>

2025 July 14 Open Session FINAL_081
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

16. REVENUE AND EXPENDITURE SUPPORT

	2024 Budget (Note 15)	2024 Actual	2023 Actual
OTHER REVENUE			
Secondments	\$ 359,000	\$ 417,952	\$ 375,464
Fees for public services	141,000	140,129	159,896
Investment income	40,000	76,334	98,141
Taxi and by-law	2,000	3,736	2,242
Other	<u>-</u>	<u>92,481</u>	<u>93,340</u>
	<u>\$ 542,000</u>	<u>\$ 730,632</u>	<u>\$ 729,083</u>
CRIME CONTROL			
Salaries	\$ 5,015,075	\$ 4,871,496	\$ 4,229,910
Employee benefits	813,122	688,925	873,073
Training	115,000	142,923	117,436
Communications	90,000	104,121	93,018
Equipment	50,000	48,792	28,199
Office	15,000	18,095	25,899
Equipment leasing and repairs	149,163	90,149	95,820
General supplies	40,000	129,242	70,614
Insurance	87,100	74,466	71,277
Uniforms	80,000	101,707	100,071
Public relations	16,000	3,067	9,073
Detention of prisoners	33,000	34,008	28,698
Taxi and traffic by-law	500	-	65
Public safety	59,218	54,218	47,079
Special investigation	60,000	86,632	54,075
Amortization	<u>89,031</u>	<u>89,031</u>	<u>86,891</u>
	<u>\$ 6,712,209</u>	<u>\$ 6,536,872</u>	<u>\$ 5,931,198</u>
VEHICLE FLEET			
Fuel	\$ 135,000	\$ 101,660	\$ 97,321
Repairs and maintenance	72,000	92,313	73,471
Insurance	44,000	40,219	35,935
Equipment for vehicles	6,000	-	979
Amortization	143,914	143,914	116,374
Loss (gain) on disposal of tangible capital assets	<u>19,577</u>	<u>19,577</u>	<u>(4,602)</u>
	<u>\$ 420,491</u>	<u>\$ 397,683</u>	<u>\$ 319,478</u>

2025 July 14 Open Session FINAL 088
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

16. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2024 Budget (Note 15)	2024 Actual	2023 Actual
PROPERTY			
Taxes	\$ 51,000	\$ 45,981	\$ 44,886
Repairs and maintenance	97,000	177,028	105,654
Heat and power	49,200	46,692	44,655
Insurance	10,053	9,534	8,061
Grounds	30,000	14,948	16,797
Interest expense	7,700	7,481	11,713
Debenture cost amortization	1,172	1,172	1,172
Amortization	<u>96,565</u>	<u>96,565</u>	<u>91,741</u>
	<u>\$ 342,690</u>	<u>\$ 399,401</u>	<u>\$ 324,679</u>
ADMINISTRATION			
Salaries	\$ 633,334	\$ 528,251	\$ 996,248
Employee benefits	209,589	108,422	227,021
Professional fees	50,000	48,048	108,337
Insurance	8,602	7,521	7,167
Travel and training	50,000	51,796	33,289
Board expenses	15,000	8,853	13,031
Labour relations	15,000	2,648	24,349
Bank service fees	-	3,860	4,034
Provision for vested retirement benefits	96,961	87,594	88,410
Loss on sale of assets	<u>-</u>	<u>-</u>	<u>293</u>
	<u>\$ 1,078,486</u>	<u>846,993</u>	<u>\$ 1,502,179</u>
TELECOMMUNICATIONS			
Dispatch fees (Note 12)	<u>\$ 304,487</u>	<u>\$ 297,711</u>	<u>\$ 293,414</u>

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
APRIL 9, 2025**

Present: Vice Chair Dave Brown	John Jarvie, Administrator
Treasurer Peter Lewis	Chief Mike Boyle
Commissioner Stéphane Bolduc	Deputy Chief Shawn White
Commissioner Patricia Murray	Division Chief Karen Trecartin
	Carlene MacBean, Executive Assistant

Absent: Chair Kirk Miller
Commissioner Noah Donovan

1.0 Call to Order

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

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by S. Bolduc and seconded by P. Murray, the agenda be approved as presented.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes**5.1 February 12, 2025 – Part One****5.2 February 12, 2025 – Part Two**

Moved by P. Murray and seconded by S. Bolduc, that the minutes of February 12, 2025 – Part One and Part Two be approved as presented.

CARRIED

6.0 Unfinished Business**6.1 CFAI Applicant Agency Status**

Throughout February and March, the peer team has been assessing and reviewing the documents for the Kennebecasis Valley Fire Department. For each of the 11 categories, the peer team reviews and comments on the documents and either Chief Boyle or Division Chief Trecartin have replied and correct/update as needed.

On March 10, the department was were notified that we had passed our document review and that the peer team visit is confirmed for Sunday, April 27 to Wednesday, April 30. Members of the Fire Board will be invited to the opening remarks by the team on Monday, April 28 and during the closing briefing on the afternoon of Wednesday, April 30.

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

CARRIED

6.2 Regional Fire Protection Agreement

The signed agreement was distributed to the Fire Board and will be included with the meeting minutes when they go to both Councils.

7.0 Correspondence

None

8.0 New Business**8.1 2024 Annual Report**

Fire Prevention Officer Arthur Willins has once again put together the departments annual report. Due to the size of the document a link has been provided to the Fire Board members.

Moved by S. Bolduc and seconded by P. Lewis to accept the 2024 Kennebecasis Valley Fire Department Annual Report and to send the electronic link to the Town Clerks of Quispamsis and Rothesay to be distributed to both councils.

CARRIED**9.0 Financial****9.1 Draft Financial Statements for the Month Ended February 28, 2025**

Moved by P. Lewis and seconded by S. Bolduc to receive and file.

CARRIED**9.2 Budget Variance Analysis**

Moved by P. Lewis and seconded by S. Bolduc to receive and file.

CARRIED**9.3 Compliance Report**

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

CARRIED**10.0 Business Arising from Committee of the Whole**

None

11.0 Reports**11.1 Chief's Report**

Moved by P. Lewis and seconded by S. Bolduc to receive and file.

CARRIED

11.2 Response Summary

Moved by P. Lewis and seconded by S. Bolduc to receive and file.

CARRIED

11.3 EMO Report

Chief Boyle reported the KV EMO committee continues to hold monthly meetings and is working towards the following goals:

- Working on a process to deliver an orientation on the KV EMO to all staff
- Determine training requirements and opportunities for staff
- Continuity of operations – developing a plan for both towns, police and fire
- Facility audit – evaluating existing facilities and potential EMO usage during an event
- Communications plan – completing a plan for the KV EMO
- QEPT/REPT meetings – continuing meetings with the emergency preparedness teams for both towns
- CN community outreach – working with CN on training and awareness for rail safety
- Spring freshet – moving KV EMO into a level 1 monitoring mode for the spring freshet

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

CARRIED

11.4 Fire Prevention Update

Division Chief Trecartin reported on the following:

Forest fire season opens April 21st

The Department of Natural Resources and Energy Development office will begin monitoring fire conditions throughout the province on April 21st. This means they will begin updating current fire conditions daily on their website. A new initiative they are rolling out this year is urban interface fire protection trailers. These trailers will be deployed as needed by a team trained by DNRED staff and contain equipment specifically for protecting homes that border forested areas. This will be another resource that we can request if needed.

KVFD Website

We are in the process of updating the department's website with a section specifically designated for wildfire resources. This will consist of both educational resources and an online self-assessment tool for homeowners to assess their homes risk to wildfires. This online assessment tool was developed in-house by our fire prevention officer. The benefit of creating our own online assessment is the ability to collect data on calculated risk scores.

Provincial Smoke Alarm Program

The department has been participating in a provincial wide smoke alarm campaign. We have installed 17 smoke alarms since February 1st. The Office of the Fire Marshal is organizing this initiative and distributes smoke alarms to departments by request.

Vice Chair Brown requested the department consider signage for in front of the fire station that would be used to advise the community of the fire risk. Division Chief Trecartin will investigate cost and options and the opportunity to include in the KV EMO budget.

Moved by P. Lewis and seconded by S. Bolduc to receive and file.

CARRIED

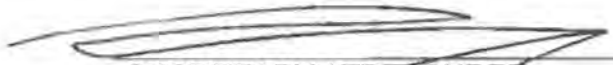
12.0 Adjournment

Moved by P. Lewis that the meeting be adjourned at 6:40 pm.

Date of next meeting – June 11, 2025

Respectfully submitted,


CHAIR


SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.
Statement of Expense with Budget Variance
For the 2-months ending February 28, 2025

9.1

	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2025
Line REVENUE:				
1 Members Contributions	\$1,063,615	\$1,063,620	\$4	\$6,913,500
2 Rebate of Property Tax (Misc. Revenue)	\$0		\$0	\$85,679
4 Revenue Fee Structure	\$0		\$0	\$0
5 Misc. Revenue	\$1,000	\$705	(\$295)	\$6,000
6 Interest Income C/A	\$4,167	\$5,545	\$1,378	\$25,000
7 Deficit 2nd previous year	\$62,765	\$62,765	\$0	\$62,765
8	\$1,131,547	\$1,132,635	\$1,088	\$7,092,944
EXPENSES:				
ADMINISTRATION:				
9 Admin. Wages and Benefits	\$144,825	\$127,665	(\$17,160)	\$747,800
10 Convention/dues/training	\$4,500	\$5,399	\$899	\$27,000
11 Administrative Agreement	\$2,000	\$2,000	\$0	\$12,000
12 Professional Services	\$5,606	(\$6,678)	(\$12,284)	\$33,638
13 CPSE Accreditation	\$3,541	\$626	(\$2,915)	\$21,245
14 Office supplies/Copy Machine/ S/C	\$1,868	\$4,355	\$2,487	\$11,210
15 Computer hardware/software/IT	\$25,400	\$22,385	(\$3,015)	\$39,000
16 Telephone/ Internet	\$2,884	\$2,933	\$49	\$17,304
17	\$190,625	\$158,684	(\$31,941)	\$909,197
FIREFIGHTING FORCE:				
18 Salaries Basic	\$646,750	\$487,891	(\$158,859)	\$3,363,100
19 Overtime	\$8,333	\$14,089	\$5,756	\$50,000
20 Force Benefits	\$166,141	\$145,581	(\$20,561)	\$900,500
21 Career Uniforms and maintenance	\$5,083	\$1,773	(\$3,311)	\$30,500
22 Medical and Fitness Testing	\$3,333	\$2,000	(\$1,333)	\$20,000
23 Employee Wellness	\$1,167	\$1,606	\$439	\$7,000
24 Career Recognition	\$667	\$0	(\$667)	\$4,000
25 Holiday Relief Wages and overtime	\$84,769	\$82,100	(\$2,669)	\$440,800
26 Holiday Relief Benefits	\$34,788	\$24,308	(\$10,480)	\$180,900
27	\$951,032	\$759,348	(\$191,685)	\$4,996,800

		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2025
				(Under Budget)	
TELECOMMUNICATIONS:					
28	Cellular Telephones	\$1,333	\$3,814	\$2,481	\$8,000
29	Communication Equipment	\$250	\$0	(\$250)	\$1,500
30	Maintenance / Repairs	\$0	\$0	\$0	\$700
31	Dispatch Service	\$66,150	\$70,106	\$3,956	\$264,600
32		\$67,733	\$73,920	\$6,187	\$274,800
INSURANCE:					
33	Insurance	\$84,898	\$84,214	(\$684)	\$84,898
34		\$84,898	\$84,214	(\$684)	\$84,898
PREVENTION AND TRAINING:					
35	Firefighter / Co. Officer Training	\$4,636	\$3,367	(\$1,270)	\$51,000
36	Fire Prevention	\$1,333	\$486	(\$847)	\$8,000
37	Public Education	\$600	\$0	(\$600)	\$3,600
38	Training Supplies	\$833	\$458	(\$375)	\$5,000
39		\$7,403	\$4,311	(\$3,092)	\$67,600
FACILITIES:					
40	Station 1 Operating	\$29,983	\$30,313	\$330	\$229,800
41	Station 2 Operating	\$14,850	\$14,291	(\$559)	\$114,000
42	Station Supplies	\$5,000	\$4,685	(\$315)	\$30,000
43		\$49,833	\$49,289	(\$545)	\$373,800
FLEET:					
44	Fuel Vehicle	\$6,333	\$2,000	(\$4,333)	\$38,000
45	Registration Vehicle	\$500	\$0	(\$500)	\$750
46	Vehicle Maint. & Repairs	\$15,000	\$21,495	\$6,495	\$90,000
47		\$21,833	\$23,495	\$1,662	\$128,750
OPERATIONS:					
48	New Equipment	\$4,333	\$8,239	\$3,905	\$26,000
49	Maint. & Repairs Equip.	\$3,333	\$5,948	\$2,615	\$20,000
50	Maint. & Repairs Bunker Gear	\$0	\$819	\$819	\$6,500
51	Medical Supplies	\$2,167	\$1,476	(\$691)	\$13,000
52	Fire Fighting Supplies	\$1,167	\$0	(\$1,167)	\$7,000
53	H&S/Cause determination	\$0	\$263	\$263	\$6,000
54		\$11,000	\$16,744	\$5,744	\$78,500

	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2025
EMO:				
55 EMO	\$11,219	\$0	(\$11,219)	\$67,315
	<u>\$11,219</u>	<u>\$0</u>	<u>(\$11,219)</u>	<u>\$67,315</u>
WATER COSTS:				
56 Water Costs - Quispamsis	\$0	\$0	\$0	\$5,887
57 Water Costs - Rothesay	\$0	\$0	\$0	\$30,596
58	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$36,483</u>
OTHER:				
59 Miscellaneous	\$833	\$725	(\$108)	\$5,000
60 Retirement Allowance	\$11,633	\$11,633	\$0	\$69,800
61	<u>\$12,467</u>	<u>\$12,359</u>	<u>(\$108)</u>	<u>\$74,800</u>
62 Operating Cost Total	<u>\$1,408,044</u>	<u>\$1,182,364</u>	<u>(\$225,680)</u>	<u>\$7,092,943</u>
63 (DEFICIT) SURPLUS FOR THE PERIOD	(\$276,497)	(\$49,729)	\$226,768	\$0

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 2-months ending February, 2025

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	Admin. Wages and Benefits	\$144,825	\$127,665	(\$17,160)	Significant reduction in WSNB Premiums (50% lower than budgeted)
12	Professional Services	\$5,606	(\$5,678)	(\$12,284)	Annual financial audit accrual but, not invoiced yet
18	Salaries Basic	\$646,750	\$487,891	(\$158,859)	Cumulative effect of no new CBA retro payment since January 1, 2024
20	Force Benefits	\$166,141	\$145,581	(\$20,561)	Significant reduction in WSNB Premiums (50% lower than budgeted)
26	Holiday Relief Benefits	\$34,788	\$24,308	(\$10,480)	Significant reduction in WSNB Premiums (50% lower than budgeted)
55	EMO	\$11,219	\$0	(\$11,219)	As required
	Material Variances	\$1,009,331	\$778,766	(\$230,564)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the months of January - February 2025

Non-Recurring Monthly Invoices		Amount	Description
01-03-25	Safety Source	\$19,087.00	Bunker suits (4) - Capital Expense
01-31-25	Locality Media	\$11,300.00	Software subscription
02-02-25	Irving Energy	\$5,875.53	Propane
02-11-25	Hovey Insurance	\$84,214.00	Annual insurance premium
02-15-25	First Due	\$10,520.00	Firefighting software
02-21-25	Irving Energy	\$6,630.76	Propane
02-27-25	Fire Safe	\$9,085.00	Vortex Kit



Kennebecasis Valley Fire Department Inc.

Chief Michael Boyle

Deputy Chief Shawn White

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

TO: Finance Committee
FROM: Ron Catchick
DATE: March 9, 2025
RE: Compliance Report

The following Government remittances have been remitted for the month of August in accordance with the appropriate regulation:

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

HST rebate claim - remitted semi-annually – December 31, 2024 claim filed (next claim due June 30, 2025)

WHSCC – remitted monthly –payment remitted

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

Ron Catchick
Finance Administrator



Kennebecasis Valley Fire Department

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

Significant Incidents

February 7

The KVFD assisted Simonds Fire Rescue at a fire on the Garnett Settlement Road. The KVFD on-duty chief acted as the safety officer while firefighters from Engine 2 and Tank 2 assisted with firefighting efforts.

March 16th

Initially dispatched as a structure fire, firefighters arrived on scene at a residence on the River Road to discover a vehicle on fire. The fire was quickly knocked down preventing any significant damage to the nearby home or garage.



International Women's Day

On March 8th as part of International Women's Day, we were proud to acknowledge our female members in the fire service. Pictured are Division Chief Karen Trecartin, Firefighter Stephanie Henderson and Firefighter Becca Wilson.



Aerial Operator Certification

Congratulations go to Mike O'Brien, our latest member to achieve certification to operate our ladder truck, Quint 1—"The Keeper of the Valley." Firefighters who earn this certification undergo extensive theory, practical testing, and driver training. This specialized program focuses on aerial operations and builds on their prior experience with other fire apparatus. Thank you to the A-platoon crew for facilitating Mike's training.



Funeral Coverage – Hampton

The KVFD, along with members from Nauwigewauk Fire Department and Long Reach Fire Department provided coverage for the Town of Hampton while members from Hampton Fire Rescue attended a funeral for one of their members who died from a cancer associated with firefighting.



Drones for First Responders

Between March 17th and March 20th, the KVFD hosted a Drones for First Responders course put on by Public Safety UAS Canada at station 1 in Rothesay. Firefighters and chief officers from several area fire departments attended the training. Senior Firefighter Nick Arseneault, as the lead drone operator for the KVFD, also delivered portions of the training course.



Chief Meeting

At the request of the Hon. Aaron Kennedy, Minister of Local Governance, Chief Boyle and Deputy White attended a meeting in Fredericton with Mr. Kennedy, the Hon. Robert Gauvin, Minister of Public Safety and New Brunswick Fire Marshal Mike Lewis. Chief Boyle and Deputy White advocated for changes to emergency lighting on emergency vehicles and provided an update on the KVFD and presented on the accreditation process for the department.



Response Report – January 2025

Response Type Description	2022	2023	2024	3 Year Average	2025
Alarm No Fire - accidental miscellaneous	3	2	4	3	4
Alarm No Fire - detector activated	4	2	1	2.3	5
Alarm No Fire - miscellaneous	0	4	4	3	1
Alarm No Fire - smoke or steam mistaken	0	0	0	0	1
Alarm No Fire - sprinkler surge or discharge	2	0	0	0.66	0
Alarm No Fire - unknown odours	0	1	0	0.33	2
Building Collapse	0	0	0	0	0
Chimney Fire	0	1	1	0.66	0
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	0	1	0	0.33	1
False Alarm - municipal alarm system	0	0	0	0	1
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	5	3	0	2.66	4
Gas Leak - miscellaneous	0	0	0	0	1
Gas Leak - propane	2	2	0	1.33	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide detector	2	0	4	2	1
Home Accident	0	0	0	0	0
Incident Situation Unclassified	0	0	0	0	0
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	1	0	0	0.33	0
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	0	2	1	1	0
Public Hazard - power line down	1	3	3	2.33	2
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	0	0	0	0
Public Service - assist police or another agency	1	3	0	1.33	1
Public Service - citizens locked in or out	0	0	0	0	1
Public Service - citizens trapped in elevators	0	0	1	0.33	1
Public Service - first aid	57	44	64	55	60
Public Service - Flooding	0	0	0	0	0
Public Service - mutual aid	3	0	0	1	0
Public Service- miscellaneous	2	0	0	0.66	0
Rescue - Miscellaneous	1	1	4	2	0
Resuscitation Call - dead on arrival	0	1	0	0.33	0
Rubbish/grass fire - no dollar loss	0	1	0	0.33	5
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	11	8	13	10.66	10
Total	95	79	100	91	101

Response Report – February 2025

Response Type Description	2022	2023	2024	3 Year Average	2025
Alarm No Fire - accidental miscellaneous	4	6	1	3.66	2
Alarm No Fire - detector activated	0	2	0	0.66	3
Alarm No Fire - miscellaneous	0	0	3	1	3
Alarm No Fire - smoke or steam mistaken	2	0	0	0.66	0
Alarm No Fire - sprinkler surge or discharge	0	0	0	0	0
Alarm No Fire - unknown odours	2	0	1	1	2
Building Collapse	0	0	0	0	0
Chimney Fire	1	0	1	0.66	0
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	0	0	1	0.33	0
False Alarm - municipal alarm system	0	0	0	0	0
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	2	3	0	1.66	2
Gas Leak - miscellaneous	0	0	1	0.33	1
Gas Leak - propane	3	0	0	1	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide detector	0	3	3	2	2
Home Accident	0	0	0	0	1
Incident Situation Unclassified	0	0	0	0	0
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	0	0	0	0	0
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	1	0	0	0.33	0
Public Hazard - power line down	3	1	3	2.33	0
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	1	0	0.33	0
Public Service - assist police or another agency	2	5	1	2.66	1
Public Service - citizens locked in or out	0	0	0	0	0
Public Service - citizens trapped in elevators	0	0	0	0	0
Public Service - first aid	46	42	52	46.66	59
Public Service - Flooding	2	1	3	2	1
Public Service - mutual aid	0	1	1	0.66	3
Public Service- miscellaneous	1	1	2	1.33	0
Rescue - Miscellaneous	2	0	1	1	0
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	1	2	0	1	0
Rupture - water pipes	0	3	0	1	0
Vehicle Accident	10	3	10	7.66	8
Total	82	74	84	80	88



Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners
From: Chief Mike Boyle
Re: KV EMO
Date: April 9, 2025

The KV EMO committee continues to hold monthly meetings and is working towards the following goals:

- Working on a process to deliver an orientation on the KV EMO to all staff
- Determine training requirements and opportunities for staff
- Continuity of operations – developing a plan for both towns, police and fire
- Facility audit – evaluating existing facilities and potential EMO usage during an event
- Communications plan – completing a plan for the KV EMO
- QEPT/REPT meetings – continuing meetings with the emergency preparedness teams for both towns
- CN community outreach – working with CN on training and awareness for rail safety
- Spring freshet – moving KV EMO into a level 1 monitoring mode for the spring freshet



Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners
From: Division Chief Karen Trecartin
Re: Fire Prevention Update
Date: April 1st, 2025

Forest fire season opens April 21st

The Department of Natural Resources and Energy Development office will begin monitoring fire conditions throughout the province on April 21st. This means they will begin updating current fire conditions daily on their website. A new initiative they are rolling out this year is urban interface fire protection trailers. These trailers will be deployed as needed by a team trained by DNRED staff and contain equipment specifically for protecting homes that border forested areas. This will be another resource that we can request if needed.

KVFD Website

We are in the process of updating the department's website with a section specifically designated for wildfire resources. This will consist of both educational resources and an online self-assessment tool for homeowners to assess their homes risk to wildfires. This online assessment tool was developed in-house by our fire prevention officer. The benefit of creating our own online assessment is the ability to collect data on calculated risk scores.

Provincial Smoke Alarm Program

The department has been participating in a provincial wide smoke alarm campaign. We have installed 17 smoke alarms since February 1st. The Office of the Fire Marshal is organizing this initiative and distributes smoke alarms to departments by request.

ROTHESAY – QUISPAMIS REGIONAL FIRE PROTECTION AGREEMENT

15 Year Term

**January 1, 2025 to
December 31, 2039**

ROTHESAY – QUISPAMISIS REGIONAL FIRE PROTECTION AGREEMENT

TABLE OF CONTENTS

THIS AGREEMENT	1
ARTICLE I: INTERPRETATION	6
Section 1.01 <u>Definitions</u>	6
ARTICLE II: INCORPORATION	6
Section 2.01 <u>Incorporation of Fire Department</u>	6
Section 2.02 <u>Powers of Corporation</u>	6
Section 2.03 <u>Public Facing Name</u>	6
Section 2.04 <u>Operation of Fire Department</u>	6
Section 2.05 <u>Provision for Fire Department Services</u>	6
Section 2.06 <u>Composition of the Fire Board</u>	7
Section 2.07 <u>Term of Appointment</u>	7
Section 2.08 <u>Conflict of Interest</u>	8
ARTICLE III: TERM OF AGREEMENT	8
Section 3.01 <u>Fifteen (15) Year Term</u>	8
Section 3.02 <u>Commencement</u>	8
ARTICLE IV: MEETINGS	8
Section 4.01 <u>Regular Meetings</u>	8
Section 4.02 <u>Special Meetings</u>	9
Section 4.03 <u>Quorum for Meetings</u>	9
Section 4.04 <u>Voting at Meetings</u>	9
Section 4.05 <u>Minutes of Meetings</u>	9
Section 4.06 <u>Meetings Open to Public</u>	10
ARTICLE V: HEAD OFFICE AND STATIONS	10
Section 5.01 <u>Head Office</u>	10
Section 5.02 <u>Rothsay Station</u>	10
Section 5.03 <u>Quispamsis Station</u>	10
Section 5.04 <u>Staffing</u>	10
ARTICLE VI: OFFICERS OF FIRE BOARD.....	10
Section 6.01 <u>Election and Appointment of Officers</u>	10
Section 6.02 <u>Appointment of Other Officers</u>	10
Section 6.03 <u>Duties of Chair</u>	11
Section 6.04 <u>Duties of Vice Chair</u>	11

ARTICLE VII: DUTIES OF THE FIRE BOARD AND MANAGEMENT	11
Section 7.01 <u>Mandate of the Fire Board</u>	11
Section 7.02 <u>Administration Agreement</u>	12
ARTICLE VIII: BY-LAWS	12
Section 8.01 <u>Fire Board to Establish By-Laws</u>	13
ARTICLE IX: EXECUTION OF INSTRUMENTS	13
Section 9.01 <u>Contracts</u>	13
Section 9.02 <u>Cheques, Drafts and Notes</u>	13
ARTICLE X: COMMITTEES	13
Section 10.01 <u>Establishment by Resolution</u>	13
ARTICLE XI: PROPERTY OF THE CORPORATION	14
Section 11.01 <u>Vesting of Property</u>	14
Section 11.02 <u>Purchases</u>	14
Section 11.03 <u>Disposal of Property</u>	14
Section 11.04 <u>Insurance</u>	14
ARTICLE XII: FINANCIAL	14
Section 12.01 <u>Books of Account</u>	14
Section 12.02 <u>Financial Statements</u>	14
Section 12.03 <u>Bank Account</u>	15
Section 12.04 <u>Auditor</u>	15
Section 12.05 <u>Guarantee of Deficits</u>	15
Section 12.06 <u>Guarantee of Annual Operating Costs</u>	15
Section 12.07 <u>Calculation of Proportionate Share</u>	15
Section 12.08 <u>Payments</u>	16
Section 12.09 <u>Budget</u>	16
Section 12.10 <u>Surplus</u>	17
Section 12.11 <u>Deficit</u>	17
Section 12.12 <u>Indemnity</u>	17
ARTICLE XIII: ARBITRATION	17
Section 13.01 <u>Dispute</u>	17
Section 13.02 <u>Appointment of Arbitrator</u>	18
Section 13.03 <u>Failure to Agree on Arbitrator</u>	18
Section 13.04 <u>Decision by Arbitrator</u>	18
Section 13.05 <u>Binding Effect of Decision</u>	18
Section 13.06 <u>Costs of Arbitration</u>	18
Section 13.07 <u>Arbitration Act to Apply</u>	18

ARTICLE XIV: EXTENSION OR TERMINATION	18
Section 14.01 <u>Extension</u>	18
Section 14.02 <u>Termination</u>	18
Section 14.03 <u>Dissolution</u>	19
ARTICLE XV: WATER SUPPLY	19
Section 15.01 <u>Supply of Water</u>	19
Section 15.02 <u>Annual Cost Adjustment</u>	19
ARTICLE XVI: GENERAL	19
Section 16.01 <u>Further Assurances</u>	20
Section 16.02 <u>Cooperation</u>	20
Section 16.03 <u>Local Governance</u>	20
Section 16.04 <u>Notice</u>	20
Section 16.05 <u>Interpretation</u>	20
Section 16.06 <u>Invalidity of Any Provision</u>	21
Section 16.07 <u>Time of the Essence</u>	21
Section 16.08 <u>Partnership Not Created</u>	21
Section 16.09 <u>Binding Effect</u>	21
Section 16.10 <u>Counterparts</u>	21
ARTICLE XVII: THE CORPORATION	21
Section 17.01 <u>The Corporation Joins in this Agreement</u>	21
SIGNED, SEALED AND DELIVERED	22
AFFADAVIT OF EXECUTION	23

ROTHESAY – QUISPAMISIS REGIONAL FIRE PROTECTION AGREEMENT

THIS AGREEMENT made this 1st day of January, 2025, BY AND AMONG:

QUISPAMISIS, a municipality under and by virtue of the laws of the Province of New Brunswick, (hereinafter called "Quispamsis")

OF THE FIRST PART

-and-

ROTHESAY, a municipality under and by virtue of the laws of the Province of New Brunswick, (hereinafter called "Rothesay")

OF THE SECOND PART

-and-

KENNEBECASIS VALLEY FIRE DEPARTMENT INC., a body Corporate, incorporated under and by virtue of the laws of the Province of New Brunswick, having its registered office in the Rothesay, in the County of Kings and Province of New Brunswick (hereinafter called "the Corporation")

OF THE THIRD PART

WHEREAS Quispamsis and Rothesay (hereinafter sometimes each referred to as "participating municipality" and collectively as the "participating municipalities") are desirous of providing fire prevention, fire protection, firefighting and fire investigation services to the Region;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the mutual covenants herein set forth, the parties hereto agree as follows:

ARTICLE I: INTERPRETATION

Section 1.01 Definitions

IN THIS AGREEMENT, the words used which are defined in the Local Governance Act of New Brunswick shall have the same meaning as defined therein and:

"Calendar Year" means the twelve-month period commencing on the first day of January and ending on the last day of December.

"Corporation" means the Kennebecasis Valley Fire Department Inc

"Region" means the geographical territory consisting of the territorial limits of each of the participating municipalities.

ARTICLE II: INCORPORATION

Section 2.01 Incorporation of Fire Department

The participating municipalities, pursuant to prior agreements, have caused to be incorporated under the Companies Act, the Kennebecasis Valley Fire Department Inc. for the purpose of providing fire protection services on behalf of the participating municipalities for the Region.

Section 2.02 Powers of Corporation

The Corporation shall have all the powers granted to it by its Letters Patent, which shall not be amended unless by unanimous agreement in writing of all the participating municipalities.

Section 2.03 Public Facing Name

It is agreed upon the signing of this Agreement, that the Kennebecasis Valley Fire Department Inc. may also operate publicly under the name Kennebecasis Valley Fire Rescue.

Section 2.04 Operation of Fire Department

The Corporation shall continue to operate, maintain and own a fire department (hereinafter referred to as the "Fire Department").

The Fire Department shall be managed by a Fire Chief and directed by a Board of Directors to be known as the "Joint Board of Fire Commissioners" (hereinafter referred to as the "Fire Board").

Section 2.05 Provision for Fire Department Services

- a. The Fire Department shall provide fire prevention, fire protection, firefighting and fire investigation services to the Region, and such first responder and emergency medical support as may be determined by the Fire Board from time to time.

- b. The Fire Board shall ensure that at all times the Fire Department maintains a Public Protection Classification Rating equal to or surpassing a “3B” for Residential and a “6” for Commercial according to the Fire Underwriters Survey (FUS), in all participating municipalities and maintains the Superior Tanker Shuttle Service accreditation.

Section 2.06 Composition of the Fire Board

The Fire Board shall consist of:

- a. The Mayor or a Councillor from each participating municipality as may be designated by the respective councils of each participating municipality.
- b. And two (2) persons each appointed by the respective Councils of each participating municipality who need not be a Mayor or Councillor of such participating municipality, but shall ordinarily reside in the participating municipality they represent, and who shall not be an employee or an immediate family member of an employee of the Fire Department;
- c. The Chief of the Fire Department, who shall act as Manager of the Fire Department, shall be an ex-officio member of the Fire Board, but shall not be a voting member thereof;
- d. The Administrator of the Fire Department shall be an ex-officio member of the Fire Board, but shall not be a voting member thereof;

Section 2.07 Term of Appointment

- a. Except with respect to the Chief of the Fire Department, all appointments to the Fire Board shall be for a period of four (4) years and may be renewed. When a person appointed to the Fire Board ceases to maintain their ordinary residence within the participating municipality appointing them, or if a Mayor or a Councillor ceases to be a Mayor or a Councillor of the participating municipality which they represent, the Fire Board shall declare their position on the Fire Board to be vacant, and the participating municipality shall forthwith make a new appointment in accordance with Section 2.05 (a) or Section 2.05 (b) hereof for the balance of that member's term;
- b. Where a member of the Fire Board is unable to carry out their duties as a member of the Fire Board by reason of illness, absence, suspension or dismissal, the Council of the participating municipality may appoint another person to act as a member of the Fire Board in place of that member for the balance of that member's term;
- c. A member of the Fire Board may be dismissed by the Council of the participating municipality which the member represents.

Section 2.08 Conflict of Interest

Where a member of the Fire Board or an officer of the Corporation has a conflict of interest as defined in the Local Governance Act of New Brunswick with respect to any matter in which the Corporation is concerned and they are present at a meeting of the Fire Board or any committee thereof or any other meeting where the business of the Corporation is conducted at which the matter is a subject of consideration, such member or officer shall,

- a. As soon as the matter is introduced, disclose that they have a conflict of interest in the matter; and
- b. Forthwith withdraw from the meeting room while the matter is under consideration and/or vote.

A member of the Fire Board or an officer of the Corporation shall not at any time attempt to influence a decision of the Fire Board, or any committee or servant thereof, in any matter with respect to which they have a conflict of interest.

Failure to comply with this shall result in such penalties as set forth in the Local Governance Act of New Brunswick and any member of the Fire Board convicted for an offense relating to conflict of interest under this Act of New Brunswick shall be removed from the Fire Board by the participating municipality.

ARTICLE III: TERMS OF AGREEMENT

Section 3.01 Fifteen (15) Year Term

This agreement shall be for a term of fifteen (15) years and no participating municipality shall withdraw from the Corporation or from the terms of this agreement during the said fifteen (15) year term.

Section 3.02 Commencement

The Corporation shall continue to provide the services provided for herein to the Region, effective at 12:00:01 am on the 1st day of January, A.D. 2025.

ARTICLE IV: MEETINGS

Section 4.01 Regular Meetings

The Fire Board shall meet at least five (5) times each calendar year. Meetings shall be held at the Head Office of the Corporation or at such other place within the Region as may be agreed upon by the members of the Fire Board.

Section 4.02 Special Meetings

A special meeting of the Fire Board may be called by the Chair or any three (3) members of the Fire Board provided that all members of the Fire Board are advised by written or electronic notice of such special meeting at least forty-eight (48) hours in advance thereof, which notice shall state the purpose of the special meeting and shall contain an agenda of matters to be discussed. A copy of such notice of a special meeting shall be delivered to each of the offices of the participating municipalities at least forty-eight (48) hours in advance of such meeting.

Section 4.03 Quorum for Meetings

The presence of four (4) voting members in attendance throughout a meeting of the Fire Board shall be a quorum of any meeting of the Fire Board provided that each participating municipality has at least one (1) member in attendance at such meetings.

A member may participate in a meeting electronically, in accordance with Section 70(1)(c) of the New Brunswick Local Governance Act to a maximum of 25% of the meetings held each calendar year.

Section 4.04 Voting at Meetings

- a. Each member of the Fire Board appointed by a participating municipality shall have one vote at the meetings thereof. No other person is eligible to cast a vote.
- b. Every resolution submitted to any meeting of the Fire Board shall be decided by a majority of votes; if the representatives from each town are uneven, then any voting issues that concern financial issues shall be tabled until the next meeting. The Chair may vote on all resolutions and in the event of a tie, the resolution shall be lost.
- c. At any meeting, unless a poll is demanded by any member, a declaration by the Chair that a resolution has been carried or carried unanimously, or by a particular majority, or lost or not carried by a particular majority, shall be conclusive evidence of the fact.

Section 4.05 Minutes of Meeting

The Fire Board shall cause minutes of all its meetings to be recorded and circulated at least forty-eight (48) hours before the next Board meeting to each member of the Fire Board and after approval at such meeting, to each of the participating municipalities within seven (7) days of such approval.

Section 4.06 Meetings Open to Public

All meetings of the Fire Board shall be open to the public except where by a majority vote of the Fire Board it is determined the nature of the item to be discussed is such that it would fall within the Local Governance Act of New Brunswick, permitting that the public may be excluded for the duration of the discussion.

ARTICLE V: HEAD OFFICE AND STATIONS

Section 5.01 Head Office

The Head Office and headquarters of the Fire Department shall, during the term of this agreement, be located at Fire Station #1, located in the Rothesay.

Section 5.02 Rothesay Station

The Corporation shall at all times maintain a fire station within the Rothesay, Fire Station #1, properly staffed and equipped so as to maintain a high level and standard of fire protection.

Section 5.03 Quispamsis Station

The Corporation shall at all times maintain a fire station within Quispamsis, Fire Station #2, properly staffed and equipped so as to maintain a high level and standard of fire protection.

Section 5.04 Staffing

The Fire Board shall maintain a minimum staffing, as determined adequate by the Fire Chief, twenty-four (24) hours a day, seven (7) days a week, at each station, Fire Station #1 and Fire Station #2.

ARTICLE VI: OFFICERS OF FIRE BOARD

Section 6.01 Election and Appointment of Officers

The officers of the Fire Board shall consist of a Chair, a Vice Chair and a Secretary/Treasurer, to be elected annually by the members of the Fire Board. No person shall serve as Chair of the Fire Board for longer than two (2) consecutive one (1) year terms. No person shall serve as Vice Chair of the Fire

Board for longer than two (2) consecutive one (1) year terms.

Section 6.02 Appointment of Other Officers

The Fire Board may appoint such other officers and agents as it deems necessary, and any such officers or agents shall have such authority and shall perform such duties as may from time to time be prescribed by the Fire Board.

Section 6.03 Qualifications of Officers

The Chair, the Vice Chair and Secretary/Treasurer must be members of the Fire Board appointed by a participating municipality. The Secretary /Treasurer shall be bonded by a bonding company approved by the Corporation in an amount to be established from time to time by the Fire Board.

Section 6.04 Duties of Chair

The Chair shall, if present, preside at all meetings of the members of the Fire Board. They shall sign all instruments which require their signature and shall have the general care, direction and supervision of the affairs of the Corporation and shall perform all duties incident to their office and shall have such other powers and duties as may be assigned to the Chair by the Fire Board.

Section 6.05 Duties of Vice Chair

The Vice Chair shall be vested with all the powers and shall perform all the duties of the Chair in the absence or disability or refusal of the Chair to act. Any act of the Vice Chair in exercising the power conferred upon them by this section shall be conclusive proof and evidence that the Chair was absent, disabled or refused to act. If neither the Chair or the Vice Chair are able or willing to act, the remaining members of the Fire Board may appoint an acting Chair.

ARTICLE VII: DUTIES OF THE FIRE BOARD AND MANAGEMENT

Section 7.01 Mandate of the Fire Board

The Fire Board shall manage and conduct the business and affairs of the Corporation in accordance with this Agreement and the Fire Board shall perform those duties prescribed by this Agreement or which are incidental to the attainment of the objects of this Agreement and may exercise all such powers and do all such acts and things that the Fire Board deems necessary to organize, manage, operate, and administer and establish policies for the Fire Department. Without limiting the foregoing, the Fire Board shall:

- a. Employ a Fire Chief and other such personnel as required;
- b. Foster a good working relationship with the Fire Chief, the Department's employees, unions and volunteers:
 1. Provide direction to the Fire Chief as to the overall objectives to be met;
 2. Negotiate and execute such contracts and agreements as may be required to provide for the operations of the Fire Department.
 3. Resolve grievances referred to the Board;

- c. Engage in long range planning for the benefit of the participating municipalities.
 - 1. Develop a set of goals and objectives for the effective operation of the Fire Department.
 - 2. Encourage the initial and ongoing accreditation of the Fire Department through the Commission on Fire Accreditation International.
 - 3. Ensure that the fire ratings as specified in Section 2.05 (b) are achieved; where discrepancies exist within the area served, formulate plans to achieve uniformity.
 - 4. Follow the municipal projections of future growth in the areas served and:
 - a. Consult with Horizon Health representatives to review their long-term projections for emergency response needs and ensure Fire Department plans are synchronized.
 - b. Maintain projections of equipment requirements and staffing requirements to meet the future needs of fire, medical and other response in areas served, including projected changes in types of service delivery.
- d. Provide evaluation of existing fire prevention strategies and programs with recommendations for improvements, new strategies and programs.
- e. Review National Training Standards (management and staff) and review the Fire Department's training on an ongoing basis to ensure that it meets or exceeds standards for both the Department's employees and volunteers.
- f. Provide reviews of the data collection system of fire data, particularly as these data relate to increasing the Fire Department's capacity to fight fires and save lives.
- g. Promote effective and accessible communications between the Fire Board and all parties involved in the Fire Department's operations.
 - 1. Provide monthly financial and operational data to Councils as agreed upon between the parties.
 - 2. Report to both Councils on a regular basis on all activities.

Section 7.02 Administration Agreement

- a. The Fire Board shall establish an Administration Agreement to support the efficient operation of the Department.

- b. When an Administration agreement is in place, the municipalities agree to alternate in providing a fire department administrator on a rotating basis for a term of two (2) years.

ARTICLE VIII: BY-LAWS

Section 8.01 Fire Board to Establish By-Laws

The Fire Board may establish by-laws or regulations relating generally to the conduct of the affairs of the Corporation and for the management, operation and administration of the Fire Department which shall not conflict with this Agreement nor with the by-laws of either Town. Should such a conflict be discovered, the Board will modify the offending By-law so as to remove the conflict.

ARTICLE IX: EXECUTION OF INSTRUMENTS

Section 9.01 Contracts

Contracts, documents or any instruments in writing requiring execution by the Corporation may be signed, when authorized by the Fire Board, by either the Chair or the Vice Chair, together with the Secretary/Treasurer and all contracts, documents and instruments in writing so signed, shall be binding upon the Corporation without any further authorization or formality. The Fire Board shall have power by resolution to appoint any officer or officers, or any person or persons on behalf of the Corporation to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents and instruments in writing.

Section 9.02 Cheques, Drafts and Notes

All cheques, drafts or orders for the payment of money, and all notes and acceptances and bills of exchange shall be signed by the Chair or the Vice Chair together with the Secretary/Treasurer, or by such persons as the Fire Board may from time to time designate.

ARTICLE X: COMMITTEES

Section 10.01 Establishment by Resolution

The Fire Board may from time to time by resolution establish such committees and name such persons to act thereon with such duties as the Fire Board shall deem proper, necessary or requisite. The persons named to act on such committees need not be members of the Fire Board. The mandates of such committees shall be set out in the establishing resolution and each committee shall report to the Board at least quarterly. Members of such committees serve at the pleasure of the Board.

ARTICLE XI: PROPERTY OF THE CORPORATION

Section 11.01 Vesting of Property

All property, whether real, personal or mixed, which is necessary for the establishment and operation of the Fire Department shall be acquired in the name of the Corporation and such property may be dealt with, leased, sold or otherwise disposed of by the Board in the name of the Corporation.

Section 11.02 Purchases

All purchases of supplies, goods or services of whatsoever kind or description required by the Corporation relating to the operation of the Fire Department shall be by way of a written policy established by the Fire Board and shall be in compliance with the Procurement Act of New Brunswick.

Section 11.03 Disposal of Property

All property, whether real, personal or mixed of the Corporation which is no longer required for the operation of the Fire Department shall be disposed of by way of a written policy established by the Fire Board and shall be in compliance with the Procurement Act of New Brunswick.

Section 11.04 Insurance

The Corporation shall maintain adequate insurance coverage for fire and public liability and any other loss which may be reasonably anticipated by the Corporation so that the interests of the participating municipalities shall be adequately protected.

ARTICLE XII: FINANCIAL

Section 12.01 Books of Account

The Secretary/Treasurer of the Fire Board shall maintain the books of account of the Corporation with the assistance of those so assigned by the Fire Board.

Section 12.02 Financial Statements

- c. The department shall submit a financial statement of the business and affairs of the Corporation showing the current financial position of the Corporation as compared with its budget, to the participating municipalities on a quarterly basis, within sixty (60) days of each quarter end, in each calendar year. In addition, the Fire Board shall from time to time provide such a report to either of the participating municipalities upon request after reasonable notice.
- d. A representative appointed by each of the participating municipalities may examine or audit the books of account of the Corporation at any time.

Section 12.03 Bank Account

Bank accounts shall be kept in the name of the Corporation with a duly chartered Canadian Bank, Trust Company or Credit Union in Canada with a branch office in the Region covered by this agreement and all bills of exchange, cheques promissory notes and hypothecations shall be made, drawn, signed, accepted, endorsed or executed by such officers or other persons as may be designated by resolution of the Fire Board.

Section 12.04 Auditor

A firm of Chartered Professional Accountants shall be appointed as the auditors of the Corporation by the members of the Fire Board, and when appointed, shall make an examination of the Corporation's books and accounts and vouchers in support thereof annually, and at such other times as either participating municipality, at its expense, may require and shall make and sign a certificate of such examination which shall be recorded into the Record Book. This appointment may be changed by resolution of the Fire Board at any time. No member of the firm of auditors shall be a member or officer of the Fire Board, or employee or Council member of any of the participating municipalities or a member of the Fire Department. The auditors shall perform such other duties as may be prescribed by the Fire Board. The auditors shall complete the annual audit by the first day of April in each calendar year. Within ten (10) business days after completing the annual audit the auditors shall forward to the members of the Fire Board and the participating municipalities a certified copy of the financial statements together with a copy of its report thereon.

Section 12.05 Guarantee of Deficits

Each of the participating municipalities do hereby underwrite and guarantee their proportionate share calculated in accordance with Section 12.07 hereof of any annual deficit of the Corporation pursuant to and in accordance with Section 12.11 hereof.

Section 12.06 Guarantee of Annual Operating Costs

The participating municipalities do hereby underwrite and guarantee to pay their proportionate share calculated in accordance with Section 12.07 hereof of the annual operating costs of the Corporation and costs required by the Corporation for capital purchases or improvements incurred in operating and maintaining the Fire Department.

Section 12.07 Calculation of Proportionate Share

Each of the participating municipalities agree to pay to the Corporation each year the proportionate amount of the annual cost of the Fire Department incurred by the Corporation as calculated by multiplying the total approved operating and

capital budgets, less forecast revenue and the municipal portion of the property tax, by the percentage which the property tax assessment for the next ensuing calendar year for each of the separate participating municipalities bears to the total tax base of the municipalities multiplied by fifty percent (50%), and by the percentage which the population of the participating municipalities bears to the total population of the municipalities multiplied by fifty percent (50%). The population figures to be used are those published by Statistics Canada as annual estimates reconciled by the final census populations published at five year intervals.

Each participating municipality agrees to reimburse the Corporation the amount of the municipal portion of the property tax assessed for their respective municipality, which was deducted in the preceding calculation.

It is agreed that the annual cost of the Fire Department shall be all costs of the Fire Department incurred by the Corporation. In the event that a participating municipality feels that there is an inequity in the formula with respect to allocation of costs under this Section, they may submit the matter to arbitration to be dealt with in accordance with Article XIII of this Agreement.

Section 12.08 Payments

- a. Each of the participating municipalities shall pay to the Corporation the amounts required under Section 12.07 in and by 13 equal installments to be due and payable on the 1st day of each month and the 13th payment to be due and payable on the 20th of May, and to be delivered to the Corporation by way of direct bank deposit. Amounts identified in the annual budget to finance capital expenditures shall be payable within 30-days of a submitted capital request by the Department. or at such other date as may be agreed among the parties. Any participating municipality which has not paid its installments when due shall pay interest on the outstanding amount owing at the then prime rate of the Corporation's Bank plus 2%.
- b. The annual fiscal year end of the Corporation will be the 31st day of December in each year. The Corporation shall on or before the 30th day of April in each year, submit to each of the participating municipalities a certified copy of the annual audited financial statements for the Corporation for the preceding fiscal year ending on the 31st day of December.

Section 12.09 Budget

- a. Each year the Fire Board shall prepare, or shall cause to be prepared, an operating budget and a capital budget for the next ensuing fiscal year, which budgets shall contain such information as may be reasonably requested by any of the participating municipalities. Such budgets shall, on or before the 15th of September of each year, be submitted to each participating municipality for approval.

- b. A budget, once approved by the participating municipalities to this Agreement, shall be deemed to be approved and accepted by each party to this Agreement and the participating municipalities hereby agree to fulfill their obligations, duties and responsibilities under such budget and in accordance with the terms of this Agreement.
- c. In the event that a budget as submitted by the Fire Board is not approved in accordance with the Section 12.09 (b), the Fire Board will reconsider such budget and resubmit same to each participating municipality for reconsideration.
- d. In the event an operating budget is not approved by the participating municipalities by December 15th in each year, then the present year's operating budget shall continue and shall be the budget for the next ending year.
- e. The Fire Board shall use its best efforts to comply with the approved budgets.

Section 12.10 Surplus

If, at the end of any fiscal year, there are funds in excess of the operating expenses, such surplus shall be credited to the budget for the second next ensuing year.

Section 12.11 Deficit

If, at the end of any fiscal year, there is a deficit incurred in meeting the operating expenses of the Corporation, such deficit will be debited against the budget for the second next ensuing year.

Section 12.12 Indemnity

Each participating municipality agrees to indemnify and defend and to save harmless all of its appointees to the Fire Board of and from all manner of actions, causes of actions, claims or demands, whatsoever which may be made against any such appointee because of their decisions as a member of the Fire Board.

ARTICLE XIII: ARBITRATION

Section 13.01 Dispute

In the event of any dispute arising in respect of this Agreement or the interpretation thereof, and such dispute remains unresolved after ten (10) days, then in any such event either party to such dispute may by notice (hereinafter in this Article XIII called the "Submission") refer such dispute to arbitration for final determination.

Section 13.02 Appointment of Arbitrator

Within twenty-five (25) days of a Submission hereunder each party to the dispute shall notify the other of its proposed nominee to serve as arbitrator and the parties shall agree on which nominee shall act.

Section 13.03 Failure to Agree on Arbitrator

In the event the parties to the dispute are unable to agree upon, or otherwise do not appoint an arbitrator, then the party who gave notice referring the matter to arbitration, may apply to a Judge of the Court of King's Bench of New Brunswick to make such appointment.

Section 13.04 Decision by Arbitrator

The Arbitrator, within thirty (30) days of the appointment shall deal with the dispute and submit its decision, in respect thereof, to the parties thereto in writing.

Section 13.05 Binding Effect of Decision

The decision of the arbitration tribunal, in respect of the dispute, shall be final and binding upon the participating municipalities and the Corporation.

Section 13.06 Costs of Arbitration

Each party to any dispute shall bear its own costs of any arbitration hereunder, (including the costs of its legal representatives). The arbitrator may allocate the cost of his services to the parties as he sees fit.

Section 13.07 Arbitration Act to Apply

Except where in conflict herewith, the provisions of the Arbitration Act (RSNB 2014, c 100) and amendments thereto, shall apply to any arbitration hereunder.

ARTICLE XIV: EXTENSION OR TERMINATION

Section 14.01 Extension

This agreement may be extended on an annual basis on the same terms with the written mutual agreement of the participating municipalities.

Section 14.02 Termination

This agreement shall terminate on December 31, 2039. If a new agreement has not been entered into by that date and if this agreement has not been extended by the written mutual agreement of all the participating municipalities by that

date, all outstanding issues will be referred to binding arbitration according to Article XIII of this agreement and this agreement shall be deemed extended until the arbitration is concluded.

Section 14.03 Dissolution

In the event of termination of this Agreement, the Corporation will, after payment and settlement of all liabilities, be dissolved. Each party shall be entitled to payment of its equity in the Corporation calculated as at the time of termination. Each party's percentage share of the equity in the Corporation shall equal that party's average proportionate share of the annual operating budget as determined in Section 12.07 over the life of this agreement and the immediately preceding agreement (and amendments thereto), expressed as a percentage. The corporation shall convey to the participating municipalities all real property of the Corporation located within the geographical boundaries of the said participating municipality and the fair market value of the said property shall be credited against the share of equity owed to the said participating municipality. If the fair market value of the real property to be conveyed to a participating municipality is greater than the equity of the said participating municipality in the corporation, the participating municipality shall pay the difference between the equity and the fair market value to the Corporation. The calculation of what constitutes the total equity in the corporation shall be done by the Corporation's auditors subject to the valuation of the fair market value of the Corporation's real property as follows. The determination as to the fair market value of real property transferred to a participating municipality shall be by mutual agreement of the parties failing which an independent appraiser shall be chosen by agreement of the parties. If the choice of an independent appraiser cannot be agreed upon, the parties may refer this matter to arbitration pursuant to Article XIII.

ARTICLE XV: WATER SUPPLY

Section 15.01 Supply of Water

The Corporation shall purchase water from the participating municipalities to be paid on an annual basis. The relative purchase amount shall be determined based on the ratio of hydrants in each municipality as established on July 31st, to be applied for the following year. The base amount for water supply in 2025 shall be \$36,483.⁰⁰ and this amount shall be subject to an annual adjustment as set out in Section 15.02.

Section 15.02 Annual Cost Adjustment

The annual water cost adjustment shall be calculated using the *Consumer Price Index (CPI), annual average, not seasonally adjusted, Saint John, New Brunswick* over a twelve-month period ending on July 31st to be applied for the following year.

ARTICLE XVI: GENERAL

Section 16.01 Further Assurances

Each of the participating municipalities will execute any and all further documents, deeds, instruments, guarantees, mortgages or agreements which shall reasonably be required by the Corporation and which are necessary or requisite for more perfectly carrying out the purposes and intent of this Agreement, or for the purpose of establishing, maintaining and operating the Fire Department.

Section 16.02 Cooperation

Each of the participating municipalities agrees to cooperate in all matters concerning or relating to this Agreement and to fully and fairly effect the intention expressed or implied by this Agreement.

Section 16.03 Local Governance

The Corporation shall have the power to enter into short term agreements to share its firefighting, fire protection, fire prevention and fire investigation services to other municipalities or the Fundy Rural District within the Fundy Regional Service Commission without the prior written consent of all the participating municipalities.

The Fire Chief shall have the authority to enter into agreements, that do not have substantial financial implications, with other fire departments as they relate to communications, operations, mutual aid, automatic aid, training or fire prevention.

Section 16.04 Notice

Any notice, demand, request, consent or objections required or contemplated to be given to or made by any provision of this Agreement shall be given or made in writing, mailed, registered, postage prepaid, and if given or made to a participating municipality shall be addressed to the Clerk of the participating municipality at the municipal office thereof and if given or made to the Corporation shall be addressed to the Chair or Vice Chair at the head office of the Corporation and the time of giving or making such notice, demand, request, consent or objection shall be conclusively deemed to be the second day after the mailing thereof and in the case of a participating municipality to the Clerk of the participating municipality and the time of giving or making such notice, demand, request, consent or objection shall be conclusively deemed to be the time of such delivery if delivered as aforesaid.

Section 16.05 Interpretation

Words in the singular and used herein include the plural and words in the plural include, the singular, and words in the masculine gender will include feminine and neuter where the context so requires.

Section 16.06 Invalidity of Any Provision

The invalidity of any provision to this agreement or any covenant herein contained shall not affect the validity of any other provision or covenant of this Agreement.

Section 16.07 Time of the Essence

Time shall be of the essence to this Agreement and all the provisions hereof.

Section 16.08 Partnership Not Created

Nothing in this Agreement shall be deemed to create a relationship of partnership between any of the participating municipalities.

Section 16.09 Binding Effect

This Agreement shall enure to the benefit of and be binding upon the parties hereto and any other participating municipality which may be formed by a merger or amalgamation with or the extension or decrease of the territorial limits of any party hereto or which may be annexed to or be otherwise joined with any party hereto and in each and every case their successors and assigns.

Section 16.10 Counterparts

This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be the original, and such counterparts together shall constitute one and the same instrument.

ARTICLE XVII: THE CORPORATION

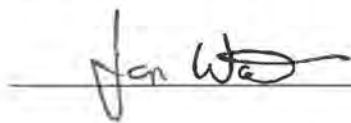
Section 17.01 The Corporation Joins in this Agreement

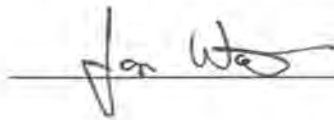
The Corporation joins in this agreement solely for the purposes of (a) acknowledging the agreements between the parties of the first part and the second part and (b) agreeing to take whatever corporate steps are necessary to effect and implement such agreements.

IN WITNESS WHEREOF each of the participating municipalities has hereunto caused its respective common corporate seal to be hereunto affixed, duly attested by the hands of its respective proper signing officers duly authorized by resolution of the Council of each of the participating municipalities and the Corporation has caused its respective corporate seal to be hereunto affixed, duly attested by the hands of its duly authorized signing officers as of the day and year first above written.

SIGNED, SEALED AND DELIVERED

In the presence of:



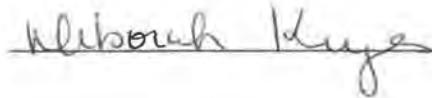


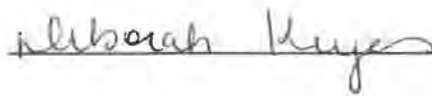
QUISPAMSIS

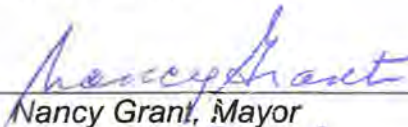

Elizabeth O'Hara, Mayor


Lisa MacInnis, Town Clerk

ROTHESAY





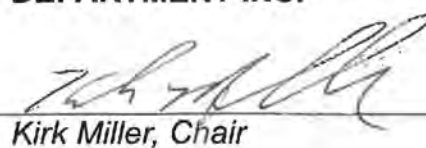

Nancy Grant, Mayor


Mary Jane Barks, Town Clerk

**KENNEBECASIS VALLEY FIRE
DEPARTMENT INC.**






Kirk Miller, Chair


David Brown, Vice Chair

PROVINCE OF NEW BRUNSWICK

COUNTY OF KINGS

AFFIDAVIT OF EXECUTION

I, LISA MACINNIS, of Quispamsis, in the Province of New Brunswick, MAKE OATH AND SAY:

1. THAT I am the Clerk of QUISPAMSIS, the party to the foregoing indenture.
2. THAT the Seal affixed to the said indenture, purporting to be the official seal of the said QUISPAMSIS is the official seal of the said QUISPAMSIS and was affixed thereto on the authority of the Town Council, to and for the uses and purposes therein expressed and contained.
3. THAT the signature "Elizabeth O'Hara" to the said indenture subscribed, purporting to the signature of Elizabeth O'Hara, the Mayor of QUISPAMSIS, is the signature of Elizabeth O'Hara who is the Mayor of the said QUISPAMSIS, and the signature "LISA MACINNIS" thereto subscribed is the signature of me this deponent.
4. THAT the said Elizabeth O'Hara and myself are duly authorized officers of the said QUISPAMSIS having authority to execute the foregoing indenture.

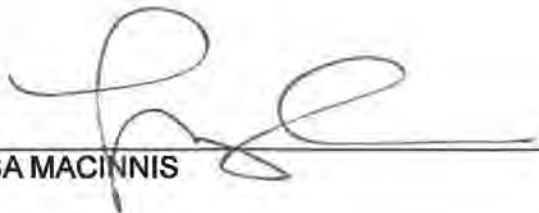
SWORN to at the town of Quispamsis,)
In the County of Kings, in the Province)
of New Brunswick, this *13* day of *February*)
AD 2025;)

BEFORE ME:)



A COMMISSIONER OF OATHS

Linda J. Cormier
Commissioner of Oaths
My Commission Expires
December 31, 2029

) 
) LISA MACINNIS

COUNTY OF KINGS

AFFIDAVIT OF EXECUTION

I, **David Brown**, of **Rothesay** in the Province of New Brunswick, MAKE OATH AND SAY:

1. THAT I am a Member of the Board of Fire Commissioners of the KENNEBECASIS VALLEY FIRE DEPARTMENT INC, a party to the foregoing indenture appointed to sign same on behalf of the Fire Board.
2. THAT the Seal affixed to the said indenture, purporting to be the official seal of the said KENNEBECASIS VALLEY FIRE DEPARTMENT INC is the official seal of the said KENNEBECASIS VALLEY FIRE DEPARTMENT INC and was affixed thereto on the authority of the Fire Board, to and for the uses and purposes therein expressed and contained.
3. THAT the signature "**Kirk Miller**" to the said indenture subscribed, purporting to be the signature of **Kirk Miller**, who is the Chair of the said KENNEBECASIS VALLEY FIRE DEPARTMENT INC, is the signature of **Kirk Miller** who is the Chair of the KENNEBECASIS VALLEY FIRE DEPARTMENT INC and the signature, "**David Brown**" subscribed to the said indenture as Fire Board Member is my signature; and
4. THAT the said **Kirk Miller** and myself are duly authorized by the said KENNEBECASIS VALLEY FIRE DEPARTMENT INC to execute the foregoing indenture.

SWORN to at the Rothesay,
In the County of Kings, in the Province
of New Brunswick, this 12th day of
February AD 2025.

BEFORE ME:



A COMMISSIONER OF OATHS

Linda J. Cormier
Commissioner of Oaths
My Commission Expires
December 31, 2029



David Brown, Vice Chair

Town of Rothesay

General Fund Financial Statements

May 31, 2025

Attached Reports:

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

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Town of Rothesay

Balance Sheet - Capital General Fund

5/31/2025

ASSETS

Capital Assets - General Land	4,829,831
Capital Assets - General Fund Land Improvements	10,227,427
Capital Assets - General Fund Buildings	9,725,884
Capital Assets - General Fund Vehicles	6,146,966
Capital Assets - General Fund Equipment	4,531,094
Capital Assets - General Fund Roads & Streets	50,249,347
Capital Assets - General Fund Drainage Network	21,876,106
Capital Assets - Under Construction - General	(0)
	<u>107,586,655</u>

Accumulated Amortization - General Fund Land Improvements	(5,772,052)
Accumulated Amortization - General Fund Buildings	(3,391,516)
Accumulated Amortization - General Fund Vehicles	(3,878,462)
Accumulated Amortization - General Fund Equipment	(2,904,611)
Accumulated Amortization - General Fund Roads & Streets	(24,759,465)
Accumulated Amortization - General Fund Drainage Network	(8,740,459)
	<u>(49,446,564)</u>

\$ 58,140,091

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	329,500
Total Long Term Debt	4,516,000

Total Liabilities \$ 4,845,500

Investment in General Fund Fixed Assets	53,294,591
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\$ 58,140,091

2025July14OpenSessionFINAL_128

Town of Rothesay

Balance Sheet - General Fund Reserves

5/31/2025

ASSETS

BNS CCBF Interest Account	3,661,061
BNS General Operating Reserve #214-15	1,019,856
BNS General Capital Reserves #2261-14	2,137,744
BNS - RICC reserve	3,421
Gen Reserves due to/from Gen Operating	(0)
	<u>\$ 6,822,081</u>

LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,897,035
Invest. in General Capital Reserve	1,727,431
General CCBF Funding	764,025
Invest. in General Operating Reserve	1,019,856
Invest. in Land for Public Purposes Reserve	179,319
Invest. in Regional Facilities	230,994
Invest. in RICC	3,421
	<u>\$ 6,822,081</u>

2025July14OpenSessionFINAL_129

Town of Rothesay

Balance Sheet - General Operating Fund

5/31/2025

CURRENT ASSETS

Cash	3,154,495
Receivables	15,680
HST Receivable	117,729
Inventory	53,389
Gen Operating due to/from Util Operating	(81,195)
Total Current Assets	<u>3,260,100</u>
Other Assets:	
Projects	<u>1,123,390</u>
TOTAL ASSETS	<u><u>4,383,490</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	720,634
Other Payables	884,791
Gen Operating due to/from Gen Reserves	0
Gen Operating due to/from Gen Capital	(329,500)
Accrued Sick Leave	50,200
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	543,187
Def. Rev-Quispamsis/Library Share	35,420
TOTAL LIABILITIES	<u><u>1,872,832</u></u>

EQUITY

Retained Earnings	170,093
Surplus/(Deficit) for the Period	<u>2,340,565</u>
	<u><u>2,510,658</u></u>
	<u><u>4,383,490</u></u>

2025July14OpenSessionFINAL_130

Town of Rothesay

Statement of Revenue & Expenditure
5 Months Ended 5/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,971,283	1,971,283	9,856,415	9,856,415	0		23,655,395
Sale of Services	36,293	31,237	279,405	256,187	23,218		568,750
Services to Province of New Brunswic	0	0	0	20,000	(20,000)		80,000
Other Revenue from Own Sources	25,052	9,125	131,700	50,475	81,225		114,350
CORE Equalization	4,366	4,366	21,829	21,829	0		52,389
Conditional Transfers	55,166	1,750	64,084	1,750	62,334		46,750
Other Transfers	50,000	50,000	359,616	359,616	(0)		709,616
	<u>\$2,142,161</u>	<u>\$2,067,761</u>	<u>\$10,713,049</u>	<u>\$10,566,272</u>	<u>\$146,777</u>		<u>\$25,227,250</u>
EXPENSES							
General Government Services	264,576	262,926	1,480,563	1,441,359	(39,204)		3,161,057
Protective Services	714,804	714,749	3,146,077	3,120,969	(25,108)		6,651,330
Transportation Services	323,003	325,210	1,972,493	2,044,953	72,460		4,402,284
Environmental Health Services	99,808	99,583	390,499	418,917	28,418		995,000
Environmental Development	70,287	66,339	244,478	269,669	25,191		723,872
Recreation & Cultural Services	233,532	259,961	1,076,377	1,148,345	71,968		3,017,766
Fiscal Services	55,200	49,912	61,997	52,412	(9,585)		6,275,941
	<u>\$1,761,210</u>	<u>\$1,778,680</u>	<u>\$8,372,484</u>	<u>\$8,496,623</u>	<u>124,140</u>		<u>\$25,227,250</u>
Surplus (Deficit) for the Year	<u>\$380,951</u>	<u>\$289,081</u>	<u>\$2,340,565</u>	<u>\$2,069,649</u>	<u>\$270,917</u>		<u>\$ 0</u>

2025July14OpenSessionFINAL_131

Town of Rothesay

Statement of Revenue & Expenditure
5 Months Ended 5/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	4,996	4,333	14,293	16,667	(2,373)		40,000
Wells Canopy revenue	1,630	1,000	6,859	5,000	1,859		12,000
Town Hall Rent	9,805	10,133	49,026	50,667	(1,641)		121,600
Community Garden revenue	445	1,000	945	1,000	(55)		1,000
Fox Farm Rental revenue	1,950	1,950	9,750	9,750	0		23,400
Arena Revenue	4,939	208	157,576	133,542	24,034	1	245,500
Recreation Programs	12,528	12,613	40,957	39,563	1,394		125,250
	<u>36,293</u>	<u>31,237</u>	<u>279,405</u>	<u>256,187</u>	<u>23,218</u>		<u>568,750</u>
Other Revenue from Own Sources							
Licenses & Permits	10,790	4,792	19,445	24,058	(4,613)		57,600
Recycling Dollies & Lids	0	0	0	42	(42)		42
Interest & Sundry	9,260	2,500	21,135	12,500	8,635		30,000
Miscellaneous	4,003	833	81,412	4,167	77,245	2	10,000
Fire Dept. Administration	1,000	1,000	5,000	5,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>25,052</u>	<u>9,125</u>	<u>131,700</u>	<u>50,475</u>	<u>81,225</u>		<u>114,350</u>
Conditional Transfers							
Canada Day Grant	2,420	1,750	2,420	1,750	670		1,750
Grant - Other	52,746	0	61,664	0	61,664	3	0
Grant - Students	0	0	0	0	0		45,000
	<u>55,166</u>	<u>1,750</u>	<u>64,084</u>	<u>1,750</u>	<u>62,334</u>		<u>46,750</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	109,616	109,616	(0)		109,616
Utility Fund Transfer	50,000	50,000	250,000	250,000	0		600,000
	<u>50,000</u>	<u>50,000</u>	<u>359,616</u>	<u>359,616</u>	<u>(0)</u>		<u>709,616</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	4,764	4,583	22,163	22,917	754		55,000
Councillors	16,060	12,884	77,199	64,421	(12,779)	4	154,610
Regional Service Commission 9	3,825	3,825	19,123	19,123	0		45,895
Other	498	3,108	2,798	15,542	12,744	5	37,301
	<u>25,146</u>	<u>24,401</u>	<u>121,283</u>	<u>122,003</u>	<u>720</u>		<u>292,806</u>
Administrative							
Administration - Wages & Benefits	162,629	149,541	613,926	573,349	(40,577)	6	1,397,409
Office Building	(6,079)	12,417	123,595	115,233	(8,361)	7	203,500
Supplies	10,246	6,050	178,359	160,250	(18,109)	8	210,600
Solicitor	20,648	20,300	23,189	25,000	1,811		50,000
Professional Fees	36,701	37,000	59,123	59,000	(123)		100,000
Other	9,592	9,383	66,046	66,916	869		116,598
	<u>233,738</u>	<u>234,692</u>	<u>1,064,238</u>	<u>999,748</u>	<u>(64,490)</u>		<u>2,078,107</u>
Other General Government Services							
Website/Other	626	1,000	1,528	3,000	1,472		3,000
Community Communications (Team)	66	833	1,467	4,667	3,200		65,500
Civic Relations	0	1,000	0	1,500	1,500		1,500
Insurance	4,000	0	256,420	272,900	16,480	9	272,900
Donations	1,000	1,000	14,925	14,925	0		36,500
Cost of Assessment	0	0	0	0	0		388,127
Property Taxes - L.P.P.	0	0	19,653	18,617	(1,036)		18,617
Fox Farm Rental Expenses	0	0	1,050	4,000	2,950		4,000
	<u>5,692</u>	<u>3,833</u>	<u>295,042</u>	<u>319,609</u>	<u>24,566</u>		<u>790,144</u>
Total General Government Services	<u>264,576</u>	<u>262,926</u>	<u>1,480,563</u>	<u>1,441,359</u>	<u>(39,204)</u>		<u>3,161,057</u>
Protective Services							
Police							
Police Protection	284,836	284,836	1,424,179	1,424,179	0		3,418,030
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>284,836</u>	<u>284,836</u>	<u>1,426,979</u>	<u>1,426,979</u>	<u>0</u>		<u>3,420,830</u>
Fire							
Fire Protection	429,539	429,539	1,356,114	1,356,114	0		2,890,000
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	<u>429,539</u>	<u>429,539</u>	<u>1,691,114</u>	<u>1,691,114</u>	<u>0</u>		<u>3,225,000</u>
Emergency Measures							
EMO Director/Committee	0	0	0	1,000	1,000		1,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>		<u>1,000</u>
Other							
Animal & Pest Control	430	292	1,795	1,458	(337)		3,500
Other	0	83	26,188	417	(25,771)	10	1,000
	<u>430</u>	<u>375</u>	<u>27,983</u>	<u>1,875</u>	<u>(26,108)</u>		<u>4,500</u>
Total Protective Services	<u>714,804</u>	<u>714,749</u>	<u>3,146,077</u>	<u>3,120,969</u>	<u>(25,108)</u>		<u>6,651,330</u>
Transportation Services							
Common Services							
Administration (Wages & Benefits)	190,907	191,298	680,609	729,220	48,612	11	1,723,500
Workshops, Yards & Equipment	83,481	82,190	329,411	360,601	31,190	12	801,261
Engineering	182	0	7,557	7,500	(57)		7,500
	<u>274,571</u>	<u>273,488</u>	<u>1,017,577</u>	<u>1,097,322</u>	<u>79,745</u>		<u>2,532,261</u>
Roads & Streets	6,530	4,000	11,900	12,000	100		67,000
Crosswalks & Sidewalks	950	1,020	3,111	3,182	71		36,850
Culverts & Drainage Ditches	10,213	8,000	20,687	18,500	(2,187)		100,000
Street Cleaning & Flushing	0	5,000	9,073	10,000	927		10,000
Snow & Ice Removal	55	4,167	749,948	751,624	1,676		1,267,000
	<u>17,748</u>	<u>22,187</u>	<u>794,719</u>	<u>795,306</u>	<u>587</u>		<u>1,480,850</u>
Street Lighting	14,942	15,833	71,043	79,167	8,124		190,000
Traffic Services							
Street Signs	1,515	1,500	1,515	1,500	(15)		20,000
Traffic Lanemarking	921	0	7,673	6,500	(1,173)		40,000
Traffic Signals	2,235	1,000	26,921	13,000	(13,921)	13	20,000
Railway Crossing	3,370	3,500	12,975	12,900	(75)		26,000
	<u>8,040</u>	<u>6,000</u>	<u>49,085</u>	<u>33,900</u>	<u>(15,185)</u>		<u>106,000</u>
Public Transit							
Public Transit - Comex Service	7,556	7,556	37,780	37,780	0		90,673
Public Transit - Other	146	146	2,290	1,478	(812)		2,500
	<u>7,702</u>	<u>7,702</u>	<u>40,070</u>	<u>39,258</u>	<u>(812)</u>		<u>93,173</u>
Total Transportation Services	<u>323,003</u>	<u>325,210</u>	<u>1,972,493</u>	<u>2,044,953</u>	<u>72,460</u>		<u>4,402,284</u>

2025July14OpenSessionFINAL_132

Environmental Health Services

Solid Waste Disposal Land Fill garbage	28,943	25,000	115,514	125,000	9,486	300,000
Solid Waste Disposal Landfill Compost	4,356	3,333	13,217	16,667	3,450	40,000
Solid Waste Collection Fero	43,452	51,250	232,580	256,250	23,670	615,000
Clean Up Campaign	23,057	20,000	29,188	21,000	(8,188)	40,000
Total Environmental Health Services	99,808	99,583	390,499	418,917	28,418	995,000

Environmental Development Services

Planning & Zoning						
Administration (Wages and benefits)	55,114	50,475	172,467	188,347	15,880	449,000
Administration	2,687	2,583	9,081	14,917	5,836	115,500
Planning Projects	204	833	1,525	4,167	2,641	10,000
	58,006	53,892	183,073	207,430	24,357	574,500

Envision Saint John	12,281	12,281	61,405	61,405	0	147,372
Tourism	0	167	0	833	833	2,000
	12,281	12,448	61,405	62,238	833	149,372

Total Environmental Development Service	70,287	66,339	244,478	269,669	25,191	723,872
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Recreation & Cultural Services

Administration (wages and benefits)	48,066	46,837	181,985	174,809	(7,176)	423,000
Administration	(3,342)	3,175	46,664	48,375	1,711	70,600
RICC Fundraising	5,676	0	14,612	0	(14,612)	0
Rotherhay Arena	40,343	35,894	190,118	176,360	(13,758)	409,500
Parks & Gardens	100,969	110,324	275,334	317,219	41,884	865,250
Playgrounds and Fields	14,501	26,750	31,833	56,750	24,917	149,000
Rotherhay Common Rink	1,430	3,050	47,272	71,850	24,578	102,500
Memorial Centre	8,394	5,471	37,173	37,404	231	76,000
Wells Building	3,332	3,417	26,177	30,585	4,409	54,505
James Renforth	39	67	2,582	1,758	(823)	2,225
Beaches	222	2,000	517	2,000	1,483	66,500
Summer Programs	3,781	5,842	4,234	7,108	2,875	101,225
The Hive expenses	1,249	1,554	5,379	7,771	2,392	18,650
Regional Facilities Operating	0	0	158,454	158,454	0	329,491
Kennebecasis Public Library	8,080	8,080	40,401	40,401	0	96,963
Regional Facilities Capital	0	0	0	0	0	199,357
Special Events	790	0	13,643	10,000	(3,643)	45,500
PRO Kids	0	7,500	0	7,500	7,500	7,500

Total Recreation and Cultural Services	233,532	259,961	1,076,377	1,148,345	71,968	3,017,766
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Fiscal Services

Debt Charges						
Interest	14,741	12,912	21,538	15,412	(6,126)	204,941
Debtenture Payments	37,000	37,000	37,000	37,000	0	671,000
	51,741	49,912	58,538	52,412	(6,126)	875,941

Transfers To:

Capital Fund for Capital Expenditures	0	0	0	0	0	5,400,000
Reserve Funds	3,459	0	3,459	0	(3,459)	0
	3,459	0	3,459	0	(3,459)	5,400,000

Total Fiscal Services	55,200	49,912	61,997	52,412	(9,585)	6,275,941
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1,761,210	1,778,680	8,372,484	8,496,623	124,140	25,227,250
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2025July14OpenSessionFINAL_133

Town of Rothesay

Variance Report - General Fund

Note #	Actual	month ending Budget	5/31/2025 Better/(Worse)	Description of Variance
Revenue				
1	Arena Revenue	\$ 157,576	\$ 133,542	\$ 24,034 Higher than anticipated
2	Miscellaneous	\$ 77,409	\$ 3,333	\$ 74,076 Sale of equipment
3	Grant - Other	\$ 61,664	\$ -	\$ 61,664 \$52.7K from Girls Softball Well lighting
Expenses				
<i>General Government</i>				
4	Councillors	77,199	64,421	\$ (12,779) \$6K error in budgeting for # councillors and \$6k travel
5	Other	2,798	15,542	\$ 12,744 Developmental seminars offset by councillors travel
6	Administration - Wages & Benefits	613,926	573,349	\$ (40,577) Unbudgeted wage increase
7	Office Building	123,595	115,233	\$ (8,361) Renovations to offices
8	Supplies	178,359	160,250	\$ (18,109) Office furniture & stationary
9	Insurance	256,420	272,900	\$ 16,480 Lower than expected
<i>Protective Services</i>				
10	Other	26,188	417	\$ (25,771) Fire Hydrant repair
<i>Transportation</i>				
11	Administration (Wages & Benefits)	680,609	729,220	\$ 48,612 Vacant position
12	Workshops, Yards & Equipment	329,411	360,601	\$ 31,190 timing
13	Traffic Signals	26,921	13,000	\$ (13,921) New LED audible signals at Hampton/Marr
<i>Environmental Health</i>				
14	Solid Waste Collection Fero	232,580	256,250	\$ 23,670 Budget for fuel escalation higher than actual
<i>Environmental Development</i>				
15	Administration (wages and benefits)	172,467	188,347	\$ 15,880 Vacant position
<i>Recreation & Cultural Services</i>				
16	RICC Fundraising	14,612	0	\$ (14,612) RICC BBQ, wrapping 2 vehicles
17	Rothesay Arena	190,118	176,360	\$ (13,758) Power and W&S higher than anticipated
18	Parks & Gardens	275,334	317,219	\$ 41,884 Vacant position and timing
19	Playgrounds and Fields	31,833	56,750	\$ 24,917 Timing, budgeted allocated monthly
20	Rothesay Common Rink	47,272	71,850	\$ 24,578 Wages and expenses lower than anticipated
21	PRO Kids	\$ -	\$ 7,500	\$ 7,500 Budgeted but not yet paid
<i>Fiscal Services</i>				
22	Interest	\$ 21,538	\$ 15,412	\$ (6,126) PerfectMind credit card charges & BNS increased fees
23	Reserve Funds	\$ 3,459	\$ -	\$ (3,459) RICC donations transfer to reserve

2025July14OpenSessionFINAL_134

Town of Rothesay

Capital Projects

General Fund

5 Months Ended 5/31/2025

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
G 202*-001 Town Hall Improvements	85,000	31,145	53,855
G 202*-00* IT	21,500	0	21,500
Total General Government	106,500	31,145	0 75,355
Transportation			
T-2025-001 Asphalt (13)	2,398,000	66,903	2,331,097
Designated Highway - Hampton Road Paving	903,000	0	903,000
T-2024-00* Wiljac Improvements	1,700,000	415,819	1,284,181
T-202*-00* Fleet Replacement	866,000	224,874	641,126
T-202*-00* Buildings	71,000	33,325	37,675
T-2025-00* Renforth Property study	50,000	19,074	30,926
T-202*-00* Salt Storage Facility	185,000	153,913	31,087
Total Transportation	6,173,000	913,909	0 5,259,091
Recreation			
R-202*-00* Synthetic Turf	1,500,000	17,290	1,482,710
Wells Recreation Park Tennis court conversion	80,000	4,795	75,205
R-2022-004 Wells Bldg	60,000	17,676	42,324
Wells lighting	565,000	85,693	479,307
R-202*-00* Recreation Equipment	60,000	4,070	55,930
R-202*-00* Arena Renovation	105,000	32,644	72,356
R-2023-005 McGuire Centre Repairs	20,000	0	20,000
R-20**-00* Jordan Miller Park	15,000	0	15,000
R-2014-019 Wells Trail	2,800,000	0	2,800,000
Total Recreation	5,205,000	162,168	0 5,042,832
Carryovers			
T-2024-001 Asphalt	0	2,563	(2,563)
R-2020-007 Trail Development	0	1,906	(1,906)
T-2023-004 Intersection Improvement (Gondola/	0	5,874	(5,874)
R-202*-00* Recreation Master Plan	0	5,824	(5,824)
	0	16,168	(16,168)
Total	\$ 11,484,500	\$ 1,123,390	\$ - \$ 10,361,110

Budget and Funding Allocation

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

Town of Rothesay

Utility Fund Financial Statements

May 31, 2025

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 5/31/2025

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	3,543,967
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	2,054,054
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	30,232,286
Capital Assets Utilities Sewer System	28,886,973
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<hr/>
	66,025,916

Accumulated Amortization Utilites Buildings	(1,075,595)
Accumulated Amortization Utilites Water System	(10,742,911)
Accumulated Amortization Utilites Sewer System	(10,835,919)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(61,384)
Accumulated Amortization Utilites Equipment	(545,489)
Accumulated Amortization Utilites Roads & Streets	(30,793)
	<hr/>
	(23,334,121)

TOTAL ASSETS	<hr/> <hr/>
	42,691,795

LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

Investment in Fixed Assets	<hr/>
	33,834,136
Total Equity	<hr/>
	33,834,136

TOTAL LIABILITIES & EQUITY	<hr/> <hr/>
	42,691,795

2025July14OpenSessionFINAL_137

Town of Rothesay

Balance Sheet - Utilities Fund Reserves
5/31/2025

ASSETS

BNS Utility Capital Reserve # 00241 12	1,670,580
Util Reserve due to/from Gen Reserves	12,012
	<u>\$ 1,682,592</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	1,154,659
Invest. in Utility Operating Reserve	121,354
Invest. in Sewerage Outfall Reserve	406,578
	<u>\$ 1,682,592</u>

2025July14OpenSessionFINAL_138

Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 5/31/2025

ASSETS

Current assets:

Accounts Receivable Net of Allowance	1,100,738
Accounts Receivable - Misc.	127,813
Total Current Assets	<u>1,228,551</u>

Other Assets:

Projects	963,503
	<u>963,503</u>

TOTAL ASSETS	<u><u>\$ 2,192,054</u></u>
--------------	----------------------------

LIABILITIES

Accrued Payables	15,664
Due from General Fund	(69,183)
Due to Capital Fund	(1,208,934)
Deferred Revenue	8,007
Total Liabilities	<u>(1,254,446)</u>

EQUITY

Surplus:

Opening Retained Earnings	32,335
Profit (Loss) to Date	3,414,165
	<u>3,446,500</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 2,192,054</u></u>
----------------------------	----------------------------

2025July14OpenSessionFINAL_139

Town of Rothesay
Utilities Operating Income Statement
5 Months Ended 5/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	336,229	318,950	17,279		1,160,000
Meter and non-hookup fees	(59)	0	17,395	15,500	1,895		62,000
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	61,132	59,000	2,132		59,000
Sewerage Services	(525)	0	2,439,831	2,400,000	39,831		2,400,000
Connection Fees	6,300	6,400	15,400	15,400	0		75,000
Interest Earned	16,006	8,750	49,912	43,750	6,162		105,000
Misc. Revenue	525	500	1,875	2,600	(725)		6,479
Infrastructure Grants	0	0	877,280	0	877,280		0
Transfer from Reserves	0	0	250,000	0	250,000		0
Surplus - Previous Years	0	0	40,521	40,521	0		40,521
TOTAL RECEIPTS	22,247	15,650	4,424,576	3,230,721	1,193,855		4,243,000
WATER SUPPLY							
Share of Overhead Expenses	20,000	20,000	100,000	100,000	0		240,000
Wages	39,645	20,833	112,818	104,167	(8,652)		250,000
Audit/Legal/Training	1,462	500	10,437	10,500	63		14,000
Other Water	68	167	(489)	833	1,322		2,000
Purification & Treatment	66,890	66,150	212,448	225,950	13,502		615,000
Transmission & Distribution	3,292	3,833	46,324	54,167	7,843		130,000
Power & Pumping	5,872	5,417	32,785	27,083	(5,702)		65,000
Billing/Collections	60	260	296	1,299	1,003		3,118
Water Purchased	94	292	333	876	543		1,750
Misc. Expenses	0	1,667	2,247	8,333	6,086		35,000
McGuire Road Operating	638	875	19,160	7,125	(12,035)		16,000
TOTAL WATER SUPPLY	138,021	119,994	536,359	540,334	3,974		1,371,868
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	30,000	30,000	150,000	150,000	0		360,000
Wages	31,250	31,250	156,250	156,250	0		375,000
Audit/Legal/Training	0	750	7,225	9,750	2,525		15,000
Collection System Maintenance	128	5,000	3,518	10,000	6,482		75,000
Sewer Claims	0	0	5,813	11,500	5,687		23,000
Lift Stations	5,688	4,250	79,912	52,750	(27,162)		85,000
Treatment/Disposal	8,893	7,667	46,056	59,133	13,078		125,000
Misc. Expenses	1,548	2,525	4,512	14,975	10,463		35,000
TOTAL SWGE COLLECTION & DISPC	77,507	81,442	453,285	464,358	11,073		1,093,000
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		75,000
Interest on Long-Term Debt	20,767	20,767	20,767	20,767	0		260,532
Principal Repayment	0	0	0	0	0		592,600
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		775,000
TOTAL FISCAL SERVICES	20,767	20,767	20,767	20,767	0		1,778,132
TOTAL EXPENSES	236,296	222,202	1,010,411	1,025,459	15,048		4,243,000
NET INCOME (LOSS) FOR THE PER	(214,048)	(206,552)	3,414,165	2,205,262	1,208,902		0

2025July14OpenSessionFINAL_140

Town of Rothesay

Variance Report - Utility Operating

5/31/2025

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	336,229	318,950	17,279	Larger consumption compared to past Q's
2	Sewerage Services	2,439,831	2,400,000	39,831	Conservative budget
3	Infrastructure Grants	877,280	0	877,280	WWTP
4	Transfer from Reserves	250,000	0	250,000	Gas Tax capital
Water					
6	Purification & Treatment	212,448	225,950	13,502	Timing
7	McGuire Road Operating	19,160	7,125	(12,035)	Concrete slab at 24 McGuire
Sewer					
8	Lift Stations	79,912	52,750	(27,162)	Install wet wizard, FV & Riverside upgrades
9	Treatment/Disposal	46,056	59,133	13,078	Timing
15	Misc. Expenses	4,512	14,975	10,463	Timing

2025July14OpenSessionFINAL_141

Town of Rothesay

Capital Projects

Utility Fund

5 Months Ended 5/31/2025

	Original BUDGET	Current Y-T-D	Remaining Budget
WATER			
W-2022-003 Filtration Bldg Water	375,000	471,259	(96,259)
W-2024-00* Treatment effluent tank re-lining	100,000	9,847	90,153
W-2024-00* Filter Bldg heat system upgrade	40,000	27,776	12,224
W-2025-00* Turnbull Court water	300,000	-	300,000
W-2025-00* Wiljac Improvement	800,000	-	800,000
	\$ 1,615,000	\$ 508,882	\$ -
			\$ 1,106,118
SEWER			
S-2023- 004 WWTF Plant	10,000,000	\$ 376,564	9,623,436
S-2024-00* Frances Ave lift station replacement	120,000	\$ -	120,000
Unbudgeted items:			
	10,120,000	376,564	-
			9,743,436
Total Approved	11,735,000	885,446	-
			10,849,554
Carryovers			
Funded from Reserves			
W-2024-00* Production Wells TH90-1	-	40,331	(40,331)
W-2024-00* Storage bldg renovations	-	8,149	(8,149)
W-2022-001 Water Quantity/Quality	-	29,561	(29,561)
S-2021-008 WWTP Design Phase II	-	15	(15)
	0	78,057	0
			(78,057)
	11,735,000	963,503	-
			10,771,497

Funding:

	Total	Operating	Borrow	CCBF	Grants
Water	1,615,000	655,000	\$ 410,000	550,000	
Sewer	10,120,000	120,000	\$ 2,667,000	-	7,333,000
	\$ 11,735,000	\$ 775,000	\$ 3,077,000	\$ 550,000	\$ 7,333,000

Town of Rothesay

5/31/2025

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	5,000.00
Fairweather Scholarship	1,000.00	1,000.00
Saint John Theatre Company	1,000.00	
Symphony NB	2,500.00	
sub	17,000.00	11,000.00
Other:	19,500.00	
Junior Achievement NB		300.00
RES - 50th Anniversary		300.00
Shining Horizons Therapeutic Riding Assoc.		1,200.00
YMCA - Red Triangle Gala		125.00
Royal Canadian Legion		1,000.00
RNS - 2025 Spring Art Show		500.00
You Can Ride for Two		500.00
sub	19,500.00	3,925.00
	36,500.00	14,925.00
G/L Balance		14,925.00



ROTHESAY

MEMORANDUM



TO	○	Mayor and Council
FROM	○	Doug MacDonald
DATE	○	July 7, 2025
RE	○	Donation Requests

The June finance committee meeting was canceled as a quorum was unavailable. The agenda included two grant requests, both of which have been included in the current Council package.

- 1) Lonewolf Martial Arts requested a donation in support of their "midsummer" gathering scheduled to occur on July 26, 2025. There is no finance committee meeting scheduled prior to the date of the event therefore a decision is required by Council.
- 2) Third Shift SJ is planning an arts festival August 15 to 17, 2025 and has enquired as to whether the Town wishes to sponsor the event. Depending upon the nature of the sponsorship, if any, the next Council meeting in August does not provide sufficient time to process marketing documents, therefore a decision is required by Council.

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: June 9 2025



Applicant: Lonewolf Martial Arts

Address: 301-400 Douglas Ave Saint John NB E2K 1E7

Contact: Matthew Currie

Tel. (506) 608-8388

Email: matt@lonewolfmartialarts.ca

Organization Description:

2025 Midsommer gathering of traditonal martial arts.

Amount Requested: \$

Descriptions of proposed event or activity:

tradional martial arts tournament where several provincial clubs will convene to showcase their skills

Project costs:

2500.00

Benefits to town of Rothesay:

Marketing of your town via logos, banners and intinerys will have our sponors listed as well as on social media platforms. please see various packages in our letter.

amount will leave to your discretion -

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).

301 – 400 Douglas Avenue
Saint John, New Brunswick
E2K 1E7 CANADA
(506) 608-8388

Dear Past Supporter,

Thank you so much for your support last year. Your donation was greatly appreciated and helped to make our event a great success. I'm hoping we can count on your support again this year.

I am reaching out to you as the founder of a local martial arts club that caters to children, teenagers, and adults. Our goal at Lonewolf Martial Arts is to establish a safe and inclusive environment for anyone interested in martial arts, regardless of their physical or financial capabilities. We focus on teaching practical skills while advocating for non-violence in our daily lives.

As president of Five Chamber Martial Arts association in Canada my aim is to promote the ideals of traditional martial arts, support practitioners, instructors, and schools in the martial arts community and offer accessible self-defense while also empowering today's youth.

In keeping with this commitment, I am excited to announce the 2nd annual Lonewolf Midsummer Invitational Gathering of Traditional Martial Arts on July 26, 2025. This year's tournament will be open to novice and intermediate level participants from martial arts schools in various locales, with plans to introduce advanced levels as the tournament continues to grow. I am happy to say that with the success of the inaugural tournament last year, we are already seeing growth in the number of participants.

As we prepare for this event, we are seeking financial assistance to help cover the costs associated with hosting a tournament for martial artists in our community. Financial help will aid in securing the venue, judges and timekeepers and all other costs associated with hosting such an event.

Although there is a sponsorship package enclosed, please know that any donation amount - financial or otherwise - would be greatly appreciated. For all of our past sponsors we have left the package prices the same as last year.

Thank you for considering our request,

Matthew R. Currie
Lonewolf Martial Arts
matt@lonewolfmartialarts.ca

301 – 400 Douglas Avenue
Saint John, New Brunswick
E2K 1E7 CANADA
(506) 608-8388

SPONSORSHIP PACKAGES

BRONZE (\$150)

General Sponsorship includes but is not limited to:

- Mentioned in sponsor thanks during event
- Sponsor's name listed on event handout
- Individual social media shout out leading up to event
- Included in group shout out during week prior to event

SILVER (\$300)

Branded Sponsorship includes but is not limited to:

- All benefits from Bronze Package
- Sponsor's logo on event handout
- Special thanks during event
- Extra social media shout out

GOLD (\$450)

Event Sponsorship includes but is not limited to:

- All benefits from Bronze Package
- All benefits from Silver Package
- Sponsor's logo on official event poster
- Sponsor's logo on banner at event venue

PLATINUM (\$600)

Opportunity for exclusive sponsorship within your industry and larger logo

ULTIMATE (\$750+)

Inquire about arranging custom association sponsorship agreements



THIRDSHIFT

2025 SPONSORSHIP PACKAGE



THIRD SHIFT

IS PROUDLY PRESENTED BY

CHSJ
Country 94.1

97.3 *the* **WAVE**

ACADIA
BROADCASTING

WHAT IS THIRD SHIFT?



Tina Sharapova, *Ready to Travel*, 2024

THIRD SHIFT is a contemporary arts festival organized by Third Space Gallery, Saint John's only artist-run centre. THIRD SHIFT showcases and celebrates the visual arts in our region, offering artists a platform for experimental, interactive, and engaging artwork. THIRD SHIFT began in 2015 and since then has offered Saint Johners a unique opportunity to engage with contemporary art and re-imagine their city.

THIRD SHIFT is a free, all-ages event that includes a variety of community programming including artist talks and workshops.



Tomo Ingalls, *Make a Vessel with Your Words*, 2024

**AUGUST 15-17
2025**

+100 ARTISTS

35 VOLUNTEERS

20 ART INSTALLATIONS

3 ARTIST TALKS

2 WORKSHOPS

1 SCREENING

11 YEARS OF ART AT NIGHT

6,000 ATTENDEES

87,495 REACHES

298,070 IMPRESSIONS

3,253 INSTAGRAM FOLLOWERS

4,567 FACEBOOK FOLLOWERS

600 PRINT EVENT GUIDES

555 NEWSLETTER SUBSCRIBERS

200 POSTERS



Tina Sharapova, *Ready to Travel*, 2024



SPONSORSHIP LEVELS

Galaxy Sponsor
\$5,000 and above

Nebula Sponsor
\$2,000 and above

Eclipse Sponsor
\$1,000 and above

Orbit Sponsor
\$500 and above

Star Sponsor
\$250 and above



**SUPPORT ARTISTS.
CONNECT COMMUNITY.
HELP MAKE ART WORK.**

GALAXY SPONSOR ✨ \$5,000 and above



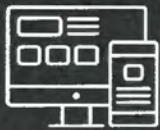
4 VIP tickets to a meet & greet event with artists



1 full-page ad in our event guide (4.5"x5.5")



4 social media feed posts with your company's logo



Your company's logo on our website



Your company's logo on our digital sponsor banner



Your company's logo on all printed promotional materials



Lorne Power & Sarah Power, *CONTENTMENT IS BAD FOR BUSINESS*, 2022

NEBULA SPONSOR ✨ \$2,000 and above



2 VIP tickets to a meet & greet event with artists



1 half-page ad in our event guide (2.25"x2.75")



3 social media feed posts with your company's logo



Your company's logo on our website



Your company's logo on our digital sponsor banner



Your company's logo on all printed promotional materials



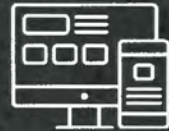
ECLIPSE SPONSOR ✨\$1,000 and above



1 quarter-page ad in our event guide (1.15"x2.75")



2 social media feed posts with your company's logo



Your company's logo on our website



Your company's logo on our digital sponsor banner



Your company's logo on all printed promotional materials

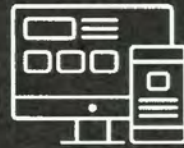


Jordan Hill, *Peripheral Wallpaper*, 2022

ORBIT SPONSOR ✨ \$500 and above



1 social media feed post
with your company's logo



Your company's logo
on our website



Your company's logo on our
digital sponsor banner



Your company's logo on all
printed promotional materials

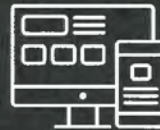


Nat Cann & Caitlin Wilson, *Habitation*, 2024

STAR SPONSOR ✨ \$250 and above



A social media story highlight
with your company's logo



Your company's logo
on our website



Your company's logo on our
digital sponsor banner



Your company's logo on all
printed promotional materials



GET IN TOUCH WITH US!



MANNY TRAVERS, EXECUTIVE DIRECTOR

TIERSESPACE@GMAIL.COM

506-566-7434

WWW.THIRDSHIFTSJ.COM



ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE

2025 July 14 Open Session FINAL 160
Rothesay Town Hall Common Room
Tuesday, June 17, 2025 at 10 am



PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNCILLOR HELEN BOYLE
DIANE O'CONNOR, CHAIRPERSON
NANCY HASLETT
DR. SHAWN JENNINGS
JILL JENNINGS
ROBERT TAYLOR
DOAA HIGAZY

DRAFT

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
AGE-FRIENDLY & COMMUNICATIONS COORDINATOR KIRSTIN DUFFLEY
RECREATION & COMMUNICATIONS COORDINATOR KERI FLOOD
RECORDING SECRETARY ÉLIANE KNOX

ABSENT: WILLA MAVIS, VICE CHAIRPERSON
HIGH SCHOOL REPRESENTATIVE (Vacant)
ANGELA MORSE
DIANNE TAYLOR

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

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of May 20, 2025

MOVED by Counc. Boyle and seconded by J. Jennings the minutes of May 20, 2025, be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS AND PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 2025 Age-Friendly Wellness Fair

K. Duffley informed the Committee members that Rothesay hosted its second annual Age-Friendly Wellness Fair on Monday, June 2, with over 300 attendees, making it a very successful event. The fair included community partners, information booths, and volunteers. A raffle raised over \$425 for Rothesay

High School's "*Adopt A Red Hawk Program*", which supports students who can't afford extracurricular or graduation activities.

Special thanks were given to Rothesay High School for hosting, to their students for helping with setup and takedown, and to the businesses that donated raffle items. Three winners were selected, including Dr. Jennings.

Next year's fair is scheduled for Monday, June 1, 2026. Appreciation was also extended to key organizers and volunteers: Diane O'Connor, Nancy Haslett, Keri Flood, Emma Hawkins, and Éliane Knox.

A debrief meeting will be held soon.

K. Duffley noted that the fair maintains a focus on health and wellness, which guides the selection of booth participants. While there is high interest and many requests to participate once the event is announced, not all applicants align with the fair's goals. The organizing committee carefully evaluates and selects appropriate participants for the event.

6.2 2025-2027 Age-Friendly Community Action Plan

➤ Rothesay Intergenerational Community Complex

K. Flood reported to the Committee members that the May BBQ event was a success, attracting a few hundred attendees who came to learn about the RICC project. The event also generated donations, which continue to come in for dedication items such as tiles, arena seats, benches, and trees, as well as general contributions.

K. Flood thanked donors, including some present in the room, and announced that she has recently been appointed as the RICC Campaign Coordinator. A returning summer student will be backfilling her previous role, allowing her to focus more fully on campaign efforts including stakeholder engagement, donor relations, communications, event planning, and community outreach.

K. Flood shared that a working group made up of community members, council members, and staff meets monthly to guide the RICC campaign. They are developing a master donor list and are seeking help from the community to identify potential individual or business donors. Anyone with suggestions is encouraged to send names and contact information to her.

The campaign website is live, offering donation options and project information. Plans are underway to enhance branding efforts and establish a Facebook page to broaden outreach. A booth is planned for Canada Day to provide information and accept donations.

Chairperson O'Connor suggested to the Committee that making a \$25 donation with each committee honorarium.

K. Flood confirmed that the campaign now accepts multiple payment methods for donations, including cash, cheque, debit at Town Hall and e-transfers. The fundraising goal is \$2 million, and approximately \$15,000 has been raised thus far. She noted that while a full fundraising push hasn't yet been launched, efforts began with the May BBQ and are now shifting toward improving branding and information outreach, which should increase momentum moving forward.

CAO McLean reported that funding applications for the RICC project have been submitted to RDC (Regional Development Corporation). An initial meeting with RDC went well, with strong momentum behind the intergenerational component, which is the first phase of the project. The second phase will focus on the arena portion.

Both applications must be reviewed by Executive Council, which doesn't meet again until September, providing time over the summer to refine the pitch and ensure all questions are addressed. The goal is to convince Executive Council that this is a top-priority project.

The federal funding component is already aligned, which strengthens the case and helps secure matching funds. While the fundraising campaign for the full complex is still in early stages—with no formal donor requests made yet—some corporate interest has emerged. Once the campaign board is populated, board members will be assigned specific donor outreach responsibilities.

CAO McLean expressed confidence in the campaign's future success.

N. Haslett emphasized that the summer months present a valuable opportunity to grow the current \$15,000 in community donations, helping to build momentum even before Executive Council meets in the fall.

CAO McLean agreed, noting that community engagement is as important as the funds themselves. Demonstrating broad local support and early fundraising success will strengthen their case to Executive Council, signaling that the project has real traction and is backed by residents throughout Rothesay and the greater Valley region—even before formal approvals are in place.

Counc. Boyle noted that every time someone engages—such as sending an email of support—a marker is placed on a map, helping visually demonstrate the geographic spread and level of community interest and engagement. She encouraged everyone to participate in this simple but impactful action.

R. Taylor asked about the fundraising goal, to which K. Flood confirmed the target is \$2 million.

CAO McLean clarified that so far, fundraising efforts have focused on smaller-scale donations through dedication items like seats and tiles, mainly promoted during the BBQ. No large corporate sponsorships or legacy asks (e.g., \$100,000+ for spaces in the facility) have been made yet—the process is still in its early stages.

N. Haslett questioned whether the campaign is considering title sponsorships (e.g., like TD Station), and K. Flood answered that they are not pursuing those yet. For now, the focus remains on general donations and dedication items. Once architectural plans and facility designs are finalized, naming opportunities may become available.

J. Jennings asked if money paid for a seat that doesn't go through could be redirected to the Rothesay Hive. CAO McLean replied that people would have that option but clarified that this scenario isn't currently expected to happen.

CAO McLean explained that in Phase 1 of the project, the old arena will be renovated first. This phase also includes building the connection between the old arena and the planned new ice surface. The town

is currently moving forward with this part of the project.

N. Haslett clarified that the old ice surface will remain for now, and CAO McLean confirmed this, explaining that the renovation of the old arena and the connector to the future new ice surface will proceed, excluding the new ice surface itself. The old ice will stay operational for the next 2.5 years while renovations occur. To acknowledge donors sooner, movable precast concrete bleachers with stadium seats will be installed in the old arena. These will later be transferred to the new building, allowing donors to see their contributions in use during Phase 1 rather than waiting years.

Chairperson O'Connor emphasized the need for clear answers about the facility's timeline, as community members frequently ask when Rothesay Hive is moving and what to expect. N. Haslett inquired whether major user groups like KV Minor Hockey or Kennebecasis Figure Skating had donated; CAO McLean noted KV Minor Hockey has expressed interest in hosting fundraising events instead of direct donations. The group discussed community fundraising ideas, including golf tournaments, silent auctions, bottle drives, and Chase the Ace.

They agreed that maintaining momentum is crucial, especially after the initial wave of support. K. Flood encouraged everyone to share fundraising ideas and confirmed work is underway on licensing for a lottery and possible 50/50 draws during local events. The overarching goal is to make this a community-wide project with broad participation and ownership.

Councillor Boyle suggested organizing an ongoing bottle drive as a simple and effective fundraiser. By setting up an envelope at the Valley Redemption Centre labeled with the campaign name, people can donate the value of their bottle returns—even small amounts like \$4—which can add up over time. She emphasized the importance of regularly reminding the community about it to maintain participation.

➤ Transportation – KV Transit Study

K. Duffley informed the Committee that K. Flood, CAO McLean, and herself have been collaborating with Quispamsis on the KV transit study. As mentioned in the last meeting, a community survey will be launched this week. She will share the survey with the Committee so everyone can participate.

CAO McLean explained the timeline and that our Council has already adopted and approved the transit initiative. Quispamsis Council is scheduled to meet tonight for their final approval to proceed. Assuming they approve it, we will issue a Request for Proposals (RFP) on the New Brunswick Opportunities Network with a 10-day submission window.

Following the RFP period, Quispamsis Council will have approximately two weeks to give their final approval. If all goes according to plan, we are targeting a potential rollout date around the first week of July. This timeline is contingent on a smooth tendering process and final budget approvals.

Dr. Jennings inquired about the bus locations, to which CAO McLean explains that they are in the process of tendering for a service provider to operate the bus. This may involve Saint John Transit or Valley Taxi. The service will be an accessible bus with a fixed schedule: an inner circle (hourly) and an outer circle (every two hours, covering places like Meenan's Cove Beach and KPark Beach). It won't be on-demand, but will follow a rotational route.

The service is intended as a pilot project and part of a larger goal to create a regional transit system in the Valley, possibly linked to Saint John Transit. This demonstration project will collect data, such as the

number of passengers, their ages, and how they use the service, which will inform the larger program.

Chairperson O'Connor pointed out the importance for seniors, many of whom are giving up their cars, and praises the project. CAO McLean adds that the service is free during the pilot phase, with the possibility of a charge in a future, larger-scale transit system.

CAO McLean mentioned that the demonstration project is expected to last at least 90 days, but it may run for three to four months. This will help feed into the larger pilot project.

K. Duffley added that many older adults have expressed concern that if transportation issues aren't resolved, it could affect their decision to age in place in Rothesay, or whether they might need to leave the area. This emphasizes the growing importance of reliable transportation options.

CAO McLean reflected on how the project has evolved since its inception. Initially, the idea was focused on helping young people get around for recreational activities. For example, a 12-year-old could take the bus to the Qplex or the beach while their parents were at work.

However, over time, the focus has shifted toward creating an accessible bus service aimed at helping seniors age in place and allowing people to easily get around for everyday needs. This includes people like those living in Gondola Point who work at Sobeys but cannot walk there and cannot afford the cost of a taxi. The service could provide a middle ground, offering a stop that helps them get to work.

➤ Accessible Parking & Signage

K. Duffley informed the Committee members on the ongoing work on accessible parking and signage, with plans to repaint the parking lot this summer to add an accessible parking spot. However, they are still working out details for the signage and the button at the front of Town Hall. The challenges at Rothesay Town Hall are more complex compared to other facilities, so they plan to meet and brainstorm potential solutions. A more thorough update will be given at the next meeting.

CAO McLean added that an additional accessible parking space is complicated. The parking lot lines on the road can wear off quickly, but the lines on the ground for parking spaces are harder to remove. They can't just shift the lines because of existing spaces and the risk of confusion. While adding a new space is possible, it may not exactly match the other spaces, and they don't want to violate standards. They're trying to balance meeting the need while avoiding the cost of repaving the whole parking lot just to cover existing paint.

N. Haslett suggested using tar to cover the lines, possibly as a solution to the parking line issue.

CAO McLean explained that they've tried similar methods before, such as grinding and repainting the lines on Grove Avenue. However, even after removing and covering the old lines, people still divide into two lanes, likely due to the residual marks. They even added a "no right on red" sign to address the issue, but it persists because of the leftover lines, especially when the sun hits them at certain times of day. These faded lines continue to cause confusion until the area is repainted.

K. Duffley mentioned hearing that there are two types of accessible parking spaces: wider ones for people with wheelchairs and others that are simply closer to the door. They're unsure about the specific

regulations and whether accessible spaces always need to be the wider ones, or if it's acceptable to add a space that's just closer to the door.

N. Haslett said she thinks that the type of parking is referring to might be called "convenient parking." They mention that one of their clients has a designated parking spot that's closer to the door, specifically for their facility, but it's not necessarily an accessible spot, it's more about convenience.

K. Duffley discussed the issue of accessible parking spaces being occupied, even though they are needed by people who require mobility aids. Some spaces are too small, and mentioned that there is extra space in the parking lot to accommodate.

CAO McLean highlighted that the building is both a workplace and a location for Rothesay Hive program. With 19 full-time staff and only 25 total parking spaces, the situation is tight. Only a few spaces remain for visitors since many are taken up by employees and accessible spots.

In essence, the parking is limited and not ideal for both employees and visitors, especially those needing accessible spots.

CAO McLean suggested that another option could be to reallocate one of the six or seven parking spaces reserved for rental tenants to serve as an accessible parking spot. This would be especially helpful for people visiting the physio clinic who need accessible parking.

K. Duffley said she will look into alternate signage for a standard-sized accessible space that isn't wide enough for wheelchair use, noting it would need a different symbol than the wheelchair icon. Chairperson O'Connor suggested a symbol showing a person with a cane, and K. Duffley offered to consult with Ability New Brunswick.

CAO McLean said he will investigate further and hopes to resolve the matter by the next meeting. He also noted that signage is a separate issue due to Rothesay's strict bylaw regulations on signs, including rules about fascia signage near buildings—this limits what kind of signs can be installed to direct people.

CAO McLean explained that a new front door system with glass is being installed, which will improve visibility. The current setup includes double doors with a brick ramp that drops off to the side, making it difficult to place the door operator button safely—users might have to step over the edge to reach it, risking an accident. That's why the button is currently mounted on a pillar.

The new design will feature a large single center door with sidelights, which may allow the button to be mounted directly on the sidelight—potentially solving the accessibility issue with better placement.

7. NEW BUSINESS

7.1 Age-Friendly Programming Update

Wellness Fair

The second annual Rothesay Age-Friendly Community Wellness Fair was on Monday, June 2. With over 300 participants, it was a very successful event. Thank you to our community partners, information booth participants, and all the volunteers who made this community event happen. Thanks to the generosity of many - the raffle draw raised \$425 for the Rothesay High School Adopt a Redhawk Program. RHS's support with this event makes it all possible, we are thrilled to be able to donate back to this important school initiative. Thank you to all the businesses and organizations who donated items for the amazing raffle baskets, which we had 3 winners take home prizes. Mark your calendars for Monday, June 1, 2026.

K. Duffley raised an important point regarding public awareness of the Rothesay Hive. At recent events such as the Wellness Fair, she has frequently been asked whether Rothesay Hive is still operated by the YMCA, which it is not. This confusion likely stems from its past affiliation.

To ensure consistent messaging, it was clarified that:

- Rothesay Hive is operated by the town of Rothesay, under the Rothesay Recreation Department.
- You do not need to be a Rothesay resident to participate in Rothesay Hive programming.
- Rothesay Hive is intended for older adults aged 50 and up. It is not limited to "seniors", as many individuals in the 50+ age group do not identify with that term.

|K. Duffley emphasized the importance of consistent communication on this topic to avoid misinformation and reinforce Rothesay Hive's inclusive and welcoming nature. She also noted that Rothesay Hive continues to build a strong brand identity, with many community members recognizing and engaging with its programs.

Rothesay Hive Programming

- Current Offerings: Summer Programming - Exercise Classes (5), Book Club, Garden Club, Walking Club, Grief Café, Mahjong & Bridge Games, Card and Board Games, Coffee & Chats, Movie Matinees, Presentations, and lending libraries.
- Special Event in June: Summer Solstice Potluck.
- The Rothesay Hive July calendar will come out next week.

Rothesay Hive Members

Rothesay Hive Facebook Group: 1,244 members

Rothesay Hive Members as of now in 2025: 201 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 remains popular. The class is still being offered at the Bill McGuire Centre on Mondays and Wednesdays from September to June each year.

Saint John Newcomers Centre Programs

Future Engage continues to have programs at the Rothesay Hive and various other locations depending on the activity on Thursdays from 10 am-12 pm. They also have their Conversational English Chats on Wednesdays from 3 -4 pm. Contact: Fouzia Bouazzaoui: (506) 721-1325 / fouzia.bouazzaoui@sjnewcomers.ca

Chairperson O'Connor's updated the Committee members on the following events:

May & June Events:

- Jim Hennessy gave a well-received talk about his role in government and how he got started.
- Shamim Khan presented "Travel Through My Eyes": Bangladesh, sharing insightful history about the country.
- Grade 5 students from Touchstone School came to Rothesay Hive for Speed Chat and to talk with the members about members school year experience.
- Doug Valentine shared gardening tips and hosted a plant giveaway.
- Upcoming talks include Jim Wilson and a session on sleep disorders and sleep hygiene.

July Preview:

- July 3rd: Community picnic.
- Willa will demonstrate how to make strawberry jam and discuss summer jam-making.
- A seashell collector from Bermuda will present her collection and talk about the origins and history of seashells.

K. Flood mentioned that the playground program, which usually runs at Rothesay Park School, will be held at Rothesay High School this summer due to facility availability. She suggested exploring the possibility of involving the kids in activities like the upcoming seashell

presentation, and says she'll coordinate with K. Duffley to see what can be arranged.

- Lincoln Bell, a passionate Grade 10 student, will give a presentation on beehives. He'll also showcase and sell products made from beeswax that he and his mother produce.
- At the end of July, there will be a "Travel Through My Eyes" session on the Philippines, sharing cultural and historical insights.

August Plans:

- Hoping to organize an ice cream party in collaboration with Counc. Boyle.
 - Planning a session on CarFit, a safety program that helps people adjust mirrors, seats, seatbelts, and other car features for safe driving. Chairperson O'Connor is trained as a technician, and an occupational therapist from Saint Joseph's is expected to lead the session. It would take place in a parking lot for practical demonstrations.
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8. CORRESPONDENCE FOR ACTION

N/A

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING

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

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:49 am.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2025 July 14 Open Session FINAL_169
CLIMATE CHANGE ADAPTATION COMMITTEE
Rothesay Town Hall Sayre Room
Tuesday, June 17, 2025 at 3:30 pm



PRESENT: MAYOR NANCY GRANT
KOREY NIXON, VICE CHAIRPERSON
COLLEEN LANG
ANN McALLISTER
GARY MYLES

DRAFT

CHIEF ADMINISTRATIVE OFFICER BRETT McLEAN
RECORDING SECRETARY ÉLIANE KNOX

ABSENT: DEPUTY MAYOR MATT ALEXANDER, CHAIRPERSON

Vice-Chairperson Nixon called the meeting to order at 3:37 p.m.

1. APPROVAL OF AGENDA

MOVED by G. Myles and seconded by Mayor Grant the agenda be approved, as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Climate Change Adaptation Committee meeting of April 22nd, 2025

MOVED by Mayor Grant and seconded by C. Lang the minutes of April 22nd, 2025 be adopted, as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

4.1 FoodCycler Survey Results

Brittany Clarke, Municipal Program Manager, and Farah Sherifdeen, Municipal Program Coordinator, from Food Cycle Science Corporation presented to the Committee members virtually via Teams the results from the survey.

Their presentation focused on reviewing the success of Rothesay's FoodCycler organic waste diversion pilot and explored the potential for a long-term strategy. Delivered by Food Cycle Science, a Canadian company based in Ottawa, the presentation outlined the company's mission to change how communities manage food waste. Their flagship product, the FoodCycler, is a compact kitchen appliance that turns food scraps into a dry, nutrient-rich byproduct called "FoodilizerTM" which can be used to enrich soil.

Food Cycle Science currently supports over 185 municipalities across North America. The technology uses heat, air, and agitation to break down food scraps in a matter of hours, reducing waste volume by up to 90%. The company offers three models, including the Eco 3, which was specifically designed for use in multi-residential buildings where traditional composting methods face logistical challenges.

Rothesay launched its pilot program at the end of 2023. Residents purchased FoodCyclers at a subsidized rate and participated by tracking their usage for 12 weeks and completing a final survey. The results showed strong community engagement and high satisfaction, with most residents reporting that

they intended to continue using the device. On average, households reduced their waste by about 0.34 garbage bags per week, adding up to 17.6 fewer bags per year. This equates to more than 3,500 bags being diverted from the landfill annually. Environmentally, the program will reduce emissions by 72 metric tons of CO₂ equivalents per 200 units, which is similar to the carbon absorbed by 72 acres of forest.

Residents offered enthusiastic feedback, citing reduced smell, pests, and mess, and expressed excitement about using the byproduct in their gardens. These results reflect a growing demand for convenient, clean in-home composting solutions.

The presentation also highlighted a successful example from the City of Nelson, which began with an 850-household pilot and has since expanded the program to reach nearly half its households. Their system efficiently collects the byproduct with a single pickup truck and integrates it into a regional composting facility.

Looking ahead, the presenters suggested that Rothesay could benefit from offering FoodCycler on a larger scale, particularly in areas where traditional green bin participation is low. With about 50% of the town's population still sending food waste to landfills, an expanded FoodCycler program could significantly boost diversion rates. Offering units on an opt-in basis at low or no cost would complement the existing green bin system and reduce collection costs and tipping fees.

In closing, FoodCycle Science emphasized its ongoing commitment to innovation and research, providing municipalities with data and tools to support sustainable decision-making. They reiterated that aligning waste diversion programs with resident preferences leads to strong participation and measurable environmental benefits.

Vice-Chairperson Nixon asked what was the negative feedback that they received. Britany Clarke and Farah Sherifdeen replied that in addition to reviewing the successes of the FoodCycler pilot in Rothesay, the presentation also acknowledged constructive feedback gathered from participants. Alongside strong support and enthusiasm for the program, residents shared a number of valid concerns and suggestions for improvement, which are critical for informing future planning.

One of the most common pieces of feedback was related to cost. While many residents were grateful for the subsidized pricing offered during the pilot, several noted that even with the discount, the \$200–\$300 price point remains a barrier. Some mentioned that friends or family members who were interested in the program simply couldn't afford to participate. In today's economic climate, affordability is a key factor in the success of any broad municipal initiative.

Another issue raised was energy consumption. A few participants observed small increases in their electricity bills, which they attributed to use of the FoodCycler. While this may vary depending on the number of cycles run and the time of year, it was noted as something that residents are paying close attention to.

Participants also raised questions about the byproduct—the “Foodilizer™”. While many appreciated its usefulness as a soil amendment, not all residents garden or have a clear use for it. Some were unsure about what to do with the excess byproduct and asked whether there were designated drop-off points or additional collection services available. To address this, the program team is directing residents to existing green bin infrastructure where applicable and continues to provide resources such as the Foodilizer Guide, which outlines how the byproduct can be used effectively or responsibly discarded.

Another point of constructive criticism was about awareness and communication. Some residents indicated they were unaware of the pilot program or missed key information about how and when to participate, despite existing promotional efforts. This suggests a need for increased visibility and more diversified communication strategies to ensure that all residents are reached and have equal opportunity to engage.

Overall, while the response to the FoodCycler pilot was overwhelmingly positive, this feedback highlights several important areas for improvement. Concerns around cost, energy use, byproduct handling, and communication will be essential to address if the program is to be scaled town wide. The team at Food Cycle Science remains committed to working with municipalities like Rothesay to refine the approach and ensure the program is both accessible and sustainable for the long term.

They concluded, based on our experience running FoodCycler programs across many communities, Rothesay's pilot has followed a very familiar and encouraging pattern: residents who use the device often come to really value it — many saying they hadn't realized how much of a difference it would make until they had one in their kitchen. It streamlines food waste management, complements green bin use, and noticeably reduces mess, odor, and volume of waste.

That said, cost remains the most consistent barrier to wider adoption. While there are still a few subsidized units available in Rothesay, many residents find it difficult to justify an additional \$200–\$300 purchase, especially in the current economic climate. Recognizing this, we're actively working with municipalities to shift how FoodCyclers are offered — moving away from resident-paid models toward integrating them directly into municipal waste services, similar to green bins, funded through existing waste management budgets or available grants. This approach greatly improves accessibility and program participation.

They have also seen strong interest in applying this solution to multi-residential buildings, where food waste diversion has historically been a challenge. If Rothesay does handle organics collection for these properties, or even if it's privately managed, there may be valuable opportunities to partner on a tailored solution using models like the Eco 3.

In many municipalities, food waste diversion in multi-residential buildings is a challenge due to space limitations and private waste collection systems. To address this, Food Cycle Science partners with municipalities and developers to create tailored solutions, especially for private multi-residential properties.

While single-family homes, often with more space and disposable income—have been the primary adopters, smaller living spaces present different needs. That's why the new Eco 3 model was developed: a compact, efficient unit designed specifically for apartments and condos, making in-home food waste processing accessible to more residents.

A. McAllister expressed interest in the FoodCycler as an ideal solution for apartment dwellers who don't have access to outdoor composting. Brittany Clarke agreed, noting that this is exactly the kind of conversation they're having with developers and municipalities. She mentioned ongoing programs in Ontario and Quebec and emphasized that FoodCycler is seen as a practical organics solution for high-rise and multi-residential buildings in the near future.

C. Lang raised the question of whether the FoodCycler program would be expanded to include multi-unit buildings, especially now that the Eco 3 model—designed for smaller living spaces—is available, unlike during the initial pilot.

CAO McLean responded that while there is interest, particularly from a local apartment building owner who wants to purchase units for all 24 of his tenants, the matter is still under discussion. The Town has 33 units remaining from the original stock of 200, though they are the larger models. These units are not physically in stock but are on reserve and shipped directly by Food Cycle Science when ordered.

The Town is considering whether it could reallocate the subsidy from the larger models to the Eco 3 units instead, which would be more appropriate for apartment dwellers. This potential shift, along with the broader question of subsidizing units for tenants in private buildings, is expected to be brought to Council as part of upcoming budget deliberations. CAO McLean noted that the proposed subsidy still falls within the Town's original \$200 cap per unit and expressed optimism that, once adopted in one building, word-of-mouth among residents could help increase interest and participation across more multi-residential properties.

Vice-Chairperson Nixon asked whether a developer would receive a discount based on volume purchased. CAO McLean clarified that the \$100 per unit subsidy is fixed, regardless of whether the buyer is a homeowner or a developer purchasing for multiple tenants.

G. Myles then raised a concern about exceeding the originally approved 200-unit limit if interest from apartment building owners increases. CAO McLean confirmed that the unit price remains the same, but Town Council had only approved funding for subsidies on the first 200 units. Any requests beyond that would require the buyer to cover the full cost.

G. Myles noted that this could create inequity—where one building receives subsidized units, while a neighbouring one doesn't. CAO McLean acknowledged this and explained that FoodCycle Science is working with other municipalities to explore alternative funding models, such as the Town purchasing units outright for distribution, particularly in multi-residential settings. However, in Rothesay's case, because the Town doesn't handle waste collection or tipping fees for multi-unit buildings, there's no immediate financial offset to justify full municipal funding under the current structure.

MOVED by C. Lang and seconded by A. McAllister the Climate Change Adaptation Committee recommends to Council to support and extend the subsidy to be applied for multi-unit residences.

CARRIED.

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Flyers Distribution - Update

CAO McLean informed the Committee that the Town Clerk is finalizing an administrative penalties by-law that will apply to all infractions across the municipality. While individual by-laws (such as the parking by-law) may reference specific fines, the Town must have a formal mechanism—through an administrative penalties by-law—to legally issue and collect those fines.

The draft of this by-law is nearly complete and is expected to be presented to Council for second and third readings in the coming months. Once adopted, it will enable the Town to enforce by-laws effectively by giving it the authority to impose and collect penalties. This process also supports longstanding initiatives like creating a stand-alone parking by-law, which will be separated from the traffic by-law.

CAO McLean emphasized that having clear by-laws isn't enough without the legal structure to enforce them, and this new framework will address that gap.

Vice-Chairperson Nixon asked CAO McLean to include a copy of the by-law in the next CCAC meeting package for the Committee members review.

G. Myles questioned what options are available to residents who want to stop receiving flyers but are unable to prevent their delivery, highlighting a need for clear enforcement and recourse in such situations. CAO McLean responded that he understands the residents frustration with Brunswick News

The Committee members recommended taking pictures as evidence and emailing them to Brunswick News.

6.2 Idling Reduction Policy – Report by CAO McLean

CAO McLean explained that the Town has included suggested locations for no idling signs, based on areas where people commonly stop and wait. These initial placements were proposed by staff and are open to feedback. A. McAllister asked if these locations are just a starting point and whether more signs could be added later if needed. CAO McLean confirmed the plan is flexible and dynamic, and additional signs could be installed as the program evolves.

A discussion took place regarding adding signages to the most popular locations that were proposed by staff, such as Renforth Wharf Lighthouse and East Riverside – Kingshurst Park.

A. McAllister suggested the Town consider partnering with local schools to strengthen the no-idling message. She noted that schools already have an anti-idling policy, possibly Policy 703, and may be willing to post signs on their buildings, such as near entrances. This could reinforce the Town's signage without adding costs, effectively doubling the visibility of the message

The Committee accepted the staff-recommended locations for the no idling signs and additionally proposed installing two signs, rather than just one, near the Renforth Wharf Lighthouse to enhance visibility and effectiveness at that location.

6.3 Corporate GHG Action Plan - Project Portfolio *previously distributed (John Jarvie)*

CAO McLean reported that there is no major update yet on the Town's Climate Change Action Plan. However, Jack Quirion, working with ACAP and subcontracted by the Fundy Regional Service Commission (FRSC), is currently collecting all climate plans from the five municipalities within the FRSC. The goal is to create a regional, overarching climate policy that integrates existing and proposed measures from each community.

While the project timeline is ambitious, estimated at 6 to 8 months, CAO McLean noted that Jack Quirion is highly committed and experienced in this field. A draft of the regional plan is likely expected by year-end.

6.4 Community GHG/Energy Action Plan - Project Portfolio (as found in the Action Plan of June 2018) *previously distributed (John Jarvie)*

CAO McLean noted that Rothesay currently has no public EV chargers, and emphasized the need to explore installing them. NB Power has approached the Town in the past with subsidy options, but land availability has been a barrier—not the installations themselves. He stated that adding EV chargers

would not only promote sustainability but also enhance the Town's profile.

CAO McLean also reflected on a fleet emissions study conducted about 10 years ago by Fleet Karma, which tracked vehicle usage and efficiency. At that time, few vehicles were candidates for electrification. However, with the current availability of EVs for various vehicle classes, he suggested it's time to revisit that study.

Given the Town's 10-year equipment replacement cycle, CAO McLean recommended incorporating EV suitability assessments into future fleet planning to determine which vehicles could be transitioned to electric during scheduled replacements.

Vice-Chairperson Nixon recalled that the committee had discussed EV chargers early on, but no action had been taken. Vice-Chairperson Nixon mentioned it had been on his mind to revisit and asked whether NB Power is actively reaching out and ready to partner if the Town were to initiate discussions.

CAO McLean responded that while NB Power isn't immediately ready to fund installations, they have shown interest in the past. They've acknowledged a clear gap in EV charging infrastructure along major travel routes in New Brunswick—including Rothesay—and have expressed a willingness to explore solutions if the Town engages with them.

CAO McLean explained that NB Power previously considered several locations for EV chargers in Rothesay, including a gated facility on Marr Road, which proved unsuitable due to limited public access. They also approached Shell and other private property owners, but land use issues—such as ownership by the Empire Group, prevented progress.

NB Power had also proposed a charger at Town Hall, but he noted that this location isn't ideal for public access. A better fit might be the parking lot across the street from Town Hall, particularly as the Town moves forward with design and construction of its new municipal complex. He suggested EV infrastructure could be incorporated into those future plans.

He reiterated that in addition to public chargers, the Town should also take a long-term view of electrifying its own fleet, especially as part of its equipment replacement strategy.

G. Myles brought up FLO, a company that installs and maintains EV charging stations. Users pay by credit card, and FLO handles the power purchase, station ownership, and maintenance, providing a turnkey solution. He suggested exploring this model as a potential option for Rothesay.

CAO McLean acknowledged he wasn't familiar with FLO's cost structure but noted that installing such infrastructure is expensive, typically \$30,000 or more per unit. He cited a recent visit to a municipal facility in Charlottetown, which had three public chargers. There, users paid \$2 per 30 minutes, and one regular user simply preferred charging at that public site rather than at home.

CAO McLean expressed strong support for a partnership model for EV charging stations, rather than the Town owning and operating them directly. He stated he would be reluctant to recommend that the Town take on responsibilities such as billing for electricity, handling credit card payments, or maintaining the stations.

Instead, he suggested that the Town's role should be limited to providing the physical space, while a third-party provider, such as FLO, handles installation, operations, and customer service. This approach would minimize administrative burden and financial risk for the municipality.

G. Myles proposed to contact four or five private companies. Vice-Chairperson Nixon agreed and added that he would like to see a proposal from NB Power as well.

MOVED by A. McAllister and seconded by G. Myles the Climate Change Adaptation Committee recommends that Council explore the options of bringing service providers in the electric vehicle charging field into Rothesay for initial discussion, including NB Power.

CARRIED.

Mayor Grant proposed the Bill McGuire Centre parking lot, a highly popular location, as a site for electric vehicle charging stations.

Mayor Grant left the meeting at 4:44.

A. McAllister inquired about the status of the GHG Action Plans, noting that they were discussed in the last meeting. Specifically, they asked whether the Council planned to issue a request for proposal or work with Quest to update the currently outdated action plans.

CAO McLean explained that the Climate Change GHG Action Plans are currently on hold until Jack Quirion's report is received. The reason is to avoid duplicating efforts, as the Fundy Region is already very active with a comprehensive action plan containing many items for the upcoming year. He emphasized the importance of aligning with the regional plan to avoid redundancy and ensure regional coordination.

A. McAllister then asked if Jack's report would apply to the entire region, including all municipalities.

CAO McLean confirmed that it would, including the Fundy Rural District. He added that Fundy Regional Service Commission is hoping to release the report by the end of the calendar year, ideally having a draft ready before then.

6.5 2022-2027 New Brunswick's Climate Change Action Plan *previously distributed (John Jarvie)*

RECEIVED FOR INFORMATION

6.6 ACAP (Atlantic Coastal Action Program) Climate Change Adaptation Plan previously distributed *(Brett McLean)*

RECEIVED FOR INFORMATION

7 NEW BUSINESS

7.1 FRSC (Fundy Regional Service Commission) Climate Change Action Committee Update
CAO McLean said it was already discussed at 6.3.

Other - KV Go Transit

A. McAllister raised a question about a potential bus service pilot in Rothesay and Quispamsis, noting it aligns with the Community Greenhouse Gas Action Plan and asking if the rumor was true and what the timelines might be. CAO McLean confirmed that the rumor is true, explaining that the initiative is called KV GO Transit. While they can't officially label it a "pilot" due to funding terminology, the Fundy Regional Service Commission is working with the Regional Development Corporation to secure federal and provincial support for a larger regional transit pilot covering areas from Saint John to

Grand Bay-Westfield and beyond. This larger initiative is envisioned as a five-to-seven-year program, including on-demand service in rural areas and a goal of implementing a regional transit system similar to what exists in Saint John.

In the meantime, Rothesay and Quispamsis independently pursued a daytime shuttle service to address immediate community transportation needs, especially for youth and seniors. Quispamsis proposed the partnership, and both councils approved the plan in principle. A communications campaign has been prepared, and Quispamsis was set to seek final council approval the night of this meeting. If approved, a tender for service would go out, with the shuttle expected to launch in early July and operate for a minimum of 90 days.

Although this shuttle is being described as a “demonstration project” rather than part of the larger pilot, it will generate valuable data—such as ridership demographics and trip purposes—which will be shared with the Fundy Regional Services Commission. While no funding is being provided for the demonstration, at this point, the Commission has agreed in principle to cover the cost of evaluating the data. A summer student may be hired to ride the bus and collect this information.

CAO McLean acknowledged that launching the shuttle service won’t be easy due to a very limited budget. The vehicle used will be fossil fuel-powered, as electric or alternative fuel options are not financially feasible at this time. Accessibility is a requirement, but there are few local providers with appropriately sized accessible buses.

The two communities—Rothesay and Quispamsis—have a shared budget of \$130,000 for the 90-day demonstration project. They explored working with Saint John Transit but were told that running a full summer service through them would require purchasing buses, with estimated costs much higher than the current budget.

Instead, they plan to use a smaller vehicle, ideally between 15 and 25 passengers, similar to those used for cruise ship tours. The estimates were based on discussions with service providers who operate summer tours at the Port. Quispamsis has taken the lead on the planning, with their GIS team designing two routes that run from Renforth Park down to Gondola Point, passing through residential subdivisions and stopping at key community hubs like Superstore, Kent, the Qplex, Rothesay Arena, and Town Hall.

A. McAllister asked whether the shuttle service would extend to Kennebecasis Park. CAO McLean responded that, for now, the outer limit is Renforth, mainly due to time constraints. The service is designed around a one-hour loop to ensure predictability—similar to an airport shuttle—where if someone misses the bus, they can expect it back within the hour. The system lacks technology for precise, on-time scheduling, so all routing is based on GIS calculations and loop duration.

A. McAllister then asked if a stop could be added at the head of Kennebecasis Park, noting that the area includes over 300 homes and a significant senior population. CAO McLean explained that while the routes aren’t finalized, every decision is time dependent with respect to the “loop” duration. The original concept was to connect kids to recreational destinations like the QPlex and Meenan’s Cove Beach, where longer stays justify less frequent service. However, as planning evolved, they recognized seniors as another key user group, which shifted the focus to population centers rather than just hotspots.

Because this is not a formal transit system but a subsidized shuttle service, there are also logistical constraints—such as being limited to stops in parking lots where buses can safely turn around.

Vice-Chairperson Nixon suggested placing a stop at Kennebecasis Park Elementary School, which could serve as a central hub for Kennebecasis Park. CAO McLean acknowledged the suggestion and emphasized that everything is still flexible. He reiterated that the project is very much a "living, breathing thing" and that while critics have said they are moving too fast without enough study, they are taking a hands-on approach, "learning to do by doing." Adjustments to the route may still happen based on real-world use and feedback.

DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday July 22nd, 2025 at 3:30 pm.

8 ADJOURNMENT

MOVED by G. Myles and seconded by A. McAllister the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:02 pm.

CHAIRPERSON

RECORDING SECRETARY



2025 July 14 Open Session FINAL_178
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Climate Change Adaptation Committee
DATE : June 17th, 2025
RE : FoodCycler Survey Results

Background:

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Wednesday, June 17th, 2025:

MOVED ... and seconded ...:

MOVED by C. Lang and seconded by A. McAllister the Climate Change Adaptation Committee recommends to Council to support and extend the subsidy to be applied for multi-unit residences.

CARRIED.



2025 July 14 Open Session FINAL_179

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Climate Change Adaptation Committee
DATE : June 17th, 2025
RE : EV Charging Stations

Background:

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Wednesday, June 17th, 2025:

MOVED ... and seconded ...:

MOVED by A. McAllister and seconded by G. Myles the Climate Change Adaptation Committee recommends that Council explore the options of bringing service providers in the electric vehicle charging field into Rothesay for initial discussion, including NB Power.

CARRIED.

Parks & Recreation Committee

June Update for Committee

June 16, 2025

Soccer & Baseball Fields	Fields are busy evenings and weekends.
Arthur Miller Upper Field Replacement	Project is underway. Completion by mid-August.
Wells Softball Field Lighting Project	Project is underway. Completion by the end of August
Wells Parking Lot Lighting	Project is underway. To be completed by the mid-end of July.
Wells Tennis Courts Conversion to Pickleball	Project to start by first week of July. (1-2 weeks to complete)
Concert in the Common	Concert in the Common is back for Summer of 2025! Each Thursday in July and August take your evening walk, bring your blanket/chair, and enjoy free outdoor music on the Rothesay Common stage from 7-8pm. You won't want to miss the amazing performances that we have lined up for this year. For more details, including the full line up, visit: https://www.rothesay.ca/recreation/seasonal-programs/concert-in-the-common/
Playground Programs	Rothesay Playground Programs will run from June 23 rd until August 22 nd at KPark Elementary, Rothesay Park Middle and Wells Recreation Park. Registration opened in May. More information can be found here: https://www.rothesay.ca/recreation/seasonal-programs/playground-programs/
Beaches	KPark and Renforth Beaches will open at 11am on June 23 rd and will close at 5pm on August 22 nd .
Canada Day	Celebrations for Canada's 158th Birthday are planned for Tuesday, July 1st from 12-3pm on the Rothesay Common. Activities will begin at 12:00pm with a flag-raising ceremony.

	<p>After the ceremony enjoy:</p> <ul style="list-style-type: none"> • MUSICAL ENTERTAINMENT by Alison Dawn Voice & Music Students • BALLOON ANIMAL CREATIONS by Mr. Zapz • FACE PAINTING by Cathie Wilson • OPEN CIRCUS JAM by Petite Luna & Sol • BIG BUBBLE ENERGY by Benny Bubblz • GIANT INFLATABLES & BOUNCY CASTLES • LAWN GAMES • POPCORN • COTTON CANDY • CUPCAKES • ICE CREAM served by Royal Canadian Legion Kennebecasis Branch 58 • *BBQ served by the Kennebecasis Paddling Centre <p>All activities are free to the public except for the BBQ!</p>
Sunset Yoga Session	<p>Our Sunset Yoga Sessions are back for another summer! Join us for relaxing and rejuvenating community yoga sessions this summer. Take your "Me Time" and enjoy the picturesque sunset on the Kennebecasis River at Renforth Rotary Park (141 James Renforth Drive).</p> <ul style="list-style-type: none"> • Tuesday, July 8th 7-8pm • Wednesday, August 12th 7-8pm • Tuesday, September 2nd 7-8pm <p>No experience is necessary! Yoga sessions are for people of all ages and abilities. Please bring your own yoga mat. Participants have the chance to win a \$50 Yoga Haus gift card raffle draw at each session!</p>
12 Weeks/12 Walks	<p>It's once again time to hit the trails and explore our beautiful Kennebecasis Valley. Join KV WALKERS this summer on Monday evenings (6:30pm) to explore existing trails and to meet others along the way. Everyone is welcome and it's free of charge – choose your pace and bring a friend along. Most walks are 1 hour in length and start the week of June 9 to August 25. For more information visit: https://www.rothesay.ca/event/kv-walkers-2025-walks/</p>
Walk 'n Talk with David Goss – Rothesay Common	<p>When: Tuesday, June 29, at 7:15PM</p> <p>Where: Rothesay Common (24 Gondola Point Road)</p> <p>Details: July 29 at the Rothesay Common. Join us for <i>Old-Time Stories</i> as we get ready to celebrate New Brunswick Day! The storytelling walk will begin at the Cenotaph and feature guest commentator, student Cloe Lawton. Along the way, we'll stop at</p>

	<p>grandmother Nancy Lawton’s home for the dramatic retelling of the Great Fire story— followed by a cookie party! Proudly sponsored by the town of Rothesay.</p>
Through the Lens	<p>The 12th Annual Through the Lens Photo Contest is now accepting entries! For more information about the photo contest, visit: https://www.rothesay.ca/recreation/seasonal-programs/through-the-lens/</p>
Rothesay HIVE	<p>For more information about the Rothesay HIVE including the calendar, newsletter, and more visit: https://www.rothesay.ca/recreation/rothesay-hive/. Rothesay Hive Facebook Group: 1,244 Members Rothesay Hive Registered Members 2025: 201 Members</p>
Wellness Fair	<p>Rothesay hosted its second annual Rothesay Age-Friendly Community Wellness Fair on Monday, June 2, 2025, at Rothesay High School. With over 35 booths providing information to the public on various health and wellness topics, this fair was a grand success! Over 300 people attended the fair and \$425 was raised for the Adopt a Redhawk Program which helps students at Rothesay High School attend various extracurricular activities. Make your calendar for Monday, June 1, 2026!</p>
Renforth Exercise Classes	<p>The Renforth Senior Exercise Classes remain popular at the Bill McGuire Centre. The last class for the season will be June 25.</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
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, June 18th, 2025
5:30 p.m.



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

DRAFT

CHIEF ADMINISTRATIVE OFFICER BRETT MCLEAN
DIRECTOR OF OPERATIONS TIM COLWELL
RECORDING SECRETARY ÉLIANE KNOX

ABSENT: CYNTHIA VANBUSKIRK

Chairperson Alexander called the meeting to order at 5:30 p.m.

1. APPROVAL OF AGENDA

MOVED by Vice-Chairperson Carter and seconded by G. Thambi the agenda be approved as circulated.
CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of May 21st, 2025.

MOVED by Counc. Brown and seconded by S. Rosenberg the minutes of May 21st, 2025 be adopted as circulated with the modification of George Thambi recorded as absent.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Solid Waste Tonnage Report

Vice-Chairperson Carter requested an update on the spring cleanup. CAO McLean indicated that data is still being collected, with no update available yet. Deputy Mayor Alexander noted that the current data lacks clear results, and Vice-Chairperson Carter observed a lower turnout this year. CAO McLean agreed, suggesting the reduced volume could help offset storm-related costs, and expects the total to come in slightly under the \$40,000 budget.

6.2 Speed Radar Signs Report

Deputy Mayor Alexander said the speed radar sign in front of Town Hall was moved to Iona Avenue and is now active. A resident who requested the speed radar sign said it's effective for slowing traffic and mentioned the white light was burned out. Deputy Mayor Alexander confirmed this but noted that the speed radar sign is still capturing data.

6.3 Council Priorities 2021-2026**RECEIVED FOR INFORMATION****6.4 By-Law 3.03 Traffic By-Law – separating traffic and parking by-law**

CAO McLean discussed the process of implementing administrative by-laws and penalties for parking violations, noting that a new by-law will be presented to Council in July, with the aim of gaining enforcement authority by August. Staff will separate parking regulations into their own section, specifically reviewing Schedule A7, which addresses parking restrictions. While Rothesay doesn't typically face major parking issues due to the absence of dense developments like row houses, some areas such as Shadow Hill, and Balmoral Boulevard occasionally experience problems. For new subdivisions, the Town may require developers to include overflow parking and pay for necessary infrastructure like asphalt.

Counc. Brown raised concerns about temporary street parking for activities like moving or construction. It was suggested that residents or contractors contact the Town in such cases, provided emergency access is not blocked. CAO McLean mentioned receiving complaints about landscapers obstructing sidewalks and bike lanes, which could require police or by-law intervention to ensure road safety and traffic flow. DO Colwell proposed enforcing short time limits for quick stops, such as 15 minutes for drop-offs.

S. Richards noted that gatherings in neighborhoods often lead to problematic parking, particularly on quiet residential streets or hills. Counc. Brown inquired about winter parking enforcement, and it was explained that while the Town often attempts to contact vehicle owners or calls the police, it can be labour-intensive. A \$125 fine is used as a deterrent. S. Richards asked who residents should contact, and CAO McLean confirmed the Town Office or the By-Law officer.

Vice-Chairperson Carter added that fines could be collected through the administrative by-law. The CAO McLean said a draft is being prepared, including provisions for unrestricted zones and Town-owned parking spots. Ticketing won't be limited to just the By-Law officer—others like DO Colwell may also be authorized. There may be a need for a second administrative by-law, and all modifications to the traffic by-law will require Council approval.

Counc. Brown expressed support for the new measures, noting they would give the Town greater control, particularly in collecting fines. He raised the issue of how to track and collect from out-of-town offenders, especially repeat violators. Since fines are tied to vehicle registration rather than home addresses, the Town is exploring ways to run license plates. CAO McLean said they're still working on the logistics and aren't sure of the associated costs yet. Kennebecasis Regional Police Force have offered support in running plates, but the Town is considering managing it independently, though it's unclear if that would require a subscription. DO Colwell has been in contact with Service New Brunswick, who forwarded this request to the Department of Justice.

Counc. Brown also asked about enforcement for landscapers, pointing out that they are businesses. CAO McLean responded that if a business is based in Saint John, the Town would approach the owner directly, though they want to avoid any negative press from doing so.

DO Colwell mentioned the possibility of booting vehicle tires. CAO McLean acknowledged that might be a future step if enough tickets accumulate, but not something the Town would implement right away.

G. Thambi raised the need for clearer signage in no-parking zones. CAO McLean noted that drivers often miss speed or no-parking signs, and while general rules prohibit street parking across town, better signage at town entry points may help. DO Colwell agreed, suggesting signs be posted when entering the Town.

The discussion concluded with the note that more updates on the parking by-law will be coming.

MOVED by Counc. Brown and seconded by Vice-Chairperson Carter the By-Law 3.03 Traffic By-Law – separating traffic and parking by-law be received/filed.

CARRIED.

6.4.1 By-Law 1-14 Traffic By-Law pending approval from the Registrar of Motor Vehicles
CAO McLean stated approval from the Registrar of Motor Vehicles is still pending.

7. CORRESPONDENCE FOR ACTION

7.1 02 June 2025 Email from resident RE: Path between Colonsay Place & Charles Crescent

MOVED by Counc. Brown, seconded by Vice-Chairperson Carter, to recommend that Council send a letter to the resident expressing appreciation for her letter and concerns, and informing her that the Town has placed boulders in the center of the path to create an obstacle for vehicles.

CARRIED.

7.2 06 June 2025 Email from resident RE: Traffic Lights Church Ave/Hampton Rd

MOVED by G. Thambi and seconded by S. Richards to recommend to Council to send a letter to the resident thanking him for his correspondence and for his ongoing concerns and that the recommendation not to install a flashing green traffic light at that location was made by Traffic Engineer, Mr. Peter Allaby.

CARRIED.

7.3 10 June 2025 Email from resident RE: Request for Traffic Lights on Marr Rd

CAO McLean clarified that traffic lights are included in the Developer Agreement. The traffic flow on Marr Road differs significantly from Chapel Road. Allowing traffic to exit from Chapel Road could lead to queuing on Marr Road, which could cause traffic buildup at the Campbell Drive intersection and potentially lead to rear-end accidents. The Committee is advised to hold off on considering signaling the intersection or adding crosswalks until sidewalks are installed on the inside of Marr Road.

MOVED by S. Rosenberg and seconded by Vice-Chairperson Carter to recommend to Council to send a letter to the resident thanking him for his email and for his concerns and that the Committee recommends holding off on considering signaling the intersection or adding crosswalks until sidewalks are installed on the inside of Marr Road.

CARRIED.

8. NEW BUSINESS

N/A

ROTHESAY

Works and Utilities Committee 2025 July 14 Open Session FINAL_186

Minutes

-4-

18 June 2025

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING:

The next meeting is tentatively scheduled for Wednesday, July 23rd, 2025 at 5:30 pm.

11. ADJOURNMENT

MOVED by Counc. Brown and seconded by S. Rosenberg the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:59 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025 July 14 Open Session FINAL_187

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : June 18th, 2025
RE : Path between Colonsay Place and Charles Crescent

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, June 18th, 2025:

MOVED ... and seconded ...:

MOVED by Counc. Brown, seconded by Vice-Chairperson Carter, to recommend that Council send a letter to the resident expressing appreciation for her letter and concerns, and informing her that the Town has placed boulders in the center of the path to create an obstacle for vehicles.

CARRIED.



2025 July 14 Open Session FINAL_188

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : June 18th, 2025
RE : Church Street, Grove Avenue and Hampton Road Traffic Lights

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, June 18th, 2025:

MOVED ... and seconded ...:

MOVED by G. Thambi and seconded by S. Richards to recommend to Council to send a letter to the resident thanking him for his correspondence and for his ongoing concerns and that the recommendation not to install a flashing green traffic light at that location was made by Traffic Engineer, Mr. Peter Allaby.

CARRIED.



2025 July 14 Open Session FINAL_189

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : June 18th, 2025
RE : Request for traffic lights on Marr Road

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, June 18th, 2025:

MOVED ... and seconded ...:

MOVED by S. Rosenberg and seconded by Vice-Chairperson Carter to recommend to Council to send a letter to the resident thanking him for his email and for his concerns and that the Committee recommends holding off on considering signalizing the intersection or adding crosswalks until sidewalks are installed on the inside of Marr Road.

CARRIED.



2025July14OpenSessionFINAL_190

BUILDING PERMIT REPORT

6/1/2025 to 6/30/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/05/2025	BP2025-00033	58,60,62,64,66,68 Kaitlyn St.	MULTI-DWELLING BUILDING	\$1,080,000.00	\$7,830.00
06/05/2025	BP2025-00034	55,57,59,61,63,65,67 Kaitlyn St.	MULTI-DWELLING BUILDING	\$1,260,000.00	\$9,135.00
06/26/2025	BP2025-00043	44 FRANCES AVE	SINGLE FAMILY	\$550,000.00	\$3,987.50
06/10/2025	BP2025-00070	10 SHIPYARD RD	SIDING AND WINDOWS	\$3,500.00	\$29.00
06/24/2025	BP2025-00071	25 RIVER RD	FENCE	\$5,000.00	\$36.25
06/02/2025	BP2025-00072	2 ROTHESAY PARK RD	ABOVE GROUND POOL	\$10,000.00	\$72.50
06/04/2025	BP2025-00074	3 WENDY CT	DETACHED GARAGE	\$45,000.00	\$326.25
06/03/2025	BP2025-00075	14 HIGHLAND AVE	RENOVATION	\$15,000.00	\$108.75
06/05/2025	BP2025-00076	3 CAMPBELL DR	FENCE	\$10,000.00	\$72.50
06/11/2025	BP2025-00078	36 ALUMNI LN	RENOVATION	\$175,000.00	\$1,268.75
06/12/2025	BP2025-00079	41 BROADWAY ST	DETACHED GARAGE	\$52,000.00	\$377.00
06/05/2025	BP2025-00081	51 GROVE AVE	DECK	\$3,500.00	\$29.00
06/10/2025	BP2025-00082	28 NEWPORT RD	DECK	\$12,000.00	\$87.00



BUILDING PERMIT REPORT

6/1/2025 to 6/30/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/25/2025	BP2025-00083	10 KILDARE CT	DECK	\$10,000.00	\$72.50
06/20/2025	BP2025-00084	19 CHAPEL RD	DECK	\$1,600.00	\$20.00
06/20/2025	BP2025-00085	349 ERISKAY DR	FENCE	\$6,000.00	\$43.50
06/25/2025	BP2025-00087	4 MATSCOT CT	ADDITION	\$44,000.00	\$319.00
Totals:				\$3,282,600.00	\$23,814.50
Summary for 2025 to Date:				\$7,699,074.45	\$55,936.00

2024 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,300,457.80	\$9,952.25
Summary to Date:	\$7,108,844.80	\$52,684.00



ROTHESAY

MEMORANDUM



TO	:	Mayor Grant and Council
FROM	:	Mark Reade, P.Eng., RPP, MCIP
	:	Director of Planning and Development Services
DATE	:	8 July 2025
RE	:	Cameron Road Rezoning
	:	PIDs 00064402, 00064337, 00246868, 30019590

RECOMMENDATION:

- Council give 1st Reading, by Title, to By-law 2-10-41
- Council give 2nd Reading, by Title, to By-law 2-10-41

BACKGROUND:

The application has been reviewed by the Planning Advisory Committee and the Committee passed the following motions at its regular meeting of Monday, June 2, 2025:

MOVED by R. Forte and seconded by T. Davis the Planning Advisory Committee recommend that Council enact By-law 2-10-41 to rezone land at 7, 9, and 11 Cameron Road (portions of PIDs 000644402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] to Rezoning to Two Family Residential ([R2].

CARRIED.

MOVED by R. Forte and seconded by T. Davis the Planning Advisory Committee recommends that Council assent to any Local Government Services Easements that may be required for the proposed subdivision.

CARRIED.

Council held a public hearing on Monday, June 16, 2025.



BY-LAW 2-10-41
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)

The Council of the town of Rothesay, under authority vested in it by the Community Planning Act, SNB 2017, c. 19, and amendments thereto, hereby amends By-Law 2-10 "Rothesay Zoning By-Law" and enacts as follows:

That Schedule A, entitled "Zoning" as attached to By-Law 2-10 "ROTHESAY ZONING BY-LAW" is hereby amended, as identified on the attached sketch, identified as Attachment "2-10-41".

The purpose of the amendment is to rezone a portion of lands located at 7,9 and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard (R1B) to Two Family Residential (R2) to allow for the development of four, two-unit dwellings.

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

MAYOR

CLERK

Attachment A - Bylaw 2-10-41
PIDs 64337, 64402, 246868, 30019590



The Town of Rothesay does not warrant the accuracy or completeness of the information, text, graphics, links or other items contained within the material.

2024 Impact Report

PRO Kids Celebrates 22nd Year Supporting Youth Of Greater SJ!

P.R.O. Kids Team Roster

This year, P.R.O. Kids was excited to welcome two new team members: Greg Cutler joined us as the new Temporary P.R.O. Kids Manager, and Hillary Pineau stepped into the role of P.R.O. Kids Coordinator.

Advisory Committee

A heartfelt **THANK YOU** to our outgoing Advisory Committee Member, Jason Court, for 6 years of service. As well a warm welcome to our newest members: Larry Harlow, Amanda Downey, David Kirkpatrick, and Victoria Moseley!

Hear from our Advisory Committee Chair

"At P.R.O. Kids, we believe every child deserves the chance to grow through recreation—whether it's sports, art, music, or dance. With rising costs putting these experiences out of reach for many families, our mission is more critical than ever. Every dollar we raise goes directly to helping local kids, and now more than ever, we need the community's support to continue making that impact."

Councillor Dave Brown, Town of Rothesay

Total Applications
Processed:

484



51%
Female



41%
Male



8%
Other

A total of **59%** of applicants indicated it was their first time applying!

59%

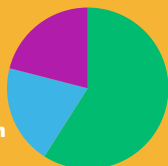
Over **22** Different Activities Supported!

Top Funded Activities

1. Cheerleading
2. Hockey
3. Dance
4. Martial Arts

Arts & Culture
21%

Recreation
20%



Sports
59%

Percentage
of approved
applications by
activity type

2025 Advisory Committee

Dave Brown (Chair)
Marcy Barnes (Vice Chair)
Leah Secord (Secretary)
Hebetalla Mohammed
John Balemans

Greg Stewart
David Kirkpatrick
Vicki March
Gary Crossman
Adam Todd

Amanda Downey
Larry Harlow
Tamara Steele
Victoria Moseley
Allison Olsen

Highest Applications
By Age:

8 Years



2
Years



8
Years



18
Years

\$239.16



Average
Grant Size

The 22nd Annual Dickie Crossman Golf Tournament Raises \$50,000 for P.R.O. Kids



Held on Saturday, July 13th 2024, the 22nd annual Dickie Crossman Memorial Golf Tournament took place at Rockwood Park Golf Course. In memory of a dear friend, the committee of the Dickie Crossman Memorial Foundation once again organized a fun-filled day of golfing, raffles, and prizes for their 34 participating teams! The night ended with a surf and turf meal and auction at O'Leary's Pub. To date, the foundation has raised over **\$450,000** for P.R.O. Kids!

November saw the launch of the 2024 Give the Gift of P.R.O. Kids Holiday Fundraising Campaign!



From November 17th to December 31st, P.R.O. Kids launched the Give the Gift Holiday Campaign. This social media driven fundraiser had a goal of raising enough funds to introduce **100** new children into local programs, such as sports and recreation or arts and culture recreation. The campaign brought in an impressive **\$23,273.20** — surpassing expectations and making a deeply meaningful impact towards the cause.

Anonymous donor contributes \$50,000 per year to P.R.O. Kids, up to a maximum of \$250,000



P.R.O. Kids is incredibly **GRATEFUL** to the anonymous donor who has pledged an extraordinary \$50,000 per year for the next five years. This generous commitment opens the door for **1,000** children in the Greater Saint John Area to participate in recreational programming—an impact that will be felt for years to come. We challenge others in our community to consider how they, too, can make a difference.

Together we've raised over:

\$175,000

in 2024!

Hear from one of our recipients

"P.R.O. Kids puts smiles on faces, helps dreams come true, provides opportunities that otherwise may not be possible, eases financial stresses, grows friendships, and offers programs for talents and skills to shine and new ones to be learned. P.R.O. Kids is a community." **Kelly S.**

Give a child a chance to play.
Donate today!

www.givetoprokids.ca



Administrative Costs

Administrative costs for P.R.O. Kids are covered by the City of Saint John, and the towns of Grand Bay-Westfield, Rothesay, and Quispamsis. This means that **100%** of funds raised go directly to helping families in need!

A special shoutout to some of our 2024 TOP contributors

- Dickie Crossman Memorial Foundation
 - Premium Smile Sponsor 😊
- Anonymous Donor
- Exhibition Association Foundation Inc.
- Emera
- Kings Church Love Week
- Gary Crossman
- Margaret Willis Memorial Fund
- Lancaster Minor Basketball Association

PRO Kids

Positive
Recreation
Opportunities
for Kids



SAINT JOHN



QUISPAMISIS
There Is No Other

ROTHESAY



Grand Bay-Westfield
NEIGHBOURS BY NATURE



506-642-7529 (PLAY)



prokids@saintjohn.ca



facebook.com/prokidssj



[@prokidssj](https://www.instagram.com/prokidssj)



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	8 July 2025
RE	:	UMNB – Voting member for Rothesay

RECOMMENDATION:

Rothestay Council hereby resolves that Councillor Helen Boyle be appointed as the voting member at meetings of the Union of Municipalities of New Brunswick (UMNB), with Councillor Tiffany Mackay French appointed as the alternate voting member.

BACKGROUND:

The Union of Municipalities of New Brunswick (UMNB) and the Cities of New Brunswick Association (CNBA) approved a merger in 2024 and, as a result, changes were required to the UMNB By-laws.

Councillor McGuire attended a special (online) meeting on Saturday, May 10, 2025 that resulted in the approval of the Revised By-laws. In keeping with the revised By-laws and adjusted governance structure, each participating local government must appoint their voting member by resolution of Council.

Each local government has ONE vote at Zone meetings and the appointed voting member also votes on behalf of the municipality at the Annual General Meeting held as part of the annual conference.

Councillors Boyle and Mackay French have confirmed their interest in representing Rothesay.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: July 9, 2025

SUBJECT: Public Art Installation at Wells Canopy Building

RECOMMENDATION

It is recommended that Mayor and Council approve the installation of a public art display inside the Wells Canopy Building. The display will consist of four independent canvasses completed by four different student groups and, when hung together, will collectively tell a story as envisioned by the supervising artist Ms. Fabiola Martinez.

ORIGIN

Minister Townsend recently approached the Town with an idea for a public art installation that would involve young people and their graphical representation of their Town in the future.

BACKGROUND

Mayor Grant and CAO Mclean met with Minister Townsend and local artist Fabiola Martinez recently and discussed this idea of a public art installation created by youth to be displayed in the community. The theme conceptualized by the Minister was “how do you see your Town 25 years from now”. The proposal is to have students from each of the three Rothesay day camps create a canvass, under Ms. Martinez’ direction and have Ms. Martinez’ own art students create a fourth canvass. The four canvasses together will follow the Minister’s theme as interpreted by Ms. Martinez and created through the hands of the students.

DISCUSSION

The canvasses will be sized such that all four will fit on the wood panelling above the windows along one side of the Well Canopy Building Community Room.

Keri Flood is the day camp manager for the Town and is in favour of the project.

FINANCIAL IMPLICATIONS

The project will be funded through the Ministers office with no cost to the Town.

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: Mary Jane Banks
Sent: Thursday, June 26, 2025 2:14 PM
To: Liz Hazlett
Subject: Fw: Good Afternoon
Attachments: Mural Proposal Town of Rothesay.docx

Mary Jane Banks
Town Clerk

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From: Hennessy, Jim (PETL/EPFT) <Jim.Hennessy@gnb.ca>
Sent: Wednesday, June 25, 2025 12:09:50 PM
To: Mary Jane Banks <maryjanebanks@rothesay.ca>
Subject: Good Afternoon

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

Recent meeting with your colleagues, we discussed a proposal for a local piece of artwork.

Mayor Grant asked me to put together a proposal to be added to the docket for the July-14th/25 council meeting.

If you require anything further, or not enough detail, let me know, can add information and resend.

Thank you!

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Executive Assistant to
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Jim Hennessy
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Draft Proposal for Mural/Public Placed Artwork Town of Rothesay

On Wednesday, June-25/2025, Mayor Grant and CAO Brett McLean met with MLA Alyson Townsend and artist Fabiola Martinez to discuss the possibility of some public placed art/mural with-in the Town of Rothesay.

The proposal came from a conversation between MLA Townsend and Ms. Martinez on contributing local art into the community, made in conjunction with the community.

Going forward, the hope is to have students that reside in the Town of Rothesay, in collaboration with Ms. Martinez and her students, to construct a vision of how they see the Town of Rothesay in the next 25 years.

The hope is to begin work on the mural/public placed art over the summer months of 2025, in conjunction with the summer day camps in Rothesay. Ms. Martinez would be the lead on the work, outlining the art itself and then having the students lend their talents through-out the process through painting and or assisting.

Consideration is also being given to 4-large canvasses made available and then the final products will be displayed.

Location for the finalized art piece remains up for discussion/consideration with several locations proposed including a section of the Wells Centre.

Cost of the project would be taken on by the office of MLA Townsend.

Ms. Martinez can be made available for further discussion at an upcoming council meeting.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: July 9, 2025

SUBJECT: Wiljac Street Reconstruction and Extension – Additional Design Fees

RECOMMENDATION

It is recommended that Council accept the proposal from Englobe Corp (formerly Crandall Engineering) in the amount of \$65,805.00 plus HST for the remaining scope to design and prepare tender documents for the Wiljac Street Reconstruction and Extension project and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

Crandall Engineering was originally hired to perform the engineering design for the Wiljac Street Extension in 2019. Owing to inflationary pressures over the past 6 years and additional design challenges, the funding required to complete the overall ready-for-tender package has increased.

BACKGROUND

A Secondary Plan was approved for the area in Renforth bounded by Rothesay Road, the Mackay Highway, Fox Farm Road and the Riverside Golf Club. To allow for development of this area, the plan requires that the existing Wiljac Street be upgraded, and that the street be extended, roughly parallel to the Mackay Highway, to connect with the upper end of Dunedin Road.

Englobe has completed pre-design of this proposed street extension as well as a conceptual plan for development of the entire area including the street network that would interconnect.

DISCUSSION

The re-design of the existing Wiljac Street is relatively straight forward. It will include re-alignment of the (currently) complicated sanitary sewer network, installation of a potable watermain, an upgraded storm sewer as well as curb and sidewalk. The extension of Wiljac is somewhat more involved in that it requires the selection and development of a completely new alignment; an alignment that works with the potential layout of future connecting streets while respecting the buffer zones for the provincially significant wetland within the area, the Mackay Highway and associated highway ramp structure.

Englobe has advanced the overall secondary plan through the conceptual and detailed phases and continues to participate in public engagement and implementation. The Wiljac extension must fit within this conceptual plan. Staff are of the opinion that directly engaging Englobe to complete the design and prepare tender documents for Wiljac Street is in the Town's best interest. There are economies of scale to be derived from continuing with the same consultant.

FINANCIAL IMPLICATIONS

The anticipated construction cost of the total project is in the order of \$2,500,000. This overall amount, compared to industry accepted norms for design and tender preparation services, would anticipate the design fees to be in the order of \$70,000 to \$80,000 if the Town were to acquire design services through a general proposal call. Englobe's fee to complete the work is \$65,805.00 plus HST. The breakdown of fees is as follows:

	Total incl. HST	HST rebate	Total	% of 2.5M construction budget
Consulting Fees	\$75,675.75	\$7,049.03	\$68,626.72	2.6%

This design project is included as part of the 2025 General Fund Capital budget.

Report Reviewed by: Doug MacDonald, Treasurer



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Rothesay Council
July 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: July 9, 2025

SUBJECT: Woodland Avenue Storm Sewer

RECOMMENDATION

It is recommended that Mayor and Council accept the quote from Galbraith Construction Ltd., in the amount of \$95,000.00 plus HST, for the installation of a new storm sewer chamber, concrete inlet control and rock lined ditching across civic # 19 Woodland Avenue, PID 00247072 , and further that the CAO be authorized to issue a purchase order in that regard.

ORIGIN

Town storm drainage has historically passed overland through PID 00247072 without a legal easement in place. A storm sewer project adjacent to PID 00247072 was completed some time prior to 2011 with a plan to carry the storm sewer piping through PID 00247072. The work to install piping through PID 00247072 was never completed.

BACKGROUND

The owners of PID 00247072 have experienced flooding on their property over the years. The majority of the drainage in question comes from Marr Road and is directed along Hampton Road, onto Woodland Avenue and into the rear yard of PID 00247072 to connect to the storm sewer project from pre-2011 that connects to Clark Road. With more intense rain events the overland flow across PID 00247072 has become increasingly greater. The property owner is now willing to grant a permanent easement.


DISCUSSION

Securing the easement over PID 00247072 will allow the Town to complete the storm sewer project that was started more than 15 years ago and eliminate the potential for future flooding claims on the property. The owner of PID 00247072 did engage third party consultants to review the situation and, in turn, the Town engaged CBCL consulting engineers. The two firms worked together to create a plan that would eliminate the current overland flooding issues as well as secure a corridor for future Town storm sewer work identified in the Stormwater Master Plan.

FINANCIAL IMPLICATIONS

The 2025 General Fund Capital budget does not include funding for such a project, however staff are of the opinion that the project is necessary and, if approved, will be included as part of the current Asphalt Resurfacing contract and funded under the contingency allowance included in that contract.

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).



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Rothesay Council
July 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

Brett McLean, CAO

DATE: July 9, 2025

SUBJECT: KVGo - Summer Daytime Shuttle Service Update

RECOMMENDATION

It is recommended that Rothesay Mayor and Council:

- 1) Increase the KVGo shuttle bus service budget from the approved \$62,500.00 to \$80,000.00.
- 2) Authorize the Mayor and Clerk to enter into an agreement with Optimum Ride (equally shared with the Town of Quispamsis) in the amount of \$99,000.00 plus HST.
- 3) Authorize the Mayor and Clerk to enter into an agreement with 709679 NB Inc. (equally shared with the Town of Quispamsis) in the amount of \$55,000.00 plus HST.

ORIGIN

Staff have issued a public tender call, (with the consent of Council provided at their meeting of April 14, 2025), regarding a potential KV shuttle service to be provided throughout the summer months.

DISCUSSION

The shuttle service now dubbed “The KVGo” will serve Rothesay and Quispamsis therefore the proposal is to equally share the cost of the service between both towns. The original projected cost was \$125,000 based on the daily rate charged by local suppliers to supply a driver and a 16 passenger mini bus multiplied by 90 days of service from June to September. Staff from both towns have broached the subject of a summer shuttle service with members of the Fundy Region Service Commission (FRSC) in attempt to procure funding as a regional transportation demonstration project. The FRSC is interested in the idea and are currently processing an application to provide funding up to \$65,000. The original \$125,000 budget included one bus with a looping route through the two towns. It became apparent during detailed route design that two alternating routes would be necessary. The project was tendered on NBON with the description asking service providers to bid on one bus to serve both routes. The costs achieved through the bidding process have created a situation where a small increase in the budget from each town will allow for two buses to cover the two routes (during weekdays) and greatly reduce wait times for users. The addition of monies from the FRSC, if approved, will negate the need for additional monies from either town and the original \$62,500 from each town will suffice, however the approval of an FRSC grant has not been secured as of the date of this report. The recommendation allows for awarding service provision to two service providers. The reason for this is to meet the accessibility requirements. Neither bidder has two accessible buses, each only has one and both towns were in agreement that accessibility is a requirement therefore staff are recommending awarding a route to each bidder.

FINANCIAL IMPLICATIONS

The 2025 General Fund Budget does not include funding for Rothesay’s share of the proposed daytime shuttle service. Staff believe there is valuable data to be collected from such a project; data that may allow both towns to present a more compelling case to the FRSC to fund an expanded service in the future. The total cost to Rothesay is expected to be in the order of \$80,000 (with no grant from FRSC, or \$62,5000 if the FRSC grant is approved). The project will be funded from the 2025 General Fund Operating Reserve.

Report Reviewed by:  _____
Doug MacDonald, Treasurer

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Rothesay Council
July 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, P. Eng., CAO

DATE: July 9, 2025

SUBJECT: Scott Avenue Curb and Sidewalk

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the CAO to:

- 1) Add curb and sidewalk along Scott Avenue as part of the T-2025-001A Asphalt Resurfacing project.

BACKGROUND

Scott Avenue does not have curb or sidewalk. The street currently has a portion of its width partitioned by a white painted line for pedestrians, but a number of requests have come in from the public demanding that a sidewalk be installed for pedestrians. The proximity to schools and high pedestrian volume from the nearby schools and apartment buildings make a sidewalk desirable on this street. The future connections of Dobbin Street and Sierra Avenue is anticipated to add even more pedestrians to the Lennox-Spruce-Scott Pedestrian Corridor as well.

DISCUSSION

As part of the work, a new concrete curb, 1.0m landscaped median, and 1.8m sidewalk will be constructed on the west side of Scott Avenue. The work will also include the installation of catch basins to collect surface runoff from Scott Avenue and the reinstatement of asphalt in front of the newly installed curb as well as driveways aprons.

FINANCIAL IMPLICATIONS

The cost of the additional work is anticipated to be \$232,000. The prices for curb and sidewalk contained in the current contract with Galbraith Construction were subject to public tendering through the New Brunswick Opportunities Network. The additional work will be funded within the overall 2025 approved capital budget envelope through deferrals within the budget.

Report Reviewed by:  _____
Doug MacDonald, Treasurer

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Rothesay Council
July 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, P. Eng., CAO

DATE: July 9, 2025

SUBJECT: Tender EHS-2025-001 Solid Waste Collection and Transportation Services Award

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to:

- 1) Award tender EHS-2025-001 to the lowest bidder, FERO Waste & Recycling Inc., at a value of \$1,860,816.24 inclusive of HST for the years 2026, 2027, and 2028.

BACKGROUND

The Town has been providing solid waste service to its single family and two family households since amalgamation in 1998. This has included compost collection. In 2014 the Town added curb side recycling collection to the service, which in May of 2024 was removed when the responsibility for recycling pickup was transferred to Circular Materials. The current contract was a three-year contract which began in 2021, and had an option to extend the contract for two additional years, which the town opted to extend. The two-year extension ends at the end of December 2025. This cost includes bi-weekly compost and garbage collection, as well as three cleanups per year: one spring bulky items collection and two yard waste disposal collections.

A tender for the 2026-2028 service was issued in June 2025 and closed on July 8, 2025. Same as the previous tender, this tender required bidders to enter a price for the main three-year period and a price for the Town to extend the contract for another two years at its discretion. The results of the tender are as follows:


Bidder	Three Year Contract Price (includes HST)	Two-Year Extension Option Price (includes HST)
MILLER WASTE SYSTEMS	\$2,002,538.11	\$1,437,349.99
FERO WASTE & RECYCLING INC	\$1,860,816.24	\$1,351,624.80


DISCUSSION

Staff see no reason why the low bidder, Fero Waste & Recycling Inc. should not be awarded the three-year tender at the price of \$1,860,816.24 (\$1,618,101.08 excluding HST). This equates to an annual cost to the Town of \$562,495.05 including the Town's rebated HST. Currently the 2025 budget carries an amount of \$615,000 per year for solid waste collection and transportation. Note that these costs are for collection and transportation only, the costs of tipping at the landfill are charged by the Fundy Region Service Commission directly to the Town under a separate line item.

FINANCIAL IMPLICATIONS

As mentioned above, the cost for this tender is carried as a line item for solid waste collection and transportation under the Transportation and Environment budget.

Report Prepared by: 
Tim Colwell, P. Eng., Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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