

## **Town of Rothesay**

### **Land Acknowledgement**

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

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

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

- presented by the Honourable Graydon Nicholas  
September 13<sup>th</sup>, 2021



2025 June 09 Open Session FINAL\_001

**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Monday, June 9, 2025  
7:00 p.m.



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

Public access to the livestream will be available online:

<https://www.youtube.com/@RothesayNB/streams>

**1. CALL TO ORDER**

**2. LAND ACKNOWLEDGEMENT**

**3. APPROVAL OF AGENDA**

**4. ADOPTION OF MINUTES**

➤ Regular Meeting 12 May 2025

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. OPENING REMARKS OF COUNCIL**

**7. DELEGATIONS**

N/A

**8. CONSENT AGENDA**

- 8.1 20 May 2025 Letter from the Dept. of Transportation & Infrastructure RE: 2027 Provincial-Municipal Highway Program (PMHP) funding request
- 8.2 2 June 2025 Email RE: Plant Based Treaty

**9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA**

**10. CORRESPONDENCE FOR ACTION**

- 10.1 2 June 2025 Email from resident RE: Path between Colonsay and Charles
- Refer to the Works and Utilities Committee**

**11. REPORTS**

**11.0 June 2025**

**Report from Closed Session**

- 11.1 27 February 2025 Fundy Regional Service Commission (FRSC) meeting minutes
- 3 April 2025 FRSC meeting minutes
- 24 April 2025 FRSC meeting minutes
- 11.2 30 April 2025 Draft unaudited Rothesay General Fund Financial Statements
- 30 April 2025 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 April 2025 Donation Summary
- 26 May 2025 Draft Finance Committee meeting minutes
- 2025 PowWow Funding (*verbal report*)
- YMCA

# ROTHESAY

2025June09OpenSessionFINAL\_002

Regular Council Meeting

Agenda

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9 June 2025

- 11.3 20 May 2025 Draft Age Friendly Advisory Committee meeting minutes
- 11.4 20 May 2025 Draft Parks and Recreation Committee meeting minutes
  - Parks and Recreation Committee update
- 11.5 21 May 2025 Draft Works and Utilities Committee meeting minutes
  - Cameron Road – speed bumps/sidewalk
  - Rothesay Road – crosswalk
  - Bike lane concerns
  - Milne Street – request to fix pavement edge/change to one-way
- 11.6 2 June 2025 Draft Planning Advisory Committee meeting minutes
  - 26 Scovil Road – Public Hearing (rezoning)
  - Cameron Road – Rezoning to R2 (*Public Hearing June 16<sup>th</sup>*)
  - Millennium Drive/Campbell Drive – Public Meeting
- 11.7 May 2025 Monthly Building Permit Report

## 12. UNFINISHED BUSINESS

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### 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*

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#### 12.4 Procedural By-law Amendment

15 May 2025 Memorandum from Town Clerk Banks  
DRAFT By-law 5-24-1

## 13. NEW BUSINESS

#### 13.1 Modelling Exercise for Water System Expansion

4 June 2025 Report prepared by DO Colwell

#### 13.2 Water Source Expansion – Surface Seal Installation, Well Reaming and Hydrogeological Assessment of Bedrock Well TW19-02

4 June 2025 Report prepared by DO Colwell

#### 13.3 Walk Behind Mower Purchase – Parks Department

9 June 2025 Report prepared by DRP Jensen

#### 13.4 2024 Rothesay Annual Report

DRAFT 2024 Annual Report

# ROTHESAY

Regular Council Meeting  
Agenda

2025June09OpenSessionFINAL\_003

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9 June 2025

## 14. NEXT MEETING

**Public Hearing**

Monday, June 16, 2025 at 7:00 p.m.

**Regular meeting**

Monday, July 14, 2025 at 7:00 p.m.

## 15. ADJOURNMENT





File No. 32CTVM-93-2

May 20, 2025



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

Mayor Grant:

The Department of Transportation and Infrastructure (DTI) recently published its Road Ahead Plan which outlines how the department plans to build, repair and maintain our province's highways and bridges over the next three years.

I have received your application to the Provincial-Municipal Highway Partnership (PMHP) Program. Regrettably, I am unable to provide project funding to your municipality in **2027** as the funding requests far outweigh the financial resources available for this program.

Sincerely,

A handwritten signature in black ink, appearing to read "Marci Gould".

Marci Gould  
Director of Capital Planning

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



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**From:**  
**Sent:** Tuesday, June 3, 2025 8:28 AM  
**To:**  
**Subject:** FW: Council's climate plan

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**From:**  
**Sent:** Monday, June 2, 2025 12:38:19 PM  
**To:** Tiffany Mackay French  
**Subject:** Re: Council's climate plan

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

I'm writing this as a local resident concerned about climate

Dear Councillor Tiffany Mackay French,

I hope this message finds you well.

I wanted to bring to your attention an important initiative that is gaining momentum worldwide—the Plant Based Treaty. To date, 41 municipalities across the globe, including Brampton, Caledon, and Rainbow Lake have already endorsed the treaty and developed plant-based action plans. These efforts help promote and encourage a shift toward healthier and more sustainable diets.

The urgency of this action is clear: even if we were to end fossil fuel use today, food-related emissions alone would push global temperatures above the 1.5°C target set by the Paris Agreement. We urgently need to increase the availability of plant-based options and educate the public on why incorporating more plant-based foods into their diet is crucial for both the climate and their health.

The Plant Based Treaty has already garnered support from over 1,500 politicians globally, and it would mean a lot if you added your name in support of the campaign. You can do so easily here: <https://plantbasedtreaty.org/individual-endorse/>.

The campaign is not asking everyone to become 100% plant-based, but instead to do public education campaigns and increase the availability of plant-based options in councils and public institutions. These small changes can lead to a massive impact when we all work together. I hope we can count on your support by endorsing the treaty in your name.

If you would like to bring forward a motion, please email [hello@plantbasedtreaty.org](mailto:hello@plantbasedtreaty.org) they can help provide sample motions.

Thank you for considering this request. Please don't hesitate to reach out if you have any questions.

Kind regards,

**From:**  
**Sent:** Monday, June 2, 2025 3:06 PM  
**To:**  
**Subject:** FW: Path between Colonsay and Charles

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**From:** Matthew Alexander <[MatthewAlexander@rothesay.ca](mailto:MatthewAlexander@rothesay.ca)>  
**Sent:** Monday, June 2, 2025 3:04 PM  
**To:** Brett McLean <[BrettMcLean@rothesay.ca](mailto:BrettMcLean@rothesay.ca)>  
**Cc:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Subject:** Fwd: Path between Colonsay and Charles

Hi :

Thank you for bringing this to our attention and for sharing your concerns. I believe this will be best dealt with by being reviewed by the Public Works and Utilities Committee who can make a recommendation to Council. There will be a recommendation for next Council meeting to direct your email to the Committee.

Thanks,

Matt

Matt Alexander

Deputy Mayor, Rothesay

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

Begin forwarded message:

**From:**  
**Date:** June 2, 2025 at 1:05:36 PM ADT  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>, Matthew Alexander <[MatthewAlexander@rothesay.ca](mailto:MatthewAlexander@rothesay.ca)>, Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>  
**Subject:** Path between Colonsay and Charles

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

Hello

Something needs to be done about the path between Colonsay and Charles Cres. Since it

was paved and is now wide enough for a car, but I think it is part of the road. Over the last week I have seen numerous cars, motorcycles and gas powered scooters travel the path. It is meant for pedestrians and unfortunately people don't take notice of the posted signs.

I would like to suggest some heavy pylons be placed down the center of the path to create an obstacle for cars. They can be removed in the winter for the plow. My other suggestion is a moveable gate similar to the one at the railway tracks on the QR trail at Pettingill Road.

Please have someone do something about this. As Colonsay is a dead end, there are often kids playing in the court. I would hate to see someone get hit by a car.

Thanks,

13 Colonsay Place



## **Regular Board Meeting Minutes**

**Meeting #:** 2025-003  
**Date:** February 27, 2025, 9:45 a.m.  
**Location:** FRSC Office  
20 Broadview Ave., Saint John

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

**MEMBERS ABSENT** Ray Riddell, Chair of Fundy Rural District

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

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

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#### **1. Closed Session**

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

#### **2. Order of Business**

##### **2.a Call to Order**

Chair Bedford called the meeting to order at 10:39 a.m.

##### **2.b Record of Attendance**

The record shows Director Riddell absent.

##### **2.c Approval of Agenda**

Chair Bedford called for a motion to approve the agenda.



**Resolution Number: RM-2025-015**

**Moved by:** Director MacKenzie

**Seconded by:** Director O'Hara

THAT the Board approve the February 27, 2025, agenda as presented with two additions from closed as item 7 Committee Nominations and item 8 as Cost of Living increase and that item 5.5 Community Development Presentation be moved to 5.2.

**Motion Carried**

**2.d Approval of Minutes**

Chair Bedford called for approval of the minutes.

**Resolution Number: RM-2025-016**

**Moved by:** Director Merrifield

**Seconded by:** Director O'Hara

THAT the Board approve the January 30, 2025, and the February 6, 2025, meeting minutes as presented.

**Motion Carried**

**2.e Disclosure of Conflict of Interest**

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

**3. CEO Verbal Update**

CEO Ouellette gave a verbal update to the Board.

For more information on the update, please see the recording posted to the website.

**4. Consent Items**

**Resolution Number: RM-2025-017**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

THAT the Board approve the consent items as presented.

**Motion Carried**

**4.a Planning & Building Inspection Monthly Report**

**Resolution Number: RM-2025-017**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

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

**Motion Carried**

**4.b Envision Saint John 4th Quarter Report**

**Resolution Number: RM-2025-017**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

THAT the Board receive and file the Envision Saint John 4th Quarter report as presented.

**Motion Carried**

**5. Reports/Presentations**

**5.a Envision Saint John**

**5.a.1 Strategic Plan**

Andrew Beckett, and Jillian, presented on the Envision Saint John Strategic Plan.

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

**5.a.2 Addendum to Resolution SM-2024-005**

Andrew Beckett spoke to the Canada Games Bid, and the previous resolution that was missing a couple of pieces, which has been circulated as a redline version.

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

The record notes that the voting threshold on this item is 2/3 of Voting Members Present, Representing at least 51% of the Total Population of Members Present.



**Resolution Number: RM-2025-018**

**Moved by:** Director MacKenzie

**Seconded by:** Director O'Hara

THAT the Board amend resolution SM-2024-005 with the following changes:

1. Add “and commit to hold the 2029 Canada Games Host Society accountable for meeting those standards through signed contribution agreements;” to the end of item 2;

2. Amend the wording of item 10.b. to read as follows:

“10.b. The Bid Committee and eventual Host Society must acknowledge the need to work within a team approach and abide by the guiding sponsorship principles which create additional sponsorship solicitation capacity, and to abide by the Multi-Games Partnership Framework presented as Appendix F, to raise the appropriate outstanding revenue required and to minimize the risk associated with the NB Host Communities underwriting the deficit;”

3. Add item 10.d. to read as follows:

“10.d. The Host Communities will pursue, monitor and report on the vision and objectives set out for the Games by the Bid Committee, the Host Society and Federal Provincial/Territorial Governments.”

4. Re-label item number 11 to read as item number 12.

5. Add a new item as number 11 to read as follows:

“ 11. Acknowledge that:

- a. The Host Society’s primary role is to plan, organize, manage, conduct and deliver the operational aspects of the Games, and this role is to take priority over support to any aspects of capital projects which go beyond the specific needs of the Games;
- b. The Host Society must coordinate with third parties and support them in relation to the development or upgrading of facilities in order to adhere to Bid commitments and Games specifications, including by making financial contributions;
- c. The Host Society will not obtain the ownership of any land, building, facility or part thereof, including any improvement made or facilities built, but will only obtain a leasehold or similar interest expiring within a reasonable period immediately following the Games, unless otherwise approved in writing by the Council;

- d. A process will be in place to report on annual usage statistics of Games venues to the CGC annually post Games.”

**Motion Carried**

**5.a.3 Tariffs (Verbal Update)**

Andrew Beckett made some general observations on the tariffs giving notes on the high impact areas, and future impacts of trade barriers.

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

**5.b Community Development Presentation**

Brenda MacCallum, Director of Community Development & Public Relations, introduced the Needs Assessment and Action Plan.

Mrs. MacCallum introduced the FRSC's newest employee, Erin MacKenney, as the Social Capacity Coordinator in the region.

Director MacKenzie, Deputy Mayor Schryer, and Sari Labelle all presented on the project.

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

**Resolution Number: RM-2025-019**

**Moved by:** Director Grant

**Seconded by:** Director O'Hara

THAT the Board receive and file the Community Development presentation.

**Motion Carried**

**5.c Fundy Regional Facilities Committee: Aquatic Centre Enhancement Project Recommendation**

Graeme Stewart-Robertson, Director of Policy and Research, spoke to the recommendations coming from the Aquatic Centre Enhancement Project.

Director Grant furthered the presentation by bringing forward the recommendations from the Regional Facilities Committee.

It is noted that there is an opt out clause provided.

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

**Resolution Number: RM-2025-020**

**Moved by:** Director Grant

**Seconded by:** Director MacKenzie

THAT the Board accepts the recommendation from Regional Facilities Committee and the Saint John Aquatic Center Commission approving the proposed renovations to the Canada Games Aquatic Centre as detailed in the January 15, 2025, report from the 2029 Canada Games Bid Committee.

**Motion Carried**

**Resolution Number: RM-2025-021**

**Moved by:** Director Grant

**Seconded by:** Director O'Hara

THAT the Board accepts the recommendation from the Regional Facilities Committee to direct the FRSC to prepare an agreement with the City of Saint John for project oversight services, including project management, procurement support, and related technical services, as outlined in this report, for the duration of the CGAC Enhancement Project and report back to the Regional Facilities Committee, followed by the FRSC Board of Directors, for ratification.

**Motion Carried**

**Resolution Number: RM-2025-022**

**Moved by:** Director Grant

**Seconded by:** Director MacKenzie

THAT the Board accepts the recommendation from the Regional Facilities Committee to direct the FRSC to work in conjunction with the City of Saint John to prepare a Request for Proposals for a full design-build project through the City of Saint John as outlined in this report which includes facility design and Class A estimates, with opt-out provisions following the design phase, and report back to the Regional Facilities Committee, followed by the FRSC Board of Directors, for approval and to proceed with contract development and execution.

**Motion Carried**

**Resolution Number: RM-2025-023**

**Moved by:** Director Grant

**Seconded by:** Director Doucet

THAT the Board accepts the recommendation from the Regional Facilities Committee to direct the FRSC in collaboration with the City of Saint John to submit funding applications to the Regional Development Corporation (RDC), Federation of Canadian Municipalities (FCM), Government of Canada, and other potential funding partners throughout the CGAC Enhancement Project, in order to access 75% third-party funding.

**Motion Carried**

**5.d 2025 FRSC Workplan**

**Resolution Number: RM-2025-024**

**Moved by:** Director MacKenzie

**Seconded by:** Director Merrifield

THAT the Board adopts the 2025 FRSC Work Plan, including the FRSC Board of Director's 2025 Priority Focus, as presented in the FRSC report.

**Motion Carried**

**5.e Envirosuite Demonstration**

This presentation was pushed, in the interest of time, to be added to the next Board meeting agenda in March.

**6. Standing Items**

**6.a Committee Agendas**

**Resolution Number: RM-2025-025**

**Moved by:** Director Merrifield

**Seconded by:** Director O'Hara

THAT the Board receive and file the committee agendas presented.

**Motion Carried**

6.a.1 Regional Transportation - January 22, 2025

6.a.2 Public Safety - January 23, 2025

6.a.3 Community Development - February 7, 2025

6.a.4 Regional Facilities - February 12, 2025

6.a.5 Community Development - February 14, 2025

6.a.6 Regional Transportation - February 18, 2025

## 7. Committee Nominations

CEO Ouellette briefly spoke about the Committee nominations.

**Resolution Number: RM-2025-026**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approve all Committee Nominations as presented.

**Motion Carried**

**Resolution Number: RM-2025-026**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approves the following nominees to the regional public safety committee, as defined by the draft committee's terms of reference, from February 29th, 2025, to August 6th, 2026:

- FRSC Board representative – Director Jim Bedford.
- FRSC Board representative – Deputy Mayor Matt Alexender (Alternate for Town of Rothesay).
- Kennebecasis Regional Police Force Chief or designate – Deputy Chief Mary Henderson.
- Kennebecasis Fire Department Chief or designate – Chief Mike Boyle.
- Saint John Police Force Chief or designate – Staff Sergeant Dwayne Hussey.
- Saint John Fire Department Chief or designate – Chief Rob Nichol.
- New Brunswick RCMP representative – Superintendent Chantal Farrah.
- New Brunswick RCMP representative – Sergeant Tyson Nelson.
- Hampton Fire Department Chief or designate – Chief Mike Raeburn.
- Grand-Bay-Westfield Fire Department Chief or designate – Chief Troy Gautreau (Deputy Chief Adam Read as alternate).

- Fire chief from Fundy-St. Martins or designate – Chief Brian Hunter.
- Fire chief from Fundy Rural District or designate – Chief David MacCready.
- New Brunswick Emergency Measures Organization representative – Kevin Comeau.

**Motion Carried**

**Resolution Number: RM-2025-026**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approves the appointment of Director Jim Bedford as the chair of the regional public safety committee, as defined by the committee's approved terms of reference, from February 29<sup>th</sup>, 2025, to August 6<sup>th</sup>, 2026.

**Motion Carried**

**Resolution Number: RM-2025-026**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approves the following nominees to the regional facilities committee, as defined by the draft committee's terms of reference, from February 29<sup>th</sup>, 2025, to August 6<sup>th</sup>, 2026:

- FRSC Board representative – Director Nancy Grant.
- FRSC Board representative – Director Rob Doucet.
- Fundy St. Martins administrative representative – Andrew Fry.
- Saint John administrative representative – Brent McGovern.
- Quispamsis administrative representative – Ian Watson
- Rothesay administrative representative – Brett McLean.
- Grand-Bay-Westfield administrative representative – John Enns-Wind.
- Fundy Rural District administrative representative – Cindy Rodaway.
- Hampton administrative representative – Richard Malone.

**Motion Carried**

**Resolution Number: RM-2025-026**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approves the identification of the chair of the regional facilities committee will be determined through solicitation of existing members at the next committee meeting, the outcome of which will be presented to the Board of Directors for ratification. The acting chair until that time will be Rob Doucet.

**Motion Carried**

**Resolution Number: RM-2025-026**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approves the following nominees to the regional transportation committee, as defined by the draft committee's terms of reference, from February 29th, 2025, to August 6th, 2026:

- FRSC Board representative – Director Brittany Merrifield.
- FRSC Board representative – Councillor Mike Biggar (alternate from Quispamsis).
- Member-at-large – Doug Scott.
- Member-at-large – Position to be filled after solicitation of interest.
- Member-at-large – Jon Taylor.
- Public service provider – Tim O'Reilly.
- Public service provider – Jody Kliffer.
- Public service provider – Chris White.
- Department of Transportation and Infrastructure – Christian Morris.

**Motion Carried**

**Resolution Number: RM-2025-026**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approves the appointment of Director Brittany Merrifield as the chair of the regional transportation committee, as defined by the

committee's approved terms of reference, from February 29th, 2025, to August 6th, 2026.

**Motion Carried**

**Resolution Number: RM-2025-026**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approves the following nominees to the community development committee, as defined by the draft committee's terms of reference, from February 29th, 2025, to August 6th, 2026:

- FRSC Board representative – Director John MacKenzie.
- FRSC Board representative – Councillor Mary Schryer (alternate from Quispamsis).
- Member-at-large – Shilo Boucher.
- Member-at-large – Alexya Heelis.
- Member-at-large – Monica Chaperlin.
- Member-at-large – Julia Woodhall-Melnik
- Member-at-large – Tamara Kelly.

**Motion Carried**

**Resolution Number: RM-2025-026**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approves the appointment of Director John Mackenzie as the chair of the community development committee, as defined by the committee's approved terms of reference, from February 29th, 2025, to August 6th, 2026.

**Motion Carried**

**8. Cost of Living Increase**

**Resolution Number: RM-2025-027**

**Moved by:** Director MacKenzie

**Seconded by:** Director O'Hara



THAT the Board authorize CEO Ouellette to adjust non-union management staff salaries to reflect an inflationary increase of 3.75% for 2025, retroactive to January 1<sup>st</sup>, 2025.

**Motion Carried**

**9. Correspondence**

**Resolution Number: RM-2025-028**

**Moved by:** Director Doucet

**Seconded by:** Director O'Hara

THAT the Board receive and file this correspondence.

**Motion Carried**

**10. New Business**

**11. Adjournment**

Chairperson Bedford called for a motion to adjourn.

**Resolution Number: RM-2025-029**

**Moved by:** Director Doucet

THAT the Board adjourn the February 27, 2025, meeting at 12:12 p.m.

**Motion Carried**

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Jim Bedford, Chairperson

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Cassie Silhanek, Recording Secretary

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Date



## **Regular Board Meeting Minutes**

**Date:** April 3, 2025, 9:00 a.m.  
**Location:** FRSC Office  
20 Broadview Ave., Saint John

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

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

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

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#### **1. Closed Session**

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

#### **2. Order of Business**

##### **2.a Call to Order**

Chair Bedford called the meeting to order at 10:36 a.m.

##### **2.a.1 Land Acknowledgement**

##### **2.b Record of Attendance**

All members of the Board were present, as well as members of the public and guests.

##### **2.c Approval of Agenda**

Chair Bedford called for a motion to approve the agenda.

**Resolution Number: RM-2025-030**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board approve the April 3, 2025 agenda as presented, with one addition of "Nominations to FRSC Committees" as item 7.a.

**Motion Carried**

**2.d Approval of Minutes**

Chair Bedford called for approval of the minutes.

**Resolution Number: RM-2025-031**

**Moved by:** Director Doucet

**Seconded by:** Director O'Hara

THAT the Board approve the February 27, 2025 meeting minutes as presented.

**Motion Carried**

**2.e Disclosure of Conflict of Interest**

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

**3. CEO Verbal Update**

CEO Ouellette gave a verbal update to the Board including the announcement of the 2029 Canada Games, recycling and diversion, regional rail working group, funding for the Enforcement pilot project was unsuccessful for immediate approval but could be considered for another fund later in the year.

For more information, see the recording on the website.

**4. Consent Items**

**Resolution Number: RM-2025-032**

**Moved by:** Director MacKenzie

**Seconded by:** Director Grant

THAT the Board receive and file the consent items as presented.

**Motion Carried**

**4.a Planning & Building Inspection Monthly Report**

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

**4.b CMEI Community Projects**

THAT the Board approve the funding for host community projects as presented by CMEI up to the amount of \$98,875 in 2025.

**5. Reports/Presentations**

**5.a Envirosuite Demonstration**

Marc MacLeod, General Manager, introduced Samantha Cunningham, Environmental Specialist, who presented on the new process coming live in April 2025.

For more information, see the recording on the website.

**Resolution Number: RM-2025-033**

**Moved by:** Director Doucet

**Seconded by:** Director O'Hara

THAT the Board receive and file the Introduction to Envirosuite presentation.

**Motion Carried**

**5.b Community Development Needs Assessment Action Plan**

Brenda MacCallum, Director of Communications and Community Development, introduced the Community Development Needs Assessment Action Plan, being worked on by Sari LaBelle and the Community Development Committee. Chair of the Community Development Committee, Director MacKenzie, and Vice-Chair of the Committee, Deputy Mayor Mary Schryer, also spoke to specific parts of the action plan.

For more information, see the recording on the website.

**Resolution Number: RM-2025-034**

**Moved by:** Director O'Hara

**Seconded by:** Director Grant

THAT the Board receive and file the Community Development Needs Assessment and Action Plan presentation.

**Motion Carried**

**5.c Updating Fundy Regional Strategy and 2026 FRSC Work Plan**

CEO Ouellette spoke to the Regional Strategy workplan and its update aimed for June.

For more information, see the recording on the website.

**Resolution Number: RM-2025-035**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

THAT the Board adopt the sequencing and tasks associated with the update to the Fundy Regional Strategy and the finalization of the 2026 FRSC work Plan, as attached to this report.

**Motion Carried**

**5.d 2026 FRSC Budget Development**

CEO Ouellette spoke about the budget development, noting it follows the criteria followed last year.

For more information, see the recording on the website.

**Resolution Number: RM-2025-036**

**Moved by:** Director O'Hara

**Seconded by:** Director Doucet

THAT the Board adopt the sequencing and tasks associated with the update to the Fundy Regional Strategy and the finalization of the 2026 FRSC work Plan, as attached to this report.

**Motion Carried**

**6. Standing Items**

**6.a Committee Agendas**

**Resolution Number: RM-2025-037**

**Moved by:** Director Doucet

**Seconded by:** Director MacKenzie

THAT the Board receive and file the committee agendas presented.

**Motion Carried**

6.a.1 Regional Facilities - March 12, 2025

6.a.2 Community Development - March 14, 2025

**7. New Business**

One item "Nominations to FRSC Committees" was brought into Open Session from Closed Session.

**7.a Nominations to FRSC Committees**

CEO Ouellette read the nominations to the Board for consideration.

**Resolution Number: RM-2025-038**

THAT the Board approves the following nominees to the Planning Review and Adjustment Committee for a term of four years (starting on April 3rd, 2025, and ending on April 3rd, 2029):

- Andrew Giberson - Kingston, Fundy Rural District
- Anthony Rickett - Kingston, Fundy Rural District
- Erin Pollock - Summerville, Fundy Rural District

THAT the Board approves the appointment of Mayor Rob Doucet as the Chair of the Regional Facilities Committee until August 6th, 2026.

AND THAT the Board approves the following nominees to the Regional Transportation Committee (starting on April 3rd, 2025, and ending on August 6th, 2026):

- Michael Lynch as an At-Large Member
- Nick Cameron to replace Jody Kliffer as a Public Service Provider Member

**8. Adjournment**

Chairperson Bedford called for a motion to adjourn at 11:55 a.m.

**Resolution Number: RM-2025-039**

**Moved by:** Director MacKenzie

**Seconded by:** Director O'Hara

THAT the Board adjourn the April 3, 2025, meeting at 11:55 a.m.

**Motion Carried**

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Jim Bedford, Chairperson

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Cassie Silhanek, Recording Secretary

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Date



## **Regular Board Meeting Minutes**

**Date:** April 24, 2025, 9:00 a.m.

**Location:** Microsoft Teams

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

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

**GUESTS** Alanna Waberski, Stewart McKelvey

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

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#### **1. Closed Session**

Chair Bedford called the meeting to order at 9:00 a.m. and requested the Board proceeded to Closed Session as prescribed under section 68(1)(f) of the Local Governance Act, SNB 2017, c 18.

**Resolution Number: RM-2025-040**

**Moved by:** Director MacKenzie

**Seconded by:** Director O'Hara

That the Board move into closed session under section 68(1)(f) of the Local Governance Act, SNB 2017, c 18.

**Motion Carried**



**2. Order of Business**

**2.a Call to Order**

Chair Bedford called the open session meeting to order at 9:32 a.m.

**2.b Record of Attendance**

It is noted that this meeting was held virtually on Microsoft teams, with members of the public in attendance.

Director Riddell entered the meeting at 9:35 a.m.

Director Merrifield entered the meeting at 9:42 a.m.

**2.c Approval of Agenda**

Chair Bedford called for a motion to approve the open session agenda.

**Resolution Number: RM-2025-041**

**Moved by:** Director MacKenzie

**Seconded by:** Director O'Hara

THAT the Board approve the April 24, 2025, agenda as presented.

**Motion Carried**

**2.d Disclosure of Conflict of Interest**

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

**3. Reports/Presentations**

**3.a Purchase of One (1) Latest Model Hydraulic Track Excavator 23 Tonne or Equivalent**

**Resolution Number: RM-2025-042**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

THAT the Board of Directors authorize to award tender 2025-04 Purchase of One (1) Latest Model Hydraulic Track Excavator 23 Tonne or Equivalent to Paul Equipment Limited for the purchase price of \$359,703.00 before HST to be funded from the operating fund.

Absent (2): Director Merrifield, and Director Riddell

**Motion Carried (5 to 0)**

**3.b Bridge Financing for 2025 MCBF Funding**

The Chair passed to Vice-Chair Doucet at 9:33 a.m. due to technical issues with Chair Bedford.

Chair Bedford left the meeting at 9:34 a.m.

Chair Bedford and Director Riddell entered the meeting at 9:35 a.m.

**Resolution Number: RM-2025-043**

**Moved by:** Director O'Hara

**Seconded by:** Director MacKenzie

THAT the Board of Directors authorize a short term 'bridge financing' loan with the Imperial Bank of Commerce or other FRSC banking vendor in the amount of \$1,100,000 under the authority and conditions of ministerial order 25-0016.

Absent (1): Director Merrifield

**Motion Carried (6 to 0)**

**3.c Heavy Industrial Property Tax**

It is noted that at 9:42 a.m. the Chair was passed back to Chair Bedford who rejoined the meeting.

Director Merrifield entered the meeting at 9:42 a.m.

**Resolution Number: RM-2025-044**

**Moved by:** Director MacKenzie

**Seconded by:** Director Grant

THAT the Board of Directors instructs the FRSC to submit a letter to the Minister responsible for Service New Brunswick to advance the importance of property assessment reform that is responsive to the growing needs of local governments, including keeping industrial provincial property tax revenue in the communities that support industry.

AND THAT the Board of Directors instructs the FRSC to seek partnership with other Regional Service Commissions and UMN in advancing the importance keeping industrial provincial property tax revenue in the communities that support industry.

**Motion Carried**

**4. Code of Conduct Complaint**

Chair Bedford began the discussion of the Code of Conduct noting that the matter pertains to the Code of Conduct violation in which was lodged against Director Riddell by an employee of the Fundy Regional Service Commission. Chair Bedford explained that following consideration of the complaint by the Board, it was resolved that an independent investigator be retained, and further that the investigator conducted an investigation into the allegations. Additionally, Chair Bedford explained that the investigator found that Director Riddell breached the Fundy Regional Service Commission Code of Conduct and the Occupational Health and Safety Act, and also reminded the Directors that they were in Open Session, so it is therefore important to maintain the confidentiality of the employee who filed the complaint.

A point of order was called by Director O'Hara at 9:45 a.m.

Chair Bedford noted that Director Riddell is prohibited from voting on these motions under the Procedural Bylaw.

A point of order was called by Director Merrifield at 9:50 a.m.

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

**Resolution Number: RM-2025-045**

**Moved by:** Director O'Hara

**Seconded by:** Director Grant

After careful consideration of the complaint, the materials shared during the investigation, the investigators report, as well as the conduct of the parties, it is moved:

THAT Director Riddell be found to have breached the Code of Conduct of the Fundy Regional Services Commission.

Conflict (1): Director Riddell

**Motion Carried (6 to 0)**

**Resolution Number: RM-2025-046**

**Moved by:** Director MacKenzie

**Seconded by:** Director Grant

In connection with the finding of the breach of the code of conduct as outlined within the complaint, it is moved;

THAT the Board suspend Director Riddell for a period of 90 days from the Board and all committees and bodies to which the Board or any of its members have the right to appoint participants;

THAT all remuneration to Director Riddell be suspended during that time;

AND THAT Director Riddell be required to attend Board governance training as approved by the Chair to be completed during suspension, and that such costs be borne by Director Riddell.

Conflict (1): Director Riddell

**Motion Carried (6 to 0)**

**Resolution Number: RM-2025-047**

**Moved by:** Director Doucet

**Seconded by:** Director MacKenzie

After careful consideration of the materials that were shared, the report provided by the investigator, as well as the conduct of the parties, its is moved:

THAT Director Ruddell be found by the Board to have breached the Occupational Health and Safety Act by taking retaliatory actions against an employee of the Commission.

Conflict (1): Director Riddell

**Motion Carried (6 to 0)**

**Resolution Number: RM-2025-048**

**Moved by:** Director Merrifield

**Seconded by:** Director Doucet

After incredibly careful consideration and evaluation of the independent investigators report it is moved:

THAT in connection with the finding of a breach of the Occupational Health and Safety Act, it is moved that the Board wants to spend Director Riddell for a period of 90 days from the Board and all committees and bodies to which the Board or any of its members have the right to appoint participants;

FURTHER THAT this suspension be served consecutively to the suspension issued in connection with the breach of the Code of Conduct;

THAT all remuneration to Director Riddell be suspended during the period;

AND THAT Director Riddell write a letter of apology to the applicable employee to be delivered to the Chair within 10 days of this resolution.

Conflict (1): Director Riddell

**Motion Carried (6 to 0)**

**5. Adjournment**

Chairperson Bedford called for a motion to adjourn.

**Resolution Number: RM-2025-049**

**Moved by:** Director Doucet

THAT the Board adjourn the April 24, 2025, meeting at 9:57 a.m.

**Motion Carried**

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Jim Bedford, Chairperson

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Cassie Silhanek, Recording Secretary

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Date

# Town of Rothesay

## General Fund Financial Statements

April 30, 2025

### Attached Reports:

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

# Town of Rothesay

## Balance Sheet - Capital General Fund

4/30/2025

### 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	4,553,000

Total Liabilities \$ 4,882,500

Investment in General Fund Fixed Assets	53,257,591
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\$ 58,140,091



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# Town of Rothesay

Balance Sheet - General Fund Reserves

4/30/2025

## ASSETS

BNS CCBF Interest Account	3,651,457
BNS General Operating Reserve #214-15	1,017,180
BNS General Capital Reserves #2261-14	2,178,874
Gen Reserves due to/from Gen Operating	(47,306)
Gas Tax Reserves due to/from Gen Operating	(25)
	<u>\$ 6,800,180</u>

## LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,897,035
Invest. in General Capital Reserve	1,723,380
General CCBF Funding	754,422
Invest. in General Operating Reserve	1,017,180
Invest. in Land for Public Purposes Reserve	178,380
Invest. in Regional Facilities	229,784
	<u>\$ 6,800,180</u>

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## Town of Rothesay

Balance Sheet - General Operating Fund

4/30/2025

## CURRENT ASSETS

Cash	2,464,335
Receivables	5,773
HST Receivable	59,465
Inventory	53,389
Gen Operating due to/from Util Operating	578,599
Total Current Assets	<u>3,161,562</u>
Other Assets:	
Projects	<u>580,152</u>
TOTAL ASSETS	<u><u>3,741,715</u></u>

## CURRENT LIABILITIES AND EQUITY

Accounts Payable	582,259
Other Payables	809,475
Gen Operating due to/from Gen Reserves	(47,331)
Gen Operating due to/from Gen Capital	(329,475)
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>1,611,836</u></u>

## EQUITY

Retained Earnings	170,093
Surplus/(Deficit) for the Period	<u>1,959,786</u>
	<u><u>2,129,879</u></u>
	<u><u>3,741,715</u></u>

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# Town of Rothesay

Statement of Revenue &amp; Expenditure

4 Months Ended 4/30/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,971,283	1,971,283	7,885,132	7,885,132	0		23,655,395
Sale of Services	67,726	54,237	243,112	224,950	18,162		568,750
Services to Province of New Brunswic	0	0	0	20,000	(20,000)		80,000
Other Revenue from Own Sources	22,080	9,125	106,648	41,350	65,298		114,350
CORE Equalization	4,366	4,366	17,463	17,463	0		52,389
Conditional Transfers	0	0	8,918	0	8,918		46,750
Other Transfers	50,000	50,000	309,616	309,616	(0)		709,616
	<u>\$2,115,455</u>	<u>\$2,089,011</u>	<u>\$8,570,888</u>	<u>\$8,498,511</u>	<u>\$72,377</u>		<u>\$25,227,250</u>
<b>EXPENSES</b>							
General Government Services	196,715	179,300	1,215,815	1,178,434	(37,382)		3,161,057
Protective Services	583,612	557,798	2,431,272	2,406,219	(25,053)		6,651,330
Transportation Services	306,069	334,277	1,649,490	1,719,743	70,253		4,402,284
Environmental Health Services	70,773	79,583	290,691	319,333	28,643		995,000
Environmental Development	48,640	50,282	174,191	203,329	29,138		723,872
Recreation & Cultural Services	151,285	160,374	842,846	888,384	45,539		3,017,766
Fiscal Services	2,622	625	6,797	2,500	(4,297)		6,275,941
	<u>\$1,359,715</u>	<u>\$1,362,241</u>	<u>\$6,611,102</u>	<u>\$6,717,943</u>	<u>106,841</u>		<u>\$25,227,250</u>
Surplus (Deficit) for the Year	<u>\$755,740</u>	<u>\$726,771</u>	<u>\$1,959,786</u>	<u>\$1,780,568</u>	<u>\$179,218</u>		<u>\$ 0</u>

# 2025June09OpenSessionFINAL\_045

## Town of Rothesay

Statement of Revenue & Expenditure  
4 Months Ended 4/30/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	4,017	3,333	9,298	12,333	(3,036)		40,000
Wells Canopy revenue	1,696	1,000	5,228	4,000	1,228		12,000
Town Hall Rent	9,805	10,133	39,221	40,533	(1,313)		121,600
Community Garden revenue	500	0	500	0	500		1,000
Fox Farm Rental revenue	1,950	1,950	7,800	7,800	0		23,400
Arena Revenue	38,704	27,208	152,637	133,333	19,303	1	245,500
Recreation Programs	11,054	10,613	28,429	26,950	1,479		125,250
	<u>67,726</u>	<u>54,237</u>	<u>243,112</u>	<u>224,950</u>	<u>18,162</u>		<u>568,750</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	12,178	4,792	8,655	19,267	(10,611)	2	57,600
Recycling Dollies & Lids	0	0	0	42	(42)		42
Interest & Sundry	4,791	2,500	11,875	10,000	1,875		30,000
Miscellaneous	4,110	833	77,409	3,333	74,076	3	10,000
Fire Dept. Administration	1,000	1,000	4,000	4,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>22,080</u>	<u>9,125</u>	<u>106,648</u>	<u>41,350</u>	<u>65,298</u>		<u>114,350</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,750
Grant - Other	0	0	8,918	0	8,918		0
Grant - Students	0	0	0	0	0		45,000
	<u>0</u>	<u>0</u>	<u>8,918</u>	<u>0</u>	<u>8,918</u>		<u>46,750</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	109,616	109,616	(0)		109,616
Utility Fund Transfer	50,000	50,000	200,000	200,000	0		600,000
	<u>50,000</u>	<u>50,000</u>	<u>309,616</u>	<u>309,616</u>	<u>(0)</u>		<u>709,616</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	4,777	4,583	17,399	18,333	934		55,000
Councillors	20,046	12,884	61,139	51,537	(9,603)		154,610
Regional Service Commission 9	3,825	3,825	15,298	15,298	0		45,895
Other	1,425	3,108	2,275	12,434	10,159		37,301
	<u>30,072</u>	<u>24,401</u>	<u>96,112</u>	<u>97,602</u>	<u>1,490</u>		<u>292,806</u>
<b>Administrative</b>							
Administration - Wages & Benefits	114,636	105,558	451,297	423,808	(27,490)	4	1,397,409
Office Building	14,091	12,417	129,673	102,817	(26,857)	5	203,500
Supplies	11,467	10,050	168,112	154,200	(13,913)	6	210,600
Solicitor	533	533	2,541	4,700	2,159		50,000
Professional Fees	15,643	15,000	22,421	22,000	(421)		100,000
Other	8,295	7,383	56,308	57,533	1,225		116,598
	<u>164,664</u>	<u>150,941</u>	<u>830,353</u>	<u>765,056</u>	<u>(65,297)</u>		<u>2,078,107</u>
<b>Other General Government Services</b>							
Website/Other	0	1,000	902	2,000	1,098		3,000
Community Communications (Team)	180	833	1,401	3,833	2,433		65,500
Civic Relations	(327)	0	0	500	500		1,500
Insurance	0	0	252,420	272,900	20,480	7	272,900
Donations	2,125	2,125	13,925	13,925	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>1,978</u>	<u>3,958</u>	<u>289,350</u>	<u>315,775</u>	<u>26,425</u>		<u>790,144</u>
<b>Total General Government Services</b>	<u>196,715</u>	<u>179,300</u>	<u>1,215,815</u>	<u>1,178,434</u>	<u>(37,382)</u>		<u>3,161,057</u>
<b>Protective Services</b>							
<b>Police</b>							
Police Protection	284,836	284,836	1,139,343	1,139,343	0		3,418,030
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>284,836</u>	<u>284,836</u>	<u>1,142,143</u>	<u>1,142,143</u>	<u>0</u>		<u>3,420,830</u>
<b>Fire</b>							
Fire Protection	272,588	272,588	926,576	926,576	0		2,890,000
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	<u>272,588</u>	<u>272,588</u>	<u>1,261,576</u>	<u>1,261,576</u>	<u>0</u>		<u>3,225,000</u>
<b>Emergency Measures</b>							
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>
<b>Other</b>							
Animal & Pest Control	0	292	1,365	1,167	(198)		3,500
Other	26,188	83	26,188	333	(25,855)	8	1,000
	<u>26,188</u>	<u>375</u>	<u>27,553</u>	<u>1,500</u>	<u>(26,053)</u>		<u>4,500</u>
<b>Total Protective Services</b>	<u>583,612</u>	<u>557,798</u>	<u>2,431,272</u>	<u>2,406,219</u>	<u>(25,053)</u>		<u>6,651,330</u>
<b>Transportation Services</b>							
<b>Common Services</b>							
Administration (Wages & Benefits)	122,833	130,981	489,701	537,923	48,221	9	1,723,500
Workshops, Yards & Equipment	43,603	56,000	245,930	278,411	32,481	10	801,261
Engineering	0	0	7,375	7,500	125		7,500
	<u>166,436</u>	<u>186,981</u>	<u>743,006</u>	<u>823,834</u>	<u>80,828</u>		<u>2,532,261</u>
<b>Roads &amp; Streets</b>							
Crosswalks & Sidewalks	671	660	2,162	2,162	0		36,850
Culverts & Drainage Ditches	1,511	1,500	10,474	10,500	26		100,000
Street Cleaning & Flushing	0	5,000	9,073	5,000	(4,073)		10,000
Snow & Ice Removal	96,283	97,851	749,892	747,457	(2,435)		1,267,000
	<u>102,676</u>	<u>112,011</u>	<u>776,971</u>	<u>773,119</u>	<u>(3,851)</u>		<u>1,480,850</u>
Street Lighting	13,972	15,833	56,101	63,333	7,233		190,000
<b>Traffic Services</b>							
Street Signs	0	0	0	0	0		20,000
Traffic Lanemarking	6,752	6,500	6,752	6,500	(252)		40,000
Traffic Signals	4,029	1,000	24,686	12,000	(12,686)	11	20,000
Railway Crossing	4,501	4,250	9,606	9,400	(206)		26,000
	<u>15,283</u>	<u>11,750</u>	<u>41,044</u>	<u>27,900</u>	<u>(13,144)</u>		<u>106,000</u>
<b>Public Transit</b>							
Public Transit - Comex Service	7,556	7,556	30,224	30,224	0		90,673
Public Transit - Other	146	146	2,144	1,332	(812)		2,500
	<u>7,702</u>	<u>7,702</u>	<u>32,368</u>	<u>31,556</u>	<u>(812)</u>		<u>93,173</u>
<b>Total Transportation Services</b>	<u>306,069</u>	<u>334,277</u>	<u>1,649,490</u>	<u>1,719,743</u>	<u>70,253</u>		<u>4,402,284</u>

## 2025June09OpenSessionFINAL\_046

**Environmental Health Services**

Solid Waste Disposal Land Fill garbage	24,316	25,000	86,571	100,000	13,429	300,000
Solid Waste Disposal Landfill Compost	3,004	3,333	8,861	13,333	4,472	40,000
Solid Waste Collection Fero	43,454	51,250	189,128	205,000	15,872	615,000
Clean Up Campaign	0	0	6,131	1,000	(5,131)	40,000
<b>Total Environmental Health Services</b>	<b>70,773</b>	<b>79,583</b>	<b>290,691</b>	<b>319,333</b>	<b>28,643</b>	<b>995,000</b>

**Environmental Development Services**

Planning & Zoning						
Administration (Wages and benefits)	35,485	34,418	117,353	137,872	20,519	449,000
Administration	703	2,583	6,393	12,333	5,940	115,500
Planning Projects	170	833	1,322	3,333	2,012	10,000
	<b>36,359</b>	<b>37,835</b>	<b>125,067</b>	<b>153,539</b>	<b>28,471</b>	<b>574,500</b>

Envision Saint John	12,281	12,281	49,124	49,124	0	147,372
Tourism	0	167	0	667	667	2,000
	<b>12,281</b>	<b>12,448</b>	<b>49,124</b>	<b>49,791</b>	<b>667</b>	<b>149,372</b>

<b>Total Environmental Development Service</b>	<b>48,640</b>	<b>50,282</b>	<b>174,191</b>	<b>203,329</b>	<b>29,138</b>	<b>723,872</b>
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**Recreation & Cultural Services**

Administration (wages and benefits)	32,266	31,993	133,919	127,972	(5,947)	423,000
Administration	3,432	3,175	50,005	45,200	(4,805)	70,600
RICC Fundraising	8,936	0	8,936	0	(8,936)	0
Rothsay Arena	28,961	31,117	149,775	140,467	(9,309)	409,500
Parks & Gardens	51,340	58,302	174,365	206,894	32,529	865,250
Playgrounds and Fields	8,464	11,250	17,332	30,000	12,668	149,000
Rothsay Common Rink	1,542	3,050	45,842	68,800	22,958	102,500
Memorial Centre	2,848	5,471	28,779	31,933	3,154	76,000
Wells Building	2,821	3,417	22,845	27,168	4,323	54,505
James Renforth	45	67	2,542	1,692	(851)	2,225
Beaches	0	0	295	0	(295)	66,500
Summer Programs	368	1,142	453	1,267	814	101,225
The Hive expenses	1,393	1,554	4,130	6,217	2,087	18,650
Regional Facilities Operating	0	0	158,454	158,454	0	329,491
Kennebecasis Public Library	8,080	8,080	32,321	32,321	0	96,963
Regional Facilities Capital	0	0	0	0	0	199,357
Special Events	788	1,667	12,853	10,000	(2,853)	45,500
PRO Kids	0	0	0	0	0	7,500

<b>Total Recreation and Cultural Services</b>	<b>151,285</b>	<b>160,374</b>	<b>842,846</b>	<b>888,384</b>	<b>45,539</b>	<b>3,017,766</b>
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**Fiscal Services**

Debt Charges						
Interest	2,622	625	6,797	2,500	(4,297)	204,941
Debtenture Payments	0	0	0	0	0	671,000
	<b>2,622</b>	<b>625</b>	<b>6,797</b>	<b>2,500</b>	<b>(4,297)</b>	<b>875,941</b>

**Transfers To:**

Capital Fund for Capital Expenditures	0	0	0	0	0	5,400,000
	0	0	0	0	0	5,400,000

<b>Total Fiscal Services</b>	<b>2,622</b>	<b>625</b>	<b>6,797</b>	<b>2,500</b>	<b>(4,297)</b>	<b>6,275,941</b>
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1,359,715	1,362,241	6,611,102	6,717,943	106,841	25,227,250
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2025June09OpenSessionFINAL\_047

## Town of Rothesay

## Variance Report - General Fund

Note #	Actual	month ending Budget	4/30/2025 Better/(Worse)	Description of Variance
<b>Revenue</b>				
1	Arena Revenue	\$ 152,637	\$ 133,333	\$ 19,303 Higher than anticipated
2	Licenses & Permits	\$ 8,655	\$ 19,267	\$ (10,611) Refunded builder permit
3	Miscellaneous	\$ 77,409	\$ 3,333	\$ 74,076 Sale of equipment
<b>Expenses</b>				
<i>General Government</i>				
4	Administration - Wages & Benefits	451,297	423,808	\$ (27,490) Unbudgeted wage increase
5	Office Building	129,673	102,817	\$ (26,857) Renovations to offices
6	Supplies	168,112	154,200	\$ (13,913) Office furniture & stationary
7	Insurance	252,420	272,900	\$ 20,480 Lower than expected
<i>Protective Services</i>				
8	Other	26,188	333	\$ (25,855) Fire Hydrant repair
<i>Transportation</i>				
9	Administration (Wages & Benefits)	489,701	537,923	\$ 48,221 Vacant position
10	Workshops, Yards & Equipment	245,930	278,411	\$ 32,481 timing
11	Traffic Signals	24,686	12,000	\$ (12,686) New LED audible signals at Hampton/Marr
<i>Environmental Health</i>				
<i>Environmental Development</i>				
12	Administration (wages and benefits)	117,353	137,872	\$ 20,519 Vacant position
<i>Recreation &amp; Cultural Services</i>				
13	Rothesay Arena	149,775	140,467	\$ (9,309) Power and W&S higher than anticipated
14	Parks & Gardens	174,365	206,894	\$ 32,529 Vacant position and timing
15	Playgrounds and Fields	17,332	30,000	\$ 12,668 Timing, budgeted allocated monthly
16	Rothesay Common Rink	45,842	68,800	\$ 22,958 Wages and expenses lower than anticipated
15	Special Events	12,853	10,000	\$ (2,853) Ice fishing

## 2025June09OpenSessionFINAL\_048

## Town of Rothesay

Capital Projects

General Fund

4 Months Ended 4/30/2025

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
<b>General Government</b>			
G 202*-001 Town Hall Improvements	85,000	0	85,000
G 202*-00* IT	21,500	0	21,500
Total General Government	106,500	0	0
<b>Transportation</b>			
T-2025-001 Asphalt (13)	2,398,000	29,824	2,368,176
Designated Highway - Hampton Road Paving	903,000	0	903,000
T-2024-00* Wiljac Improvements	1,700,000	0	1,700,000
T-202*-00* Fleet Replacement	866,000	224,874	641,126
T-202*-00* Buildings	71,000	0	71,000
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	427,685	0
<b>Recreation</b>			
R-202*-00* Synthetic Turf	1,500,000	16,641	1,483,359
Wells Recreation Park Tennis court conversion	80,000	3,379	76,621
R-2022-004 Wells Bldg	60,000	0	60,000
Wells lighting	565,000	79,611	485,389
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	136,345	0
<b>Carryovers</b>			
T-2024-001 Asphalt	0	2,563	(2,563)
R-2020-007 Trail Development	0	1,860	(1,860)
T-2023-004 Intersection Improvement (Gondola/	0	5,874	(5,874)
R-202*-00* Recreation Master Plan	0	5,824	(5,824)
	0	16,122	(16,122)
<b>Total</b>	<b>\$ 11,484,500</b>	<b>\$ 580,152</b>	<b>\$ -</b>
			<b>\$ 10,904,348</b>

## 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

2025-04-30

		219500-60	
Donations/Cultural Support	Budget	Paid to date	
KV3C (in kind)	2,500.00	-	
NB Medical Education Trust	5,000.00	5,000.00	
KV Food Basket	5,000.00	5,000.00	
Fairweather Scholarship	1,000.00		1000 MAY
Saint John Theatre Company	1,000.00		
Symphony NB	2,500.00		
sub	17,000.00	10,000.00	
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	13,925.00	
G/L Balance		13,925.00	
Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00		Recreation
	10,300.00	2,800.00	



# Town of Rothesay

## Utility Fund Financial Statements

April 30, 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 3/31/2025

ASSETS

## Assets:

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

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

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

LIABILITIES

## Current:

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

## Long-Term:

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

EQUITY

## Investments:

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

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

2025June09OpenSessionFINAL\_052

# Town of Rothesay

Balance Sheet - Utilities Fund Reserves  
3/31/2025

## ASSETS

BNS Utility Capital Reserve # 00241 12	1,661,827
Util Reserve due to/from Gen Reserves	12,012
	<u>\$ 1,673,839</u>

## LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	1,148,610
Invest. in Utility Operating Reserve	120,718
Invest. in Sewerage Outfall Reserve	404,511
	<u>\$ 1,673,839</u>

2025June09OpenSessionFINAL\_053

# Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 4/30/2025

## ASSETS

### Current assets:

Accounts Receivable Net of Allowance	1,630,394
Accounts Receivable - Misc.	127,813
Total Current Assets	<u>1,758,207</u>

### Other Assets:

Projects	1,356,327
	<u>1,356,327</u>

TOTAL ASSETS	<u><u>\$ 3,114,534</u></u>
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## LIABILITIES

Accrued Payables	15,664
Due from General Fund	637,942
Due to Capital Fund	(1,208,934)
Deferred Revenue	8,007
Total Liabilities	<u>(547,321)</u>

## EQUITY

### Surplus:

Opening Retained Earnings	32,335
Profit (Loss) to Date	<u>3,629,520</u>
	<u>3,661,855</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 3,114,534</u></u>
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## 2025June09OpenSessionFINAL\_054

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**4 Months Ended 4/30/2025**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	0	0	336,229	318,950	17,279	1	1,160,000
Meter and non-hookup fees	(169)	0	17,454	15,500	1,954		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	(3,388)	0	2,440,356	2,400,000	40,356	2	2,400,000
Connection Fees	100	0	9,100	9,000	100		75,000
Interest Earned	8,029	8,750	33,906	35,000	(1,094)		105,000
Misc. Revenue	525	500	1,350	2,100	(750)		6,479
Infrastructure Grants	0	0	877,280	0	877,280	3	0
Transfer from Reserves	0	0	250,000	0	250,000	4	0
Surplus - Previous Years	0	0	40,521	40,521	0		40,521
<b>TOTAL RECEIPTS</b>	<b>5,098</b>	<b>9,250</b>	<b>4,402,328</b>	<b>3,215,071</b>	<b>1,187,257</b>		<b>4,243,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	20,000	20,000	80,000	80,000	0		240,000
Wages	16,962	20,833	73,174	83,333	10,160	5	250,000
Audit/Legal/Training	2,698	500	8,975	10,000	1,025		14,000
Other Water	73	167	(557)	667	1,224		2,000
Purification & Treatment	38,470	49,000	144,251	159,800	15,549	6	615,000
Transmission & Distribution	213	3,833	43,033	50,333	7,301		130,000
Power & Pumping	5,999	5,417	26,913	21,667	(5,247)		65,000
Billing/Collections	59	260	235	1,039	804		3,118
Water Purchased	0	0	239	584	345		1,750
Misc. Expenses	125	1,667	2,247	6,667	4,419		35,000
McGuire Road Operating	533	1,750	18,521	6,250	(12,271)	7	16,000
<b>TOTAL WATER SUPPLY</b>	<b>85,131</b>	<b>103,427</b>	<b>397,031</b>	<b>420,340</b>	<b>23,309</b>		<b>1,371,868</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	30,000	30,000	120,000	120,000	0		360,000
Wages	31,250	31,250	125,000	125,000	0		375,000
Audit/Legal/Training	2,751	750	7,225	9,000	1,775		15,000
Collection System Maintenance	0	1,500	3,389	5,000	1,611		75,000
Sewer Claims	144	5,750	5,813	11,500	5,687		23,000
Lift Stations	14,089	4,250	74,224	48,500	(25,724)	8	85,000
Treatment/Disposal	12,398	8,467	37,162	51,467	14,304	9	125,000
Misc. Expenses	256	2,525	2,964	12,450	9,486		35,000
<b>TOTAL SWGE COLLECTION &amp; DISPC</b>	<b>90,889</b>	<b>84,492</b>	<b>375,777</b>	<b>382,917</b>	<b>7,139</b>		<b>1,093,000</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	0	0	0		75,000
Interest on Long-Term Debt	0	0	0	0	0		260,532
Principal Repayment	0	0	0	0	0		592,600
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		775,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1,778,132</b>
<b>TOTAL EXPENSES</b>	<b>176,020</b>	<b>187,918</b>	<b>772,809</b>	<b>803,257</b>	<b>30,448</b>		<b>4,243,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>(170,922)</b>	<b>(178,668)</b>	<b>3,629,520</b>	<b>2,411,814</b>	<b>1,217,706</b>		<b>0</b>

2025June09OpenSessionFINAL\_055

# Town of Rothesay

Variance Report - Utility Operating

2025-04-30

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	2,440,356	2,400,000	40,356	Conservative budget
3	Infrastructure Grants	877,280	0	877,280	WWTP
4	Transfer from Reserves	250,000	0	250,000	Gas Tax capital
Water					
5	Wages	73,174	83,333	10,160	Overtime variance
6	Purification & Treatment	144,251	159,800	15,549	Timing
7	McGuire Road Operating	18,521	6,250	(12,271)	Concrete slab at 24 McGuire
Sewer					
8	Lift Stations	74,224	48,500	(25,724)	Install wet wizard, FV & Riverside upgrades
9	Treatment/Disposal	37,162	51,467	14,304	Timing

2025June09OpenSessionFINAL\_056

# Town of Rothesay

Capital Projects  
Utility Fund  
4 Months Ended 4/30/2025

	Original BUDGET	Current Y-T-D	Remaining Budget	
<b>WATER</b>				
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	415,819		384,181
	<u>\$ 1,615,000</u>	<u>\$ 924,701</u>	<u>\$ -</u>	<u>\$ 690,299</u>
<b>SEWER</b>				
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:				
	<u>10,120,000</u>	<u>376,564</u>	<u>-</u>	<u>9,743,436</u>
<b>Total Approved</b>				
	<u>11,735,000</u>	<u>1,301,265</u>	<u>-</u>	<u>10,433,735</u>
<b>Carryovers</b>				
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	-	6,566		-6,566
S-2021-008 WWTP Design Phase II	-	15		-15
	<u>0</u>	<u>55,062</u>	<u>0</u>	<u>-55,062</u>
	<u>11,735,000</u>	<u>1,356,327</u>	<u>-</u>	<u>10,378,673</u>
<b>Funding:</b>				
	Total	Operating	Borrow	CCBF
Water	1,615,000	655,000	\$ 410,000	550,000
Sewer	10,120,000	120,000	\$ 2,667,000	-
	<u>\$ 11,735,000</u>	<u>\$ 775,000</u>	<u>\$ 3,077,000</u>	<u>\$ 550,000</u>

## Town of Rothesay

2025-04-30

219500-60

Donations/Cultural Support

Budget

Paid to date

KV3C (in kind)	2,500.00	-	
NB Medical Education Trust	5,000.00	5,000.00	
KV Food Basket	5,000.00	5,000.00	
Fairweather Scholarship	1,000.00		1000 MAY
Saint John Theatre Company	1,000.00		
Symphony NB	2,500.00		

sub	17,000.00	10,000.00	
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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	
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	36,500.00	13,925.00	
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G/L Balance

13,925.00

**Other:**

Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00		Recreation
	10,300.00	2,800.00	



# TOWN OF ROTHESAY

FINANCE COMMITTEE

May 26, 2025

In attendance:

Deputy Mayor Matt Alexander, Chairman (Chair)

Councillor Don Shea

Councillor Helen Boyle

Town Manager Brett McLean

Treasurer Doug MacDonald

Financial Officer Laura Adair

Absent: Mayor Nancy Grant

The meeting was called to order at 8:00am.

The agenda was accepted (DS/HB)

## Review of Minutes

The minutes of April 28, 2025 were accepted as presented (DS/HB)

## April Financial Statements

- a) **General Fund** – Construction season hasn't quite started. Variances listed on pg9, General Government – overbudget on wages due to increases made after budget, renovations and furniture at Town Hall. Protective Services - other relates to repairs to 5 Fire Hydrants. Work is done by one vendor and is very expensive. A new hydrant cost approx. \$12K – \$15K. Operative reserve to cover cost if necessary.

Capital pg 13 - salt storage shed complete, purchased plow truck, received approx. \$50K from Girls softball group for the Wells ballfield lighting.

Treasurer Doug MacDonald informed council that a separate bank account and GL account were created to track donation/sponsorships money separately for the RICC project including contact information to issue tax receipts at year end.

Councillor Don Shea asked for clarification what is constitutes the \$13M on the Arena thermometer. CAO Brett McLean that explained \$7M is funding from Federal government and the \$6M is Town contribution which consists of \$3.2M of CCBF money set aside for Arena renovations, \$800K in the capital reserve and \$2M of operating capital to be budgeted in 2026.

CAO Brett McLean indicated he would like to have an agreement in principle from council. This agreement would stipulate the focus for Recreation capital spending, would be solely be for Arena of \$2M in 2026 and 2027. He indicated the typical amount budgeted for capital each year is approx. \$5.25M and \$2M would be dedicated to the Arena project.

- b) **Utility Fund** – April statements haven't varied much since last month. Lift station repairs but Utility staff are diligent in staying within budget overall. Capital update - Water filtration building is complete and purchased building on Wiljac.

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

#### **Donation Requests**

- a. **2025 PowWow funding** – CAO Brett McLean to request more information regarding costs associated with PowWow and refer to June council meeting. SJ council is funding \$50K and informal request to other in the region to provide support.
- b. **YMCA** - Motion to **recommend to Council to decline donation \$5,000. (HB/DS)** Information received was outdated and confusion regarding funding request as project listed has already been completed.
- c. **Kennebecasis Rowing Club** - \$3,000 - **TABLED**

#### **For Information**

**MCBB debt application** – Approved for \$5M in debt and \$5.5M in interim financing on the condition that federal grant agreement is finalized. Once approval from the federal government is received debenture money can be received.

**April Remittance report** – all items filed.

**Envision SJ** - CAO, Brett McLean informed finance committee Envision SJ will be asking for a 9.8% budget increase for 2026. He expressed his concern that Envision is asking for an increase during a period when an assessment freeze is in place and is higher than inflation/CPI.

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

#### **Next Meeting**

The next meeting is set for June 23, 2025.

The meeting adjourned at 8:45am.

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Deputy Mayor Matt Alexander

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Laura Adair, Recording Secretary



# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	June 9, 2025
RE	:	Donation Recommendations

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The finance committee recommends the following motion re donation request:

Council approve the request for a sponsorship from the YMCA for 2025 in the amount of \$5,000.

(note – the Finance committee recommends defeating this motion)



**ROTHESAY**  
**AGE-FRIENDLY ADVISORY COMMITTEE**  
2025 June 09 Open Session FINAL  
Rothesay Town Hall Common Room  
Tuesday, May 20, 2025 at 10 am



**PRESENT:** COUNCILLOR HELEN BOYLE  
DIANE O’CONNOR, CHAIRPERSON  
WILLA MAVIS, VICE CHAIRPERSON  
NANCY HASLETT  
DR. SHAWN JENNINGS  
JILL JENNINGS  
DIANNE TAYLOR  
ROBERT TAYLOR

**DRAFT**

AGE-FRIENDLY & COMMUNICATIONS COORDINATOR KIRSTIN DUFFLEY  
RECORDING SECRETARY ÉLIANE KNOX  
EMMA HAWKINS (SUMMER STUDENT)

**ABSENT:** MAYOR NANCY GRANT, *ex-officio member*  
DOAA HIGAZY  
ANGELA MORSE  
CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN  
RECREATION & COMMUNICATIONS COORDINATOR KERI FLOOD  
HIGH SCHOOL REPRESENTATIVE (Vacant)

Chairperson O’Connor called the meeting to order at 10:01 am.

**1. APPROVAL OF AGENDA**

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

**2. APPROVAL OF MINUTES**

**2.1 Meeting minutes of March 18, 2025**

**MOVED** by J. Jennings and seconded by D. Taylor the minutes of March 18, 2025, be adopted as circulated with the modification on page 4, section Saint John Newcomers Centre Programs, as follows: to remove “that will be starting back up in October”.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. DELEGATIONS**

N/A

**5. REPORTS AND PRESENTATIONS**

N/A

**6. UNFINISHED BUSINESS**

**6.1 Age-Friendly Community Recognition Status Maintenance**

K. Duffley announced we were fortunate to have our redesignation approved again—great news! We

actually celebrated it last Thursday at Rothesay Hive.

She informed that there has been one notable change with the redesignation process. Previously, we were required to submit the full report every three years. Now, the reporting cycle has shifted to every five years. That means the lengthy, comprehensive document we typically prepare will only be required every five years moving forward.

However, our action plan cycle remains on a three-year basis. So, every three years, we'll still need to develop and implement a new action plan. That part has not changed, even though it feels a bit mismatched with the new five-year reporting requirement. In practice, it probably means that when we submit our next five-year report, it will include:

- A summary of the completed three-year action plan,
- Our next three-year action plan, and
- Possibly a brief progress update on that new plan, since we had already be about two years into it by the time the report is due.

Counc. Boyle mentioned to the Committee that she spoke with Brenda during the presentation on Thursday and brought up the idea of simplifying the recertification process. She indicated how much time, and effort goes into preparing the current reports, and suggested that once an organization is certified, the process for re-certification every five years should be more streamlined. It shouldn't require starting from scratch each time. Brenda mentioned that they are actively working on this. She also noted that some organizations submit much shorter reports—around three pages—so it would be helpful to see examples of those to understand what is acceptable. She emphasized that we are spending a significant amount of time on these reports, which could instead be used for more meaningful, community-focused programming. It was a positive conversation, and she hopeful we will see some progress in this area.

Chairperson O'Connor said that she get the sense that our reports are very well received — they're detailed, thorough, and reflect the depth and breadth of the work we're doing. From my conversation with Brenda, it seems like we are seen as a bit of a model for other organizations, which is a great position to be in. A huge thanks to Kirstin and Keri for their work on the reporting — the level of detail included really showcases all that we do, and she believe that makes a strong impact. Brenda mentioned that some regions are submitting much shorter reports, and it sounds like there is an interest in moving toward something more concise — especially once certification is already in place. At that point, the focus could shift more toward brief updates rather than full reports, which would make the process less burdensome going forward. Brenda mentioned to Chairperson O'Connor that she had invited the new Minister responsible for Seniors, the Honourable Lyne Chantal Boudreau, to attend last week. Although the Minister wasn't able to make it, she did receive the invitation, which is a good first step.

## 6.2 2025 Age-Friendly Wellness Fair

K. Duffley reminded the Committee members that the Fair is just two weeks away!

K. Duffley informed that the posters for the Fair have been printed and distributed throughout the community. She thanked Emma Hawkins for taking the lead on getting them out there. She does have a few extra posters with her today for church bulletins or other gathering places that we may not have reached. If you know of a location that could use one, feel free to grab a poster at the end of this meeting.

She also has a digital version available, so if there are any email newsletters, community groups, or buildings where we can share it, just let her know and she will be happy to send it to them.

We are really excited about this year's Fair. We have 35+ information booths lined up, and we are bringing back some popular highlights from last year:

- Raffle draws for the *Adopt a Red Hawk* program
- Health checks provided by PharmaChoice and volunteer nurses
- Sobeys snack booth
- Oldies 96 radio station, who will be outside playing music and promoting the event on-air
- Rothesay High School students helping with setup and running the welcome booth
- Rothesay High School is once again generously providing the venue
- And of course, Winnie the therapy dog will be back again this year — so keep an eye out for her!

So, please spread the word — invite your friends, neighbors, and community contacts.

The event is being promoted through all our social media platforms — but as we know, word of mouth is still the most powerful tool, so if you know someone who would enjoy it, let them know.

No registration or payment is required — just show up!

Chairperson O'Connor informed the Committee that she put the PSA for the local radio stations on the weekend. She invited all the politicians, including Premier Holt.

The Fire Department, Kennebecasis Regional Police Force and Minister Alison Townsend confirm their attendance.

## 7. NEW BUSINESS

### 7.1 Age-Friendly Programming Update

#### **Rothesay Hive Programming**

- Current Offerings: Exercise Classes (6), 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 May: Rothesay HIVE's 6<sup>th</sup> Birthday Potluck.
  - New Program in May: Tai chi at Wells.
  - The Rothesay Hive June calendar will come out at the end of this week.
-

**Rothesay Hive Members**

**Rothesay Hive Facebook Group:** 1,235 members

**Rothesay Hive Members as of now in 2025:** 189 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.

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

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

**Saint John Newcomers Centre Programs**

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

Chairperson O'Connor provided update to the Committee regarding Future Engage events.

April Highlights:

- Jim Wilson's Talk: Jim Wilson give a wonderful general talk on a wide range of naturalist topics.
- Healthy Relationships Session: We also hosted a session on healthy relationships, which was thoughtful and engaging.
- Craft Session: Our craft session was a lot of fun—and full of laughter!
- "Travel Through My Eyes – Nigeria": This was an excellent session. Our presenter from the Newcomers Centre gave a thoughtful, well-prepared look into Nigerian culture, complete with visuals, clothing, and personal stories.

May Highlights:

- Frauds and Scams Presentation: The police presenter gave a fantastic talk updating us on the latest scams and how to stay safe.
- Carol Taylor – Courtroom Sketch Artist: Carol shared fascinating stories from her time as a courtroom sketch artist, based on her book Capturing Crime. She will be returning in the fall to

talk about her work as a fashion illustrator.

- Age-Friendly Recognition: Last week, we received our Age-Friendly Certificate, which was a lovely moment for everyone involved.
- Sleep Problems: Next week we will have HomeCare as a presenter.

#### Coming Up in June:

- June 5 – Speed Chat with Grade 5s from Touchstone Elementary: This will be our last session of this term with the students before they head off to middle school.
- Doug Valentine – Gardening Talk: Doug will be sharing his knowledge about gardening. On a related note, Doug has also formed a great partnership with Todd Ross from Rothesay High School. Together, they're starting a gardening project with Todd's students, who now have access to a greenhouse. It's a fantastic new initiative and a great example of intergenerational collaboration.
- June 19 – Birds of Southern New Brunswick: Another session with Jim Wilson.

#### Upcoming Intergenerational Movement Project with Todd Ross

D. Taylor explained to the Committee members her new initiative with Rothesay High School graduating students and physical activity for seniors. The students will be creating a soundtrack that they will move, dance, and are planning to do this session outdoors. It is designed to be intergenerational and experiential, offering them a chance to see seniors in a more dynamic light. The first session is scheduled for this Friday. This is part of Todd's Outdoor Pursuits class, which makes it a great fit for exploring movement in new, creative ways. She will report back to the Committee on how it goes.

Counc. Boyle suggested to D. Taylor to reach out to the Rothesay High School yoga class as it may be a good resource too.

N. Haslett said it is a great exposure for younger generation to know about the Rothesay Hive. She highlighted as an example that really stood out to her is the Rothesay High School's response to the recent announcement from Wayne Long. She was genuinely impressed by the students who came out for it. What struck her most was that the whole student spirit seemed to rally together. So many were dressed in Red Hawk gear, showing their support in a really respectful and unified way. The turnout was fantastic—it was a powerful reminder that community is not just about seniors, or adults—it's everyone. The students showed that they're a meaningful part of this wider community, and their presence made the event feel truly whole.

Chairperson O'Connor mentioned that there will be picnics throughout the summer and will have an ice cream day! Counc. Boyle indicated that she will take care of the ice cream.

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#### **Note:**

New Brunswick 55+ Games will be happening in June this year. They are looking for volunteers and also accepting registrations to participate.

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Greater Saint John 50+ Games are being held in June. R. Taylor mentioned that there will be around 170 participants.

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## 7.2 2025 – 2027 Age-Friendly Community Action Plan

### ➤ Rothesay Intergenerational Community Complex

K. Duffley said some of you may have been at the event on Saturday for the Rothesay Intergenerational Community Complex. It was an exciting moment, as they officially launched the community fundraising campaign for the project. So far, we have raised an impressive \$13 million toward the total project cost of \$39 million. We have also submitted a funding request to the government for an additional \$12 million. If that comes through, it will bring us to around \$25 million raised—getting us much closer to our goal. That would leave just about \$12–13 million still to raise. It's a big project with a big impact, and it's exciting to see the momentum building.

Counc. Boyle explained that she was sitting at information table during the event and she received many questions about how to donate. The one thing that really struck her, if we had a visible donation station or some kind of symbolic giving option. The fundraising barometer is helping. When people see that we have already raised a significant amount—like \$13 million—and that we are getting closer to our \$39 million goal, it gives a sense of momentum. It feels more achievable, and that encourages more people to contribute.

N. Haslett questioned if does this mean the project will not actually begin until all the funding is in place. K. Duffley replied that there are two different phases to the project. One is turning the old arena into the field house, and then the second is the building of the new arena. It depends on the funding. Counc. Boyle added that even though we have received some funding already from federal government - that funding is specifically allocated to Phase 1, the conversion of the old arena. However, the new arena must be built before we can relocate the ice, which means we cannot start Phase 1 until we have secured the funding needed to begin Phase 2. The new build must happen first to maintain uninterrupted access to ice facilities.

R. Taylor asked about the payment methods to donate. K. Duffley said that the best way is to donate online via our website, or the other option is to donate in-person at Town Hall by cheque, cash or debit. Any amounts are accepted, and tax receipts will be prepared at the end of the year. R. Taylor suggested monthly or yearly installments.

A discussion took place regarding maintaining an uninterrupted ice surface is critical for Rothesay. The town cannot afford to lose an ice season, as there is already limited space and high demand for ice time across the community. Rothesay's Recreation Master Plan confirms the need for an ice surface—not just for hockey, but for figure skating, public skates, and other community uses like leisure skating for kids, newcomers, and older adults. People often associate rinks only with hockey, but the arena also serves as a venue for events like the circus, Wellness Fairs, and graduations. With modern systems like at the Qplex or TD Station, events can be hosted on top of the ice without removing it, making the space versatile year-round. Ice time is in such high demand that groups like figure skaters struggle to keep their regular slots due to cost—and once time is given up, it is rarely regained. The rink is fully booked, with users from youth and adult hockey, women's leagues, and even shift workers' pickup games. Losing access,

even temporarily, would create a major backlog and harm a wide range of users.

In short, keeping continuous access to ice is essential—for both programming and community engagement—and closing the rink for a year is not a viable option.

K. Duffley encouraged the Committee members to take a look at the information available online and help spread the word by sharing it with others in the community.

A discussion took place regarding working to strengthen community connections and outreach—continuing to engage local representatives and ensuring they stay informed and involved. Also exploring ways to expand programming that appeals to a broader demographic, particularly men, while maintaining inclusive spaces for everyone.

There's recognition that men may already be well-served by existing community groups (like the KV Old Boys, KV Woodworkers, Rotary, Lions Club, and the Legion), but programs are starting to see more male participation, especially in activities like cards, board games, and fitness. This signals potential to build on that momentum.

The idea of a "Men's Shed"—a space where men come together to work on projects and build community—is being considered as a model worth exploring locally. These sheds are often project-based, casual, and social, offering both purpose and connection, especially for older men. Furthermore, there is also potential for intergenerational collaboration, like involving high school students who are building sheds in school programs.

While men may be underrepresented in some activities due to demographic realities (e.g., fewer older men in some neighborhoods), there is still opportunity to grow their involvement. More importantly, any efforts to expand programming must continue to balance the needs of both men and women and avoid displacing the programs that already serve women well.

#### ➤ Transportation – KV Transit Study

K. Duffley announced that Rothesay and Quispamsis have teamed up to do a KV transit study and are looking into starting a bus service that is just servicing Kennebecasis Valley. She pointed out that this is another piece to our action plan. This is exciting news for our community. A new local bus service for the Valley has been approved by both councils as a pilot study. The service will run on a 40-minute circuit with six stops in each community, potentially including key locations such as grocery stores, banks, and town halls. Exact stop locations are still being finalized.

A community survey will help shape the service. It will ask residents about:

- Are you a Rothesay/Quispamsis resident
- How they currently get around in the community
- Preferred days and times for service
- Suggested stop locations
- Perceived benefits of the service
- Willingness to pay a fare (the goal is a nominal fee, cheaper than a taxi)
- Additional comments and suggestions

The service will be free during the pilot phase, with a small fee introduced afterward, similar to public transit pricing.

The bus will link with the Comex service but is intended specifically for Valley residents.

There are still a few details to finalize:

- Accessibility: The pilot may use a smaller, non-accessible bus due to the terrain and scale. However, if the service becomes permanent, accessible buses will be considered.
- Start Date: The pilot is expected to begin in July.

This service has great potential to enhance mobility for seniors, reduce transportation barriers, and provide an affordable, reliable alternative to taxis.

Dr. Jennings asked if it will be wheelchair accessible. Counc. Boyle said they did not decide yet. They are trying to get at least one.

Vice Chairperson Mavis asked about the considerations are being made for seniors and residents living on long or hilly driveways, like Holiday Drive and French Village.

K. Duffley explained that it will be similar to the previous surveys and made available in paper copies at Town Hall and mailed copies upon request. When the survey is finalized, she will send it to the Committee members and Saint John Newcomers. It will be also share via our social media platforms.

K. Duffley said to stay tuned for the survey—your input will help shape how this service will be delivered.

#### ➤ Accessible Parking & Signage

K. Duffley reported that she spoke with Chief Administrative Officer Brett McLean regarding line painting, and when that work is completed, additional parking space will be added as part of the improvements. There was also discussion about the signage for Town Hall, with some feasibility concerns—particularly around maintaining pedestrian access and not blocking the sidewalk. Due to the grade of the area, the existing accessibility button cannot be relocated, but alternative signage options are being explored. Chairperson O'Connor raised the need for clear indication of where the button is located.

Vice Chairperson Mavis noted challenges related to electrical wires and broader issues around mobility and accessibility in the community. She emphasized the importance of seating, encouraging community conversations. Chairperson O'Connor acknowledged Touchstone's generosity in offering some of their parking spots for public use.

## **8. CORRESPONDENCE FOR ACTION**

## **9. CORRESPONDENCE FOR INFORMATION**

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

The next meeting is tentatively scheduled for Tuesday, June 17, 2025<sup>th</sup> at 10 am.

**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 11:16 am.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

## PARKS AND RECREATION COMMITTEE

### Meeting Minutes

Rothesay Town Hall Common Room  
Tuesday, May 20, 2025, at 6:30 p.m.



**PRESENT:** COUNCILLOR BILL McGUIRE  
COUNCILLOR HELEN BOYLE, CHAIRPERSON  
COLIN BOYNE, VICE-CHAIRPERSON  
DANIELLE BOURQUE  
DR. JEAN-FRANÇOIS LÉGARÉ  
DR. SHAWN JENNINGS  
NORA GALLAGHER  
SEAN MILLER

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

**ABSENT:** CAO BRETT MCLEAN  
PAULA MAGUIRE

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Chairperson Counc. Boyle called the meeting to order at 6:30 p.m.

#### 1. APPROVAL OF AGENDA

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

**CARRIED.**

#### 2. APPROVAL OF MINUTES:

##### 2.1 Meeting minutes of March 18, 2025

**MOVED** by Dr. J.F. Légaré and seconded by N. Gallagher meeting minutes of March 18, 2025, be approved as circulated.

**CARRIED.**

#### 3. DECLARATION OF CONFLICT OF INTEREST

#### 4. DELEGATIONS

#### 5. REPORTS & PRESENTATIONS

##### 5.1 Rothesay Intergenerational Community Complex Update

K. Flood gave a verbal update regarding the Rothesay Intergenerational Community Complex. She reported that Rothesay hosted a Kickoff BBQ for the fundraising of the project on Saturday, May 17th, which was very successful. Over 300 people attended the event. Tim Horton's provided treats and coffee. Rothesay High School students joined to get people's attention at the roadway. The Community Fundraising Campaign has officially kicked off and now accepting general donations and dedications. Currently the project is 35% funded. Tax receipts will be provided at the end of the year for donations received. Information is available on Rothesay's website.

#### 6. UNFINISHED BUSINESS

#### 7. CORRESPONDENCE FOR ACTION

#### 8. NEW BUSINESS

##### 8.1 Parks and Recreation Update

20 May 2025 Report from Staff



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

- **Rothesay Arena:** Last day for ice was on April 30th, which is a little earlier than typically. The surface is now busy with lacrosse and ball hockey. Girls Softball is also using the surface as the weather is not cooperating for them to be outside yet. The Football team will host an event there as well.
- **Pickleball Courts:** Courts opened the second week of May. Perhaps the first in the region to open for the season. Typically, around the first of May, however, depends on weather. Counc. Boyle inquired about how busy the Arthur Miller Pickleball courts are and ways to mitigate, such as a time clock. DPR noted that court spaces are not booked through the Town, it is up to the users to be respectful and fair and share the space with others. A sign could be installed if needed to remind users to be courteous. K. Duffley noted that pickleball users have a self-regulatory method to request the next game and keep order by placing their paddles on the fence. She also noted that with the installment of the Pickleball courts in Wells, that would in theory reduce the demand on the Arthur Miller courts. Should it become an issue, meditation methods will be considered.
- **Summer Student Employment:** 8 summer students started on May 5th. Two seasonals started on May 12th. A few of the summer students are returners.
- **Wells Softball Field Lighting Project:** Project started May 20th and will take approximately 8 to 10 weeks to complete.
- **Wells Parking Lot Lighting Project:** Work will start the week of May 26th and will take approximately 2 weeks to complete.
- **Wells Pickleball Courts:** Project was approved at the May 12th Council Meeting. The project will be completed by the end of August. Work will begin in July as warm weather is needed to conduct the work. Counc. McGuire recommended that the layout of the courts be done in such a way that the sun has minimal impact on the games. DPR noted that he does not expect there be much backlash from the tennis community in changing the tennis courts to pickleball courts at Wells as they are not typically used heavily. In Rothesay's Recreation Master Plan, it is noted that there is a need for more pickleball courts.
- **Arthur Miller Upper Field Replacement Project:** Project is expected to start the first week of June and will take approximately 8 to 10 weeks to complete. Counc. McGuire asked about lighting for the Arthur Miller Fields and the impact on neighbours. DPR Jensen reported that the Director of Planning will be polling the neighbours on their thoughts of lighting for the field. Lighting the field is not part of the current project scope. DPR Jensen shared that lighting should only be added if all day-time field use is booked and there is proven need for additional field time (e.g., waitlists) that can only be provided by increasing the amount of time available. For example, the KV Girls Softball required more field time to meet the need of the growing sport, therefore, lights are being installed with partial financial contributions from KV Softball. The conduit and pipe is already in the ground for lighting at Arthur Miller Fields should the need arise to add lighting, however, it would need to be demonstrated. Results from the polling will also be considered.

K. Flood gave a verbal update regarding Recreation Programing.

- **Earth Day Community Clean Up:** We invited schools, businesses, community groups, and residents in Rothesay to join the race to make the world a better place! Rothesay is hosted a community clean-up from Saturday, April 19th to Tuesday, April 22nd. Gloves and garbage bags were available for community members to use to clean up litter in our parks, trails, and green spaces. We partnered with JTR Services to have a dumpster at the



Rothesay Arena Parking lot to drop off collected garbage. These are the groups who participated:

- KPark Elementary School
- Touchstone Academy
- Rothesay Park Middle School
- Harry Miller Middle School
- Rothesay High School
- 1st Gondola Point Scouting Group
- KV Walkers
- Rothesay Staff & Council
- **Recreation Summer Students:** We have hired 7 lifeguards and 11 playground counselors who will work at our 3 playground programs and 2 beaches this summer. Staff will start training week on Monday, June 16th, 2025.
- **Scribner Park Community Garden:** All 48 of our plots at Scribner Park Community Garden have been rented for the 2025 gardening season. There is currently a waitlist for plots. Next year will consider limiting the plots to one per person as possible.
- **Playground Programs:** Rothesay Playground Programs are for kids ages 5-12 are back this summer. This is a dropin/punch pass program that operates at 3 different locations: KPark Elementary School, Rothesay Park Middle School and Wells Recreation Park in the new community centre beginning on Monday, June 23rd running until Friday, August 22nd, 2025. For more information visit: <https://www.rothesay.ca/recreation/seasonal-programs/playgroundprograms/>
- **Rothesay Beaches:** Located on the shores of the beautiful Kennebecasis River, Rothesay has two supervised beaches that are open to the public during the summer months. **K-Park and Renforth Beaches will open for the 2025 season on Monday, June 23rd, 2025.** Beaches will close for the season on Friday, August 22, 2025.
- **Canada Day Celebrations:** Plans for Canada Day celebrations in Rothesay are well underway. Our event will take place on Tuesday, July 1st from 12-3pm on the Rothesay Common. We will have giant inflatables, face painting, balloon animals, popcorn, cotton candy, a BBQ, music and more!

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

- **Rothesay Hive:** The Rothesay Hive is offering a wide variety of programs throughout the month of May and is celebrating its 6th year of operation on May 23, and added Tai Chi at Wells Recreation Park, for more information including the calendar, newsletter, and more visit: <https://www.rothesay.ca/recreation/rothesay-hive/>.
  - Rothesay Hive Facebook Group: 1,228 members
  - Rothesay Hive Registered Members
  - Past: 2022: 124 Members, 2023: 162 Members, 2024: 205 Members
  - Current: 2025: 188 Members (as of May)
- **Rothesay Hive Garden Club:** The Rothesay Hive Garden Club has begun gardening for their 4th year now at the Scribner Community Garden. This year we have 8 garden club members, and they will be growing carrots, beans, and tomatoes and donating the produce to the KV Food Basket.
- **Rothesay Age-Friendly Wellness Fair:** Make your health & wellness your top priority at the second annual Rothesay Wellness Fair! Take steps towards a better lifestyle today!  
When: Monday, June 2, 2025, from 6:00PM-8:00PM

# ROTHESAY

Parks and Recreation Committee

2025June09OpenSessionFINAL\_073

Minutes

-4-

20 May 2025

Where: Rothesay High School Gym, 61 Hampton Road, Rothesay NB  
Health Check (Glucose Screening Test & Blood Pressure Test)

PARKS & RECREATION COMMITTEE – TOWN OF ROTHESAY 3

Raffle Draws (In Support of RHS' Adopt a Redhawk Program)

Giveaways

Snacks

35+ Info Booths

Bring a donation of a non-perishable food item for the Kennebecasis Valley Food Basket!

For more information, please visit: <https://www.rothesay.ca/wellness-fair/>

## 9. CORRESPONDENCE FOR INFORMATION

## 10. DATE OF NEXT MEETING

Tuesday, June 17, 2025, at 6:30pm

## 11. ADJOURNMENT

**MOVED** by C. Boyne and seconded by Dr. J.F. Légaré the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:51 p.m.

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CHAIRPERSON

*Councillor Helen Boyle*

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RECORDING SECRETARY

*Kirstin Duffley*





# Parks & Recreation Committee

## May Update for Committee

May 20, 2025

<b>Rothesay Arena</b>	Last day of ice was April 30th.
<b>Pickleball Courts</b>	Courts opened second week of April.
<b>Parks Summer students/casuals</b>	8 summer students started on May 5 <sup>th</sup> . 2 seasonals started May 12 <sup>th</sup> .
<b>Wells Ball Field Lighting</b>	Project will start the week of May 26 <sup>th</sup> . (8-10 weeks to complete)
<b>Wells Parking Lot Lighting Project</b>	Project will start the week of May 26 <sup>th</sup> . (2 weeks to complete)
<b>Wells Pickleball Courts</b>	Project was approved at the May 12 <sup>th</sup> council meeting. Will be completed by end of August.
<b>Arthur Miller Upper Field Replacement Project</b>	Project to start week of June 2. (8-10 weeks to complete)
<b>Earth Day Community Clean Up</b>	<p>We invited schools, businesses, community groups, and residents in Rothesay to join the race to make the world a better place! Rothesay is hosted a community clean-up from Saturday, April 19th to Tuesday, April 22nd. Gloves and garbage bags were available for community members to use to clean up litter in our parks, trails, and green spaces. We partnered with JTR Services to have a dumpster at the Rothesay Arena Parking lot to drop off collected garbage.</p> <p>These are the groups who participated:</p> <ul style="list-style-type: none"> <li>• KPark Elementary School</li> <li>• Touchstone Academy</li> <li>• Rothesay Park Middle School</li> <li>• Harry Miller Middle School</li> <li>• Rothesay High School</li> <li>• 1st Gondola Point Scouting Group</li> <li>• KV Walkers</li> <li>• Rothesay Staff &amp; Council</li> </ul>

<b>Summer Students</b>	We have hired 7 lifeguards and 11 playground counselors who will work at our 3 playground programs and 2 beaches this summer. Staff will start training week on Monday, June 16 <sup>th</sup> , 2025.
<b>Scribner Park Community Garden</b>	All 48 of our plots at Scribner Park Community Garden have been rented for the 2025 gardening season.
<b>Playground Programs</b>	Rothesay Playground Programs are for kids ages 5-12 are back this summer. This is a drop-in/punch pass program that operates at 3 different locations: KPark Elementary School, Rothesay Park Middle School and Wells Recreation Park in the new community centre beginning on Monday, June 23rd running until Friday, August 22nd, 2025. For more information visit: <a href="https://www.rothesay.ca/recreation/seasonal-programs/playground-programs/">https://www.rothesay.ca/recreation/seasonal-programs/playground-programs/</a>
<b>Rothesay Beaches</b>	Located on the shores of the beautiful Kennebecasis River, Rothesay has two supervised beaches that are open to the public during the summer months. <b>K-Park and Renforth Beaches will open for the 2025 season on Monday, June 23rd, 2025.</b> Beaches will close for the season on Friday, August 22, 2025.
<b>Canada Day Celebrations</b>	Plans for Canada Day celebrations in Rothesay are well underway. Our event will take place on Tuesday, July 1 <sup>st</sup> from 12-3pm on the Rothesay Common. We will have giant inflatables, face painting, balloon animals, popcorn, cotton candy, a BBQ, music and more!
<b>Rothesay Hive</b>	<p>The Rothesay Hive is offering a wide variety of programs throughout the month of May and is celebrating its 6<sup>th</sup> year of operation on May 23, and added Tai Chi at Wells Recreation Park, for more information including the calendar, newsletter, and more visit: <a href="https://www.rothesay.ca/recreation/rothesay-hive/">https://www.rothesay.ca/recreation/rothesay-hive/</a>.</p> <p><b>Rothesay Hive Facebook Group:</b> 1,228 members</p> <p><b>Rothesay Hive Registered Members</b></p> <ul style="list-style-type: none"> <li>• <b>Past: 2022:</b> 124 Members, <b>2023:</b> 162 Members, <b>2024:</b> 205 Members</li> <li>• <b>Current: 2025:</b> 188 Members (as of May)</li> </ul>
<b>Rothesay Hive Garden Club</b>	The Rothesay Hive Garden Club has begun gardening for their 4 <sup>th</sup> year now at the Scribner Community Garden. This year we have 8 garden club members, and they will be growing carrots, beans, and tomatoes and donating the produce to the KV Food Basket.
<b>Rothesay Age-Friendly Wellness Fair</b>	<p>Make your health &amp; wellness your top priority at the second annual Rothesay Wellness Fair! Take steps towards a better lifestyle today!</p> <p>When: Monday, June 2, 2025, from 6:00PM-8:00PM</p> <p>Where: Rothesay High School Gym, 61 Hampton Road, Rothesay NB</p> <ul style="list-style-type: none"> <li>• Health Check (Glucose Screening Test &amp; Blood Pressure Test)</li> </ul>



- Raffle Draws (In Support of RHS' Adopt a Redhawk Program)
- Giveaways
- Snacks
- 35+ Info Booths

Bring a donation of a non-perishable food item for the Kennebecasis Valley Food Basket!

For more information, please visit: <https://www.rothesay.ca/wellness-fair/>

#### Other

Subscribe to our e-newsletter for Rothsay news, events, and more directly to your inbox by following this link and providing your information: <https://mailchi.mp/rothesay/r-insider>



# ROTHESAY

WORKS AND UTILITIES COMMITTEE MEETING

**Rothesay Town Hall Common Room**

Wednesday, May 21<sup>st</sup>, 2025

**5:30 p.m.**



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

**DRAFT**

CHIEF ADMINISTRATIVE OFFICER BRETT MCLEAN  
DIRECTOR OF OPERATIONS TIM COLWELL  
ADMINISTRATIVE ASSISTANT DEBBIE KEYES

**ABSENT:** CYNTHIA VANBUSKIRK

Chairperson Alexander called the meeting to order at 5:32 p.m.

## **1. APPROVAL OF AGENDA**

**MOVED** by S. Carter and seconded by S. Rosenberg the agenda be approved as circulated.

**CARRIED.**

## **2. APPROVAL OF MINUTES**

2.1 Regular Works and Utilities Committee meeting of April 23<sup>rd</sup>, 2025.

**MOVED** by Councillor Brown and seconded by S. Rosenberg the minutes of April 23<sup>rd</sup>, 2025 be adopted as circulated.

**CARRIED.**

## **3. DECLARATION OF CONFLICT OF INTEREST**

N/A

## **4. DELEGATIONS**

## **5. REPORTS & PRESENTATIONS**

N/A

## **6. UNFINISHED BUSINESS**

### **6.1 Solid Waste Tonnage Report**

Councillor Brown asked about the process for handling items left behind during spring cleanup. CAO McLean explained that staff first contact the homeowners, using a list provided by Fero. If the items are not collected within a couple of weeks, staff will then remove and dispose of the items.



**6.2 Speed Radar Signs Report****RECEIVED FOR INFORMATION****6.3 Council Priorities 2021-2026****RECEIVED FOR INFORMATION****7. CORRESPONDENCE FOR ACTION****7.1 17 April 2025**

Letter from resident RE: Request for speed bumps on Cameron Road

CAO McLean noted that as part of the development on Cameron Road, the developer is required to construct sidewalks. CAO McLean added that this presents an ideal opportunity for the town to extend the sidewalk further, especially since there is a recreational amenity, including a small beach, at the end of Cameron Road. CAO McLean indicated that a sidewalk extension on Cameron Road will be considered in next year's capital program.

**MOVED** by Councillor Brown and seconded by S. Carter to recommend to Council to send a letter to the resident that a sidewalk is planned as part of the new development on Cameron Road, and the Town will consider looking at extending the sidewalk to the end of Cameron Road.

**CARRIED.****7.2 06 May 2025**

Email from resident RE: Request for crosswalk on Rothesay Road

CAO McLean stated that the Town will investigate the options of putting a crosswalk on Rothesay Road in the future and it would have to be considered during the 2026 budget. This also has to be approved by the Department of Transportation.

**MOVED** by Councillor Brown and seconded by S. Richards to recommend to Council to send a letter to the resident that the Town will investigate the options of putting a crosswalk on Rothesay Road in the future. It will be considered during the 2026 budget.

**CARRIED.****7.3 07 May 2025**

Email from resident RE: Bike Lanes concerns

DO Colwell stated he had a conversation with the resident explaining installing the bike lane protectors would be a significant challenge, and the vehicles frequently drive over them and continue to use the bike lanes. The Town will look at repainting the bike lanes to be more visible to the drivers.

**MOVED** by S. Rosenberg and seconded by S. Carter to recommend to Council to send a letter to the resident thanking him for his letter and his concerns and that the Town has been improving its active transportation infrastructure in the last several years and will continue to do so in the future.

**CARRIED.****7.4 08 May 2025**

Email from resident RE: Request to fix pavement edge/change to one way street on Milne Street

CAO McLean explained that the Town is addressing the drainage issues in the area to make improvements, and is also considering traffic changes to enhance safety for residents when accessing Vincent Rd.

**MOVED** by Councillor Brown and seconded by S. Carter recommend to Council to send a letter to the resident informing them that the Town is addressing the drainage issues in the area to make improvements, and is also considering traffic changes to enhance safety for residents when accessing Vincent Rd.

**CARRIED.**

## **8. NEW BUSINESS**

N/A

## **9. CORRESPONDENCE FOR INFORMATION**

### **9.1 Update – Golf Club Court – Children Playing Signage**

CAO McLean stated he received a phone call from an Ombudsman Club officer who received a complaint from a Rothesay resident, that the Town would not install “Children Playing” signage on Golf Club Court.

CAO McLean explained to the officer that the policy states “the Town only installs children playing signs at Town owned recreation facilities such as playgrounds”, which appeared to meet the officer's approval. The officer stated the file would be closed.

**MOVED** by Councillor Brown and seconded by S. Richards recommend to Council to receive and file.

### **9.2 Update – 2025 Asphalt Resurfacing Project**

DM Alexander stated this project was approved at the May 12<sup>th</sup>, 2025 Council meeting. Work to be begin within the next couple of weeks.

DM Alexander asked for an update on the Rothesay “Welcome Signs”. CAO McLean responded that the latest communication with DTI indicated that DTI were working with district staff to continue searching for suitable locations. CAO McLean added that he will follow up with DTI before next month’s meeting.

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

Wednesday, June 18<sup>th</sup>, 2025.

## **11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 6:20 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2025 June 09 Open Session FINAL\_080

# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 21<sup>st</sup>, 2025  
RE : Request for speed bumps on Cameron Road

---

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 21<sup>st</sup>, 2025:

**MOVED** by Councillor Brown and seconded by S. Carter to recommend to Council to send a letter to the resident that a sidewalk is planned as part of the new development on Cameron Road, and the Town will consider extending the sidewalk to the end of Cameron Road.

**CARRIED.**



2025 June 09 Open Session FINAL\_081

# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 21<sup>st</sup>, 2025  
RE : Request for crosswalk on Rothesay Road

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 21<sup>st</sup>, 2025:

**MOVED** by Councillor Brown and seconded by S. Richards to recommend to Council to send a letter to the resident that the Town will investigate the options of putting a crosswalk on Rothesay Road in the future. It will be considered during the 2026 budget.

**CARRIED.**





2025 June 09 Open Session FINAL\_082

# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 21<sup>st</sup>, 2025  
RE : Bike Lanes Concern

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 21<sup>st</sup>, 2025:

**MOVED** by S. Rosenberg and seconded by S. Carter to recommend to Council to send a letter to the resident thanking him for his letter and his concerns and that the Town has been improving its active transportation infrastructure in the last several years and will continue to do so in the future.

**CARRIED.**



2025 June 09 Open Session FINAL\_083

# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 21<sup>st</sup>, 2025  
RE : Request to fix pavement edge/change to one way street on Milne Street

---

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 21<sup>st</sup>, 2025:

**MOVED** by Councillor Brown and seconded by S. Carter recommend to Council to send a letter to the resident informing them that the Town is addressing the drainage issues in the area to make improvements, and is also considering traffic changes to enhance safety for residents when accessing Vincent Rd.

**CARRIED.**



# ROTHESAY

2025 June 09 Open Session FINAL\_084

## PLANNING ADVISORY COMMITTEE MEETING Rothesay Town Hall Common Room Monday, June 2, 2025 at 5:30 p.m.



**DRAFT**

**PRESENT:** COUNCILLOR DON SHEA (*left at 6:40 p.m.*)  
TYLER DAVIS  
RALPH FORTE  
MATTHEW GRAHAM, VICE-CHAIRPERSON  
RHEAL GUIMOND, CHAIRPERSON  
JON LEHEUP

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN (*left at 6:22 p.m.*)  
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE  
TOWN CLERK MARY JANE BANKS  
ASSISTANT CLERK LIZ HAZLETT

**ABSENT:** COUNCILLOR TIFFANY MACKAY FRENCH  
KELLY ADAMS

The meeting was called to order at 5:30 p.m.

### 1. APPROVAL OF THE AGENDA

**MOVED** by Counc. Shea and seconded by M. Graham the agenda be approved as circulated.

**CARRIED.**

### 2. ADOPTION OF MINUTES

#### 2.1 Regular Meeting of May 5, 2025

**MOVED** by M. Graham and seconded by R. Forte the Planning Advisory Committee meeting minutes of May 5, 2025 be adopted as circulated.

**CARRIED.**

### 3. DECLARATION OF CONFLICT OF INTEREST

Counc. Shea declared a conflict of interest for Item 5.4 Millennium Drive/Campbell Drive.

### 4. NEW BUSINESS

#### 4.1 26 Scovil Road

**Scott & Elizabeth Gillis**

OWNER:

Scott & Elizabeth Gillis

PID:

30359459 & portion of 00239103

PROPOSAL:

Rezoning – Single Family Residential Small Lot Zone [R1E]

The property owners Scott and Elizabeth Gillis were in attendance. DPDS Reade explained that the request is to rezone a portion of the site to R1E from R1B and subdivide the rezoned portion to create a new building lot for a single detached dwelling. Staff do not support this proposal as it does not conform with the Municipal Plan and requires significant variances for both lots – lot depth (both lots), front and rear yard (new dwelling), and rear yard (existing dwelling). Polling was conducted and responses were included with the report. The Committee can recommend Council schedule a public hearing to consider the rezoning.

Discussion ensued on:

*The Parcels* – currently, the two parcels – 26 Scovil Road, and the subdivided parcel from 2720 Rothesay Road – have separate Parcel Identifier Numbers (PIDs) but are under one Property Account Number (PAN). They have not been physically consolidated but there has been some form of consolidation for property assessment purposes.

*The Variances* – T. Davis mentioned that the new lot would meet the 700 sq. m. size requirement for the R1E Zone. He offered that the variances would most impact the owners of 26 Scovil Road (the applicants), and the new lot, who are/would be aware of the limitations of their properties. DPDS Reade advised that while the new lot would meet the R1E size requirement, it would require a significant reduction in the minimum lot depth from 30 metres to roughly 19 metres, as well as variances for the front and rear yard. Staff do not believe the proposal is reasonable in terms of neighbourhood context. CAO McLean agreed, noting the proposal would create an R1E (700 sq. m.) lot – which necessitates significant variances – in an R1B Zone where the majority of properties are 1350 sq. m. He added it may not be a problem for the current owners, but it could create issues in the future if the properties are sold. He advised the dwelling on the new lot would be so close to the road that snowplows could push snow right up to the front steps.

CAO McLean cautioned that it may not be practical to recommend Council schedule a public hearing if the Committee does not support the rezoning.

*The Subdivision Plan* - it was clarified that a Subdivision Plan was approved to create a parcel of land – subdivided from 2720 Rothesay Road – to consolidate with 26 Scovil Road, for the purposes of creating a bigger lot. A notation was included in the Subdivision Plan to specify that this parcel would not be created as a separate building lot.

Mr. Gillis spoke of when he purchased the parcel in July 2024, more specifically, the lack of notification regarding the Subdivision Plan caveat, and confusion regarding communication with former Town Manager/Director of Development John Jarvie. He spoke of a meeting with Mr. Jarvie where it was suggested they withdraw their subdivision application as it does not conform, which was followed up with a formal letter in November. Another letter received in December indicated the possibility of consolidating the two parcels with the intent of subdividing the new lot into two independent lots.

CAO McLean explained that Mr. Jarvie's efforts were to convey the Town's current position – that should the applicants wish to pursue their intent to create two separate lots, an application can be made proposing that the two parcels be consolidated, then subdivided, and the new lot rezoned to R1E – subject to the approval of required variances. He clarified that individuals can submit applications to the Committee but that does not translate to staff support of the project.

Mr. Gillis requested the Committee recommend Council schedule a public hearing so Council can be informed. He mentioned that his calculations do not match the variances in the polling letter as it was not considered that 26 Scovil Road is an existing undersized lot (Section 2.6 of Zoning By-law 2-10). In this case, the proposed lot line amendment would require a 2 metre reduction in lot depth from 28.7m (parent parcel) thus requiring a variance of 11% not 40%. He added that DPDS Reade has also referenced Section 2.6 in discussions.

Mr. Gillis continued by listing nearby properties on Gibbon Road (#200, 210, 140, 150), Brock Court, Grove Avenue (#4), and Summer Haven that received approvals for other significant variances ranging from 38%-100%. He indicated that further details of these examples, and other small lots in the area (23 Scovil Road, and several on Renshaw Road), would be provided during the public hearing.

Mrs. Gillis mentioned that there are no immediate plans to build. The project could possibly occur 10 years in the future. She explained that the proposal began as a means to provide housing for their son if he returns to New Brunswick, from Maine, to practice medicine. They would construct a dwelling on the new lot to live in and allow their son and his family to move into the dwelling at 26 Scovil Road. The intent is not to sell the lot, despite demand for such properties.

There was a brief discussion about the right-of-way between 26 Scovil Road and 2720 Rothesay Road. Mr. Gillis, and Mr. Michael Blackier (2720 Rothesay Road), described their recollections of a legal dispute regarding the right-of-way. It was suggested this is not relevant to the matter at hand.

R. Forte inquired about amending the boundary line, the parcel from the Blackier property, time limits for construction, and potential issues related to the Municipal Plan and Community Planning Act. DPDS Reade responded with the following: staff do not believe a reasonable lot would be created even if the boundary line is amended further; Section 2.6 refers to properties that existed when the by-law came into effect; the land from the Blackier property is a parcel, it is not considered a building lot like 26 Scovil Road; Council can impose conditions regarding the timeframe of the project, if desired; and potentially there could be issues if actions are taken that do not comply with the Municipal Plan.

Mr. Gillis reiterated that there was no consultation before the caveat/Subdivision Plan was approved. Furthermore, the use is permitted. DPDS Reade acknowledged that the use is permitted in the by-law but advised that Policy LDR-3 discusses use of standards that are appropriate for the neighbourhood by requiring appropriate setbacks, massing, height, and limits to the permissible uses in specific zones. Furthermore, he added it is quite common to place such caveats on parcels of this size. Mr. Gillis mentioned that in his career in real estate there is usually better communication provided. CAO McLean noted the proposal requires a rezoning which does not fit into the context of the neighbourhood and also requires significant variances. He added it is not clear why a rezoning application process should occur when there are no imminent plans. Mrs. Gillis mentioned that they received an offer for their house but declined as the potential buyer had plans to construct a large garage for cars, boats, and a workshop which would not be fair to the neighbourhood.

**MOVED** by T. Davis and seconded by J. LeHeup the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider the rezoning of a portion of 26 Scovil Road (PID 30359459 and a portion of PID 00239103) from Single Family Residential – Standard [R1B] to Single Family Residential – Small Lot Zone [R1E].

**ON THE QUESTION:**

R. Forte stated he does not believe the proposal has merit as it violates the Municipal Plan. In turn, this could lead to implications for the Town for violation of the Community Planning Act. DPDS Reade confirmed this is a potential risk. R. Forte described the action of subdividing a lot into two non-conforming lots as poor practice, especially with significant variances required. He raised concerns of precedent, noting he does not think the Committee should refer items without merit to Council. He stated his support for public hearings but feels this may be a waste of Council's time.

**YEA votes recorded from:** T. Davis and M. Graham

**NAY votes recorded from:** Counc. Shea, R. Forte, J. LeHeup, and R. Guimond

**DEFEATED.**

The applicants left the meeting.

<b>4.2</b>	<b>1 Gondola Point Road</b>	<b>OGP Events (Jane Gershon)</b>
	<b>OWNER:</b>	Rothsay Heritage Centre Ltd.
	<b>PID:</b>	30352561
	<b>PROPOSAL:</b>	Conditional Use – Community Hall

Jane Gershon was in attendance on behalf of OGP Events. DPDS Reade summarized the request – to permit a conditional use for a portion of the ground floor space as a community hall. The hall would be used for short-term rentals, meetings, and community events. A floor plan layout was shown, as well as an aerial photograph of the parking lot with 24 spaces. As a conditional use application polling was not conducted. Staff recommend approval of the application. No changes to the building are proposed, but if they are needed the applicant can submit an application to the Heritage Preservation Review Board. He concluded by noting the main issue is parking but there are sufficient spaces to accommodate the demand.

CAO McLean left the meeting.

J. LeHeup asked if he should declare a conflict of interest as he lives on the street. Town Clerk Banks advised the onus is on Committee members as to whether or not a conflict exists. J. LeHeup decided not to declare a conflict.

When asked, the applicant confirmed the property has been operating in a non-conforming manner. M. Graham indicated it is a good venue for use. He asked if there are penalties or fines if the applicant has been operating for a while. DPDS Reade advised the application is intended to bring the property into compliance. It was noted an application to the Heritage Preservation Review Board will be the next step.

**MOVED** by Counc. Shea and seconded by R. Forte the Planning Advisory Committee hereby considers the applicant's proposal for short-term venue and office rentals as a similar or compatible use to a Community Hall within the Special Area zone at 1 Gondola Point Road (PID 30352561).

**CARRIED.**



**MOVED** by Counc. Shea and seconded by T. Davis the Planning Advisory Committee hereby approves the Conditional Use application for a Community Hall at 1 Gondola Point Road (PID 30352561) subject to the following terms and conditions.

- a. That a minimum of 24 parking spaces be maintained on the site in general accordance with the layout submitted by the applicant.

**ON THE QUESTION:**

In response to an inquiry, it was noted the parking spaces are standard size.

**CARRIED.**

The applicant left the meeting.

**5. OLD BUSINESS**

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**TABLED ITEMS**

**5.1 4 Grove Avenue (PID 00258376) – Setback Variance**

*No action at this time*

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**5.2 71 Marr Road**

OWNER:

PID:

PROPOSAL:

**Tangled Roots Holdings Ltd.**

Tangled Roots Holdings Ltd.

30166797

Conditional Use – self storage locker business

**MOVED** by M. Graham and seconded by R. Forte Rothesay Planning Advisory Committee hereby removes from the table the application for Conditional Use for a self-storage locker business at 71 Marr Road (PID 30166797).

**CARRIED.**

J. Darren Bishop was in attendance on behalf of Tangled Roots Holdings Ltd. DPDS Reade advised the request is for a conditional use to permit a self-storage business. The item was tabled at the December 2024 meeting pending further information. The information has been provided, and staff and the applicant are working through the details with respect to the stormwater management plan (use of an existing town-owned stormwater pond). He added there are no issues with parking, polling was conducted (variance required for rear and flankage yard setbacks), three conditional uses without prior approvals need to be approved, and a deed (indicating a right-of-way for Homestead Road) was provided and the applicant indicated a willingness to maintain the road. The recommendations are to approve the application, grant the variances, and approve the three existing conditional uses. There was a brief discussion about the stormwater management plan. DPDS Reade advised the plan must be approved by the Director of Operations prior to receiving a building permit.

**MOVED** by M. Graham and seconded by T. Davis the Rothesay Planning Advisory Committee approves the application for Conditional Use for a self-storage locker business at 71 Marr Road PID 30166797 subject to the following conditions:

- a. That the proponent submit a stormwater management plan/report satisfactory to the Director of Operations prior to issuance of a building/development permit for the proposed development.
- b. That the proponent be responsible for the maintenance of Homestead Road.

**CARRIED.**

**MOVED** by M. Graham and seconded by T. Davis Rothesay Planning Advisory Committee grants variances from Rothesay By-law No. 2-10 allowing for a reduced flankage yard and rear-yard setback from 10 meters to approximately 6.6 meters for the rear yard and 7 meters for the flankage yard.

**CARRIED.**

**MOVED** by M. Graham and seconded by T. Davis Rothesay Planning Advisory Committee approves the Conditional Uses for an ambulance station (Medavie NB), tutoring business/office (Connections 2 Learning), and counselling office (Fundy Coast Counselling) at 63-71 Marr Road (PID 30166797)

**CARRIED.**

The applicant left the meeting.

<b>5.3</b>	<b>7, 9, 11 Cameron Road</b>	<b>Don-More Surveys &amp; Engineering Ltd.</b>
	OWNER:	LTS Investments Inc.
	PID:	00064402, 00064337, 00246868, 30019590
	PROPOSAL:	Rezoning to Two Family Residential [R2]

The applicants were not in attendance. DPDS Reade summarized the proposal, which is to rezone four parcels of land to Two Family Residential [R2] for the construction of 4 x 2-unit dwellings. He mentioned there is another separate application that will return to the Committee regarding rezoning adjacent land to Attached Unit Residential [R3]. Council has scheduled a public hearing for June 16<sup>th</sup> and notified the public of such. A draft by-law has been provided, and a recommendation is required from the Committee. In response to an inquiry, it was noted the two applications are separate and the number of units in the second application is not relevant to the application currently under discussion. Some differences are that the four lots are currently serviced and have road frontage – they do not require a gated private access road included in the other application.

**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 00064402, 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.**



Counc. Shea declared a conflict of interest and left the meeting.

#### 5.4 Millennium Drive/Campbell Drive

OWNER:

**zzap Consulting Inc.**

Scott Brothers Ltd.

Sandra Jean Shea

PID:

30227086, 00173443

PROPOSAL:

Development Agreement

Greg Zwicker was in attendance on behalf of zzap Consulting Inc., and Ali Kamkar on behalf of Landmark 661 Ltd.

DPDS Reade briefly reviewed the proposal. It was noted that the traffic study has been completed since the last meeting and improvements are required, such as:

- Phase 1 - construction of a left turn lane with a storage length of 40 metres on Millennium Drive
- Phase 3 – installation of a traffic signal at Site Access A Millennium Drive intersection
- Site Access B at Millennium Drive – Phase 3 – construction of a left hand turn lane with a storage length of 25 metres on Millennium Drive

DPDS Reade advised polling will be conducted, with notices to be sent to landowners within an 100 metre radius – from the property boundary lines. The recommendation is to recommend that Council schedule a public hearing.

**MOVED** by M. Graham and seconded by T. Davis the Planning Advisory Committee recommend that Council schedule a public meeting to allow the community to become familiar with the proposal and provide comment regarding the development and proposed draft development agreement.

**CARRIED.**

#### 6. CORRESPONDENCE FOR INFORMATION

N/A

#### 7. DATE OF NEXT MEETING(S)

The Committee discussed rescheduling the next meeting as DPDS Reade will be away. July 15<sup>th</sup>, 17<sup>th</sup>, and 21<sup>st</sup> were proposed as options.

**MOVED** by T. Davis and seconded by R. Forte the next Planning Advisory Committee meeting be rescheduled from July 7<sup>th</sup> to July 15<sup>th</sup> at 5:30 p.m.

**CARRIED.**

The next meeting will be held on **Monday, July 15, 2025 at 5:30 p.m.**

#### 8. ADJOURNMENT

**MOVED** by T. Davis and seconded by M. Graham the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:47 p.m.

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CHAIRPERSON

---

RECORDING SECRETARY



70 Hampton Road  
Rothesay, NB E2E 5L5

**TO:** Mayor and Council

**FROM:** Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services

**DATE:** Thursday, June 5, 2025

**SUBJECT:** **Rezoning Application - 26 Scovil Road**

---

### **Recommendation**

That Rothesay Council schedule a public hearing for July 28, 2025, to consider the rezoning of a portion of 26 Scovil Road (PID 30359459 and a portion of PID 00239103) from Single Family Residential – Standard [R1B] to Rezoning to Single Family Residential- Small Lot Zone [R1E].

### **Background**

At its regular meeting of Monday, June 2, 2025, the Planning Advisory Committee considered an application from Scott and Elizabeth Gillis to rezone a portion of 26 Scovil Road (PID 30359459 and a portion of PID 00239103) from Single Family Residential – Standard [R1B] to Single Family Residential – Small Lot Zone [R1E].

Staff's professional opinion is the size and configuration of the area to be developed cannot reasonably accommodate the existing and proposed single unit dwellings given the number and magnitude of variances required from the standards of the Zoning By-Law. In addition, Staff are of the opinion the proposed rezoning and subdivision does not conform to the intent or policy direction established in the Municipal Plan with respect to development in the Low Density Residential designation.

A motion to approve Staff Recommendation and recommend that Rothesay Council schedule a Public Hearing was defeated by the Committee. Key points in the discussion among Committee members were whether the application had merit given its lack of conformity with the Municipal Plan and if the matter should be referred to Council given this lack of merit, and requirement for significant variances.

### **Council Jurisdiction to set a Public Hearing**

The decision to set a Public Hearing is within Council's sole jurisdiction and at this point in the process, Council can choose whether to set a Public Hearing. While Public Hearings are generally almost always set for rezoning applications at this stage in the process, Staff note that clause 1.2.2. (d) (i) of the Zoning By-law provides Council with the ability to refuse to consider an application should the request be contrary to the Municipal Plan designation of the site. As outlined in the report to the Committee, it is Staff's professional opinion that the request is not within full compliance with the policy direction of the Low Density Residential land use designation within the Municipal Plan.

While Council has the ability to not set a Public Hearing and the recommendation from the Committee was not to set a Public Hearing, Staff recommend following the standard process of setting a Public Hearing out of procedural fairness to the applicant.



# ROTHESAY MEMORANDUM



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TO : Rothesay Council  
FROM : Planning Advisory Committee  
DATE : 4 June 2025  
RE : 26 Scovil Road (PID 30359459 & 00239103)

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**Background:**

The Planning Advisory Committee discussed the following motion at its regular meeting of Monday, June 2, 2025.

**MOVED** by T. Davis and seconded by J. LeHeup the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider the rezoning of a portion of 26 Scovil Road (PID 30359459 and a portion of PID 00239103) from Single Family Residential – Standard [R1B] to Single Family Residential – Small Lot Zone [R1E].

**ON THE QUESTION:**

R. Forte stated he does not believe the proposal has merit as it violates the Municipal Plan. In turn, this could lead to implications for the Town for violation of the Community Planning Act. DPDS Reade confirmed this is a potential risk. R. Forte described the action of subdividing a lot into two non-conforming lots as poor practice, especially with significant variances required. He raised concerns of precedent, noting he does not think the Committee should refer items without merit to Council. He stated his support for public hearings but feels this may be a waste of Council's time.

**YEA votes recorded from:** T. Davis and M. Graham

**NAY votes recorded from:** Counc. Shea, R. Forte, J. LeHeup, and R. Guimond

**DEFEATED.**



**To:** Chair and Members of the Rothesay Planning Advisory Committee

**From:** Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services

**Date:** Monday May 26, 2025

**Subject:** Rezoning to Single Family Residential- Small Lot Zone [R1E] (PID 00064386, portion of PID 30359459), Variance, Subdivision

<b>Applicant:</b>	Scott & Elizabeth Gillis	<b>Property Owner:</b>	Scott & Elizabeth Gillis
<b>Mailing Address:</b>	PO Box 4553 Rothesay, NB E2E 5X3	<b>Mailing Address:</b>	PO Box 4553 Rothesay, NB E2E 5X3
<b>Property Location:</b>	26 Scovil Road	<b>PID:</b>	PID 30359459, portion of PID 00239103
<b>Plan Designation:</b>	Low Density Residential	<b>Zone:</b>	Single Family Residential – Standard [R1B]
<b>Application For:</b>	Rezoning to Single Family Residential- Small Lot Zone [R1E], Variances, Subdivision		
<b>Input from Other Sources:</b>	N/A		

**Origin:**

Rothesay's Planning Advisory Committee (PAC) has received an application from Scott and Elizabeth Gillis to rezone an area of land having an approximate area of 700 square metres (PID 00064386, portion of PID 30359459) fronting on Renshaw Road. This area is shown as Lot 02 in Figure 1. The applicant is seeking the rezoning to provide for the creation of a new building lot for a single detached dwelling.

**Background:**

The property is designated Low Density Residential in the Municipal Plan and zoned Single Family Residential – Standard [R1B]. The adjacent section of Renshaw Road is serviced with sanitary sewer. Municipal water does not exist along Renshaw Road.

On July 5, 2024, Rothesay's Development Officer / Planning Director approved a Subdivision Plan to create a parcel of land (PID 30359459) which was to be subdivided from the lot to the west of the subject site at 2720 Rothesay Road (Beckett & Blackier property PID 00239095) and consolidated with the property at 26 Scovil Road. A notation was placed on the final approved plan of subdivision indicating this consolidation requirement. The intent of such a subdivision is that the parcel being consolidated is not to be transferred as a separate building lot. Correspondence between the Planning Director and the applicant noted that Parcel "A" was not a lot available for development (i.e., not an approved building lot).



The applicant has applied to amend the boundary lines of the two parcels that form the property at 26 Scovil Road and rezone a portion of the site fronting onto Renshaw Road to provide for the creation of a new building lot (shown as Lot 02 in Figure 1).

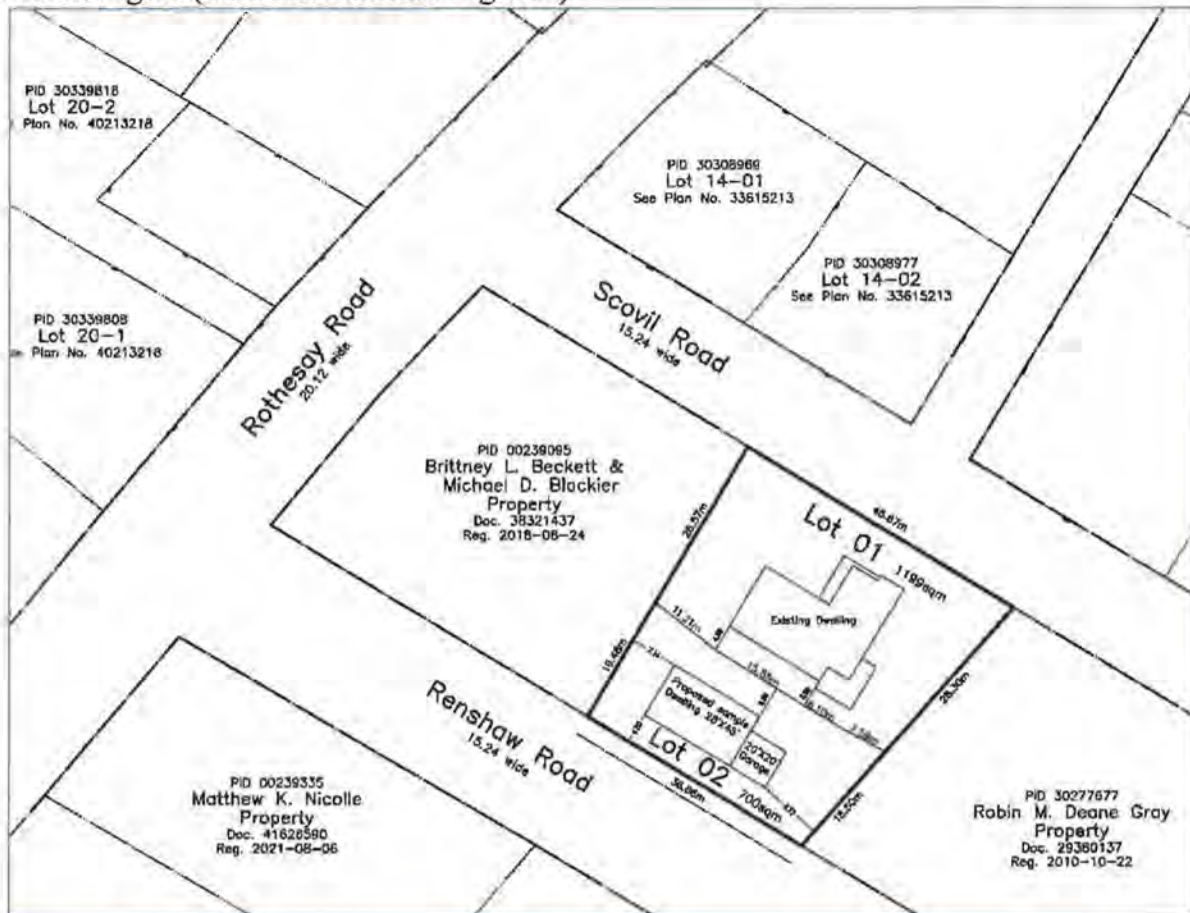


Figure 1 – Proposed subdivision of subject site. Lot 02 is to be rezoned from R1-B to R1-E.

### Municipal Plan:

The subject site is designated Low Density Residential in the Municipal Plan. This designation, through Policy LDR-2 of the Plan, supports a range of housing types where the dominant form is single detached housing and other low density building forms.

Policy LDR-3 of the Plan seeks to establish standards in the Zoning By-Law to regulate residential development in a manner appropriate to the surrounding neighbourhood context through appropriate setbacks, massing, height and permitted uses.

*Policy LDR-2 Low Density Residential Uses: Allow within the Low Density Residential designation, a range of housing types where the dominant form is single family detached homes and other low-density forms of housing, including secondary suites, two unit semidetached, secondary units, and duplex dwellings. Other compatible uses may be permitted in the Low Density Residential designation without amendment to the Municipal Plan including but not limited to neighbourhood convenience stores, public utilities, parks, municipal facilities, and where appropriate home occupations.*

*Policy LDR-3 Low Density Residential Zones: Establish appropriate standards in the Zoning By-law to regulate low-density residential development that is appropriate for the neighbourhood in which it is located by requiring appropriate setbacks, massing, height and limits to the permissible uses in the following zones:*

- a) Single Family Residential – Small Lot (R1A);*
- b) Single Family Residential – Standard Lot (R1B);*
- c) Single Family Residential – Large Lot (R1C);*
- d) Single Family Residential – Estate Lot (R1D); and*
- e) Two Unit Residential (R2).*

While the proposed dwelling form, a single-detached dwelling, is a permitted use through the policy direction of the Low Density Residential designation and Zoning By-Law, Staff have concerns with the relationship between the proposed lot configuration and the surrounding neighborhood context as discussed in the analysis section below.

**Zoning:**

The proposed lot (Lot 02) would be rezoned to R1E to allow for a reduced lot size, with the lot containing the existing dwelling at 26 Scovil Road retaining its existing R1B Zoning.

**Analysis:**

The proposal will require the following variances from the standards of the Zoning By-Law:

New Lot (Lot 02) – R1-E Standard

- Variance to reduce minimum lot depth from 30 metres to 18.3 metres (39% variance)
- Variance to reduce minimum front yard from 7.5 metres to 4.5 metres (40% variance)
- Variance to reduce minimum rear yard from 6 metres to 4.86 metres (19% variance)

Lot for existing house (Lot 01) – R1-B Standard

- Variance to reduce minimum lot size from 1350 square metres to 1199 square metres (12% variance)
- Variance to reduce minimum lot depth from 45 metres to 26.57 metres (40% variance)
- Variance to reduce minimum rear yard from 6 metres to 3 metres (50% variance)

Staff note that while the lot line configuration and rezoning to R-1E will provide for the proposed new lot to meet the 700 square metre lot size required for the R-1E zone, the lot where the existing house is located will no longer conform to the lot size standard of the R1-B zone.

In addition, both lots will not meet the lot depth requirements of their respective zones, with both requiring variances of a 40% magnitude. The insufficient depth of the subject site to accommodate two building lots is further highlighted by the fact that variances are required to reduce both the front and rear yard setbacks of the dwelling on the new lot (Lot 02) and the rear yard setback that will remain on the lot accommodating the existing dwelling at 26 Scovil Road.

The applicant has also cited 6 locations in their application (200 and 210 Gibbon Road, 25 and 27 Grove Avenue, 23 Scovil Road and 2738 Rothesay Avenue) of which they are of the opinion provide a similar precedent. Staff do not share the opinion advanced by the applicant and note that from a closer review,



two of these cases (25 and 27 Grove Road and 23 Scovil Road and 2738 Rothesay Road) involve a reconfiguration of long-standing undersized lots which is provided for through Section 2.6 of the Zoning By-Law.

Staff's professional opinion is that the proposed rezoning and subdivision does not conform to the intent or policy direction established in the Municipal Plan with respect to development in the Low Density Residential designation. The depth of the subject site is not sufficient to provide for two building lots, even with the rezoning of Lot 02 to R1-E. The number and variances required to support the proposal also demonstrate the inability of the site to reasonably accommodate the proposal.

Given the lack of conformity with the Municipal Plan and the lack of reasonableness in the required variances Staff do not support the application.

**Subdivision:**

As the intent of the application is to create a new building lot, money in lieu of Land for Public Purposes will be required should Council elect to approve the application.

**Polling:**

Polling letters were sent to nearby residents to inform them of the application and soliciting their comments or feedback. Any written correspondence received from the polling has been provided in the agenda packet.

**Summary:**

As the rezoning is ultimately a decision of Rothesay Council, Staff are providing a motion for the Committee recommending that Council set a public hearing date.

A supplemental report will be provided to the Committee with Staff's recommendation regarding the application should Council elect to schedule a public hearing.

**Recommendation:**

It is recommended that the Planning Advisory Committee APPROVE the following Motion:

- A. PAC hereby recommends that Rothesay Council schedule a public hearing to consider the rezoning of a portion of 26 Scovil Road (PID 30359459 and a portion of PID 00239103) from Single Family Residential – Standard [R1B] to Rezoning to Single Family Residential- Small Lot Zone [R1E].

**Attachments:**

Map 1	Aerial Photo Location Map
Map 2	Future Land Use Map - Municipal Plan
Map 3	Zoning Map
Attachment 1	Tentative Subdivision Plan
Attachment 2:	Polling Responses



A handwritten signature in black ink, appearing to read 'Mark Reade'.


Report Prepared by: Mark Reade, P.Eng., RPP, MCIP  
Date: Monday May 26, 2025

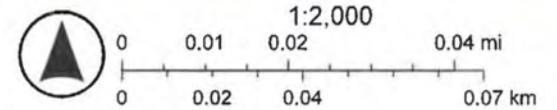
# 26 Scovil Road Air Photo

2025-05-26 Open Session FINAL\_069



2025-05-26

 Subject Site








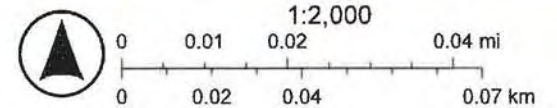
2025 June 09 Open Session FINAL 100  
26 Scovil Road Future Land Use



2025-05-26

 Subject Site

Future Land Use  
 Low Density  
 Park & Conservation






# 26 Scovil Road Zoning

2025-05-26 Open Session FINAL\_101



2025-05-26

 Subject Site

Zoning

 R1B  
 R1D



1:2,000  
0 0.01 0.02 0.04 mi  
0 0.02 0.04 0.07 km





To: Mr. Mark Reade

Re: Rezoning, Subdivision, and Variance Application: 26 Scovil Road

Mr. Reade,

Thank you for your letter regarding the Rezoning, Subdivision and Variance application for 26 Scovil Road. My wife and I live at 2720 Rothesay Road, Rothesay, NB. We live directly beside 26 Scovil Road, and we have several concerns regarding the application, particularly the rezoning and variance aspects.

Rezoning and varying the applicants' proposed lots by such a large degree (up to 50%) seems paradoxical to the Town of Rothesay *Municipal Plan*, By-Law 1-20, related to the Low Density Residential Designation, and with the Town of *Rothesay Zoning By-Law* No 2-10. The size of proposed Lots 1 and 2 are both overwhelmingly smaller in relation to the size of nearby residential lots, and the scale of uses in the adjacent properties. The lots would not conform to the existing style or property size as stated in the Municipal Plan.

We bought our property in 2018, and we don't take for granted that we live in one of the most beautiful neighborhoods in New Brunswick. We prioritized purchasing a large mature lot, and we value the character of our home and others around us. It is not lost on us that sharing a property line with two overcrowded homes may have a negative impact on our property value. Allowing the rezoning and variances at 26 Scovil Road will inevitably change the established character of the area and seems contrary to the Town's own vision of preservation and protection of the existing built homes and buildings.

Another concern we have is flooding. Since 2022, when the new home at 26 Scovil Road was built, we have experienced flooding in our home that we did not experience before. While we do recognize that this may be unrelated to the development at that property, we can't help but worry about changes in water flow if the property uphill from our home is further developed.

Finally, allowing the rezoning and lot size variances for one property could set a precedent with others in the community. Carving out *Small Lots* from mature residential properties in Rothesay could lead to the overdevelopment of the area, which is contrary to the Municipal Plan and goes against everything we all love about this area.

We appreciate you taking the time to consider our concerns on this matter.

Sincerely,

2720 Rothesay Road, Rothesay, NB

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**From:** Mark Reade  
**Sent:** Wednesday, May 28, 2025 1:49 PM  
**To:** Liz Hazlett  
**Subject:** FW: Letter concerning potential Scovil Road project

Letter for package.

-----Original Message-----

**From:**  
**Sent:** May 28, 2025 1:48 PM  
**To:** Mark Reade <markreade@rothesay.ca>  
**Subject:** Letter concerning potential Scovil Road project

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

I am writing to express my objection to the application to approve PID 30359459 (currently a portion of 26 Scovil Rd) as a building lot.

As a longtime Rothesay resident, part of the appeal of our area is the property size and the mature trees that surround the homes. Our community has a very different feel than that of our neighbour Quispamsis, with their newer treeless subdivisions with lot sizes averaging approximately 15,000 square feet. People move to Rothesay for many reasons but one is most definitely because they want larger lots with trees and privacy.

With the average lot size on Renshaw Road averaging around 20,000 square feet, allowing a home to be built on a lot that is 6,662 square feet, or approximately one third the size, obviously does not conform. Even the most recent approvals for smaller lots at 200 and 210 Gibbon Road are 7,857 and 8,191 square feet, respectively, and the recently approved lot on neighbouring Cedar Drive is 11,129 square feet. All three of these lots have an ample tree buffer remaining in the back or side yard for privacy and consideration for the neighbours. In my opinion, it will spoil the street scape and charm of Renshaw Road, not to mention negatively impact the value of the neighbouring homes to approve such a small lot without any trees.

The other point that may also need to be considered is the stress on the current water table. Since Renshaw, Scovil and Cedar are not on town water but private wells, this should also be taken into consideration.

Given the above noted concerns, it would seem to me if one is interested in building a new home in Rothesay there are currently several other pieces of land available within a 5km radius, which currently conform to Rothesay bylaws.

Thank you,

179 Green Road  
Rothesay



**From:** Mark Reade  
**Sent:** Thursday, May 29, 2025 1:18 PM  
**To:** Liz Hazlett  
**Subject:** FW: Rezoning 26 Scovil

Liz, letter for PAC.

Mark

**From:**  
**Sent:** May 29, 2025 11:23 AM  
**To:** Mark Reade <markreade@rothesay.ca>  
**Subject:** Rezoning 26 Scovil

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

Hi Mr. Reade,

I live at 60 Renshaw road and I have some concerns with size of the new lot being rezoned. It's difficult to see how a home could be built on the property without looking crowded. As well, the setbacks being reduced to the extent asked on the rezoning request would limit potential opportunities for sidewalks. Which may be warranted when development at the top of our street progresses in the future. I've lived here for 32 years and I am pro-development when it makes sense, but I feel reducing setbacks at this location will be regrettable for the community, in the future.

Regards,

Sent from Rogers Yahoo Mail on Android



50 Renshaw Road  
Rothesay, NB, E2H 1R6

May 29, 2025

Mark Reade, P. Eng., RPP, MCIP  
Planning Advisory Committee - Town of Rothesay  
70 Hampton Road  
Rothesay, NB, E2E 5L5  
[markreade@rothesay.ca](mailto:markreade@rothesay.ca)

**RE: Rezoning, Subdivision and Variance Application, 26 Scovil Road**

Dear Members of the Planning Advisory Committee,

We are writing to formally express our opposition to the application submitted by Scott and Elizabeth Gillis regarding the property at 26 Scovil Road (PIDs 30359459 and 00239103) (the "**Property**"), specifically, the proposed subdivision of the site and the associated rezoning of the lots (the "**Application**").

We are long term Rothesay residents, having purchased 50 Renshaw Road (PIDs 00239319 and 30120786) shortly before our marriage in 1991. A photo outlining our property is attached as Exhibit "A". Our home is depicted as parcel 50 on the Airphoto that was attached with the letter we received informing us about the Application.

We are directly impacted by the Application and are deeply concerned about the implications this proposal would have on the future development opportunities for the Town of Rothesay (the "**Town**"), the reasonable expectations of the community members, and the impact of community character.

**Future Development Opportunities for the Town**

With the proposed development of Spyglass Hill to begin in the near future, Renshaw Road is poised to play a pivotal role in its development. Future work will be required on Renshaw Road to facilitate access to this new development on Spyglass, which could include road widening and the addition of sidewalks.

The Application would allow for the proposed house and garage to sit back only 4.5 metres from the road. With future work that will be required, the Town will be constrained in their ability to carry out any necessary work, with the proximity of the proposed house and garage being a limiting factor. If the Town was required to encroach on properties on Renshaw Road to allow for future development, they would be unable. To ensure that future work can be completed on Renshaw Road to allow for the Spyglass Hill development, this Application should be rejected.

**Reasonable Expectations of Residents**

Rothesay residents have a reasonable expectation that developments in their area will be done in compliance with established By-Laws of their communities. The establishment of a "tiny home" is not in conformity with the established community lot sizes or dwelling appearances on Renshaw and Scovil roads. Variances to the by-law should only be granted in exceptional circumstances, and this is not one of those situations.

### **Impact of Community Character**

The Application does not align with the established character of the area, of which lots and dwellings are of a uniform size and character. Please find attached as Exhibit "B" an aerial overview of the properties on Scovil and Renshaw roads that neighbour the Property.

Rothsay has a history of residents taking pride in their properties and the neighbourhoods that they live in. The properties on Renshaw and Scovil roads are no different, as these properties follow the general community character of being lots with single dwelling homes. Altering the zoning pursuant to the Application would set a precedent for future developments that may not be compatible with the existing neighborhood fabric, eroding the established character of the Rothsay community.

We respectfully urge the Committee to consider these concerns seriously and to reject the application for rezoning and subdivision at 26 Scovil Road. Any changes to the existing use and layout of this property should reflect the broader vision of sustainable, community-minded development.

Thank you for your attention to this matter.

Sincerely,

Exhibit "A"





Exhibit "B"





# ROTHESAY MEMORANDUM



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TO	:	Rothesay Council
FROM	:	Planning Advisory Committee
DATE	:	4 June 2025
RE	:	7, 9, 11 Cameron Road (PIDs 00064402, 00064337, 00246868, 30019590) Rezoning to [R2]

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## **Background:**

The Planning Advisory 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 00064402, 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.**



**To:** Chair and Members of the Rothesay Planning Advisory Committee

**From:** Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services

**Date:** Thursday, May 29, 2025

**Subject:** Rezoning - Two Family Residential [R2]– 7,9,11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590)

<b>Applicant:</b>	Don-More Surveys and Engineering Ltd.	<b>Property Owner:</b>	L T S Investments Inc
<b>Mailing Address:</b>	520 Somerset Street Saint John, NB E2E 0E9	<b>Mailing Address:</b>	312 Rothesay Ave Saint John, NB E2J 2B9
<b>Property Location:</b>	7-11 Cameron Road	<b>PID:</b>	Portions of PIDs 00064402, 00064337, 00246868, 30019590
<b>Plan Designation:</b>	Medium Density Residential	<b>Zone:</b>	Single Family Residential – Standard [R1B]
<b>Application For:</b>	Rezoning to Two Family Residential [R2]		
<b>Input from Other Sources:</b>	Operations, Rogers		

**Origin:**

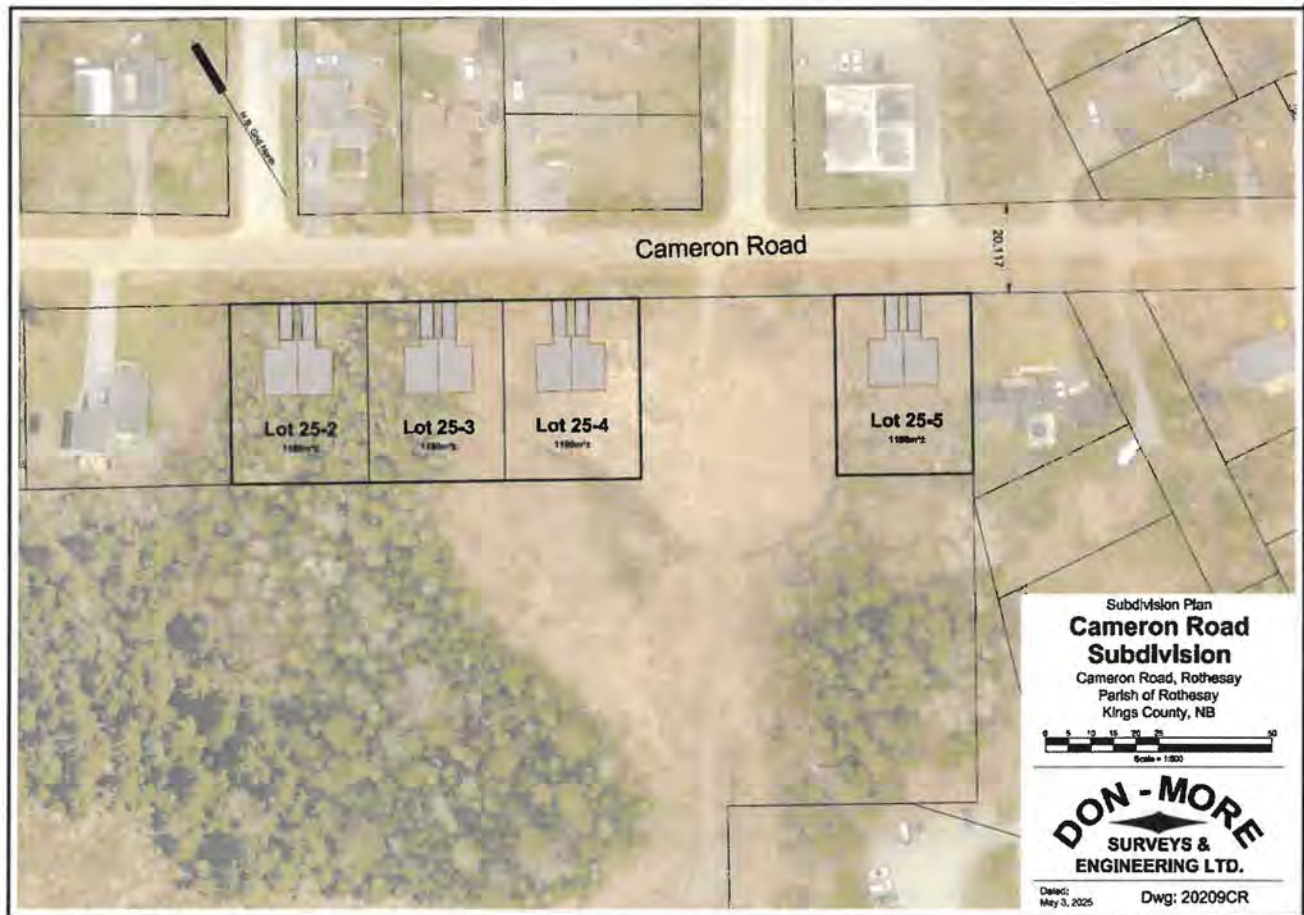
At the May 5th, 2025, regular meeting PAC recommended Rothesay Council schedule a public hearing to consider a portion of 7,9, and 11 Cameron Road (PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] to Two Family Residential [R2].

Rothesay Council, at their meeting of May 12, 2025, scheduled a public hearing for Monday, June 16, 2025, commencing at 7:00 p.m. for the application.

**Background:**

A rezoning to Two Family Residential [R2] is requested to permit the development of four two-unit dwellings along Cameron Road. The proponent is also pursuing separate rezoning to allow for a larger, separate development on adjacent lands south of the subject application.





**Figure 1 – Portion of site to be developed with two-unit dwellings fronting on Cameron Road.**

#### **Municipal Plan:**

The subject site is designated Medium Density Residential in the Municipal Plan. These are areas where a mix of dwelling types are envisioned from two-unit dwellings to row housing and cluster housing. Policy MDR-2 of the Municipal Plan guides development in this designation.

*Policy MDR-2 Medium Density Residential Uses: Allow within the Medium Density Residential designation, a range of housing types where the dominant form of housing is two unit semi-detached, duplex dwellings, triplex-dwellings, fourplex dwellings, row houses, garden homes, or clustered housing. Other compatible uses may be permitted in the Medium Density Residential designation without amendment to the Municipal Plan, including but not limited to parks, municipal facilities, single-family homes, neighbourhood commercial, and public utilities.*

The proposed two-unit dwellings along Cameron Road conform to the Municipal Plan and are considered compatible with the surrounding neighbourhood context.

#### **Zoning:**

The site's existing zoning does not allow for two-unit dwellings. A rezoning is required to accommodate the applicant's proposal. The applicant is seeking a rezoning of the four proposed lots to Two Family



Residential [R2] for the four lots fronting onto Cameron Road (Lots 25-2, 25-3, 25-4, and 25-5) which would accommodate two-unit dwellings. Conformance with the R2 zone is assessed in Table 1.

<b>Table 1. Conformance with R2 Zone Standards</b>			
	<b>Required</b>	<b>Proposed</b>	<b>Comments</b>
<b>Lot Size</b>	1200 m <sup>2</sup>	1188 m <sup>2</sup> – 1190 m <sup>2</sup>	A Development Officer variance will be issued in conjunction with approval of the Tentative Plan of Subdivision by the Development Officer (should the rezoning be approved by Council) to provide for the reduced lot areas.
<b>Front / Rear Yard Setbacks</b>	Front: 7.5 m Rear: 7.5 m	Front: 7.5 m Rear: 15 m	Standard is met.
<b>Side Yard Setbacks</b>	Major: 5 m Minor: 5 m	Major: 6.5 m Minor: 6.5 m	Standard is met.
<b>Minimum Building Area</b>	185 m <sup>2</sup>	189 m <sup>2</sup>	Standard is met.
<b>Maximum Lot Coverage</b>	35%	25%	Standard is met.

Staff note the dimensional requirements of the R2 zone are met except for a variance for lot area. This variance will be processed as a Development Officer variance in conjunction with approval of the Tentative Plan of Subdivision by the Development Officer.

Although no landscaping details are provided, the Zoning By-Law requires that front yards shall be maintained with a minimum area of 60% in turf or other landscaping material such as trees, planting beds, hedges, and walkways.

### **Subdivision**

The proposed Tentative Plan of Subdivision conforms to the Subdivision By-Law. As the number of lots is not increasing, there is no requirement for Land for Public Purposes or money in lieu of Land for Public Purposes.

### **Municipal Servicing**

Municipal water was extended along this portion of Cameron Road in 2024 in conjunction with roadway resurfacing. These servicing costs are to be recovered from the developer as outlined in a resolution of Rothesay Council.

Operations Staff have identified an existing sanitary sewer on the development site that may need to be relocated or accommodated within a Local Government Services Easement. The assent of Rothesay Council to any necessary Local Government Services Easements will be required. Staff recommend that Rothesay Council grant an assent for any necessary Local Government Services Easements.

**Polling:**

Polling letters were sent to nearby residents in conjunction with the May report to the Planning Advisory Committee. Landowners within 100 metres of the subject site have also been provided with written notification of the Public Hearing.

**Public Hearing:**

Rothsay Council has scheduled an in-person public hearing to be held on Monday, June 16, 2025, commencing at 7:00 p.m. The hearing will be held in the Common Room, Rothsay Town Hall, 70 Hampton Road.

**Summary**

Staff have reviewed the proposal and recommend the subject area be rezoned to Two Family Residential [R2].

**Recommendation:**

It is recommended THAT the Planning Advisory Committee consider the following Motions:

- A. PAC HEREBY recommends that Council enact BY-LAW 2-10-41 to rezone land at of 7,9, and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] to Rezoning to Two Family Residential [R2].
- B. PAC HEREBY recommends that Council assent to any Local Government Services Easements that may be required for the proposed subdivision.

**Attachments:**

Attachment 1      Draft By-law 2-10-41



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP  
Date: Thursday May 29, 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 :

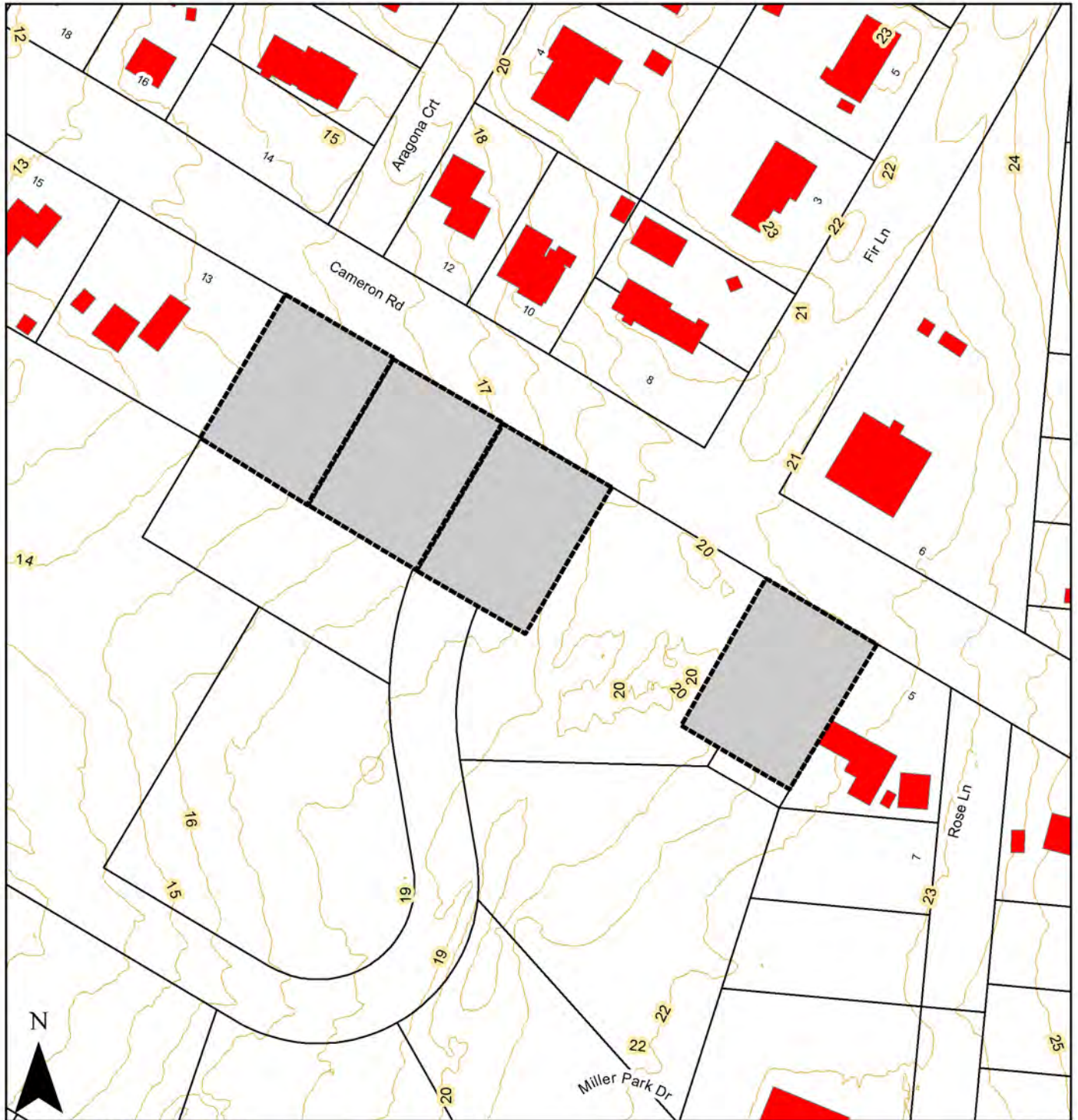
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK




# Attachment A - Bylaw 2-10-41

PIDs 64337, 64402, 246868, 30019590




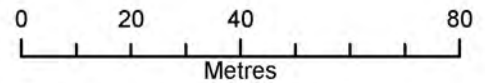
2025-05-22, 9:32:13 AM

1:1,250

 Subject Properties

## Buildings

 Residential



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



# ROTHESAY MEMORANDUM



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TO : Rothesay Council  
FROM : Planning Advisory Committee  
DATE : 4 June 2025  
RE : Millennium Drive/Campbell Drive Mixed-Use Development

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## **Recommendation:**

- Council schedule a Public Meeting for **Monday, July 21, 2025 at 7:00 p.m.**, in accordance with the *Community Planning Act*, SNB 2017 c 19, to allow the community to become familiar with the proposal for a Mixed-Use Development at Millennium Drive and Campbell Drive and provide comment regarding the development and proposed draft development agreement.

## **Background:**

The Planning Advisory Committee passed the following motion at its regular meeting of Monday, June 2, 2025.

**MOVED** by M. Graham and seconded by T. Davis the Planning Advisory Committee recommend that Council schedule a public meeting to allow the community to become familiar with the proposal and provide comment regarding the development and proposed draft development agreement.

**CARRIED.**





**To:** Chair and Members of the Rothesay Planning Advisory Committee

**From:** Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services

**Date:** Wednesday May 28, 2025

**Subject:** Mixed-Use Development, Millennium and Campbell Drives

<b>Applicant:</b>	zzap Consulting Inc.on behalf of Landmark 661 Ltd.	<b>Property Owner:</b>	Scott Brothers Ltd. (PID 30227086) Sandra Jean Shea (PID 00173443)
<b>Mailing Address:</b>	1 Canal St, Dartmouth, NS B2Y 2W1	<b>Mailing Address:</b>	PO Box 4697, Rothesay, NB, E2E 5X4 (PID 30227086) PO Box 4694 Rothesay NB, E2E 5X4 (PID 00173443)
<b>Property Location:</b>	Millennium Drive and Campbell Drive, Rothesay, NB	<b>PIDs:</b>	30227086 & 00173443 (portion)
<b>Plan Designation:</b>	Commercial and Medium Density Residential	<b>Zone:</b>	Millennium Park [MP]
<b>Application For:</b>	Development Agreement		
<b>Input from:</b>	CAO/Acting Director of Operations, KVFD (Fire Prevention), NBDELG		

#### BACKGROUND:

Rothesay Staff have been working with a proponent and their consultant on development approvals for a mixed-use development at northeast quadrant of the Millennium Drive / Campbell Drive intersection. An integrated mixed-use development is proposed on approximately 22.8 acres of land that would include 1277 dwelling units of varying sizes and building forms along with a commercial floor area of 93,801 square feet (8,174 square metres). Specific components of the development are:

- **34 single detached lots** in the northern portion of the site adjacent to existing single unit dwellings along Wedgewood Drive
- **144 stacked townhouse units** in the northwestern portion of the site. These units provide a transition between the proposed single unit dwellings and the area of multi-story buildings.
- **9 mid-rise residential buildings** each with a height of four stories.
- **7 mixed-use buildings**, four stories in height with commercial ground floor space and residential units on the upper floors.

The proposal aligns with the following key goals for residential development in the Municipal Plan:

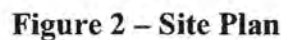
- Provide a mix of residential densities, dwelling styles and affordability in Rothesay to support aging in place and a range of household and family sizes.

- Locate moderate and high-density development in proximity to commercial uses and transit nodes.
- Develop mixed-use neighbourhoods that support residents' daily lives.
- Support pedestrian-scale developments encouraging walkability and social interaction.



**Figure 1 – Air Photo showing Site Location**





- Policy MDR-2 Medium Density Residential Uses: Allow within the Medium Density Residential designation, a range of housing types where the dominant form of housing is two unit semi-detached, duplex dwellings, triplex-dwellings, fourplex dwellings, row houses, garden homes, or clustered housing. Other compatible uses may be permitted in the Medium Density Residential designation without amendment to the Municipal Plan, including but not limited to parks, municipal facilities, single-family homes, neighbourhood commercial, and public utilities.*



- **Commercial** – The majority of the site is designated as Commercial in the Municipal Plan. Policy C-2 of the Plan permits a range of commercial land uses including retail and office uses along with mixed commercial and residential uses, and medium and high-density residential development.

*Policy C-2 Commercial Uses: Allow within the Commercial Designation, a range of commercial uses which include but are not limited to financial services, office, personal services, medical services, retail stores, restaurant, veterinary clinic, grocery store, café, bakery, licensed establishment, daycare facility, pet grooming, fitness and health services, grocery store, microbrewery, cannabis and alcohol retail, medical facilities, private clubs, and sports facilities. Other compatible uses may be permitted in the Commercial Designation without amendment to this Plan, which may include public utilities, parks, recreation facilities, mixed uses, and medium to high-density residential uses.*

Higher density residential infill is enabled throughout the Town by Policy R-10 of the Municipal Plan.

*Policy R-10 Residential Infill – Multi-Unit: Consider, notwithstanding any other residential policy, that new multi-unit residential development of higher density may be appropriate throughout the entire plan area, accordingly Council may consider multi-unit dwellings and clustered forms of housing through the rezoning and development agreement process where such development complies with the following requirements:*

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;*
- b) Subject lands are located at the periphery of low density residential neighbourhoods;*
- c) The maximum density does not exceed 200 square metres of land per dwelling unit;*
- d) Subject lands are in proximity to one or more of the following land uses: commercial, parks and recreation facilities, or institutional;*
- e) Subject lands are adequate in size relative to the intensity and scale of the proposed land development;*
- f) Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and*
- g) A building design of high quality that is consistent with community values and architectural best practices.*

### Zoning

The subject properties are zoned Millennium Park [MP], a zone designed for integrated development combining residential and commercial developments. All proposed developments will be subject to a public presentation and will be subject to a Development Agreement pursuant to Section 131 of the *Community Planning Act*.

The zone permits commercial uses such as offices, retail stores, and professional and personal service establishments. This provides for the ground floor commercial uses and proposed grocery store within the mixed-use area of the development. Residential uses are also permitted in the MP zone including moderate density (defined as up to 10 units per acre) and high density (defined as 10 to 20 units/acre).

Other key zoning provisions of the MP zone are:

- **Maximum Building Height:** 12 metres (commercial buildings)  
10 metres (residential buildings)
- **Minimum Lot Area:** Commercial / Institutional - 1500 m<sup>2</sup>  
Residential greater of 1200 m<sup>2</sup> or 400 m<sup>2</sup> /residential unit
- **Building Design:** One building entrance facing the nearest Public Street is required  
Buildings should be setback from Public Streets with a reduced setback subject to a development agreement
- **Landscaping** Minimum of 30% of the lot area for commercial and residential developments  
10 metre buffer required adjacent to all residentially zoned properties  
6 metre landscaped buffer between residential and non-residential uses

Pedestrian connectivity is also a requirement with standards for sidewalks along Public Streets, mid-block pedestrian connections, and internal pedestrian walkways required for developments involving multiple buildings such as that proposed for the site.

#### **Conformity with Municipal Plan and Zoning By-Law**

The proposal is a visionary and aspirational proposal for a site within Rothesay that has a planning framework supporting mixed-use development. The scale of the development with 1277 dwelling units and 8714 square metres (93,801 square feet) of commercial space has the potential to conceivably increase Rothesay's population by 2000 to 3500 people. This is roughly a 20% to 25% increase in population. Staff note, while this is a large-scale project for Rothesay, it can also be considered as a larger scale development project within the overall New Brunswick context.

Staff have reviewed the information provided to date by the proponent and have identified the following issues for the Committee's and Council's consideration:

- **Density** – The development is proposing 1277 units on a site that has an overall area of 22.8 hectares. This includes the areas that will be developed and a large area in the eastern portion of the that is impacted by a wetland.

When the total site area is considered, the density is 57 units/hectare (23 units/acre). The MP zone allows moderate density (defined as up to 10 units per acre) and high density (defined as 10 to 20 units/acre).

From a zoning perspective, while the overall site density is 13% above the threshold provided for in the Zoning By-Law, Municipal Plan policies (Policies IM-7, R-1, and R-2) provide for a 20% increase in the maximum allowable density provided the development includes affordable dwelling units (Policy R-1) or units designed to Universal Design Best Practices (Policy R-2).



Given this, staff have included a clause in the draft development agreement requiring the developer to provide a sufficient number of either affordable or accessible dwelling units to allow for the increased density of 13% beyond that permitted in the MP zone.

- **Buffering** – The MP zone requires that moderate density garden homes or townhouses be developed adjacent to residentially zoned properties. It also requires a minimum landscaped buffer of 10 meters be provided adjacent to all residentially zoned properties. The current design proposes an area of single unit dwellings to be developed along the northern boundary of the site. This would be immediately adjacent to the existing area of single unit development along Wedgewood Drive.

Although the proposed single-unit dwellings do not conform to the requirements of the MP zone, Staff are of the opinion they meet the intent of the by-law through providing the same land use along the northern edge of the site. This has been included as a component of the draft development agreement.

- **Built Form** – The multiple unit and mixed-use buildings have a proposed height of four stories. The MP zone has a maximum height of 12 meters for commercial buildings and 10 metres for residential buildings. A 12-metre building height corresponds to a four-story height, while a 10-metre height is roughly three stories.

The draft development agreement provides for the four storey buildings and contains requirements for height, massing, and façade design along with site design issues.

- **Parking** – Commercial parking requirements within the Zoning By-Law depend on the specific type of commercial and residential land uses. At this stage, without specific commercial uses and apartment sizes (number of bedrooms), Staff estimate the number of required parking spaces at 1864, without providing for any reduction in shared parking spaces between land uses.

The draft agreement provides for parking to conform to the standards of the Zoning By-Law with a provision for variances for aspects such as parking.

### **Servicing**

The proponent has provided a preliminary engineering assessment of the development proposal. Staff note the proposal has been revised since the date the engineering assessment was prepared. This requires a revised engineering assessment to account for any changes that result from additional discussions between Staff and the proponent. Findings of the preliminary assessment are summarized as follows:

- **Water Supply** – Some of the multi-story buildings may require booster pumps for fire protection and domestic supply.

Staff also note the extension of a water distribution network through this area allows for the eventual extension of the water distribution network to service the Wedgewood Drive area.

- **Sanitary Sewer** – Flows from the development will increase the downstream mains on Campbell Drive and Amberdale Drive to 87% and 46% of their respective capacities.
- **Stormwater** – The development is required to have post-development stormwater flows from the site matching pre-development flows.

The draft development agreement includes provisions related to the design of municipal infrastructure within the proposed Public Streets that will be turned over to the Town.

Staff note there are standard conditions in the development agreement requiring the developer to be responsible for infrastructure to support the development along with any downstream upgrades to support the development. In addition to this, the Millenium Drive area is subject to a cost contribution to cover the initial costs of extending servicing to the area. Specifically, the larger of the two parcels that are the subject of the application, PID 30227086, requires a payment of \$412,550.89 from the existing landowner or proponent. Additional costs may be payable for the portion of PID 00173443 and will be determined during finalization of the Development Agreement.

### **Traffic**

The proponent has provided a traffic impact study assessing the impacts of the proposed development. The following transportation network improvements were identified:

#### **Site Access A at Millenium Drive**

- Phase 1 – construction of a left turn lane with a storage length of 40 metres on Millennium Drive.
- Phase 3 - installation of a traffic signal at the Site Access A Millennium Drive intersection.

#### **Site Access B at Millennium Drive**

- Phase 3 - construction of a left turn lane with a storage length of 25 metres on Millennium Drive.

These have been included as components of the draft development agreement.

### **Environmental Considerations**

Provincial mapping indicated a wetland in the eastern portion of the site. A wetland delineation has been conducted, and the location of the wetland has been confirmed.

Although separated from the main portion of the watershed by Route 1, portions of the site are within the Carpenter Pond Watershed, a provincially designated and protected watershed. This designated watershed provides Rothesay's municipal water supply. Development of the portions of the site within the watershed will require an exemption from the Province under the *Clean Water Act*, like that provided for other commercial developments in the area.

The draft development agreement contains a requirement that the appropriate Provincial Environmental approvals be obtained.



**Fire Prevention**

Staff reviewed the development concept with the Kennebecasis Valley Fire Department. (KVFD). KVFD, noted maintenance of private fire hydrants should be a component of the Development Agreement. A clause has been included in the agreement.

**COMMUNITY ENGAGEMENT:**

A Public Presentation at Rothesay Council is required should the application proceed. Notification of this future Public Presentation will be sent to landowners within 100 meters of the subject site.

**RECOMMENDATION:**

It is recommended THAT the Planning Advisory Committee:

- A. Recommend that Council schedule a public meeting to allow the community to become familiar with the proposal and provide comment regarding the development and proposed draft development agreement.



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP

ATTACHMENT A – Draft Development Agreement

**Rothesay**

**DEVELOPMENT AGREEMENT**

***Land Titles Act, S.N.B. 1981, c.L-1.1, s.24***

Parcel Identifier 30227086, 00173443  
of Parcels Burdened  
by Agreement:

Owner of Land Parcels: **Landmark 661 Ltd.**  
661 Millidge Avenue  
Saint John, N.B  
E2K 2N7 (Hereinafter called the "Developer")

Agreement with: **Rothesay**  
70 Hampton Road  
Rothesay, New Brunswick  
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the Local  
Governance Act, RSNB 2021, Chapter 18, located  
in the County of Kings and Province of New  
Brunswick

**WHEREAS** the Developer is the registered owner of certain lands located  
at the intersection of Campbell Drive and Millenium Drive (PIDs 30227086 and  
00173443), and which said lands are more particularly described in Schedule A  
hereto (hereinafter called the "Lands").

**AND WHEREAS** the Developer is now desirous of entering into a  
development agreement to allow for the development of a mixed-use development  
including a maximum of 1277 dwelling units and 8715 square metres of  
commercial floor area as described in **Schedules A through E**. (herein after called  
the "Project")

**AND WHEREAS** Rothesay Council did, on **xxxxxx xx, 202x** authorize the  
Mayor and Clerk to enter into a Development Agreement with **Landmark 661 Ltd.**  
to develop a mixed-use development on the Lands.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that for and in the  
consideration of the mutual covenants and agreements herein expressed and  
contained, the parties hereto covenant and agree as follows:

1. The Developer agrees that the total area of ground floor commercial uses  
in the development shall not exceed 8715 square meters and that the  
total number of residential units situated on the Lands shall not exceed  
1277 dwelling units.

**Schedules**

2. The Developer agrees to develop the Lands in a manner, which, in the  
opinion of the Development Officer, is generally in conformance with the  
following Schedules attached to this Agreement:
  - a) **Schedule A - Legal Description of Parcels**
  - b) **Schedule B - Site Plan and Phasing Plan**
  - c) **Schedule C - Building Topology Plan**
  - d) **Schedule D - Proposed Subdivision Layout**
  - e) **Schedule E - Building and Landscape Design Elements**

**Site Development**

3. The Developer agrees that except as otherwise provided for herein the use  
of the Lands shall comply with the requirements of the Rothesay Zoning  
By-law and Subdivision By-law, as may be amended from time to time.



4. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with Schedules X in addition to the following requirements:
- a) Building heights within the development are limited to a maximum of four stories. Notwithstanding the requirements of the MP zone, a height of four stories is permitted for the residential multi-unit building.
  - b) Parking be to be in general conformance of the Rothesay Zoning By-law.
  - c) Loading and unloading areas for all buildings on the subject property shall be developed in accordance with the requirements of the Rothesay Zoning By-law.
  - d) Any signage must meet all of the requirements of By-Law No. 3-10 A By-Law Respecting Signage In Rothesay, as may be amended from time to time, and all signage requires a sign permit.
  - e) All landscaped areas shall be covered with live material including trees, shrubs, groundcover or sod or other natural materials to the satisfaction of the Development Officer.
  - f) Prior to issuance of a building permit for any structure on the subject property or a development permit, a site plan shall be provided detailing the development subject to the building or development permit application as well an updated conceptual site plan for the development of the entire subject property.
  - g) Prior to the issuance of the building permit for the first structure on the subject property, a conceptual storm water management plan for the entire property shall be provided to the satisfaction of the Director of Operations.
  - h) Increases in the permitted gross floor area of the overall development and any proposed use not specifically listed as a permitted or conditional use may be considered by amendment to this agreement.
  - i) Nothing in this agreement shall prohibit or in any way limit the Developer's right to apply for a variance pursuant to the provisions of the *Community Planning Act*.
  - j) Notwithstanding the requirements of the MP zone for landscaped buffering and development of garden homes adjacent to areas of existing residential development. The provision of single-unit dwellings along the northern boundary of the site as proposed by the developer is considered to conform to the buffering requirements of the MP zone.
  - k) The developer is required to provide and maintain a sufficient number of either affordable or accessible dwelling units within the development in accordance with the policy direction established in the Municipal Plan to allow for the increased density of 13% beyond that permitted in the MP zone.
  - l) Buildings may be situated on individual lots, notwithstanding the standards of the MP zone, including those related to lot area and lot coverage.
  - m) Costs for the installation of municipal infrastructure to support the development along with the upgrading of any downstream



municipal infrastructure are the Developer's cost and responsibility to complete.

### **Architectural Guidelines**

5. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development, which exhibits an architectural design that reinforces the community character and that is generally consistent with the existing building styles in Rothesay. The Developer agrees to ensure the following:
  - a) The architectural design of the buildings shall be, in the opinion of the Development Officer, generally in conformance with **Schedule X**.
  - b) All exterior mounted ventilation and related mechanical equipment, including roof mechanical units, shall be concealed by screening in a manner to reduce clutter and negative impacts on the architectural character of the building.
  - c) Exterior elevations of buildings within the development are to have a cohesive design incorporating elements including but not limited to similar colours, siding materials and door and window proportions and trim, subject to the approval of the Development Officer.
  - d) Buildings oriented onto a public or private street shall have entrances oriented towards the public or private street and contain a prominent main entrance that incorporates:
    - i. A covered entrance with weather protection;
    - ii. Pedestrian connectivity to the public sidewalk and to the parking area;
    - iii. On-site lighting of the main entrances, any outdoor amenity space, parking areas, and pedestrian walkways;
    - iv. The use of materials, colours, massing, and/or landscaping to make the entrance clearly identifiable to residents and visitors.
  - e) Ground floors of the four storey residential and mixed-use buildings must incorporate large windows, balconies, or architectural features to activate the streetscape. Front façades of these buildings must be articulated with various architectural elements such as balconies, windows, and material changes to break up the mass of the building.
  - f) Facades of the four-storey mixed-use and residential building facing a public street must have an overall fenestration ratio of not less than 15%.
  - g) Street facing facades of ground-floor commercial areas within a building must have a fenestration ratio of not less than 50%.
  - h) Pedestrian connectivity must be incorporated into the site design, connecting all building entrances with public sidewalks, parking areas, and common amenity spaces.
  - i) For sites incorporating multiple residential buildings, connectivity shall exist between the separate buildings.
  - j) Stacked Townhouses incorporating garages shall not have a garage door that exceeds 75 percent of the building façade width.
  - k) Front façades of the stacked townhouse units shall be articulated or incorporate differentiation in materials or specific design elements to denote individual townhouse units.



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- I) No roof shall be designed or oriented to direct snow, ice or rainwater onto the street.

### **Subdivision**

6. The Developer will be required for submit a Tentative Plan of Subdivision for the vesting of Public Streets and any required Local Government Services Easements in accordance with the Provisions of the *Community Planning Act*.
7. The creation of new lots within the development through the subdivision process will be subject to the payment of money in lieu of Land for Public Purposes. The amount of the payment will be determined by the Development Officer at the time the Tentative Plan of Subdivision is approved.
8. Any necessary easements be granted gratuitously to Rothesay or other utilities.

### **Environmental Permitting**

9. The Developer shall obtain the required permits from the Department of Environment and Local Government including but not limited to a Watercourse and Wetland Alteration permit, and a successful exemption allowing the development of commercial uses over a portion of the Carpenter Pond Watershed. Copies of these approvals are to be submitted to the Development Officer prior to the issuance for the first building or development permit for the proposed development.

### **Storm Water**

10. The Developer shall carry out, subject to inspection and approval by Town representatives, the installation of a storm water system. The design of such system will be required to be approved by the Town prior to the issuance of any building or development permits for the development. The Developer agrees to accept responsibility for all costs associated such installation including the following:
  - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water from the entire developed portion of the lands to a predetermined location selected by the Developer's Engineer and approved by the Director of Operations; and
11. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water system such plans, as required by the Town, that shall conform with the design schematics and construction standards of the Town, unless otherwise acceptable to the Town Engineer.
12. The Developer agrees that all roof leaders, down spouts, and other storm water drains from the building, parking lot and landscape features shall not be directed or otherwise connected or discharged directly to the Town's storm water or sanitary collection system.
13. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.



**Municipal Streets**

14. All proposed streets be designed generally in accordance with the guidelines of the Transportation Association of Canada and to the satisfaction of the Development Officer and the Director of Operations.
15. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:
  - a. surveying and staking of lots and streets;
  - b. rough grading of streets to profiles approved by Rothesay;
  - c. fine grading of streets to profiles approved by Rothesay;
  - d. hard surfacing of the streets as shown on the plan to Rothesay specifications; sub-grade standards, compaction and finish as approved by Rothesay's Engineer, in writing, before final hard surfacing may be installed;
  - e. supply and maintenance of for a period of two (2) years the topsoil, sod, landscaping and the planting of street trees calculated as no more than one tree for each 10 meters measured along the linear centre line of the public street right of way, planted on location(s) approved by Rothesay and where such street trees are as follows:
    - i. Not smaller than six centimeters (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by Rothesay.
    - ii. Inspected by Rothesay 12 months from time of planting and again then at 24 months. The Developer shall replace trees identified for replacement during warranty inspections.
  - f. Engineering design and inspection of those works referred to in clauses b), c), d), and e) of this section.
16. The Developer agrees to provide signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick ensuring that applicable codes and standards have been met and that the work was completed and utilizing such materials as in accordance with the terms of this Agreement and approved specifications.
17. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.
18. Rothesay reserves the right to assign or rename public street names, notwithstanding that names may not correspond with existing names.
19. The Developer agrees that all items, materials, pipes, fittings, and other such infrastructure following acceptance of delivery on site by the Developer shall remain the full responsibility of the Developer against their accidental breakage or vandalism until Rothesay accepts the completed works.
20. The Developer agrees to restore all disturbed or damaged areas of the public street and right of way to the satisfaction of Rothesay's Engineer following installation of the required municipal services.

**Municipal Sidewalks**

21. The Developer shall carry out and pay for the entire actual cost of public sidewalks and associated barrier curbing as required to comply with Town standards within the Public Street rights-of-way to be developed, subject to inspection and approval by the Director of Operations, including the



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following:

- a) supply and maintenance of for a period of one (1) year the topsoil, sod, landscaping and the planting of street trees located every 10 meters, or an equivalent number planted in locations approved by the Town, along the length of the public road right-of-way where such trees are as follows:
  - i. Not smaller than six centimetres (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by the Development Officer.

### **Intersection Improvements**

- 22. The Developer is responsible for the following transportation network improvements as identified in the traffic impact study completed for the development:
  - a) Construction of an eastbound left turn lane with a storage length of 40 metres at the Site Access A / Millenium Drive intersection. This is required at Phase 1 of the development.
  - b) Construction of an eastbound left turn lane with a storage length of 25 metres at the Site Access B / Millenium Drive intersection. This is required at Phase 3 of the development.
  - c) Installation of traffic signals at the intersection of Millennium Drive and Site Access A. This is required at Phase 3 of the development.
- 23. The Town and Developer agree that the design and construction of the intersection and related improvements shall be solely determined by the Town.

### **Water Supply**

- 24. The Developer shall pay the Town a payment of \$412,550.89 for the costs of extending servicing to PID 30227086 in addition to any costs payable for the extension of services to the portion of PID 00173443 that is part of the subject site. These payments are due prior to the issuance of the building permit for the first building in the development.
- 25. The Developer agrees to connect to the Town's nearest and existing water system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
- 26. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of 1277 dwelling units and 8715 square metres of commercial floor area and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
- 27. The Developer agrees to pay the Town a fee for connection of the buildings to the Town water system including sprinkler feed to the Town water system calculated in the manner set out in By-law 1-18, Rothesay Water By-law as amended from time to time, to be paid to the prior to the issuance of the building permit for each building.
- 28. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
- 29. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or such other person as



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is designated by the Town prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.

30. The Developer agrees to comply with the Town's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential and commercial connection made to the Town's water system.
31. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion or if an invoice for water service is more than 90 days in arrears.
32. The Developer agrees to provide, prior to the occupation of any building in the development, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection to the Town water system that serves said building has been satisfactorily completed and constructed in accordance with the Town specifications.
33. The developer is responsible for the maintenance of any private hydrants in the development.

#### **Sanitary Sewer**

34. The Developer agrees to connect to the existing sanitary sewer system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
35. The Developer agrees to pay the Town a fee for connection to the Town sewer system calculated in the manner set out in By-law 1-15 Rothesay Sewage By-law, as amended from time to time, to be paid to the Town prior to the issuance of the building permit for the first building to be constructed in the development.
36. The Developer agrees to carry out subject to inspection and approval by Town representatives and pay for the entire actual costs of Engineering design, supply, installation, inspection and construction of all service lateral(s) necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.
37. The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Town specifications for such development.
38. The Developer agrees that connection to the Town sanitary sewer system shall be supervised by the Developer's engineer and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and shall occur at the sole expense of the Developer.

#### **Retaining Walls**

39. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.
40. The Developer agrees to obtain from the Town a Building Permit for any retaining wall, as required on the Lands, in excess of 1.2 meters in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.

#### **Indemnification**

41. The Developer does hereby indemnify and save harmless the Town from



**DRAFT 2025 MAY 28**

all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.<sup>00</sup>) including a project wrap-up liability policy (with no less than 24 months coverage after project completion). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

#### **Notice**

42. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **Landmark 661 Ltd.**, 661 Millidge Avenue, Saint John, N.B, E2K 2N7 and to the Town if delivered personally or by prepaid mail addressed to **ROTHESAY**, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

#### **By-laws**

43. The Developer agrees to be bound by and to act in accordance with the By-laws of the Town as amended from time to time and such other laws and regulations that apply or that may apply in the future to the site and to activities carried out thereon.

#### **Termination**

44. The Developer agrees that should the Town terminate this Agreement the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in this Agreement. If there are amounts remaining after the completion of the work in accordance with this Agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this Agreement, the Developer shall promptly on receipt of an invoice pay to the Town the full amount owing as required to complete the work.

#### **Security & Occupancy**

45. The Town and Developer agree that Final Occupancy of the proposed building(s), as required in the Building By-law, shall not occur until all conditions above have been met to the satisfaction of the Development Officer and an Occupancy Permit has been issued.
46. Notwithstanding **Schedule X** of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of one hundred twenty percent (120%) of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:
- security in the form of an automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay;
  - Rothesay may use the security to complete the work as set out in **Schedule X** of this Agreement including landscaping or storm water works not completed within a period not exceeding six (6) months



DRAFT 2025 MAY 28

from the date of issuance of the Occupancy Permit;

- c. all costs exceeding the security necessary to complete the work as set out in **Schedule X** this Agreement shall be reimbursed to Rothesay; and
- d. any unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

#### **Failure to Comply**

47. The Developer agrees that after sixty (60) days written notice by the Town regarding the failure of the Developer to observe or perform any covenant or condition of this Agreement, then in each such case:
- (a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defense based upon the allegation that damages would be an adequate remedy;
  - (b) The Town may enter onto the Lands and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Lands or from the performance of the covenants or remedial action, shall be a first lien on the Lands and be shown on any tax certificate issued under the Assessment Act;
  - (c) The Town may, by resolution of Council, discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; and/or
  - (d) In addition to the above remedies, the Town reserves the right to pursue any other remediation under the *Community Planning Act* or Common Law in order to ensure compliance with this Agreement.

#### **Entire Agreement**

48. This Agreement contains the whole agreement between the parties hereto and supersedes any prior agreement as regards the lands outlined in the plan hereto annexed.

#### **Severability**

49. If any paragraph or part of this agreement is found to be beyond the powers of the Town Council to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent therefrom and to be agreed as such.

#### **Reasonableness**

50. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

This Agreement shall be binding upon and endure to the benefit of the Parties hereto and their respective heirs, administrators, successors and assigns.

**IN WITNESS WHEREOF**, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer(s) as of \_\_\_\_\_, 202~~x~~.

Development Agreement  
DRAFT 2025 MAY 28

CAMPBELL DRIVE at MILLENIUM DRIVE

Landmark 661 Ltd.

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Developer Name

Rothestay

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Nancy E. Grant, Mayor

\_\_\_\_\_  
Witness:

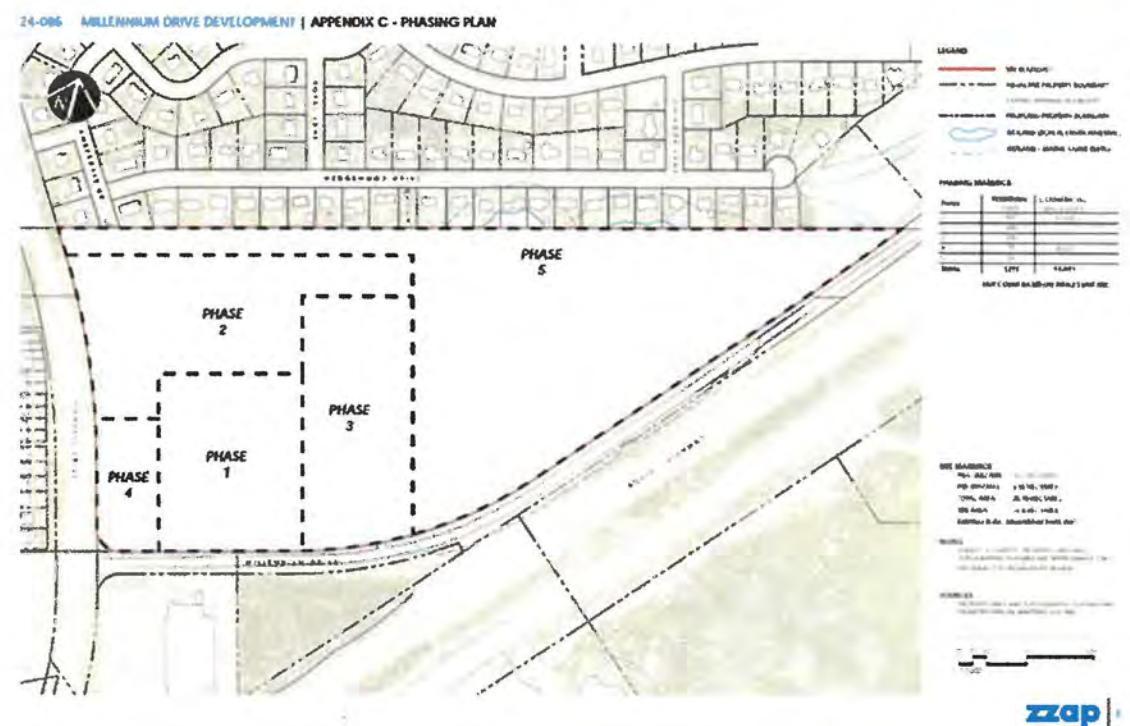
\_\_\_\_\_  
Mary Jane E. Banks, Clerk

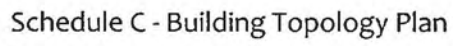


**SCHEDULE A**

**PID:** | 30227086, 00173443

Schedule B - Site Plan and Phasing Plan

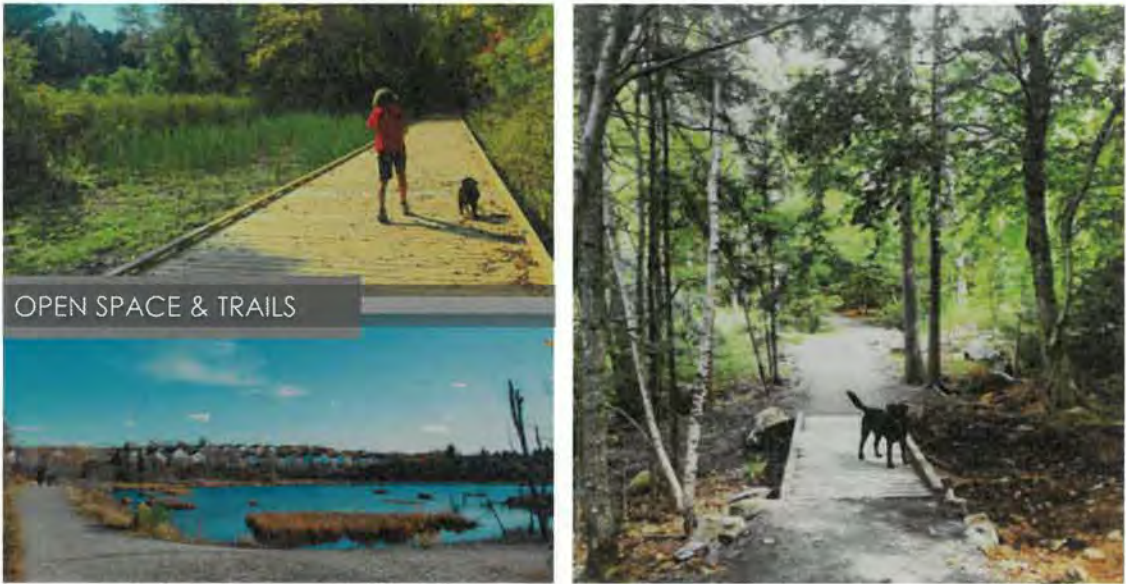








Schedule E - Building and Landscape Design Elements





URBAN STREETSCAPE



URBAN PLAZA





VISION: MAIN STREET



Stacked Townhouses





## Preliminary Building Design





Form 45

AFFIDAVIT OF CORPORATE EXECUTION  
*Land Titles Act, S.N.B. 1981, c.L-1.1, s.55*

Deponent: Developer Name and Address  
Office Held by Deponent: Director  
Corporation: Landmark 661 Ltd.

Place of Execution: Rothesay, Province of New Brunswick.  
Date of Execution: \_\_\_\_\_, 202X

I, **ANDREW C. BASKIN**, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
- 3. the signature "**Andrew Baskin**" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
- 4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
- 5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,  
in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_\_ day of \_\_\_\_\_, 202X )  
BEFORE ME: )  
\_\_\_\_\_)  
Commissioner of Oaths )

DEVELOPER

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **MARY JANE E. BANKS**  
Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothesay**

Other Officer Who Executed the Instrument: **NANCY E. GRANT**  
Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 202X

I, **MARY JANE E. BANKS**, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 6. That the attached instrument was executed by me and **NANCY E. GRANT**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
- 7. The signature "**NANCY E. GRANT**" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
- 8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
- 9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of  
Rothesay, in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_\_ day of \_\_\_\_\_, 202X )  
BEFORE ME: )  
\_\_\_\_\_)  
Commissioner of Oaths )

\_\_\_\_\_  
**MARY JANE E. BANKS**



2025June09OpenSessionFINAL\_146

## BUILDING PERMIT REPORT

5/1/2025 to 5/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/20/2025	BP2024-00143	14 HUTSON ST	DETACHED GARAGE	\$50,000.00	\$362.50
05/14/2025	BP2025-00009	7 STACK RD	ADDITION	\$65,000.00	\$471.25
05/27/2025	BP2025-00015	16 SHIPYARD RD	SINGLE FAMILY	\$440,000.00	\$3,190.00
05/01/2025	BP2025-00042	39 GROVE AVE	IN GROUND POOL	\$120,000.00	\$870.00
05/02/2025	BP2025-00044	8 ARIES CRT	ABOVE GROUND POOL	\$13,300.00	\$101.50
05/16/2025	BP2025-00046	16 HILLCREST DR	FENCE	\$6,550.00	\$50.75
05/05/2025	BP2025-00047	74 GIBBON RD	DECK	\$2,000.00	\$20.00
05/13/2025	BP2025-00048	15 COVE CRES	WINDOWS	\$30,000.00	\$217.50
05/08/2025	BP2025-00049	3 MAPLEDAWN CRT	DECK	\$5,000.00	\$36.25
05/06/2025	BP2025-00050	175 RENSHAW RD	FENCE	\$3,800.00	\$29.00
05/14/2025	BP2025-00051	23 JONES AVE	DECK	\$31,440.00	\$232.00
05/26/2025	BP2025-00054	15 HUTSON ST	DETACHED GARAGE	\$35,000.00	\$253.75
05/14/2025	BP2025-00056	12 MARR RD	RENOVATION	\$13,000.00	\$94.25



## BUILDING PERMIT REPORT

5/1/2025 to 5/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/16/2025	BP2025-00057	24 BEACH DR	WINDOWS	\$5,082.32	\$43.50
05/15/2025	BP2025-00059	19 MAPLEDAWN CRT	DECK	\$4,000.00	\$29.00
05/14/2025	BP2025-00060	84 PARK DR	RENOVATION	\$34,000.00	\$246.50
05/13/2025	BP2025-00061	11 SCOTT AVE	STORAGE SHED	\$4,000.00	\$29.00
05/30/2025	BP2025-00062	211 GONDOLA POINT RD	DECK	\$15,000.00	\$108.75
05/13/2025	BP2025-00063	6 VALLEY RD	FENCE	\$6,300.00	\$50.75
05/22/2025	BP2025-00064	6 PICKETT LANE	FENCE	\$1,200.00	\$20.00
05/30/2025	BP2025-00065	5 CROSSWIND CRES	IN GROUND POOL	\$100,000.00	\$725.00
05/27/2025	BP2025-00066	34 BALLPARK AVE	WINDOWS	\$6,000.00	\$43.50
05/28/2025	BP2025-00067	8 ALLISON DR	WINDOWS	\$35,000.00	\$253.75
05/28/2025	BP2025-00068	40 HAMPTON RD	DECK	\$20,000.00	\$145.00
05/27/2025	BP2025-00069	1 FOX FARM RD	FENCE	\$3,760.00	\$29.00





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## BUILDING PERMIT REPORT

5/1/2025 to 5/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$1,049,432.32	\$7,652.50
Summary for 2025 to Date:				\$4,416,474.45	\$32,121.50

### 2024 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$582,125.00	\$4,281.50
Summary to Date:	\$5,808,387.00	\$42,731.75



# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	15 May 2025
RE	:	Procedural By-law amendment

---

### RECOMMENDATION:

- Council give Reading in its entirety to By-Law 5-24-1
- Council give 3<sup>rd</sup> Reading by Title, and Enactment to By-Law 5-24-1

### BACKGROUND:

Council has expressed an interest in no longer livestreaming Council meetings. This will require an amendment to the Rothesay Procedural By-law.

Council gave 1<sup>st</sup> and 2<sup>nd</sup> Reading by Title to By-law 5-24-1 at the May Council meeting. It is now presented for Council to consider Enactment.

If Council enacts the amendment, it will be consolidated with By-law 5-24.

**BY-LAW No. 5-24-1**  
**An Amendment to By-law 5-24**  
**“A BY-LAW OF THE LOCAL GOVERNMENT OF ROTHESAY RESPECTING THE**  
**PROCEDURE AND ORGANIZATION OF COUNCIL”**

The Council of Rothesay, under authority vested in it by the *Local Governance Act*, SNB 2017, chapter 18, and amendments thereto and regulations thereunder, hereby amends By-law 5-24 “A By-law of the Local Government of Rothesay Respecting the Procedure and Organization of Council” as follows:

**Section 32 is hereby amended, so as to read as follows:**

~~32. All open Council meetings are accessible to the public either in person or via live stream on the Rothesay YouTube channel, and no member of the public shall be excluded, except for improper conduct or in accordance with *the Act*.~~

32. All open Council meetings are accessible to the public in person and no member of the public shall be excluded, except for improper conduct or in accordance with *the Act*.

**CONSOLIDATION**

Council hereby authorizes the consolidation of By-law 5-24 and By-law 5-24-1.

**EFFECTIVE DATE**

This By-law comes into effect on the date of final enactment thereof.

FIRST READING BY TITLE: \_\_\_\_\_ 12 May 2025

SECOND READING BY TITLE: \_\_\_\_\_ 12 May 2025

READING IN ITS ENTIRETY: \_\_\_\_\_

THIRD READING BY TITLE  
AND ENACTMENT: \_\_\_\_\_

\_\_\_\_\_  
Dr. Matthew Alexander  
Deputy Mayor

\_\_\_\_\_  
Mary Jane E. Banks  
Town Clerk



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 9, 2025**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
Brett McLean, P. Eng., CAO

**DATE:** June 4, 2025

**SUBJECT:** Modelling Exercise for Water System Expansion

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to:

- 1) Issue a purchase order in the amount not exceeding \$19,500.00 plus HST to CBCL Limited to perform a water modelling exercise.

### **ORIGIN**

The Town's population is growing, and so will its demand for water. A preliminary sizing exercise has determined the demand for water when new developments go online will well exceed the capacity that the wellfield and water treatment plant can currently produce. A modelling exercise will establish a target capacity for wellfield and water treatment plant expansion and determine if any other upgrades such as a new reservoir or transmission main upgrades are required.

### **BACKGROUND**

The Carpenter Pond produces a sustainable yield in the range of 1,800 to 2,300 m<sup>3</sup>/day, and the Approval to Operate allows the Town to draw 4,000 m<sup>3</sup>/day. The water treatment plant can currently produce a maximum volume of 2,700 m<sup>3</sup>/day (~32 L/s).

The utility has two storage reservoirs: The Hillside tank (2500m<sup>3</sup>) which is situated on the other side of the highway from Riverside Golf Course, and the McLaughlin Tank (1900m<sup>3</sup>), which is situated across



the highway from Millenium Drive. These reservoirs provide a contingency volume of water to maintain suitable water pressure throughout the town in the event of fires, drought and peak demand.

### **DISCUSSION**


With many large multi-unit developments coming and currently under construction, staff have developed projections as to what the demand on the water supply will be when the new developments come online. Currently, the average daily demand on the system is 19 L/s, and the maximum day demand taps out at the water treatment plant capacity of 32 L/s. In the future, several large-scale developments are expected to be built and come online, increasing the average day demand to 35 L/s and the maximum day demand to a possible range of 55-65 L/s. With this increase in demand, expansions to the utility's source, treatment plant, and possibly a new storage reservoir are required.

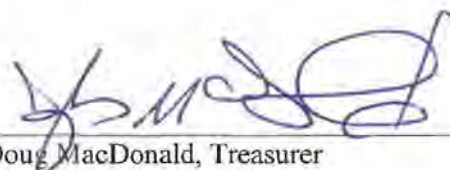
This study will confirm the target capacity for future wellfield and treatment plant expansion, determine if a third reservoir is required, refine the setpoints for the town's pressure reducing valve (PRV) stations, and determine if there are any bottlenecks in the distribution system. The study will also develop a colour coding system for hydrants, to assist the fire department in knowing what flows are available at each hydrant.

CBCL was sole sourced to perform this exercise as they performed the previous iterations of the Town's water model, and already have most of the model built, requiring updates only.

### **FINANCIAL IMPLICATIONS**

Where this project was not budgeted in the Utility's 2025 capital budget, it is requested that funding for this project come from the 2025 Utility Fund Capital Reserve. The quoted cost of the engineering services from CBCL Limited will be \$20,336.16 including the Town's eligible HST rebate.

Report Prepared by:   
Tim Colwell, P. Eng., Director of Operations

Report Reviewed by:   
Doug MacDonald, Treasurer



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 9, 2025**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
Brett McLean, P. Eng., CAO

**DATE:** June 4, 2025

**SUBJECT:** Water Source Expansion – Surface Seal Installation, Well Reaming and  
Hydrogeological Assessment of Bedrock Well TW19-02

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to:

- 1) Issue a purchase order in the amount not exceeding \$66,500.00 plus HST to Sullivan's Well Drilling to ream test well TW19-02 to a 10" diameter hole; and
- 2) Issue a purchase order in the amount not exceeding \$16,000.00 plus HST to Lantech Drilling Services to install a bentonite-grout surface seal surrounding the TH19-02 casing; and
- 3) Issue a purchase order in the amount not exceeding \$63,100.00 plus HST to Hydrostrata Engineering and Environmental Inc. to provide engineering services during the work and to author a report to the NB Department of Environment and Local Government (NBDELG) Technical Review Committee, to obtain approval to put the well into production.

### **ORIGIN**

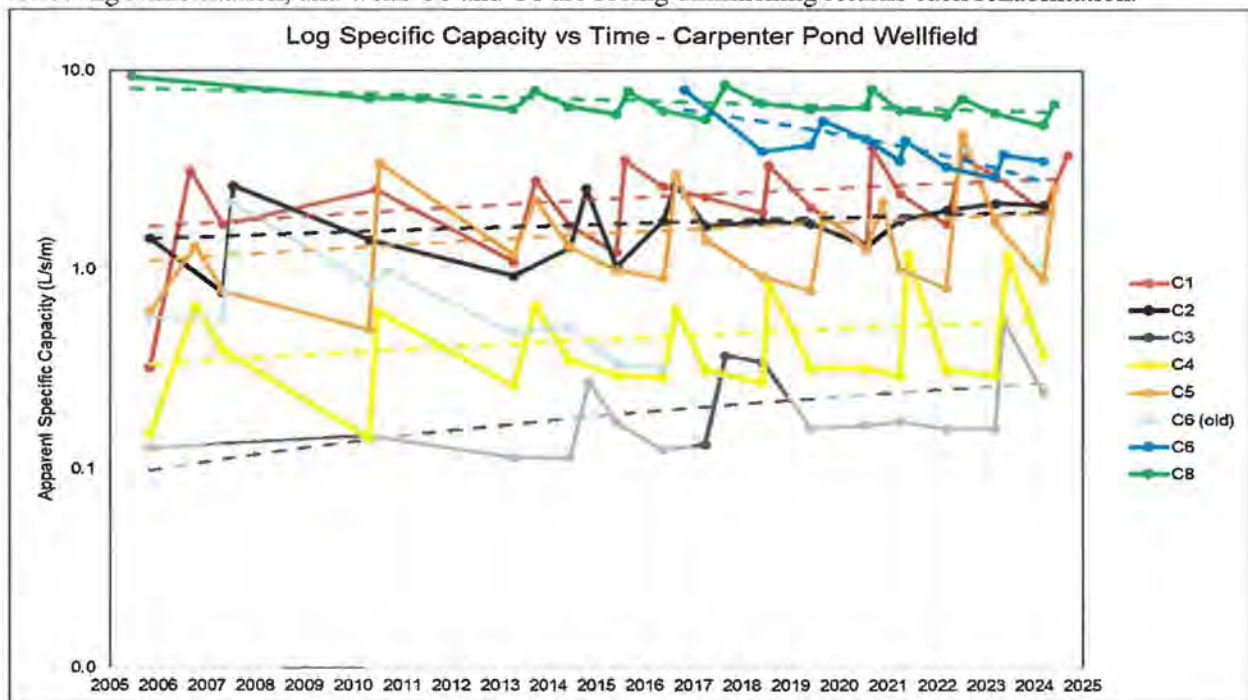
The Town's population is growing, and so will its demand for water. It is anticipated that the demand for water when some of the new developments go online will exceed the capacity that the wellfield can currently produce. Well TH19-02 will draw from the bedrock underlying the sand and gravel aquifer, which for the Town is anticipated to be a new untapped water source to feed its growing population and user base.



## **BACKGROUND**

The Carpenter Pond wellfield is the Town's sole water source and is currently comprised of eight wells and one infiltration gallery surrounding the pond, which draws from the underlying sand and gravel aquifer. The current average withdrawal from the wellfield is in the range of 1,800 to 2,300 m<sup>3</sup>/day, and the Approval to Operate allows the Town to draw 4,000 m<sup>3</sup>/day.

To maintain the yield in the existing wells, the utility commissions a well cleaning and rehabilitation program which historically has rehabilitated two to three wells per year. The rehabilitation clears the screens of fine silts and sands and biological fouling that accumulate in the well screen area. A well rehabilitation typically sees an immediate boost in production following the work, followed by a decline in production in the following years. In addition, rehabilitations on the largest producing wells are seeing diminishing returns. As can be seen in Figure 1 below, Wells C1 and C5 see significant decreases in yield following rehabilitation, and wells C6 and C8 are seeing diminishing returns each rehabilitation.



**Figure 1:** Changes in well capacity with rehabilitation over time

For several years the utility carried out an exploration program to determine new water sources. In 2019, a report of a bedrock well drilled in 1990 named TH90-1 was surfaced, and the Town's hydrogeology consultant suggested that it be explored further as a potential source, though its location was unknown. A VLF survey inadvertently led to the discovery of test hole TW19-02 near McGuire Road, believing that this was the location of TH90-1. The actual location of TH90-1 was discovered in another location next to the pond. TW19-02 in its initial pump testing was found to have a yield of 5.7 L/s, and this is expected to increase after reaming. TH90-1 was found to have a yield of 3.8 L/s. The result is two potential water sources drawing from the untapped underlying bedrock aquifer. The Town would like to proceed with putting TW19-02 into production first, as it is near the road and the raw water transmission main, and shows the best potential for yield.





Figure 2: Location of TW19-02

## DISCUSSION

Because TW19-02 will be drawing from a new, untapped source in the bedrock aquifer, and with its great location and promising yield results, TW19-02 is a favourable candidate to add to the water supply.

Overall, the main objective of the scope of work is to obtain an approval to operate TW19-02 as a production well from NBDELG. Moreover, the scope of work includes:

- Installing the bentonite-grout surface seal at the top 40 feet of the casing, which is a requirement for the approval;
- Reaming the existing 6" diameter test hole to 10", which is expected to increase yield and allow space for the pump and casing;
- Perform drawdown step-testing to determine any negative effects of drawdown on surrounding wells;
- Determination of optimum pumping range;
- Analysis of Water Chemistry to determine it meets Health Canada guidelines for health and aesthetic objectives; and
- Report to NBDELG's Technical Review Committee seeking approval to operate as a production well.

With many large multi-unit developments coming and currently under construction, staff have developed projections as to what the demand on the water supply will be when the new developments come online. Currently, the average daily demand on the system is 19 L/s, and the maximum day demand taps out at the current water treatment plant capacity of 32 L/s. In the future, several large-scale developments are expected to be built and come online, increasing the average day demand to 35 L/s and the maximum day demand to a possible range of 55-65 L/s. With this increase in demand, expansions to the utility's source



and treatment plant are required. Staff are hoping that TW19-02 can be added to production to reduce the deficit in immediate future demand versus production.

Hydrostrata and their drilling contractor Sullivan's Well Drilling were sole sourced for this assessment as they have the most extensive knowledge of Rothesay's water supply and historically have performed most of the Town's engineering work relating to its wells as far back as 1995. Lantech Drilling services are believed to be the only contractor in the region capable of installing the bentonite surface seal from above ground via a geotechnical drill.

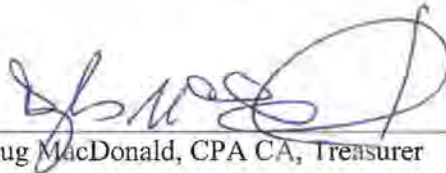
### **FINANCIAL IMPLICATIONS**

Where this project was not budgeted in the Utility's 2025 capital budget, it is requested that funding for this project come from the 2025 Utility Fund Capital Reserve. The quoted cost of the engineering support from Hydrostrata Engineering and Environmental Inc. will be \$65,805.73 including the Town's eligible HST rebate and the quoted drilling costs from Lantech and Sullivan's Well Drilling will be \$16,686.08 and \$69,351.52 respectively, including the Town's eligible HST rebate. Overall, the total cost to the Town is anticipated to be \$151,843.33 including the Town's eligible HST rebate.

There will be future costs to put this well into full production including a well house, pump, mechanical piping and fittings, electrical and instrumentation, and approximately 60 metres of water main to connect to the Town's raw water transmission main on McGuire Road. These costs will be included as part of the 2026 budget planning.



Report Prepared by: Tim Colwell, P. Eng., Director of Operations




Report Reviewed by: Doug MacDonald, CPA CA, Treasurer



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 9, 2025**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**   
Brett McLean, CAO

**DATE:** June 9/2025

**SUBJECT:** Walk Behind Mower Purchase- Parks Department

#### **RECOMMENDATION**

It is recommended that Council accept the submission from KV Land and Leisure for the purchase of a walk behind mower for the price of \$8 110.30 plus HST for the Rothesay Parks Department.

#### **ORIGIN**

The 2025 General Fund Capital Budget included an amount of \$15 000 for the purchase of a walk behind mower for the Rothesay Parks Department.

#### **BACKGROUND**

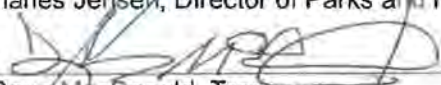
Several companies were called and asked to submit quotes. Results included below:

<b>KV Land and Leisure</b>	<b>\$8 110.30 plus HST</b>
<b>Green Diamond Equipment</b>	<b>\$12 500.00 plus HST</b>
<b>Yard Gear</b>	<b>\$14 300.00 plus HST</b>

#### **FINANCIAL IMPLICATIONS**

The 2025 General Capital Budget included an amount of \$15 000 for the purchase of a walk behind mower for the Rothesay Parks Department. The cost of the Toro 15HP walk behind mower will be \$8,458.07 after the HST rebate.

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

Report Reviewed by:   
Doug MacDonald, Treasurer

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





# Rothesay 2024 Annual Report



**This is the Annual Report of the  
corporation of the town of Rothesay  
for the 2024 fiscal year (January 1 to December 31)**

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May 2024

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5T: 506-848-6600  
F: 506-848-6677Rothesay@rothesay.ca  
www.rothesay.ca

Mayor Grant and Rothesay Council:

RE: 2024 Annual Report

I am pleased to present the 2024 Annual Report for Rothesay, showcasing staff and Council's performance, progress, and our path forward in 2025 and beyond. In 2024, Rothesay made significant and meaningful strides across growth and development, environmental sustainability, community well-being, recreation, and strategic succession.

Rothesay continues to be a choice location for multi-unit residential builders. In the past year, 84 apartment units were completed. We anticipate that number to be exceeded this year and next. The building of single-family homes also remains strong with the development of Glengarry Estates Phase 1 at Sagamore Point.

Council recognizes that the Kennebecasis River is the most prominent physical feature of our town. That is why we are striving to preserve it for future generations by continuing to modify the wastewater treatment facility under construction to be equipped with best-available technology. Once operational, the facility will release effluent that is as good or better quality than the river's water quality.

In 2024, we hosted the very first annual Rothesay Age-Friendly Community Wellness Fair. Over 300 attendees were able to take steps towards creating a better lifestyle. Success of the event has spurred the second annual fair.

Council approved a new 10 year recreation master plan last year. Consultation and engagement with the community identified 200 big ideas centered around five themes: active living; connecting people and nature; supportive environments; inclusion and access; and regional recreation capacity. The two biggest priorities identified were a Recreation Campus centered around the Rothesay Arena and an Active Transportation trail connecting the Wells Recreation Park to the Hillside Trail.

After 27 years at the helm, John Jarvie stepped back from the role of Town Manager to work on special projects before his retirement in early 2026. With the help of MC Advisory, the Personnel Committee conducted a rigorous national search for John's replacement. We were thrilled to find the best candidate for the position from within Rothesay's ranks. Former Director of Operations Brett McLean assumed the role of Chief Administrative Officer in January 2025.

Brett's vision and dedication to fostering community engagement, promoting sustainable development, and enhancing the efficiency of our municipal operations will be invaluable to supporting the growth and wellbeing of Rothesay in the years ahead. Brett has fully jumped into the new position and Council is looking forward to continuing work with him and building upon John's legacy of continuing to make Rothesay the choice community to live in the region.

Rothesay's future looks bright! We are open for business and Rothesay Council and staff hope to continue watching our community grow, develop, and prosper. Collectively, we are committed to delivering value to residents and visitors of our great community as you will read in the pages ahead.

Matt Alexander  
Rothesay Deputy MayorExplore our past / Explorez notre passé  
Discover your future / Découvrez votre avenir

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

# ROTHESAY

## 2024 ANNUAL REPORT

### 1. INTRODUCTION

On January 1, 2018, Regulation 2018 – 54 came into effect. The Province of New Brunswick established the *Annual Report Regulation – Local Governance Act* to provide information to property taxpayers regarding their local government. Rothesay has published an annual report in the past, but this report differs in that it is designed to be in conformance with this legislation. A copy of the new regulation is found in the Appendix “F” to this Report.

### 2.



### THE COMMUNITY

#### Land Acknowledgment

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.

#### History

Rothesay is a long-established residential community in southern New Brunswick and celebrated its 150th anniversary in 2010. In 1997, the Provincial Government amalgamated a portion of the Local Service District of Wells with the Town of Rothesay and the villages of Fairvale, Renforth and East Riverside-Kingshurst to form the new town of Rothesay with a population of about 11,600.

The town motto, “*Quinque Iuncta In Uno (Five United In One)*”, represents the strength and unity of our municipality and the joining together of the five founding communities. The Municipal Flag for Rothesay represents the first of its kind in Canada. By permission of the New Brunswick government, the provincial flag, adopted in 1965 on the authority of Queen Victoria’s Warrant of 1868, occupies the topmost part (the hoist) of the municipal flag. The Coat of Arms occupies the fly.

Rothesay's current population, based on the 2021 Statistics Canada Census, is 11,977, a small increase from the 2016 count. This population was distributed amongst 4,875 households, 75% of which occupied single detached housing with an average size of 2.4 persons.

Rothesay is part of the Fundy Regional Service Commission, which is composed of one unincorporated Rural District and six area municipalities centered on the mouth of the St. John River.

### 3.



## GOVERNANCE

An eight-person Council with Dr. Nancy Grant as Mayor provides for the governance of the Town. Council meeting attendance and monies Council members received from the Town are set out in Appendices B & C. Public events attended by Mayor Dr. Grant and Council members are set out in Appendix D.

### Council Members

The Rothesay Council includes:

- **Mayor Dr. Nancy Grant**
- **Deputy Mayor Dr. Matthew Alexander, Ph.D.**

and Councillors:

- |                                |                         |
|--------------------------------|-------------------------|
| • <b>Tiffany Mackay French</b> | • <b>Helen Boyle</b>    |
| • <b>Bill McGuire</b>          | • <b>Peter J. Lewis</b> |
| • <b>Dave Brown</b>            | • <b>Don Shea</b>       |

### Council Meetings

Rothesay Council meetings are typically held the second Monday of the month at 7:00 p.m. in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB. Regular and special Council meetings are open to the public. Council agendas and agenda packages are posted to the website prior to each meeting. Approved Council minutes are available for review in the Clerk's office and also online: [www.rothesay.ca](http://www.rothesay.ca).

Closed session meetings are held in accordance with the Local Governance Act, SNB 17, c. 18 (s. 68) when the subject matter relates generally to the following: confidential and/or personal information protected by law; contract negotiations; land disposition or acquisition; litigation or potential litigation and legal opinions or advice; matters of security; information gathered by police; information that could violate confidentiality from the federal or provincial government; and labour and employment matters.

## Members of Council and Their Committee and Other Responsibilities:

<b>Mayor</b> <b>Nancy Grant</b>	Fundy Regional Service Commission Regional Facilities Committee (FRSC) Nominating Committee (per Section 101 Procedural By-law) Personnel Committee Finance Committee Emergency Measures Committee Ex-officio Town Committees (except PAC and Heritage – separate legislation) Climate Change Adaptation Committee	<b>Counc.</b> <b>Bill McGuire</b>	Personnel Committee Nominating Committee Emergency Measures Committee Parks and Recreation Committee Ice Fishing Working Group
<b>Deputy Mayor</b> <b>Matt Alexander</b>	Works and Utilities Committee Finance Committee Personnel Committee Climate Change Adaptation Committee	<b>Counc.</b> <b>Peter Lewis</b>	Board of Fire Commissioners, Kennebecasis Valley Fire Department Inc. Nominating Committee
<b>Counc.</b> <b>Tiffany Mackay</b> <b>French</b>	Rothsay Heritage Preservation Review Board Kennebecasis Regional Joint Board of Police Commissioners UMNB Representative Rothsay Living Museum ( <i>Dissolved</i> 2024) Planning Advisory Committee	<b>Counc.</b> <b>Don Shea</b>	Planning Advisory Committee Kennebecasis Public Library Board Finance Committee Kennebecasis Regional Joint Board of Police Commissioners
<b>Counc.</b> <b>Helen Boyle</b>	Finance Committee Age Friendly Advisory Committee Parks and Recreation Committee Ice Fishing Working Group	<b>Counc.</b> <b>Dave Brown</b>	Board of Fire Commissioners, Kennebecasis Valley Fire Department Inc. PRO Kids Personnel Committee Works and Utilities Committee Ice Fishing Working Group



### Committees of Council (2024)

- Personnel Committee
- Finance Committee
- Nominating Committee
- EMO Committee
- Parks and Recreation Committee
- Planning Advisory Committee
- Works and Utilities Committee
- Rothesay Heritage Preservation Review Board
- Age Friendly Advisory Committee
- Climate Change Adaptation Committee
- *Ad Hoc – Ice Fishing Committee*

**Mary Jane Banks, BComm, is the Director of Administrative Services and Town Clerk.**





The Rothesay Town office is open Monday through Friday from 8 am to 4:30 pm, except civic holidays. The office is closed from noon to 1 pm. The main telephone line (506-848-6600) is answered 7/24 for service requests and urgent matters.

Town records are filed in a computerized database with searching capacity in accordance with the guidelines of the Municipal Records Authority. Rothesay has implemented a system to record customer service requests and to track the nature of requests and the time required to respond. There were 513 service requests responded to in 2024 with the most frequent being related to general drainage issues, culverts, water meter readings and lateral locates.

Human Resources contributes to the success of Rothesay and its administrators and employees through leadership, service and excellence in human resources management. It provides various services that are available to all employees, as well as advice and guidance on a multitude of staff employment situations. In developing policies and programs and in delivering services, Human Resources is dedicated to all employees and works to support a positive workplace culture.

### Employment Overview

Rothesay has a diverse workforce of both unionized and non-unionized employees. Unionized employees at Rothesay are represented by the Canadian Union for Public Employees (C.U.P.E). At the end of 2024, Rothesay had 48 full-time employees and 3 seasonal employees. In addition to full time staff, a total of 30 students were hired during the summer months to help with engineering, parks and recreation programming.

The pace of recruitment activity remained steady in 2024 as Rothesay actively sought to fill several critical positions within the organization. After 27 years of dedicated service, the Town Manager retired, prompting an extensive search for a new Chief Administrative Officer (CAO). Following a robust selection process, a candidate was chosen at the end of 2024 and will officially assume the role at the beginning of 2025.

### Looking Ahead

In the coming year, Rothesay will continue to strive towards being an employer of choice by offering a competitive compensation package, a safe and healthy work environment, and meaningful and engaging work.

Some of the activities planned for early in the next fiscal year include:

- A continued focus on recruitment and retention.
- Succession Planning.
- Preparing for contract negotiations with C.U.P.E local 5369.
- Preparing staff for organizational change.

## 5.



## PROTECTIVE SERVICES

## A. FIRE

The Kennebecasis Valley Fire Department Inc. (KVFD) is a corporation jointly owned with Quispamsis to provide fire suppression, fire prevention and education services throughout the two Towns. Station 1 is located on Campbell Drive in Rothesay and Station 2 is located on Hampton Road in Quispamsis.



The Department provides assistance to Ambulance New Brunswick in responding to many medical emergencies. In 2024, there were 518 calls for service in Rothesay, which was up from 2023 where there were 474. Included in the 518 calls were 252 incidents with medical calls (Public Service – First Aid), and 51 motor vehicle accidents (Vehicle Accidents).

The Department consists of 41 firefighters, including 12 company officers, senior firefighters, lieutenants, captains and a fire prevention officer. The management team consists of a Fire Chief, Deputy Chief, two Division Chiefs, an Executive Assistant to the Chief, and a Finance Administrator. The Department also has two volunteer fire captains. A Board with equal representation from each Council and volunteer appointments from each Town governs the KVFD. Rothesay paid \$2,664,815 for operating and \$176,882 for capital expenditures which is 40.61% of the total in 2024. Details about the Fire Department are on its website:

<http://kvfire.ca>

**The Fire Chief is Michael Boyle, MEd, BIS, ECFO.**

## B. POLICE

The Kennebecasis Regional Police Force (KRPF), an organization jointly owned and funded with Quispamsis, carries out policing in Rothesay. The KRPF has 43 sworn officer positions and nine administrative positions. In 2024, KRPF received 5,297 calls for service and created 2,730 investigations.



Rothesay's share (39.75%) of the annual budget for policing was \$3,372,789 in 2024.

Oversight of the KRPF is charged to a Board of Commissioners appointed by the two Towns and one Commissioner appointed by the Provincial Minister of Public Safety. More information regarding the nature and operations of the Regional Police Force is on its website:

<http://www.kennebecasisregionalpolice.com/>

**The Police Chief is Steve Gourdeau.**

## C. KV EMERGENCY MEASURES ORGANIZATION

2024 was a significant year for the KV Emergency Measures Organization (EMO) with the passing of an EMO By-law by both Rothesay and Quispamsis, which formally establishes the KV EMO. The steering committee has transitioned into the formal EMO committee and the first complete draft of the Emergency Management Program has been completed and shared with Rothesay council.

While there were fortunately no significant incidents requiring a full activation of the KV EMO in 2024, it did coordinate planning for larger community events like the KV Santa Claus parade and graduation events for the high schools. The EMO committee will continue to work into 2025 to develop policies and procedures to manage significant events while also training all staff involved in EMO from the fire department, police department and both towns.



### WEATHER WARNING

Source:

Thunderstorm capable of producing strong wind gusts, up to nickel-size hail and heavy rain this afternoon



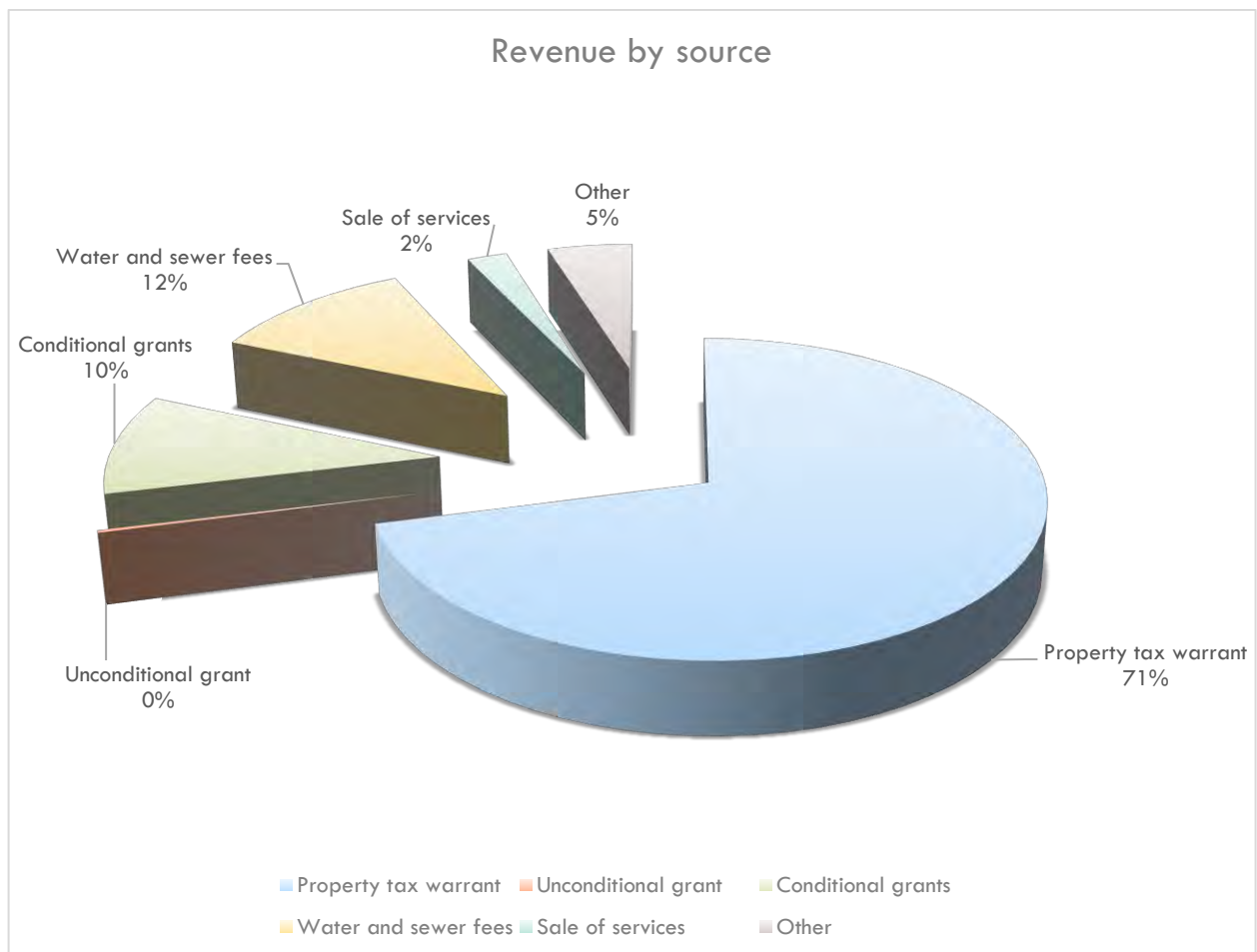
6.



## FINANCE

The Town finished the 2024 fiscal year with a general fund surplus of \$112,285 and in the utility account \$32,335. These will be brought into budgets in 2026. During the year, the Town retired \$1.3M of debt. The utility fund obtained a new debenture related to sewer projects of \$800,000. The Town's current net debt is approximately \$648 per capita. General Fund debt service costs are 3.57% of the annual budget supported by property taxes. The legislated limit for debt service is 20% of a municipality's annual expenditure in its general fund. The borrowing limits for utilities are larger and the Town is currently well within provincial guidelines with utility debt service costs of 14.75%. That debt is repaid through utility charges.

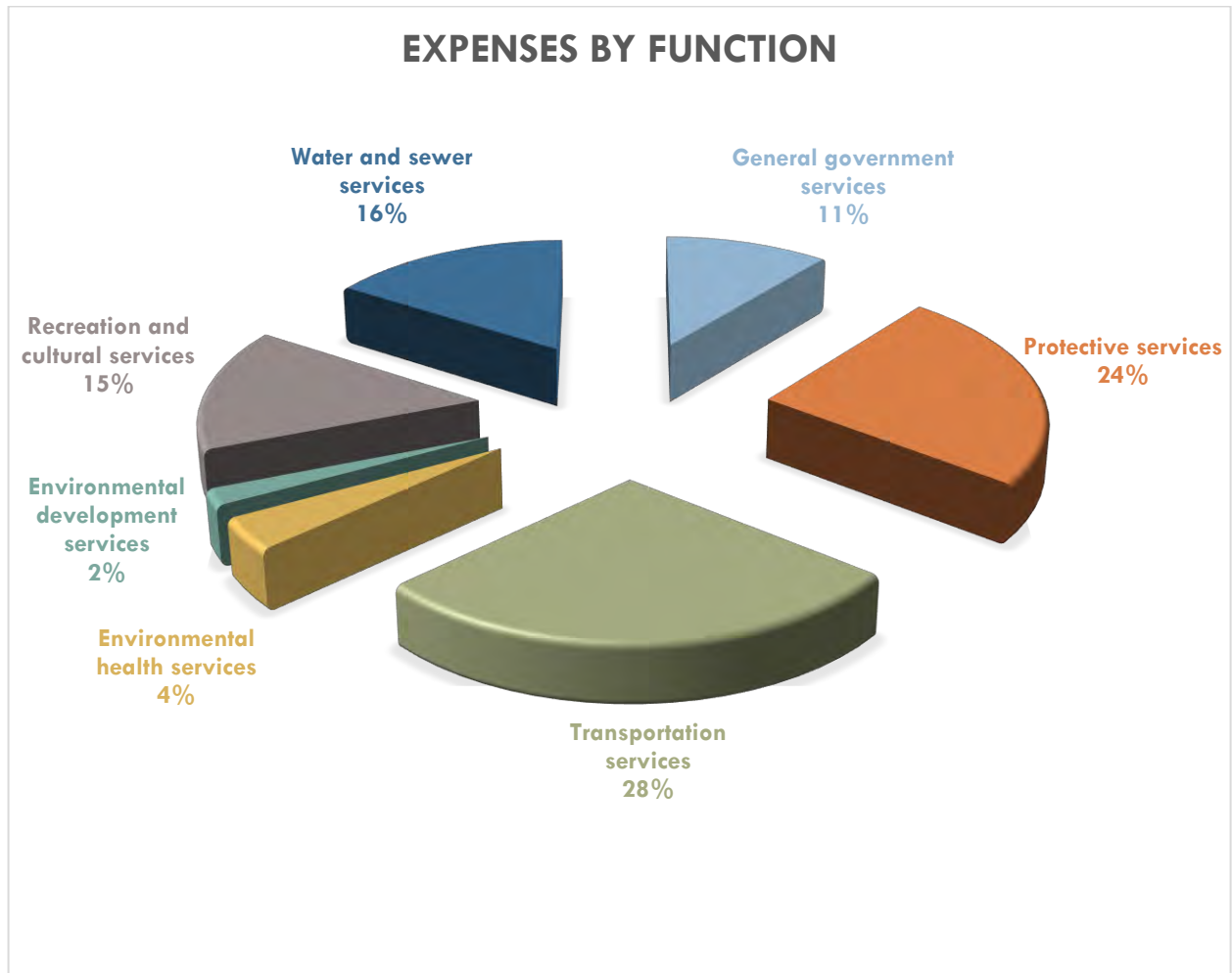
The Town donated \$37,000 to various groups and good causes in 2024; none of these were for economic development purposes. A list of the donations are found in Appendix A.



The total tax base of the municipality for the purposes of setting the tax rate was \$1.871B. The tax rate for 2024 was \$1.19 per hundred dollars of assessment. Assessments are carried out by Service New Brunswick on behalf of all municipalities in the province at a cost of slightly less than two cents per hundred to the property owner and an equal amount paid by the Town. Six

percent of the tax base is made up of non-residential properties that were taxed at a rate of \$2.023 + the \$2.27 Provincial rate.

Utility rates for the fiscal period were as follows: Water cost was \$1.29/m<sup>3</sup> plus a fixed cost of \$56.25 per quarter. The annual sewer charge was \$475 in 2024 for a single-family house. Business and multi-family buildings pay by the size of the service connection to the Town system.



The total operating expenditures and debt service costs of the Town were \$24.44M. Rothesay paid approximately \$163,000 in Provincial property tax in 2024 as well as HST to the Province of approximately \$700,000.

The audited financial statements of the Town are found in Appendix E.

**Doug MacDonald, CPA CA, is the Town Treasurer.**

## 7.



## PARKS &amp; RECREATION

## A. RECREATION

The Rothesay Recreation Department offers a diverse range of programming for residents and visitors year-round. Our facilities include the Rothesay Arena, Bill McGuire Centre, Rothesay Common, Rothesay HIVE, and the Wells Recreation Building. With programs and events taking place across the community throughout the year, we remain actively engaged in promoting recreation and community involvement.

## 2024 Highlights

This past year was filled with exciting events and new initiatives. Some of our key moments included Fundy Winterfest, special skating events at the Common, the first-ever Rothesay Age-Friendly Wellness Fair, continued growth at the Rothesay HIVE, the inaugural Rothesay Wellness Fair, the summer concert series, Canada Day celebrations, playground programs, and the 26th Annual KV Santa Claus Parade.

## Fundy Winterfest

Fundy Winterfest was once again a tremendous success! Rothesay joined forces with Quispamsis, Grand Bay-Westfield, Saint John, Hampton, and Fundy-St. Martins to deliver a six-week regional event, encouraging people to stay active and embrace winter.

Rothesay's Winterfest lineup featured a mix of large community gatherings and self-guided activities, including:

- KV Brews N Bites Adventure – In its second year, this food and beverage tour partnered with 12 local businesses to offer a fun winter experience. Participants explored local breweries and restaurants, collecting stamps on their maps for a chance to win a grand prize. Over 100 participants took part—an excellent turnout!
- Special Skating Events at Rothesay Common – Every Wednesday night in February, hundreds gathered for themed skate nights, including Try Para Ice Hockey, Glow in the Dark Skate, Disney/Marvel Night, and Skate with the Saint John Sea Dogs. Due to inclement weather, the Sea Dogs event moved indoors but remained a great success! Sponsorships helped cover the cost of program supplies for each theme night.



- Winter Adventures – We partnered with River & Trail to offer free snowshoe rentals, but unfortunately, snowfall was minimal this year. However, Winter Waldo returned, hiding in 10 different locations across Rothesay Trails, where he was found by 60 participants.
- Other Winterfest Events – Rothesay also hosted the Winter Speaker Series, Frozen Moment Photo Contest, Winter Carnival on the Common, Snowshoeing with the KV Walkers, and a new Cliff Valley Astronomy event at Wells Recreation Park.

### Summer Programs & Events

Our Summer Playground Program saw 336 children registered across three locations: Kennebecasis Park Elementary, Rothesay Park Middle School, and the new Wells Recreation Park Community Centre. The online punch pass system continued to offer parents a convenient way to purchase passes without visiting Town Hall.

Both Kennebecasis Park Beach and Renforth Beach were open and staffed with lifeguards throughout the summer, with Renforth Beach also supervised on weekends.

On Canada Day, hundreds gathered to celebrate our nation's 157th birthday with a flag-raising ceremony, live music, face painting, balloon animals, inflatables, bouncy castles, a BBQ, popcorn, cotton candy, cupcakes, ice cream, and more!

The community garden thrived once again, with all 42 plots fully rented for the season.



### Fall & Winter Events

We hosted the 4th Annual Halloween Skating Party at the Rothesay Arena, inviting participants to skate in costume.

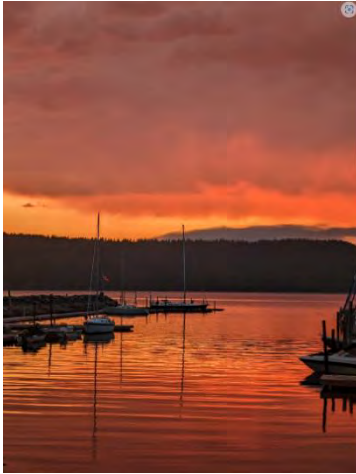
The 26th Annual KV Santa Claus Parade lit up Hampton Road on Saturday, November 30th, attracting an estimated 10,000+ spectators. The parade was live-streamed on Facebook, garnering over 16,000 views. Voting for the People's Choice Award was once again held online on our Facebook page, with the post reaching 28,500 Facebook users. We look forward to the 27th Annual Parade in 2025, themed "The Lights of Christmas."

To mark the 10th anniversary of the Rothesay Common Ice Surface, we hosted the 10th Annual Mayor's Tree Lighting. Families enjoyed a festive evening with live music, skating, hot chocolate, and gingerbread cookies.





### Through the Lens Photo Contest



Rothesay is well known for its people, history, quality of life and picturesque location in the Kennebecasis Valley. How fortunate we are to live in such a beautiful place in the world! The 11th Annual Through the Lens Photo Contest received 56 spectacular photos of various places in Rothesay. Voting took place from August 23rd to September 3rd and a total of 1,213 “likes” were recorded. The 2024 Through the Lens Photo Contest Winner was: Michelle Martel. Michelle’s photograph of the sunset at the Rothesay Boat Club received 141 “likes”! Michelle was recognized for this achievement at the September 9, 2024, Council meeting.

### Volunteer Recognition Awards

In May, Rothesay was proud to honour 16 Rothesay residents at the 2024 Rothesay Volunteer Recognition Awards. These amazing volunteers are making a huge difference in our community each and every day. We are so grateful for their valuable contribution to Rothesay through dedicated volunteerism. Thank you for bettering the lives of our community members! Volunteers Recognized: Jamie Bennett, Susan Crozier, Brent Donovan, Lynne Dunn, Nicole Erving, Larry Greer, Roslyn Harrush, Yolanda Kippers, Nick Lignos, Pauline Lordon, Pam Mills, Diane O'Connor, Carla Sherman, Susan Sleep, Terry Sleep, and Cheryl Throop.



*Left to right: Mayor Dr. Nancy Grant, Terry Sleep, Susan Sleep, Pam Mills, Carla Sherman, Roslyn Harrush, Lynne Dunn, Cheryl Throop, Susan Crozier, Nick Lignos, Nicole Erving, Larry Greer, Brent Donovan, Jamie Bennett, and Diane O'Connor.*

## AGE-FRIENDLY PROGRAMMING

Throughout 2024, the Rothesay Recreation Department provided many opportunities for older adults to thrive in our community.

### Age-Friendly Wellness Fair

Rothesay's Recreation Department hosted the very first annual Rothesay Age-Friendly Community Wellness Fair on June 3, 2024. Attendees were able to take steps towards a better lifestyle by stopping by one of the 30+ information booths including a health check (Glucose Screening Test & Blood Pressure Test). With over 300 participants coming to the Wellness Fair, it was a very successful event. Thank you to the sponsors, booths, and volunteers who made this community event happen. Thanks to the generosity of the many who attended - the raffle draw raised over \$570 for the Rothesay High School Adopt a Redhawk Program. Thank you to all the businesses and organizations who donated items for the amazing raffle basket.



### Rothesay HIVE

The Rothesay HIVE membership grew from 162 in 2023 to 205 in 2024, a 26% increase that shows age-friendly programming is critical to the needs of our community. Not only is the Rothesay HIVE membership growing, but the number of residents who are older adults will continue to grow as well. Based on the 2021 Statistics Canada report, 22.8% of New Brunswickers are aged 65 years and older, which is higher than Canada overall. However, that number is expected to continue to grow. The Government of New Brunswick noted that within 10 years, over 28% of New Brunswick's population will be over the age of 65. The 2021 Census showed Rothesay with 21.1% of the population over 65.



In 2024, the Rothesay HIVE continued to offer programs that have become a staple of the community centre: fitness classes (five classes to choose from), Latin line dancing classes, book club, garden club, walking club, movie matinees, coffee and chats, cards and board games, mahjong games and lessons, bridge games and lessons, lending libraries (books, puzzles, and pickleball equipment), information presentations, and a community resource library. We broadened our program offerings in 2024; the Rothesay HIVE now offers members Bee Mobile exercise classes, Pickleball equipment, and a monthly Grief Café. The Rothesay HIVE again offered the online Rothesay HIVE Fall Speaker Series. The Rothesay HIVE Facebook group also continued to post mindful moment videos that focused on improving older adults mental, physical, and social wellness with helpful information and tips.

There were many special events celebrated in 2024, including the return of Potlucks (Leap Day Potluck, Hive Turns Five Potluck, Summer Potluck, Friendsgiving Potluck, and Holiday Potluck), Speed Chatting with Touchstone Academy, and a Fashion Show. In 2024, Rothesay HIVE celebrated its 5th Birthday on May 23! To mark this milestone, we hosted a Potluck to celebrate among friends and enjoy some great food and cake. Also, a BIG thank you to everyone who has helped make the Rothesay Hive the special place that it is - each and every person who enters the space has been part of our journey.

The Saint John Newcomers' Centre continues to offer 'Future Engage' at Rothesay HIVE. The program brings people of all ages and backgrounds together for intergenerational and cross-cultural activities. The Saint John Newcomers' Centre also continued their "English Conversations" at the Rothesay HIVE. This program brings newcomers and older adults together to practice their conversational English in a casual and comfortable environment.

Canadian Health Solutions finished their Wellness 55 program in 2024 at the Rothesay Town Hall and used the Rothesay HIVE for special group meetings. The goal of this program was to increase the overall wellness of older adults by integrating science, technology, and community resources.

The File of Life continues to be a valuable and popular resource for the community which can be accessed through Rothesay HIVE. We are always striving to add new programs and activities that will benefit our members. By connecting with community organizations, we can create lasting connections between older adults, future generations, and community supports. Thanks to the support of the Kennebecasis Valley Fire Department and the Kennebecasis Regional Police Force additional File of Life kits were purchased in 2024 to ensure this program continues to be a success.

### **Renforth Senior Exercise Classes**

Renforth Seniors Exercise Classes are offered by the Rothesay Recreation Department at the Bill McGuire Centre from September to June each year. This older adult-friendly workout mixes low-intensity movement and strength components. This helps to increase older adults' energy, strength, endurance, mobility, and balance, while meeting the needs of all levels of fitness. The class remains to be popular and enjoyed by many.



## B. PARKS

Rothsay maintains a network of parks and green spaces with major highlights such as the Rothsay Common, East Riverside-Kingshurst Park, Steele-Kennedy Nature Park, Wells Recreation Park, Renforth Wharf Park and smaller gems such as Dobbin Park and 150 Anniversary Park. The Town also maintains many outdoor recreation facilities including five ball fields, two synthetic turf surfaces at the Arthur Miller Fields, two irrigated soccer pitches and approximately 20 kilometers of walking, hiking and cross-country ski trails.

The Steele-Kennedy Trail adjacent to the Arthur Miller Fields was resurfaced to provide better drainage and a more walk friendly surface.

Two new pickleball courts located next to the Arthur Miller Lower Field parking lot opened in April and were well used throughout the summer and fall.

The parking lots at the Wells Recreation Park were paved and conduit was installed for parking lot lighting that will be installed in 2025.



The Marigold Project – All three elementary schools in Rothsay participated. Over 250 children took part in growing Marigolds from seeds and planting them around Rothsay. ng that will be installed in 2025.







Parks	Rothesay Parks & Trails	Trails
The Rothesay Common		Wells Trail (12km)
East Riverside-Kingshurst Park		Hillside Trail (3 km)
Steele-Kennedy Nature Park		Bicentennial Trail (1.5km)
Wells Recreation Park		Villa Madonna Trail (0.5 km)
Renforth Wharf Park		Steele Kennedy Trail (0.95km)
Jordan Miller Park		
Stuart Dobbin Park		
150 Anniversary Park		

Charles Jensen is the Director of Recreation and Parks.



## C. LIBRARY

Library services for Rothesay residents are provided in partnership with the town of Quispamsis and the Province of New Brunswick. The building in Quispamsis at 1 Landing Court is maintained by the two Towns and cost-shared on a per capita basis. Permanent staff working in the library are employees of the Public Library Service of New Brunswick. The original library opened its doors in 1984 and was enlarged and renovated in 2013 at a total project cost of just under \$6M. Rothesay's share of 2024 operating cost is \$98,962 (38.94% of the total cost). More information on the Kennebecasis Public Library can be found on Facebook:

<https://www.facebook.com/kennebpl>



**Library Director is Norah Emerson.**



#### D. ROTHESAY LIVING MUSEUM

In September, 2024, Rothesay Council entered into a Memorandum of Understanding with the Kings County Museum and transferred ownership of the Rothesay Living Museum artifacts to the Museum and Kings County Historical Society.

In December, 2024, Rothesay Council enacted a new Procedural By-Law. The new By-law dissolved the Rothesay Living Museum Committee. Residents who are interested in the heritage and history of the Town are encouraged to check the online Rothesay Living Museum at <https://www.rothesaylivingmuseum.com/> or visit the Kings County Museum, 27 Centennial Road, Hampton, NB to see the artifacts.



Winter Carnival on the Rothesay Common, 1945.

**8.****PLANNING AND DEVELOPMENT****A. BUILDING PERMITS**

In 2024 the Town issued 193 Building Permits.

Total Value of Construction for these permits was \$25,198,976.34 – 2024, down 24.5% from the 2023 total of \$31,604,717.98.

The 2024 total value of building permit fees resulting from the permits is \$185,071 down from the 2024 total of \$233,313.00.

**B. BY-LAW ENFORCEMENT**

The responsibilities of Town staff include enforcement of Town by-laws. The following is the by-law enforcement activity in 2024.

Pursuant to SECTION 5 a.(vii) of BY-LAW NO. 4-03 - PEACE, ORDER AND THE PREVENTION OF NUISANCES.

	Zoning By-Law	Unightly Premises	Building By-Law	Town Owned Lands	Commercial Signage	Animal Control	Civic Complain	Noise Complaints
<b>2024</b>	<b>8</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>6</b>	<b>23</b>	<b>0</b>	<b>4</b>

“No person shall either directly or indirectly demand or invoke the official services of any police officer, firefighter or other officer of Rothesay where no reasonable cause exists for so doing;”. Resolving disputes between neighbours is not part of the mandate of municipal staff.

**C. PLANNING**

The Rothesay Planning Advisory Committee met eleven times and reviewed amendments to both the Zoning By-law and Subdivision By-law, as well as several major applications including:

1. Dobbin Street - Amendment to Development Agreement.
2. 127 Hampton Road – Conditional Use (Single Family Dwelling).
3. 4 Grove Avenue – 1-Lot Subdivision.
4. Rezoning 45 Marr Road & 6 Old Mill Lane.
5. 43 Clark Road - Conditional Use (Church).
6. 83 Hampton Road - Conditional Use (restaurant).



7. 239 Gibbon Road - Subdivision & Money-in-lieu of Land for Public Purpose.
8. 7 Stack Road - Rezoning to Two-Family Residential.
9. 103 Hampton Road - Conditional Use (Restaurant).
10. 160 Hampton Road - Temporary Use in conjunction with Canadian Tire renovations.
11. 7 Jersey Lane – Planning Advisory Committee Variance Extension for a construction of the main dwelling, accessory building.
12. 6 Camden Court - Subdivision & Money-in-lieu of Land for Public Purpose.

#### **D. HERITAGE PRESERVATION BOARD**

The Rothesay Heritage Preservation Review Board met two times to consider the following applications for Certificate of Appropriateness:

1. 10 Church Ave for the addition of a greenhouse in rear yard.
2. 3 Gondola Point Road for the replacement of two front exterior doors. The applicant did not comply with the conditions attached to the Certificate of Appropriateness.

**John Jarvie was the Acting Director of Planning & Development Services in 2024.**



9.



## PUBLIC WORKS

In 2024, the Public Works Department recorded 2,089,600 kg of salt/sand mixture that was placed by monitored equipment during road maintenance.

The Department saw a busy year; staff responded to 162 Service Requests, 211 Work Orders, 14 Street Disturbance Permits in 2024 and broken down in the table below.

Catch basins	3
Culverts	39
Ditches	18
General Drainage	61
General Transportation	12
Potholes	21
Signs	3
Snow Plow Damage	5

In 2024, the following infrastructure work was completed:

- Line Painting- stop bars, crosswalks and directional arrows
- Curb Sweeping - 4 times during the year for maintenance
- Street sweeping. Two crews for 4 weeks
- Shoulder and ditch repair in general
- Seasonal wharf removal / installation for Parks Department at K Park and Renforth
- Shoulder mowing (ditches/slopes)
- Mowing trail system for Parks
- Mowing Oakville detention pond
- Mowing sewer lagoons
- Snowplow damage repair
- Flagging for Parks Department for Hampton Road island maintenance – ongoing all summer
- Pothole / patching asphalt repair

- Concrete work for sidewalk and curb repair
- Tree removal and trimming
- Several repairs for utilities
- Street sign repairs and installations

### Asphalt Paving

Aries Court	208.29 m	Harry Miller Court	139.82 m
Banks Lane	129.16 m	Hibiscus Court	48.09 m
Bel-Air Avenue	318.49 m	Lennox Drive	145.6 m
Biscayne Court	100.37 m	Lyman Drive	55.24 m
Cameron Road	610.84 m	McGuire Road	602.59 m
Capri Avenue	294.65 m	McMackin Lane	228.42 m
Chatwin Street	587.65 m	Pheonix Court	55.34 m
Clark Road	57.76 m	Riverview Avenue	460.68 m
Coral Lane	93.26 m	Royal Lane	141.94 m
Donlyn Drive	854.23 m	Salmon Crescent	281.5 m
Dunrobin Street	352.4 m	Spruce Street	103.6 m
Fernwood Lane	126.18 m	Sprucewood Avenue	897.66 m
Fir Lane	155.37 m	Strong Court	215.3 m
Gondola Point Road	252.38 m	Usher Court	48.3 m

### Drainage Mains

Cameron Road	91.27 m
Riverview Avenue	103.27 m

### Sidewalk

Hampton Road	384.28 m
--------------	----------

### Sanitary Main

Riverview Avenue	258.48 m
------------------	----------



10.



## UTILITIES

### A. WATER

In 2024, the Rothesay treatment plant at Carpenter Pond withdrew 745,617 m<sup>3</sup> of raw water from the well network to produce 709,167 m<sup>3</sup> of drinking water for distribution. The water treatment production increased by 17.1% from 2023. With 9 new water connections and 13 new sewer connections, production was high.

### B. WASTEWATER

The following are the performance results for the three Town wastewater treatment lagoons for 2024.

Lagoon	Treated Volumes (m <sup>3</sup> )	Mg/litre Oxygen Demand (CBOD)	Mg/litre Suspended Solids (TSS)
KPARK	130,451	24.6	25
RENFORTH	87,928.5	8.3	19.3
FAIRVALE	2,470,730	18.6	20.3

**Brett McLean, P. Eng, is the Director of Operations (Works and Utilities).**







Envision Saint John: The Regional Growth Agency leads economic development and tourism promotion for the Saint John Region through a master service agreement with the Fundy Region Service Commission.

In 2024 Envision Saint John initiated the development of the Saint John Region's Economic Development Plan and Tourism Master Plan - identifying priorities that will harness the region's strengths and tackle outstanding challenges. The plans are designed to be interconnected - ensuring alignment and mutual reinforcement. The Economic Development Strategy and Tourism Master Plan will not live in isolation but rather are unified resources that will help to navigate the Saint John Region's overall growth. As the growth agency, it is our role to help drive these plans forward - but success will come through collaboration with local industry, operators, community and municipal partners.

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

The agency also launched the development of a Regional Immigration Strategy. This work is scheduled to be completed by June 30, 2025.

Copies of all the regional plans can be found on the agency's website: [Regional Insights & Strategies | Envision Saint John | Envision Saint John](#).

In addition to the development of these enabling regional plans, 2024 was also a busy year in each of the agency's key service areas. The following commentary describes each service area and some key results for the year.

**Real Estate Development** – the agency supports the progress of commercial, residential and industrial development.

- In 2024 several significant residential projects of clients the agency has worked with broke ground. There was a total of **7,100 units** within the portfolio and **\$1.9B** in estimated accessed value.
- In 2024 there was a total of **22** industrial leads actively exploring investment in the region that were being supported by the agency. The agency also delivered an educational presentation on the importance of industrial growth for the future of the Saint John Region.

**Economic Intelligence** – data resources from the agency help provide a clear understanding of regional and local markets to support informed decision making.

- Working with the Atlantic Economic Council the agency delivered its first State of the Economy Report. This report will be produced on an annual basis to highlight key economic trends and insights.
- There were **25 data requests** delivered in 2024 and the regional growth Dashboard was viewed **2,958** times.

**Population Growth** – the agency develops attraction and retention strategies and tools to grow the region’s population.

- A New Resident Portal was promoted to connect newcomers with tailored programs and services. The portal had 31,638 pageviews in 2024 and 20,054 unique users.
- Marketing campaigns related to talent attraction were
- Transition plans were developed to transfer the Local Immigration Partnership to Envision Saint John in 2025 including submission of an application to IRCC for funding of the LIP commencing April 1, 2025.
- Sponsorships were given to a number of community events and programs that support newcomer attraction and retention.

**Workforce Development** – by the convening the workforce eco-system, the agency helps to develop and retain the required workforce to fuel the local economy.

- In 2024, four Career Fairs were hosted within the Saint John Region that connected more than 900 jobseekers with over 70 employers.
- Delivered marketing campaigns to promote local workforce opportunities targeting local youth and Ontario.
- Supported the Port of Saint John’s Workforce Partnership with focus on dispatch system and labour forecasting
- A scholarship was launched to support medical students and retain Family Physicians in the region. A physician recruitment video and marketing collateral was also produced.

**Entrepreneurship & Business Growth** – the agency helps entrepreneurs realize their full potential and support their business from startup to scale up.

- 150 local entrepreneurs received guidance and navigation support related to starting or scaling up businesses.
- There was a total of **46** applicants for loans under the ACOA funded Impact Loan Program that is administered by the agency. **16** applications were approved with a total value of **\$565,000**.

**Destination Marketing & Sales** – the agency positions the region as a destination of choice for leisure travel, meetings and conventions, sport tourism and major events.

- The 2024 Destination Campaign “Bay-Cation” was delivered through a variety of social media and marketing channels. The markets for the campaign are the Maritime

Provinces, Ontario and Quebec. The campaign received a total of **44 million** impressions.

- The Campaign received an Economic Developers Association of Canada Award.
- Through a partnership with New Brunswick Tourism, Heritage & Culture a campaign was also extended into the New England States.
- **24** festivals and events were sponsored in the region.
- **17** bids were submitted for a variety of meetings & conventions and sport related events.

*Click here for Envision Saint John's full 2024 Year In Review.* [Accountability & Transparency | Envision Saint John | Envision Saint John.](#)

## 12. APPENDICES

### A. DONATIONS

RECIPIENT	TYPE	FORM	AMOUNT \$	PURPOSE
KV3C	grant	In kind	2,500	Use of space in McGuire Centre
NB Medical Education Trust	grant	cash	5,000	Support for medical education
KV Food Basket	grant	cash	2,000	To offset operating cost
KV Food Bank via Quispamsis	grant	cash	7,272	To offset rental cost
St Joseph's Hospital Fdn	grant	cash	1,000	To support programs
Girl Guides Canada	grant	cash	250	To support programs
Rothsay High School	grant	cash	1,000	Student scholarship
Symphony NB	grant	cash	2,000	To support fundraiser
Tani Koi Judo Club.	grant	cash	250	To support programs
KV Girls Softball	grant	cash	250	To offset event cost
KV Old Boys	grant	cash	500	To support programs
Gala Ballet Productions	grant	cash	600	To support programs
Fundy Soccer Association	grant	cash	250	To offset event cost
Pro-Kids	grant	cash	7,500	To support programs
Portage	grant	cash	500	To support programs
City of Saint John – Powwow	grants	cash	1,250	To offset event costs
NB Sport Hall of Fame	grants	cash	5,000	To support fundraiser
<b>TOTAL</b>			<b>\$37,122</b>	



**B. REGULAR/SPECIAL/CLOSED  
COUNCIL MEETINGS ATTENDANCE 2024**

Legend		Open	Closed Mtg/ Working	Mayor Nancy Grant	DM Matt Alexander	Counc. Peter Lewis	Counc. Tiffany	Counc. Bill McGuire	Counc. Don Shea	Counc. Helen Boyle	Counc. Dave Brown
Present											
Absent											
Jan 8		√									
Jan 15 Public Hrg		√									
Jan 29 Public Hrgs M		√					*COI		*COI		
Jan 29 Public Hrgs D		√									
Feb 12		√									
Mar 11		√									
Mar 25 Sp. Mtg.		√									*EP
Apr 8		√					*EP				
Apr 29 Sp. Mtg		√									
May 13		√									
May 27 Public Hrg		√					*COI		*COI		
Jun 17		√									
Jul 8		√									
Aug 12		√									
Sep 9 Council		√									
Oct 15		√									
Oct 21 PHs (2)		√									
Oct 28 Budget		√									
Nov 12		√									
Nov 25 Spc. Mtg.		√									
Dec 9		√					*EP				
Jan 8			√								
Feb 12			√								
Feb 26 Wkg Sess.			√				*EP				
Mar 11			√								
Mar 22 Sp. Mtg.			√							*EP	*EP
Apr 8			√				*EP				
May 13			√								
Jun 17			√								
Jul 8			√								
Aug 12			√								
Sep 9			√								
Oct 15			√								

Oct 21 Wkg. Sess.		√								
Oct 28 Budget		√								
Nov 12		√								
Dec 9		√				*EP				

\*COI - Conflict of Interest declared      \*EP – electronic participation

### Closed Committee Meetings

Finance Committee

23 October 2024

21 November 2024

Joint Finance Committee

26 September 2024

### Right To Information and Protection of Privacy Act (RTIPPA) requests

Requests: 2

Complaints: 0

**C. COUNCIL REMUNERATION**

Mayor Grant	D/Mayor Alexander	Councillor Shea	Councillor Lewis
\$50,000	\$25,500	\$23,000	\$23,000

Councillor McGuire	Councillor Mackay French	Councillor Boyle	Councillor Brown
\$23,000	\$23,000	\$23,000	\$23,000

**Expenses - Mobility Charges (iPADs)**

- Mayor Grant - \$146
- Councillors - \$1,022

2024 COUNCIL EXPENSES	UMNB	FCM	TOTAL
Mayor Grant	\$768	-----	\$768
D/Mayor Alexander	\$857	\$2,819	\$3,676
Councillor Mackay French	-----	\$3,694	\$3,694
Councillor Boyle	-----	\$915	\$915
Councillor Brown	\$369	\$875	\$1,244
Councillor Lewis	\$369	-----	\$369
Councillor McGuire	\$369	-----	\$369

**SENIOR STAFF SALARY RANGES**

POSITION	SALARY RANGE
Director Administrative Service/Clerk	100,000 - 125,000
Director Parks & Recreation	100,000 - 125,000
Director of Planning & Development	100,000 - 125,000
Director of Operations	100,000 - 125,000
Treasurer	125,000 - 150,000
Town Manager	150,000 - 175,000

## D. 2024 EVENTS ATTENDED BY THE MAYOR AND COUNCIL

### January 2024

Jan 6	Saint John Arts Centre Celebration for Suzanne Hill
Jan 11	Social event to meet new President of Quebec Maritimes Junior Hockey League
Jan 27	Burns Night supper

### February 2024

Feb 1	Luncheon at St. Paul's on the Common
Feb 2	Photos with KV Slammers Basketball team
Feb 10	Carnival on the Common
Feb 11	Chinese New Year's Gala
Feb 13	Pancake Supper at St. David's Church
Feb 24	Astronomy at Wells Recreation Park

### March 2024

Mar 7	Future Engage International Women's Day Event
Mar 8	KV International Women's Day
Mar 16	Empowering Women in Business Conference
Mar 20-21	UMNB Advocacy Days
Mar 30	Kennebecasis Regional Police Force & Kennebecasis Valley Fire Department Hockey Game

### April 2024

Apr 11	KV Oasis Partnership Breakfast
Apr 22	Earth Day Cleanup
Apr 26	Kennebecasis Valley Food Basket Fundraising Concert

### May 2024

May 16	Red Triangle Awards
May 17	UNB Saint John Convocation Celebration
May 21	KV Oasis Ribbon Cutting
May 22	Saint John Region Chamber of Commerce: State of the Region
May 24	Branch 58 Royal Canadian Legion – 100 <sup>th</sup> Birthday Celebration for George Cooper
May 25	Quispamsis Lions Dog Guides Fundraiser

### June 2024

Jun 1	50+ Friendship Gams Flag-Raising
Jun 8	Official Opening of Alison Dawn Voice & Music
Jun 10	Fairvale Elementary School Marigolds Planting



Jun 12	East Coast Games Opening Reception
Jun 14	Rothsay Netherwood School Closing Ceremony & Graduation
Jun 20	Rothsay High School Graduation
Jun 22	East Coast Games Opening Ceremony
Jun 22	Rothsay Netherwood School Alumni Luncheon

### July 2024

Jul 11	Telegraph Journal Interview Re: Recreation Master Plan
July 25	Opening of Little Free Library in East Riverside - Kingshurst Park
Jul 30	Concert on the Common

### September 2024

Sep 25	L'Arche Gala – Councillor Boyle
Sep 26	YMCA Regional Roundtable

### October 2024

Oct 1	Enjoy Life Expo
Oct 4-6	UMNB Annual General Meeting in Fredericton
Oct 9	“Well Said” Recruitment in Health Care Conference
Oct 12	Kennebecasis Valley Fire Department Open House
Oct 19	Red Latin Celebration, Irving Oil Field House
Oct 25	Received First Poppy, Branch 58 Royal Canadian Legion
Oct 25	UNB Saint John Fall Convocation
Oct 26	Branch 58 Royal Canadian Legion Halloween Celebration

### November 2024

Nov 2	Top of the Hill Rothsay Netherwood School
Nov 11	Remembrance Day Ceremony at QPlex
Nov 11	Remembrance Day at Rothsay Common
Nov 19	Speech from The Throne, Legislative Assembly of New Brunswick
Nov 21	Kennebecasis Valley Fire Department Long Service and Centennial Celebration
Nov 28	Fundy Regional Service Commission Summit
Nov 29	Kennebecasis Regional Police Force Awards
Nov 30	Kennebecasis Valley Santa Claus Parade

### December 2024

Dec 5	Emera Holiday Celebration
Dec 7	Rothsay HIVE Fashion Show
Dec 11	New Brunswick Medical Education Trust Christmas Celebration
Dec 13	Rothsay Ballet “Nutcracker”
Dec 18	Mayor’s Tree Lighting

## E. AUDITED FINANCIAL STATEMENTS



**ROTHESAY**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2024**

teed saunders  
doyle | accountants  
& advisors

**ROTHESAY**

**DECEMBER 31, 2024**

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accountants  
& auditors  
**INDEPENDENT AUDITORS' REPORT**

responsibility  
limited



To Her Worship The Mayor and Members of Council  
Rothsay, New Brunswick

#### *Opinion*

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

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

#### *Basis for Opinion*

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

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

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

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

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

#### *Auditors' Responsibilities for the Audit of the Consolidated Financial Statements*

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

(continues)

Teed Saunders Doyle Chartered Accountants, Inc. (SNC) | 1000-1000-1000-1000 | 1000-1000-1000-1000  
1000-1000-1000-1000 | 1000-1000-1000-1000 | 1000-1000-1000-1000 | 1000-1000-1000-1000



Independent Auditors' Report to Her Worship The Mayor and Members of Council of Rothesay (confd)

*Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (confd)*

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

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

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



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB  
April 14, 2025

## ROTHESAY

## CONSOLIDATED STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2024

	2024 Budget (Note 29)	2024 Actual	2023 Actual
<b>REVENUE</b>			
Property tax warrant	\$ 22,262,389	\$ 22,262,389	\$ 20,123,774
Unconditional grant	78,584	78,584	104,788
Conditional government transfers (Note 30)	1,822,159	3,210,591	2,300,421
Services other governments	80,000	90,394	85,362
Sale of services (Note 30)	474,300	617,041	549,302
Other own source (Note 30)	98,007	512,929	312,954
Water and sewer user fees	1,526,007	3,618,999	3,365,101
Sundry income	170,419	988,361	1,646,437
	<u>28,211,865</u>	<u>31,379,288</u>	<u>27,888,353</u>
<b>EXPENDITURE (Note 30)</b>			
General government services	2,884,458	2,659,822	2,357,850
Protective services	6,408,425	6,021,845	5,911,656
Transportation services	6,360,902	6,765,305	6,667,119
Environmental health services	1,032,360	948,109	951,525
Environmental development services	753,090	477,211	567,039
Recreation and cultural services	3,850,650	3,667,728	3,454,222
Water and sewer services	4,004,295	3,898,419	3,759,917
	<u>25,394,157</u>	<u>24,438,349</u>	<u>22,669,207</u>
<b>ANNUAL SURPLUS FOR THE YEAR</b>	<u>\$ 2,817,708</u>	<u>6,940,939</u>	<u>4,219,046</u>
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		82,145,242	87,940,923
<b>CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES (Note 2)</b>		<u>(13,877)</u>	<u>(14,239)</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<u>\$ 92,077,304</u>	<u>\$ 92,145,242</u>

## ROTHESAY

## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2024

	2024	2023
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Note 4)	\$ 9,600,097	\$ 11,224,515
Accounts receivable (Note 5)	2,221,753	2,003,966
Investments (Note 11)	373,297	365,807
Accrued pension asset (Note 17)	259,481	73,068
	<u>\$ 12,454,628</u>	<u>\$ 13,667,356</u>
<b>LIABILITIES</b>		
Short term loan (Note 8)	\$ 537,221	\$ -
Accounts payable and accrued liabilities (Note 10)	3,214,122	3,710,330
Deferred revenue (Note 9)	3,058,039	3,845,393
Long term debt (Note 12)	12,241,079	13,783,202
Accrued sick leave (Note 16)	99,077	102,652
Accrued retirement allowance (Note 17)	1,114,559	1,028,722
	<u>20,264,097</u>	<u>21,970,299</u>
<b>NET DEBT</b>	<u>(7,809,469)</u>	<u>(8,302,943)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 23)	183,660,209	172,578,784
Accumulated amortization (Note 24)	(76,922,129)	(73,058,909)
	106,738,080	99,519,875
Inventory	53,989	142,001
Prepaid expenses	58,011	35,518
Unamortized debt issuance costs	293	761
	<u>106,849,773</u>	<u>99,698,155</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 99,022,304</u>	<u>\$ 92,145,292</u>
<b>CONTINGENT LIABILITY</b> (Note 18)		
<b>COMMITMENTS</b> (Note 19)		

APPROVED BY:

Mayor

Town Treasurer

 reed saunders  
 doyle | accountants  
 & advisors

## ROTHESAY

## CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2024

	2024	2023
Annual surplus	\$ 6,940,939	\$ 4,219,046
Acquisition of tangible capital assets	(13,608,332)	(8,862,647)
Proceeds on disposal of tangible capital assets	52,960	11,782
Amortization of tangible capital assets	5,157,418	5,021,086
Change in ownership of tangible capital assets	11,832	15,472
Loss on disposal of tangible capital assets	(165,916)	(143,347)
	(277,266)	(1,048,006)
Acquisition of inventories	(53,389)	(142,001)
Acquisition of prepaid assets	(58,011)	(35,518)
Acquisition of unamortized debt service costs	(293)	(761)
Consumption of inventories	142,001	35,691
Use of prepaid assets	35,518	32,923
Consumption of unamortized debt service costs	761	1,234
	(210,679)	939,664
Change in ownership of controlled entities	(113,877)	(14,728)
Decrease (increase) in net debt	(124,556)	924,935
Net debt - beginning of year	(7,553,913)	(8,477,848)
Net debt - end of year	\$ (7,777,469)	\$ (7,552,913)

APPROVED BY:

 Mayor

 Town Treasurer



## ROTHESAY

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

	2024	2023
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 6,940,939	\$ 4,219,046
Loss on disposal of tangible capital assets	161,916	143,347
Amortization of tangible capital assets	5,157,418	3,021,696
Accounts receivable	80,213	(753,807)
Accounts payable and accrued liabilities	(496,208)	877,560
Deferred revenue	(787,354)	352,838
Accrued sick leave	(3,573)	(39,772)
Change in accrued pension obligation	(186,385)	(83,250)
Change in accrued retirement allowance	35,833	19,202
Change in inventory/prepaid expenses/amortized debtore costs	66,587	(108,432)
	<u>10,973,390</u>	<u>4,547,878</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(12,608,332)	(8,382,647)
Change in ownership of capital assets	13,832	35,472
Proceeds on disposal of tangible capital assets	52,961	13,782
	<u>(12,541,539)</u>	<u>(8,335,393)</u>
<b>FINANCING TRANSACTIONS</b>		
Short term loan	537,227	-
Long term debt (out)	(542,124)	(276,763)
	<u>(4,902)</u>	<u>(276,763)</u>
<b>INVESTING TRANSACTION</b>		
Increase (decrease) in investments	42,510	(20,580)
<b>CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES</b>	<u>(13,877)</u>	<u>(14,720)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<u>(1,544,416)</u>	<u>900,411</u>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>11,224,515</u>	<u>10,324,104</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 9,680,097</u>	<u>\$ 11,224,515</u>

## ROTHESAY

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

#### 1. PURPOSE OF THE ORGANIZATION

Rothesay ("the Town") was incorporated as a town by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Rothesay is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The focus of Public Sector Accounting Standards (PSAS) financial statements is on the financial position of the Town and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Town and its jointly controlled entities.

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

##### Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is composed of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or jointly controlled by the Town.

The entities included in the consolidated financial statements are as follows:

- Rothesay
- Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
- Kennebecasis Valley Fire Department Inc. (KVFD)
- Kennebecasis Public Library

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	2024	2023
Kennebecasis Regional Joint Board of Police Commissioners	39.750%	39.857%
Kennebecasis Valley Fire Department Inc.	40.600%	40.742%
Kennebecasis Public Library	38.940%	38.960%

Changes in ownership percentages have been accounted for as an adjustment to accumulated surplus.

Ownership percentages on any dissolution of the controlled entity may vary from the above depending upon the terms of the agreements.

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& advisors

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

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

Budgets

The budget figures contained in these consolidated financial statements were approved by Council on November 15, 2023 and the Director of Community Finance on December 7, 2023.

Financial Instruments

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

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

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

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets; and
- post employment benefits liability.

Inventories

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

## ROTHESAY

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

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

##### Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

##### Operating Reserves

The use of these funds is restricted to payment of operating expenses.

##### Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-75 years
Buildings and leasehold improvements	20-40 years
Vehicles	3-25 years
Machinery and equipment	1-20 years
Roads and streets	5-75 years
Storm sewer	25-60 years
Water and wastewater networks	10-60 years

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

##### Segmented Information

The Town is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operation(s) and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

##### General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes Council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

##### Protection Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

##### Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

##### Environmental Health Services

This department is responsible for the provision of waste collection and disposal.



## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

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

Segmented Information (cont'd)Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Recreation and Cultural Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including arena, parks and playgrounds and other recreational and cultural facilities.

Water and Sewer Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Town has documented a schedule of segmented disclosure in Note 25.

Post Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Town has a sick leave benefit as documented in Note 16 and a pension plan and retirement allowance as documented in Note 17.

Asset Retirement Obligations

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

## 3. FINANCIAL INSTRUMENTS

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

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from its accounts receivable. The Town minimizes credit risk through ongoing credit management.

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 3. FINANCIAL INSTRUMENTS (cont'd)

Liquidity Risk

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

Currency Risk

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

Interest Rate Risk

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

## 4. CASO

	2024	2023
Unrestricted	\$ 1,127,113	\$ 1,407,263
Restricted - reserve funds (Note 27)	8,233,341	9,555,732
Restricted - controlled entities	319,643	261,520
	<u>\$ 9,680,097</u>	<u>\$ 11,224,515</u>

## 5. ACCOUNTS RECEIVABLE

	2024	2023
Due from the Federal Government and its agencies (Note 6)	\$ 1,023,140	\$ 727,757
Due from the Province of New Brunswick (Note 7)	91,814	501,246
Water and sewer	1,058,903	805,981
Arms	16,077	67,523
Other	33,817	111,429
	<u>\$ 2,223,751</u>	<u>\$ 2,203,936</u>

## 6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	2024	2023
Canada Revenue Agency (HST) refund	\$ 550,459	\$ 691,260
RCMP Settlements	47,297	36,491
Canada Community Building Fund (CCBF)	45,344	-
	<u>\$ 1,023,140</u>	<u>\$ 727,757</u>

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CPA, CMA, CFPP, CFP

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 7. DUE FROM PROVINCE OF NEW BRUNSWICK

	2024	2023
Department of Transportation and Infrastructure	\$ -	\$ 500,000
Regional Development Corporation	51,864	-
WorkSafe NB	32,960	-
Department of Justice and Public Safety	6,000	1,246
	<u>\$ 91,824</u>	<u>\$ 501,246</u>

## 8. SHORT TERM LOAN

The Kennebecasis Regional Joint Board of Police Commissioners arranged a non-revolving loan bearing interest at the Bank of Nova Scotia's prime lending rate from time to time, minus 0.75% per annum. The facility is used to provide bridge financing for the building expansion project and is expected to be repaid in full by June 30, 2025. The Commission has received approval from the Municipal Capital Borrowing Board for financing to be received in 2025 and will be secured by Rothesay and Quispamsis.

## 9. DEFERRED REVENUE

	2024	2023
Government transfers - CCBF	\$ 3,013,277	\$ 3,817,000
Deferred revenue - Quispamsis	35,430	17,710
Deferred revenue - K-Park Levy (Note 15)	9,342	10,677
	<u>\$ 3,058,039</u>	<u>\$ 3,845,387</u>

## 10. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2024	2023
Accounts payable - trade	\$ 2,314,971	\$ 1,564,730
Bid deposits	154,050	129,050
Accrued interest	15,664	25,972
Accrued liabilities	720,442	1,989,578
	<u>\$ 3,214,127</u>	<u>\$ 3,710,330</u>

## 11. INVESTMENTS

The investments represent the Town's proportionate share of the investments of the KRJBPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2024 was \$30,731; 2023 - (\$1,415). The investments are restricted for future payment of retirement benefits.

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## II. LONG TERM DEBT

## (a) General Capital Fund

	Balance January 1, 2024	Issued during year	Redeemed during year	Balance December 31, 2024
New Brunswick Municipal Financing Corporation				
Debentures:				
CD13 4.048% - 5.113%, due 2043, CMC # 22-0018	\$ 1,000,000	\$ -	\$ 32,000	\$ 968,000
BG16 1.65% - 3.80%, due 2027, CMC # 10-12, 11-71, 99-77	14,000	-	1,000	13,000
BL26 1.2% - 3.7%, due 2034, CMC # 03-88, 11-71, 13-08	1,797,000	-	207,000	1,590,000
BN17 1.05% - 3.15%, due 2025, CMC # 10-12, 13-08	408,000	-	199,000	209,000
BO19 1.45% - 3.50%, due 2031, CMC # 13-08	710,000	-	205,000	505,000
BX18 0.90% - 2.95%, due 2040, CMC # 19-0020	894,000	-	36,000	858,000
BY23 0.50% - 1.80%, due 2030, CMC # 18-0020	248,000	-	4,000	244,000
	<u>\$ 5,261,000</u>	<u>\$ -</u>	<u>\$ 714,000</u>	<u>\$ 4,547,000</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2025 - \$671,000; 2026 - \$473,000; 2027 - \$330,000; 2028 - \$330,000; 2029 - \$340,000

In 2025, debenture BN17 will mature with a final amount due of \$205,000.



## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 12. LONG TERM DEBT (cont'd)

(b) Water and Sewer Capital Fund

	Balance January 1, 2024	Issued during year	Redeemed during year	Balance December 31, 2024
New Brunswick Municipal Financing Corporation				
Debentures:				
CA20 0.855% - 2.378%, due 2031, OIC # 00-0016	\$ 777,000	\$ -	\$ 91,000	\$ 686,000
CF8 4.151% - 4.911%, due 2044, OIC # 21-0061	-	800,000	-	800,000
BQ19 1.65 - 3.80%, due 2027, OIC # 11-0045	355,000	-	15,000	350,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	374,000	-	36,000	338,000
BL27 1.2% - 3.7%, due 2034, OIC # 14-0045	783,000	-	28,000	755,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-018	77,000	-	38,000	39,000
BP21 1.20% - 3.80%, due 2036, OIC # 18-0020	709,000	-	22,000	687,000
BR27 1.65% - 3.30%, due 2037, OIC # 15-0069	1,115,000	-	34,000	1,082,000
BU21 2.55% - 3.7%, due 2038, OIC # 15-0069, 96-006, 96-0072	986,000	-	88,000	898,000
BY24 0.50% - 2.60%, due 2040, OIC # 19-0020	690,000	-	20,000	670,000
	<u>\$ 5,876,000</u>	<u>800,000</u>	<u>371,000</u>	<u>\$ 6,305,000</u>

Canada Mortgage and Housing Corporation

CMHC 3.70%, due 2030 OIC # 09-119, 09-119, 10-012	<u>1,540,559</u>	<u>-</u>	<u>196,833</u>	<u>1,343,726</u>
	<u>\$ 7,416,559</u>	<u>\$ 800,000</u>	<u>\$ 567,833</u>	<u>\$ 7,648,726</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt.

The Water and Sewer Capital Fund contains long term debt of \$336,305 (2023 - \$374,640) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

Principal payments required during the next five years for the Water and Sewer Capital Fund are as follows: 2025 - \$593,035; 2026 - \$574,639; 2027 - \$892,528; 2028 - \$592,715; 2029 - \$590,209.

In 2025, debenture BN18 will mature with a final amount due of \$39,000. In 2027, debenture BQ19 will mature with a final amount due of \$303,000; however it is expected that \$303,000 of this payment will be refinanced during that year for an additional two years.

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 12. LONG TERM DEBT (cont'd)

(a) Jointly Controlled Entity - KRJBPC (proportionate share)

	Balance January 1, 2024	Issued during year	Redeemed during year	Balance December 31, 2024
New Brunswick Municipal Financing Corporation Debentures:				
01.45 1.28% - 3.1%, due 2024, OIC # 02-66, 03-53	\$ 22,130	\$ —	\$ 22,130	\$ —
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	77,513	—	18,160	59,353
	<u>\$ 99,643</u>	<u>\$ —</u>	<u>\$ 60,290</u>	<u>\$ 39,353</u>

Principal payment required during the next year is \$39,353.

Total Long term debt:

	2024	2023
General Capital Fund	\$ 4,553,000	\$ 5,267,000
Water and Sewer Capital Fund	7,648,726	7,416,559
Jointly Controlled Entity - KRJBPC	39,353	99,643
	<u>\$ 12,241,079</u>	<u>\$ 12,783,202</u>

## 13. LAND FOR PUBLIC PURPOSES

In accordance with the Community Planning Act, the Town has the authority to set aside up to 10% of any land subdivided, or up to 8% of the monetary value of such land, as a reserve. As well, any proceeds on the sale of public lands must be reserved. These funds can only be used for the purchase or development of public lands and are included in the Reserve Funds (Note 27).

## 14. SEWER OUTFALL RESERVE

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2024, the balance in this reserve was \$389,097 (2023 - \$353,430).

## 15. DEFERRED REVENUE

In 2002, the Town issued a special warrant of assessment to the residents of Kennedycross Park for land improvements made to the area. The assessment will be invoiced annually over a period of 30 years. A number of residents paid the entire levy amount in the first year, and as a result, the prepayment has been recorded as deferred revenue to be amortized over 29 years.

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## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 10. ACCRUED SICK LEAVE

Rothsay provides non-unionized employees sick leave that accumulates at a rate of 18 hours per month and a rate of 1.5 days per month of service for unionized employees. Non-union employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave. Unionized employees can accumulate up to 150 days of sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PS/A 3255, was performed for each plan, the 43 employee plan for Rothsay and the 38 employee plan for KVFD. The actuarial method used was the Projected Unit Credit pre-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Town's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3% for Rothsay and 3.50% for KVFD;
- the discount rate used to determine the accrued benefit obligations is 2.50% for Rothsay and 4.35% for KVFD;
- retirement age is 65 for Rothsay and 60 for KVFD; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consisted of:

	Estimated 2024	2023
Rothsay	\$ 50,200	\$ 22,100
KRJBPC	6,876	6,858
KVFD	42,000	73,657
	<u>\$ 99,076</u>	<u>\$ 102,615</u>

# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

### 17. POST EMPLOYMENT BENEFITS PAYABLE

#### Retirement Allowance Program

Rothsay's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks. The employee must be 55 years of age to receive the benefit.

The accrued liability is based on an actuarial valuation as at December 31, 2021, which used a discount rate of 2.34% and an annual salary increase rate of 2%. The liability was determined using the projected unit credit method pro-rated on service to the date the maximum benefit is earned.

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks based on a minimum of ten years service. The employee must be of retirement age of 50.

The accrued liability is based on an actuarial valuation as at December 31, 2022, which used a discount rate of 4.52% and an annual salary increase rate of 3%.

KRJBPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months. The employee must be of retirement age of 60 years old for police officers and 62 years old for civilian members.

The accrued liability is based on an actuarial valuation as at July 31, 2022, which used a discount rate of 3.96% and an annual salary increase rate of 1.75% for one year, 6% for the next year and 2% thereafter.

The consolidated unfunded liability consists of

	2024	2023
Rothsay	\$ 443,187	\$ 493,887
KVFD	273,783	246,269
KRJBPC	297,589	338,566
Balance at end of year	\$ 1,014,559	\$ 1,078,722

KVFD and KRJBPC have internally restricted funds for their liabilities.

#### Pension Obligation

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

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



## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 17. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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

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

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

As at December 31, 2022, the NB MEPP provides benefits for 325 retirees. Total benefits payments to retirees and terminating employees during 2024 are estimated to be approximately \$5,440,000 (actual 2023, \$7,516,800) in total for the NB MEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.95%. Each participating body contributes an amount that equals their employees' contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities, real estate, infrastructure and foreign equities. Combined employees and participating bodies' contributions for 2024 are estimated to be approximately \$9,335,000 (actual 2023, \$9,159,600) in total for the NB MEPP.

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

- The average age of the 44 active employees covered by the NB MEPP is 46.4 (as at Dec 31, 2022);
- benefit payments were \$301,500 in 2023 and were estimated to be \$239,200 in 2024; and
- combined contributions were \$486,500 in 2023 and were estimated to be \$500,600 in 2024.

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

- The average age of the 43 active employees covered by the NB MEPP is 44 (2023 - 44.3);
- benefit payments were \$613,200 in 2023 and were estimated to be \$613,200 in 2024; and
- combined contributions were \$643,600 in 2023 and were estimated to be \$663,000 in 2024.

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

- The average age of the 51 active employees covered by the NB MEPP is 43.7 (2023 - 44.3);
- benefit payments were \$959,400 in 2023 and were estimated to be \$518,800 in 2024; and
- combined contributions were \$922,600 in 2023 and were estimated to be \$948,400 in 2024.

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 17. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
<b>Accrued Benefit Asset</b>		
Accrued benefit liability at beginning of period	\$ (73,098)	\$ 10,452
Change in ownership percentage	157	(201)
Adjustment to actual	(48,930)	32,221
Pension expense for the year	439,810	452,789
Employer contributions	(573,400)	(567,439)
Accrued benefit asset at end of period		\$ (259,481)
\$ (73,098)		

In summary, the consolidated accrued benefit asset is estimated to be \$259,481 as at December 31, 2024. The December 31, 2023 asset was estimated in the prior year. The actual asset was calculated to be \$172,028. The difference of \$87,453 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Rothsay	\$ (119,900)	\$ (31,900)
KVPD	46,330	18,986
KRJBPC	(168,911)	(60,184)
	\$ (259,481)	\$ (73,098)

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
<b>Reconciliation of Funded Status at End of Period</b>		
Accrued benefit obligation	\$23,275,478	\$21,858,971
Plan assets	(20,028,265)	(20,463,605)
Plan deficit	\$3,247,213	\$1,395,366
Adjustment to actual	-	48,940
Unamortized experience gains	(1,406,694)	(1,517,375)
Accrued benefit liability at end of period	\$ (259,481)	\$ (73,098)

(B)

reed saunders  
doyle | accountants  
& advisors

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 17. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 21,858,971	\$ 20,563,681
Change in ownership	(39,464)	(58,865)
Current service cost	826,336	770,932
Benefits payments	(694,413)	(933,718)
Interest for period	1,324,048	1,256,039
Experience gain during period	—	760,882
Accrued benefit obligation at end of period	<u>\$ 23,775,478</u>	<u>\$ 21,858,971</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
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 20,463,624	\$ 18,616,154
Change in ownership	(37,181)	(53,960)
Employer contributions	573,400	558,109
Employee contributions	573,400	558,327
Benefit payments	(694,413)	(933,718)
Return on plan assets during period	<u>1,249,435</u>	<u>1,718,712</u>
Plan assets at end of period	<u>\$ 22,128,265</u>	<u>\$ 20,463,624</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2024 to Dec 31, 2024	Actual Jan 1, 2023 to Dec 31, 2023
<b>Pension Expense</b>		
Employer current service cost	\$ 252,936	\$ 212,623
Interest on accrued benefit obligation	1,324,048	1,256,039
Expected return on assets	(1,249,434)	(1,147,193)
Amortization of unrecognized balances	—	—
Experience loss	108,260	130,658
Pension expense	<u>\$ 415,810</u>	<u>\$ 452,129</u>

The pension expense is included in the statement of operations.

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 18. CONTINGENT LIABILITY

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2024 cannot be predicted with certainty, it is the opinion of management and Council that resolution of these matters will not have a material adverse effect.

## 19. COMMITMENTS

Solid Waste Collection, Transportation and Recycling Services

The Town has a two year contract for solid waste services. The contract expires on December 31, 2025. The minimum annual commitment for the next year is \$469,200.

Snow Clearing Contract

During the year, the Town entered into a contract for snow clearing services from November 1, 2023 to April 15, 2027. The minimum annual commitment for the next three years are as follows:

2025	\$874,365
2026	\$874,365
2027	\$874,365

## 20. SHORT TERM BORROWING

Operating Borrowing

As prescribed in the Local Governance Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Utility Fund operations is limited to 50% of the operating budget for the year. In 2024, the Town has complied with these restrictions.

Capital Funds

At December 31, 2024, there was \$329,500 short-term funds (2023 - \$329,500) borrowed from other funds and no short-term funds (2023 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2024, there was \$1,208,934 short-term funds (2023 - \$515,000) borrowed from other funds and no short-term funds (2023 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Utility Capital Fund.



## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 20. SHORT TERM BORROWING (cont'd)

## Interim Borrowing: Capital Funds

The Town has remaining outstanding authority for short-term borrowings as follows:

General Capital Fund, OIC # 22-0018	\$ 250,000
General Capital Fund, OIC # 23-0011	<u>2,400,000</u>
	\$ <u>2,650,000</u>
Utility Capital Fund, OIC # 23-0068	<u>\$ 10,000,000</u>

## Inter-Fund Borrowing

The Local Governance Act requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter-fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and Council is given a summary at year end to be fully informed of these transactions.

## 21. UTILITY FUND SURPLUS

The Local Governance Act requires Utility Fund surplus amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the surplus at the end of the year consists of:

	2024	2023
2024 Surplus	\$ 33,338	\$ -
2023 Surplus	40,521	40,521
2022 Surplus	-	53,923
	<u>\$ 73,859</u>	<u>\$ 74,514</u>

## 22. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 34. SCHEDULE OF TANGIBLE CAPITAL ASSETS

COST	Land	Land Improvements	Buildings and Leasehold Improvements	Vehicles	Machinery and Equipment	Roads and Streets	Infrastructure			Assets Under Construction	2024 Total	2023 Total
							Water	Sewer	Storm			
Balance - beginning of year	\$ 4,020,082	\$ 9,862,321	\$ 17,444,764	\$ -	\$ 6,408,520	\$ 4,202,443	\$ 31,775,729	\$ 25,922,286	\$ 37,631,289	\$ 178,810,252	\$ 172,578,679	\$ 164,705,278
Change in ownership	(412)	(409)	(13,305)	(6,633)	(2,397)	-	-	-	-	(22,978)	(22,978)	(28,414)
Additions during the year	270,411	634,378	181,349	1,889,343	460,649	5,893,179	735,093	944,600	7,244,535	16,185,889	2,422,642	8,362,447
Less Disposed during the year	-	-	-	(61,732)	(2,104,551)	(1,186,157)	(34,649)	-	(10,620)	(3,593,829)	(3,593,829)	(461,772)
Balance - end of year	\$ 5,129,181	\$ 24,293,289	\$ 17,609,818	\$ 8,226,316	\$ 6,464,869	\$ 10,448,169	\$ 31,475,105	\$ 26,332,265	\$ 24,865,924	\$ 179,679,132	\$ 181,699,162	\$ 173,178,724
ACCUMULATED AMORTIZATION												
Balance - beginning of year	-	\$ 5,596,383	\$ 9,166,863	\$ 4,411,761	\$ 3,834,662	\$ 24,181,477	\$ 8,912,196	\$ 9,989,868	\$ 15,243,512	\$ 73,058,694	\$ 21,038,164	\$ 68,357,331
Change in ownership	-	(104)	(4,877)	(3,399)	(1,572)	-	-	-	-	(9,186)	(9,186)	(12,942)
Additions during the year	-	324,873	470,149	770,499	339,843	1,438,544	348,393	653,285	899,585	5,157,479	5,157,479	5,001,096
Less Accumulated amortization on disposals	-	-	-	(30,144)	(181,431)	(1,032,280)	(23,039)	-	(7,477)	(7,288,567)	(7,288,567)	(7,062,688)
Balance - end of year	-	\$ 5,921,582	\$ 6,592,435	\$ 5,678,447	\$ 4,219,258	\$ 24,293,289	\$ 9,499,460	\$ 11,252,411	\$ 13,335,920	\$ 28,022,079	\$ 26,597,125	\$ 23,231,925
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 5,129,181	\$ 4,371,707	\$ 11,017,383	\$ 2,547,869	\$ 2,245,611	\$ 15,674,102	\$ 11,975,645	\$ 15,079,854	\$ 11,528,004	\$ 150,657,053	\$ 155,102,037	\$ 149,946,800
Details of:												
General Fund	\$ 4,020,082	\$ 9,862,321	\$ 17,444,764	\$ -	\$ 6,408,520	\$ 4,202,443	\$ 31,775,729	\$ 25,922,286	\$ 37,631,289	\$ 178,810,252	\$ 172,578,679	\$ 164,705,278
Assets	-	-	-	-	-	-	-	-	-	-	-	-
Liability Fund	119,971	-	1,815,923	58,724	341,509	102,150	-	13,857,460	18,661,634	39,822,895	378,322	40,381,833
Assets	-	-	-	-	-	-	-	-	-	-	-	-
Capitalized	249,219	624,257	1,764,052	627,025	335,552	-	-	-	-	5,260,128	5,466,133	5,431,253
Liabilities	-	-	-	-	-	-	-	-	-	-	-	-
Balance - end of year	\$ 5,129,181	\$ 4,371,707	\$ 11,017,383	\$ 2,547,869	\$ 2,245,611	\$ 15,674,102	\$ 11,975,645	\$ 15,079,854	\$ 11,528,004	\$ 150,657,053	\$ 155,102,037	\$ 149,946,800

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 14. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES

	Land	Land Improvements	Buildings	Vehicles	Machinery and Equipment	Assets Under Construction	2024 Total	2023 Total
<b>COST</b>								
Balance - beginning of year	\$ 249,891	\$ 211,151	\$ 3,610,127	\$ 1,489,751	\$ 1,096,476	\$ -	\$ 9,264,396	\$ 8,176,637
Change in ownership	(442)	(489)	(13,305)	(6,055)	(2,797)	-	(32,978)	(28,414)
Add/Net additions during the year	-	-	41,836	147,384	31,410	616,182	847,952	1,109,382
Less: Disposals during the year	-	-	-	(61,732)	-	-	(61,732)	(84,289)
Balance - end of year	<u>249,449</u>	<u>210,662</u>	<u>3,638,658</u>	<u>1,569,349</u>	<u>1,125,089</u>	<u>616,182</u>	<u>10,047,639</u>	<u>9,264,396</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance - beginning of year	-	94,016	1,972,901	1,014,119	687,624	-	3,808,660	3,557,340
Change in ownership	-	(104)	(4,877)	(3,395)	(1,572)	-	(8,446)	(12,943)
Add/Amortization during the year	-	(1,098)	(57,190)	(38,141)	(81,783)	-	(192,004)	(343,663)
Less: Accumulated amortization on disposals	-	-	-	(30,114)	-	-	(30,114)	(79,463)
Balance - end of year	<u>-</u>	<u>92,814</u>	<u>1,910,834</u>	<u>942,669</u>	<u>599,251</u>	<u>-</u>	<u>4,140,438</u>	<u>3,808,660</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 249,449</u>	<u>\$ 117,848</u>	<u>\$ 1,727,824</u>	<u>\$ 626,680</u>	<u>\$ 525,838</u>	<u>\$ 616,182</u>	<u>\$ 5,907,201</u>	<u>\$ 5,455,736</u>

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 25. SCHEDULE OF SEGMENT DISCLOSURE

	General	Procedures	Transmission	Environmental Health	Environmental Enforcement	Recreation and Culture	Water and Sewer	2024 Consolidated	2023 Consolidated
<b>REVENUE</b>									
Property tax warrant	\$ 1,494,674	\$ 8,010,517	\$ 2,084,398	\$ 1,297,197	\$ 926,558	\$ 3,485,170	\$ -	\$ 22,202,188	\$ 20,123,774
Sale of service	(111,567)	-	-	-	-	(85,474)	-	(517,041)	(489,502)
Services provided to other governments	-	-	90,394	-	-	-	-	90,394	85,362
Other revenue source	108,582	1,224	4,706	-	(108,910)	-	-	912,929	312,944
Discretionary grant	12,750	28,277	17,032	6,402	3,271	12,302	-	78,384	104,782
Conditional government transfers	986,173	-	(1,110,000)	-	-	692,958	421,460	3,310,591	2,300,431
Water and sewer user fees	104,025	-	-	-	-	-	3,618,598	3,618,599	3,365,101
Sundry and interest	-	(306,830)	-	-	-	(10,601)	(266,253)	(983,361)	(1,016,457)
	<u>\$ 5,040,371</u>	<u>\$ 8,346,819</u>	<u>\$ 6,311,303</u>	<u>\$ 1,293,599</u>	<u>\$ 1,128,331</u>	<u>\$ 4,686,207</u>	<u>\$ 4,807,192</u>	<u>\$ 11,370,289</u>	<u>\$ 27,888,323</u>
<b>EXPENDITURE</b>									
Salaries and benefits	1,273,359	5,096,178	1,328,422	-	274,113	1,386,827	594,690	10,036,691	9,477,678
Goods and services	1,242,469	672,910	2,118,205	948,108	201,898	1,668,475	1,711,358	8,963,163	8,541,770
Interest	12,103	43,847	51,622	-	-	72,401	267,208	442,482	470,697
Capital	52,670	(1,344)	164,187	-	-	-	1,673	218,592	198,087
Amortization	78,772	(310,204)	(3,101,768)	-	-	(744,021)	(1,310,590)	(4,127,618)	(5,021,042)
	<u>\$ 2,659,873</u>	<u>\$ 5,071,831</u>	<u>\$ 4,765,205</u>	<u>\$ 948,108</u>	<u>\$ 476,011</u>	<u>\$ 3,867,323</u>	<u>\$ 3,898,419</u>	<u>\$ 6,438,349</u>	<u>\$ 21,669,207</u>
Surplus (deficit) for the year	<u>\$ 2,381,048</u>	<u>\$ 3,324,988</u>	<u>\$ 1,546,098</u>	<u>\$ 345,491</u>	<u>\$ 651,320</u>	<u>\$ 1,818,884</u>	<u>\$ 2,008,773</u>	<u>\$ 6,940,940</u>	<u>\$ 4,219,046</u>



## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## III. RECONCILIATION OF ANNUAL SURPLUS

	General Operating Fund	General Capital Fund	Utility Operating Fund	Utility Capital Fund	General Operating Reserve Fund	General Capital Reserve Fund	Utility Operating Reserve Fund	Utility Capital Reserve Fund	Jointly Controlled Entities	Total
2024 annual surplus (deficit)	\$ 6,168,988	\$ 11,749,679	\$ 1,047,792	\$ 276,400	\$ 30,075	\$ 172,797	\$ 5,859	\$ 65,104	\$ 446,114	\$ 6,940,939
Adjustments to annual surplus										
Surplus (deficit) for funding requirements										
Second previous year's surplus (deficit)	128,845	-	31,995	-	-	-	-	-	(1,199)	161,649
Transfers between funds										
Transfer elimination	(1,247)	-	-	-	-	1,247	-	-	-	-
Transfer elimination	(850,687)	-	-	-	-	(850,687)	-	-	-	-
Transfer elimination	1,270,659	-	-	-	-	(1,270,659)	-	-	-	-
Transfer elimination	710,000	-	-	-	-	(710,000)	-	-	-	-
Transfer elimination	(149,052)	-	-	-	-	149,052	-	-	-	-
Transfer elimination	-	-	(180,525)	-	-	-	-	180,525	-	-
Transfer elimination	-	-	505,000	-	-	(505,000)	-	-	-	-
Transfer elimination	-	-	(5,686)	-	-	-	-	5,686	-	-
Transfer elimination	-	-	(11,786)	-	-	-	-	11,786	-	-
Transfer elimination	(5,568,530)	5,568,530	(1,385,735)	(1,045,715)	-	-	-	-	-	-
Long-term debt principal repayment	(714,000)	710,000	(565,708)	565,708	-	-	-	-	-	-
Provision for retirement allowance	-	-	-	-	-	-	-	-	(11,663)	(11,663)
Provision for pension asset	(88,030)	-	-	-	-	-	-	-	(98,480)	(186,480)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	(21,400)	(21,400)
Accumulated impairment on disposal of capital assets	-	(1,227,216)	-	(7,577)	-	-	-	-	(50,314)	(1,284,947)
Deferred CCBT revenue	(801,729)	-	-	-	-	-	-	-	-	(801,729)
Unrealized gain on investments	-	-	-	-	-	-	-	-	(30,734)	(30,734)
Amortization expense	-	3,834,734	-	1,136,400	-	-	-	-	392,804	5,157,618
Total adjustments to 2024 annual surplus (deficit)	(4,018,703)	8,487,028	(1,815,447)	(1,674,458)	-	(1,325,715)	-	197,997	166,506	1,908,105
2024 annual surplus (deficit) for funding requirements	\$ 2,150,285	\$ 6,737,330	\$ 232,345	\$ 1,101,942	\$ 30,075	\$ 1,125,416	\$ 5,859	\$ 703,101	\$ 612,600	\$ 8,849,044

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 17. STATEMENT OF RESERVES

	General Operating Reserve	General Capital Reserve	Utility Operating Reserve	Utility Capital Reserve	Land for Public Purpose	2024 Total	2023 Total
<b>ASSETS</b>							
Cash and short term investments	\$ 1,005,546	\$ 5,579,374	\$ -	\$ 1,647,421	\$ -	\$ 8,233,341	\$ 9,555,732
Accounts receivable from other funds	-	(176,809)	119,672	(119,672)	176,809	-	-
Due from (to) other funds	-	388,010	-	-	-	388,010	-
	<u>\$ 1,005,546</u>	<u>\$ 5,790,575</u>	<u>\$ 119,672</u>	<u>\$ 1,527,749</u>	<u>\$ 176,809</u>	<u>\$ 8,621,351</u>	<u>\$ 9,555,732</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 1,005,546</u>	<u>\$ 5,790,575</u>	<u>\$ 119,672</u>	<u>\$ 1,527,749</u>	<u>\$ 176,809</u>	<u>\$ 8,621,351</u>	<u>\$ 9,555,732</u>
<b>REVENUE</b>							
Other government transfers	\$ -	\$ 850,687	\$ -	\$ -	\$ -	\$ 850,687	\$ 876,461
Transfers from Operating Funds	-	143,012	-	197,997	3,353	344,362	1,200,257
Interest	50,075	313,715	5,850	65,104	5,913	440,666	388,382
	<u>50,075</u>	<u>1,307,414</u>	<u>5,850</u>	<u>263,101</u>	<u>9,266</u>	<u>1,635,715</u>	<u>2,465,100</u>
<b>EXPENDITURES</b>							
Transfers to General Operating Fund	-	1,070,096	-	-	-	2,070,096	19,550
Transfer to General Capital Fund	-	-	-	-	-	-	640,000
Transfer to Water and Sewer Capital Fund	-	500,000	-	-	-	500,000	-
	<u>-</u>	<u>2,570,096</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,570,096</u>	<u>659,550</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>\$ 50,075</u>	<u>\$ (1,262,682)</u>	<u>\$ 5,850</u>	<u>\$ 263,101</u>	<u>\$ 9,266</u>	<u>\$ (134,381)</u>	<u>\$ 1,805,550</u>

Included in the General Capital Reserve Fund is \$3,474,228 of Canada Community Building Fund (CCBF) funds to be used for capital projects that meet the criteria of the Agreement on the Canada Community Building Fund with Local Governments. Included in the General Capital Reserve Fund is \$277,377 of Regional Facility Commission funds to be used for capital projects.

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 27. STATEMENT OF RESERVES (cont'd)

Council Resolutions regarding transfers to and from reserves:

Date Enacted December 9, 2024

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire that \$1,247.40 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for contribution received in 2024.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea that CCBF Funding in the amount of \$850,687.00 for the year 2024 be transferred to the General Capital Reserve Fund (CCBF).

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis that the sum of \$1,270,659.00 be transferred from the General Capital Reserve Fund (CCBF) to the General Operating Fund to cover the costs of 2024 Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that the sum of \$750,000.00 be transferred from the General Capital Reserve to the General Operating Fund to cover the costs of 2024 Capital projects carried forward in 2024.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea that the sum of \$143,013.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of 2024 Regional Facility Capital Expenditures.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis that the sum of \$277,377.00 be transferred from the General Capital Reserve Fund to the General Capital Reserve Fund (RPG) to cover the costs of future Regional Facility Capital expenditures.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea that \$180,325.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that the sum of \$500,000.00 be transferred from the General Capital Reserve Fund (CCBF) to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire that \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

**CARRIED.**

**ROTHESAY**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

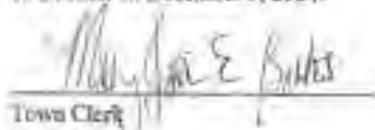
**DECEMBER 31, 2024**

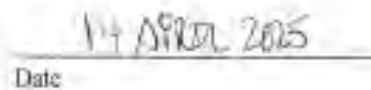
**27. STATEMENT OF RESERVES (cont'd)**

**MOVED** by Deputy Mayor Alexander and seconded by Council Lewis that \$11,786.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

**CARRIED:**

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on December 9, 2024.

  
Town Clerk

  
Date



## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 28. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2024 Total</u>	<u>2023 Total</u>
ASSETS	\$ 3,697,415	\$ 2,657,287	\$ 1,292,229	\$ 7,646,931	\$ 6,872,944
LIABILITIES	\$ 437,929	\$ 1,253,773	\$ 22,229	\$ 1,713,931	\$ 1,359,099
ACCUMULATED SURPLUS	\$ 3,259,486	\$ 1,403,514	\$ 1,270,000	\$ 5,933,000	\$ 5,513,845
REVENUE	\$ 2,798,667	\$ 3,663,557	\$ 109,756	\$ 6,571,980	\$ 7,109,752
EXPENDITURES	2,583,335	3,339,516	202,095	6,125,866	5,961,268
	215,332	324,021	(93,239)	446,114	1,148,460
CHANGE IN OWNERSHIP	(10,271)	(2,906)	(700)	(13,877)	22,437
ANNUAL SURPLUS (DEFICIT)	\$ 205,061	\$ 321,115	\$ (93,939)	\$ 432,237	\$ 1,170,901

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 29. OPERATING BUDGET TO PSA BUDGET

	Operating Budget General	Operating Budget Water and Sewer	Amortization TCA	Controlled Entities	Transfers	Total
<b>REVENUE</b>						
Property tax, warrant	\$ 22,262,349	\$ -	\$ -	\$ -	\$ -	\$ 22,262,349
Unconditional transfers from other governments	78,544	-	-	-	-	78,544
Conditional transfers from District or Provincial governments	41,200	-	-	-	1,770,659	1,832,159
Services from other governments	40,000	-	-	-	-	40,000
Other own income	110,007	-	-	-	(12,000)	98,007
Sale of services	474,200	-	-	-	-	474,200
Other transfers	548,625	-	-	-	(548,625)	-
Water and sewer user fees	-	1,801,007	-	-	(335,000)	1,526,007
Sundry income	32,000	90,000	-	248,415	-	370,415
Surplus of account previous year	(73,645)	(13,900)	-	-	(162,838)	-
	<u>21,766,154</u>	<u>1,987,107</u>	<u>-</u>	<u>248,415</u>	<u>(312,000)</u>	<u>23,711,803</u>
<b>EXPENDITURES</b>						
General government services	2,494,113	-	110,000	-	(121,497)	2,482,616
Police services	4,630,569	-	300,263	(100,657)	46,144	5,408,421
Transportation services	4,216,970	-	2,370,000	-	(326,064)	6,260,902
Environmental health services	1,032,160	-	-	-	-	1,032,160
Environmental development services	769,947	-	-	-	(13,497)	756,450
Recreation and cultural services	1,384,957	-	871,821	3,799	60,063	3,959,830
Financial services						
Long term debt repayments	714,040	985,435	-	-	(1,279,415)	-
Interest	223,872	296,240	-	-	(490,112)	-
Transfer from General Operating Fund to General Operating Reserve Fund	150,000	-	-	-	(150,000)	-
Transfer from General Operating Fund to General Capital Fund	1,231,000	-	-	-	(4,250,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Capital Reserve Fund	-	75,000	-	-	(75,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Operating Capital Fund	-	750,000	-	-	(750,000)	-
Water and Sewer	<u>-</u>	<u>2,328,325</u>	<u>1,410,000</u>	<u>-</u>	<u>263,567</u>	<u>4,001,892</u>
	<u>21,766,154</u>	<u>1,985,000</u>	<u>5,682,004</u>	<u>(853,854)</u>	<u>(7,051,333)</u>	<u>23,144,147</u>
Surplus (deficit)	\$ -	\$ -	\$ (1,007,099)	\$ (605,439)	\$ 7,385,329	\$ -

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 30. REVENUE AND EXPENDITURES SUPPORT

	2024 Budget	2024 Actual	2023 Actual
<b>REVENUE</b>			
Sale of services			
Community Centre	\$ 25,900	\$ 67,228	\$ 44,175
Rental revenue	121,000	137,837	130,742
Recreational programs	316,400	394,846	362,162
HIVE programs	11,000	17,130	12,423
	<u>\$ 474,300</u>	<u>\$ 617,041</u>	<u>\$ 549,502</u>
Other revenue sources			
Permits and fines	\$ 82,500	\$ 200,139	\$ 232,160
Contributions by developers	-	294,952	48,253
Local improvement levy	4,708	4,708	4,708
Miscellaneous	10,799	13,430	7,831
	<u>\$ 98,007</u>	<u>\$ 513,229</u>	<u>\$ 313,952</u>
Conditional government transfers			
Government of Canada	\$ 50,000	\$ 686,802	\$ 62,196
Atlantic Canada Opportunities Agency	-	50,000	366,803
Province of New Brunswick	-	816,972	1,229,502
CCBF revenue	1,770,659	1,654,417	660,000
Canada Day grants	1,500	2,400	1,920
	<u>\$ 1,822,159</u>	<u>\$ 3,210,591</u>	<u>\$ 3,401,421</u>
<b>EXPENDITURE</b>			
General government services			
Legislative			
Mayor	\$ 60,000	\$ 53,476	\$ 41,141
Councillors	135,983	173,446	132,438
Family Regional Service Commission	27,915	27,915	15,076
Other	23,500	6,180	8,793
	<u>247,498</u>	<u>261,017</u>	<u>197,470</u>
Administrative			
Administration	1,193,530	1,227,654	1,161,466
Office building	180,871	198,696	207,059
Solicitor	50,000	49,686	38,525
Supplies	34,000	36,094	31,007
Information systems	140,000	145,226	114,663
Other	132,779	62,026	126,814
Share of overhead	(164,588)	(164,588)	(313,500)
	<u>1,566,612</u>	<u>1,552,794</u>	<u>1,365,036</u>
Financial management			
Professional fees	110,000	27,094	11,732

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 30. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2024 Budget	2024 Actual	2023 Actual
General government services (cont'd)			
Other:			
Civic relations	1,000	2,318	2,026
Community communications	66,500	8,582	6,310
Insurance	330,201	400,219	278,436
Property tax - land for public purposes	18,000	18,618	17,410
Grants to organizations	36,500	27,372	32,703
Fox Farm Road rental expenses	4,000	8,860	13,297
Cost of assessment	359,172	359,172	324,536
Interest	15,055	12,103	6,900
Amortization	110,050	78,773	110,963
	<u>986,428</u>	<u>816,017</u>	<u>782,392</u>
	<u>\$ 1,884,438</u>	<u>\$ 2,659,822</u>	<u>\$ 2,357,830</u>
Protective services			
Fire:			
Administration	\$ 458,767	\$ 396,052	\$ 427,530
Firefighting force	1,864,020	1,696,094	1,857,272
Telecommunications	103,319	105,005	94,610
Insurance	50,208	70,339	27,682
Prevention and training	51,509	17,694	41,605
Facilities	106,335	106,417	83,109
Fleet	48,178	53,882	55,395
Operations	32,687	31,073	29,486
Water costs	14,397	14,411	14,038
Retirement allowance	14,677	14,677	(27,284)
Emergency management operations	41,019	1,366	-
Other	2,842	3,574	1,410
Loss (gain) on disposal of tangible capital assets	(9,126)	(9,126)	4,680
Amortization	<u>169,283</u>	<u>169,283</u>	<u>133,309</u>
	<u>2,808,115</u>	<u>2,630,741</u>	<u>2,544,816</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police:			
Crime Control	2,632,713	2,562,675	2,329,403
Vehicle Fleet	162,158	93,091	82,785
Property	97,835	120,377	92,842
Administration	390,156	301,861	563,369
Retirement allowance	38,542	34,819	15,238
Communications	121,034	118,340	118,946
Unrealized loss (gain) on investments	(30,731)	(30,731)	1,411
Loss (gain) on disposal of tangible capital assets	7,782	7,782	(1,717)
Amortization	<u>130,980</u>	<u>130,981</u>	<u>117,581</u>
	<u>3,490,469</u>	<u>3,139,195</u>	<u>3,417,862</u>

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## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 30. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2024 Budget	2024 Actual	2023 Actual
Protective services (cont'd)			
Office			
Emergency response	50,000	-	-
Animal control	2,500	4,870	3,665
Interest	54,547	63,847	22,492
Other	-	402	-
	<u>107,047</u>	<u>69,119</u>	<u>26,157</u>
	<u>\$ 6,408,423</u>	<u>\$ 6,021,855</u>	<u>\$ 5,811,655</u>
Transportation services			
Commuter			
Wages and benefits	\$ 1,648,000	\$ 1,523,208	\$ 1,355,027
Workshop, yard and equipment maintenance	824,261	950,868	840,000
Engineering	9,500	3,131	17,841
Share of overhead	<u>(384,037)</u>	<u>(384,037)</u>	<u>(209,000)</u>
	<u>2,093,724</u>	<u>2,093,190</u>	<u>2,003,868</u>
Roads and Streets			
Roadway surfaces	77,000	71,607	71,547
Designated highway surfacing	-	-	891,000
Crosswalks and sidewalks	35,570	57,144	16,075
Culverts and drainage ditches	40,000	50,016	37,698
Storm sewers	60,000	71,931	67,828
Street cleaning	10,000	14,282	17,611
Snow and ice removal	1,172,000	1,112,626	864,561
Street lighting	150,000	169,951	151,763
Street signs	15,000	22,806	9,367
Traffic lane marking	35,000	38,670	32,120
Traffic signals and signs	20,000	36,930	28,526
Railway crossing signals	25,000	28,118	22,167
Public transit - Clarks Service	91,595	80,356	76,692
Flood costs	-	-	2,586
Interest	64,213	51,622	67,173
Loss on disposal of tangible capital assets	-	164,187	140,384
Amortization	<u>2,370,000</u>	<u>2,701,769</u>	<u>2,367,398</u>
	<u>4,165,178</u>	<u>4,672,015</u>	<u>4,663,250</u>
	<u>\$ 6,765,902</u>	<u>\$ 6,765,005</u>	<u>\$ 6,567,119</u>

## ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

## 30. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2024 Budget	2024 Actual	2023 Actual
Environmental health services:			
Solid waste disposal	\$ 248,360	\$ 280,179	\$ 235,701
Solid waste compost	10,000	41,721	32,067
Solid waste collection	700,000	610,221	647,103
Curbside recycling	4,000	-	-
Clean up campaign	40,000	15,988	36,651
	<u>\$ 1,032,360</u>	<u>\$ 948,109</u>	<u>\$ 951,525</u>
Environmental development services:			
Environmental planning and zoning	\$ 609,000	\$ 338,083	\$ 360,401
Envision SJ	139,090	139,090	191,578
Tourism	5,000	18	15,050
	<u>\$ 753,090</u>	<u>\$ 477,211</u>	<u>\$ 567,030</u>
Recreation and cultural services:			
Administration	\$ 439,500	\$ 489,729	\$ 446,319
Beaches	64,000	57,173	59,872
Rothesay Arena	180,500	395,236	404,921
Memorial Centre	72,850	118,515	90,068
Summer programs	98,000	90,147	81,385
Rothesay Commons	96,150	74,774	73,095
Parks and gardens	868,000	848,374	679,071
Regional Facilities Commission	192,363	393,795	376,800
Kennebecasis Public Library Inc.	102,793	111,174	88,557
Special events	44,000	39,083	40,597
HIVE programs	14,500	12,227	10,133
Playgrounds and fields	134,000	131,228	126,778
Living museum	500	104	315
PRO Kids	7,500	7,500	7,500
Wells canopy	44,500	51,168	4,655
James Renfrew	-	10,048	-
Train station	29,600	4,027	-
Interest	90,063	72,104	82,908
Amortization	871,821	746,025	881,293
	<u>\$ 3,850,650</u>	<u>\$ 3,667,728</u>	<u>\$ 3,454,227</u>

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# ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

### 30. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2024 Budget	2024 Actual	2023 Actual
Water and sewer services			
Water System			
Administration	\$ 308,000	\$ 282,030	\$ 244,134
Purification maintenance and treatment	568,000	704,042	547,287
Source of supply + purchase of water	1,200	1,311	785
Transmission and distribution	130,000	57,387	83,477
Power and pumping	56,000	51,633	53,200
Billing and collecting	3,000	1,956	2,129
Share of overhead	<u>210,450</u>	<u>219,450</u>	<u>209,000</u>
	<u>1,287,650</u>	<u>1,297,809</u>	<u>1,140,013</u>
Sewer System			
Administration	403,000	378,250	375,024
Sewer collection system	105,000	103,482	89,274
Sewer lift stations	32,500	104,048	62,037
Treatment and disposal	121,000	89,036	118,238
Share of overhead	329,175	329,175	313,500
Loss on disposal of long-life capital asset		<u>1,073</u>	<u>-</u>
	<u>1,000,675</u>	<u>1,007,513</u>	<u>958,002</u>
Interest	265,967	282,506	251,256
Amortization	<u>1,410,000</u>	<u>1,330,590</u>	<u>1,410,550</u>
	<u>1,675,967</u>	<u>1,593,096</u>	<u>1,661,811</u>
	<u>\$ 3,004,292</u>	<u>\$ 2,898,419</u>	<u>\$ 2,759,817</u>

## F. EXCERPT - REGULATION 2018 – 54

### Acts and Regulations

Enabling Act: [Local Governance](#)

#### NEW BRUNSWICK

#### REGULATION 2018-54 under the

Local Governance Act

(O.C. 2018-189)

*Filed June 25, 2018*

Under subsection 191(1) of the *Local Governance Act*, the Lieutenant-Governor in Council makes the following Regulation:

#### Citation

- 1** This Regulation may be cited as the *Annual Report Regulation – Local Governance Act*.

#### DEFINITIONS

- 2** The following definitions apply in this Regulation.

“Act” means the *Local Governance Act*.(Loi)

“corporation” means a corporation referred to in subsection 8(1) of the Act or a corporation continued under the Act.(personne morale)

#### TIME TO PREPARE ANNUAL REPORT

**3(1)** On or before June 30 in each year, a local government shall prepare an annual report referred to in subsection 105(1) of the Act for the preceding fiscal year.

**3(2)** On or before June 30 in each year, a corporation shall prepare an annual report referred to in subsection 105(2) of the Act for the preceding fiscal year.

#### INFORMATION INCLUDED IN AN ANNUAL REPORT UNDER SUBSECTION 105(1) OF THE ACT

- 4(1)** An annual report under subsection 105(1) of the Act prepared by a local government shall contain:

(a) the audited financial statements of the local government;

(a.1) the following information with respect to grants totaling \$500 or more that are made under section 101.3 of the Act by a local government:

(i) the recipient of the grant, (ii) the type of the grant,

(iii) the amount of the grant,

(iv) the terms and conditions imposed on the grant, and

(v) the purpose of the grant and the benefit to the local government in making the grant;



- (b) the following information with respect to grants totaling \$500 or more made by the local government for social or environmental purposes:
- (i) the recipient of the grant,
  - (ii) the type of grant,
  - (iii) the amount of the grant and whether it is a grant of money or an in-kind grant,
  - (iv) the terms and conditions imposed on the grant; and
  - (v) the purpose of the grant and the benefit to the local government in making the grant;
- (c) the following information with respect to economic development assistance or grants totalling \$500 or more made by the local government:
- (i) the recipient of the economic development assistance or grant,
  - (ii) the amount of economic development assistance or grant and whether it is a grant or assistance of money or in-kind,
  - (iii) the terms and conditions imposed on the economic development assistance or grant, and
  - (iv) the purpose of the economic development assistance or grant and the benefit to the local government in providing the assistance or making the grant;
- (d) the following information with respect to activities and programs relating to economic development:
- (i) the types of activities and programs, and
  - (ii) the purpose of the activities or programs and the benefit to the local government in providing the activities and programs;
- (e) the following information with respect to a corporation established by the local government:
- (i) the name of the corporation,
  - (ii) the purpose of the corporation,
  - (iii) the manner of consolidating the corporation within the financial statements of the local government, and
  - (iv) how to access the financial statements and annual reports of the corporation; (f) the following information with respect to the council:
- (i) the members of council and their committee and other responsibilities,
  - (ii) the number of regular meetings held by the council and the names of the members of council in attendance at the meetings,
  - (iii) the number of special meetings held by the council, the types of matters discussed and the names of the members of council in attendance at the meetings,

- (iv) the date of the council meetings or committee of council meetings closed to the public and the types of matters discussed at the meetings,
- (v) if electronic means of communication is used at a meeting of council, the names of the members of council participating by electronic means,
- (vi) the salary range and other remuneration or benefits of members of council, and
- (vii) the amounts paid as allowances to the members of council for expenses resulting from the discharge of their duties; and

(g) information with respect to the provision of services by or through the local government, including the nature of the service provided and the cost of the services and related infrastructure, under the following headings:

- (i) general government services,
- (ii) protective services,
- (iii) transportation services,
- (iv) environmental health services – general fund,
- (v) environmental health services – utility fund,
- (vi) environmental development services,
- (vii) recreation and cultural services,
- (viii) fiscal services,
- (ix) public health services, and (x) other services.

4(2) An annual report under subsection 105(1) of the Act prepared by a local government may include the following information:

- (a) general information regarding the local government, including the population, tax rates, tax base and user charges;
- (b) information on capital projects undertaken within the year and information on multiyear capital planning;
- (c) performance measures established by the local government and the progress made with respect to those measures; and
- (d) information respecting employee classification, salary ranges, benefits and travel expenses.

2019, c.5, s.4

#### INFORMATION INCLUDED IN AN ANNUAL REPORT UNDER SUBSECTION 105(2) OF THE ACT

5(1) An annual report under subsection 105(2) of the Act prepared by a corporation shall contain:

- (a) the audited financial statement of the corporation;
- (b) the following information with respect to grants totaling \$500 or more for social or environmental purposes made by the corporation:

- (i) the recipient of the grant,
  - (ii) the type of grant,
  - (iii) the amount of the grant and whether it is a grant of money or an in-kind grant,
  - (iv) the terms and conditions imposed on the grant, and
  - (v) the purpose of the grant and the benefit to the local government in making the grant;
- (c) the following information with respect to economic development assistance or grants totaling \$500 or more provided by the corporation:
- (i) the recipient of the economic development assistance or grant,
  - (ii) the amount of the economic development assistance or grant and whether it is a grant or assistance of money or in-kind,
  - (iii) the terms and conditions imposed on any economic development assistance or grant provided, and
  - (iv) the purpose of the economic assistance or grant and the benefit to the local government in making the grant or providing the benefit;
- (d) the following information with respect to activities and programs of the corporation relating to economic development:
- (i) the types of activities and programs, and
  - (ii) the purposes of the activities and programs or the benefit to the local government in providing the activities and programs;
- (e) the following information respecting the board of directors of the corporation:
- (i) the names of the members of the board of directors and their responsibilities,
  - (ii) the number of meetings held by the board of directors and the names of the members of the board in attendance at the meetings, and
  - (iii) if electronic means of communication is used at a meeting, the names of the members of the board of the corporation participating by electronic means; and
- (f) information with respect to the provision of services provided by or through the corporation, including the nature of the services and the cost of the services and related infrastructure.

**5(2)** An annual report under subsection 105(2) of the Act prepared by a corporation may include the following information:

- (a) information on capital projects undertaken within the year and on multiyear capital planning; and
- (b) performance measures established by the corporation and the progress made with respect to those measures.

LOCAL GOVERNMENTS AND CORPORATIONS SHALL COMPLY WITH REQUIREMENTS UNDER SUBSECTION 105(3) OF THE ACT

**6** Local governments and corporations shall comply with the posting requirements of an annual report and make the annual report available for examination in accordance with subsection 105(3) of the Act.

***Commencement***

**7** *This Regulation comes into force on January 1, 2019. N.B.* This Regulation is consolidated to June 14, 2019.