

Town of Rothesay

Land Acknowledgement

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

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

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

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



ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, March 10, 2025
7:00 p.m.



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

Public access to the livestream will be available online:

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

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES

➤ Regular Meeting 10 February 2025

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS

7.1 Kennebecasis Regional Police Force (KRPF) Chief Gourdeau (*see Item 13.1.1*)

7.2 Fundy Regional Service Commission (FRSC) CEO Ouellette (*see Item 13.1.2*)

8. CONSENT AGENDA

8.1 27 February 2025 Letter from ice-fisher RE: Please reconsider Renforth decision

8.2 28 February 2025 Email from ice-fisher RE: Barricades

8.3 3 March 2025 Email from Minister Dornan RE: KV Health Clinic

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

10.1 18 February 2025 Letter from Horizon Health RE: Family Health Teams

Refer to the CAO

10.2 25 February 2025 Letter from resident RE: Church/Grove/Hampton Traffic Lights

Refer to the Works and Utilities Committee

11. REPORTS

11.0 March 2025 Report from Closed Session

11.1 12 December 2024 Fundy Regional Service Commission (FRSC) meeting minutes

18 December 2024 FRSC meeting minutes

11.2 9 October 2024 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes

31 August 2024 KVFD Statement of Expense with Budget Variance

30 September 2024 KVFD Compliance Report

9 October 2024 KVFD Fire Chief's Report

September 2024 KVFD Response Report

12 February 2025 KV EMO Emergency Management Program

ROTHESAY

2025March10OpenSessionFINAL_002

Regular Council Meeting

Agenda

-2-

10 March 2025

- 11.3 15 January 2025 Kennebecasis Public Library (KPL) Board meeting minutes
- 15 January 2025 KPL Librarian's Report
- 11.4 22 January 2025 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 26 February 2025 KRJBPC Chief's Report
- 5 March 2025 KRPF Building Expansion Update
- 11.5 31 December 2024 RCMP J Division Quarterly Report Q3
- 11.6 31 January 2025 Draft unaudited Rothesay General Fund Financial Statements
- 31 January 2025 Draft unaudited Rothesay Utility Fund Financial Statements
- 20 February 2025 Draft Finance Committee meeting minutes
 - Kennebecasis Trail Association
 - Shining Horizons Therapeutic Riding Association
- 11.7 14 February 2025 Parks and Recreation Update
- 11.8 February 2025 Monthly Building Permit Report
- 11.9 5 March 2025 Capital Projects Summary

12. UNFINISHED BUSINESS

TABLED ITEMS

12.1 Rothesay Arena Open House (Tabled September 2021)

No action at this time

12.2 Private Lanes Policy (Tabled July 2022)

No action at this time

12.3 Marr Road/Chapel Road signalization (Tabled April 2024)

No action at this time

12.4 Draft by-law amendments RE: Consumer Fireworks (Tabled September 2024)

No action at this time

13. NEW BUSINESS

13.1 BUSINESS ARISING FROM DELEGATIONS

13.1.1 Kennebecasis Regional Police Force (KRPF)

10 March 2025 Verbal Report from Chief Gourdeau

13.1.2 Fundy Regional Service Commission (FRSC)

10 March 2025 Presentation

DEVELOPMENT

13.2 Urban Agriculture in Rothesay

25 February 2025 Report prepared by DPDS Reade

13.3 14-16 Watercrest Lane

27 February 2025 Report prepared by DPDS Reade

ROTHESAY

2025March10OpenSessionFINAL_003

Regular Council Meeting
Agenda

-3-

10 March 2025

OPERATIONS

13.4 Rooftop HVAC Unit Replacement – Master Drive Works Facility

5 March 2025

Report prepared by CAO McLean

RECREATION

13.5 R2025-001A: Arthur Miller Upper Field Turf Replacement

10 March 2025

Report prepared by DRP Jensen

13.6 R2025-001B: Arthur Miller Upper Field Drainage Work Tender

10 March 2025

Report prepared by DRP Jensen

COUNCIL

13.7 NB Power Information Session

10 March 2025

Verbal Report from Councillor Boyle

13.8 Made in Canada First Procurement Policy

5 March 2025

Memorandum from Deputy Mayor Alexander

14. NEXT MEETING

Regular meeting

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

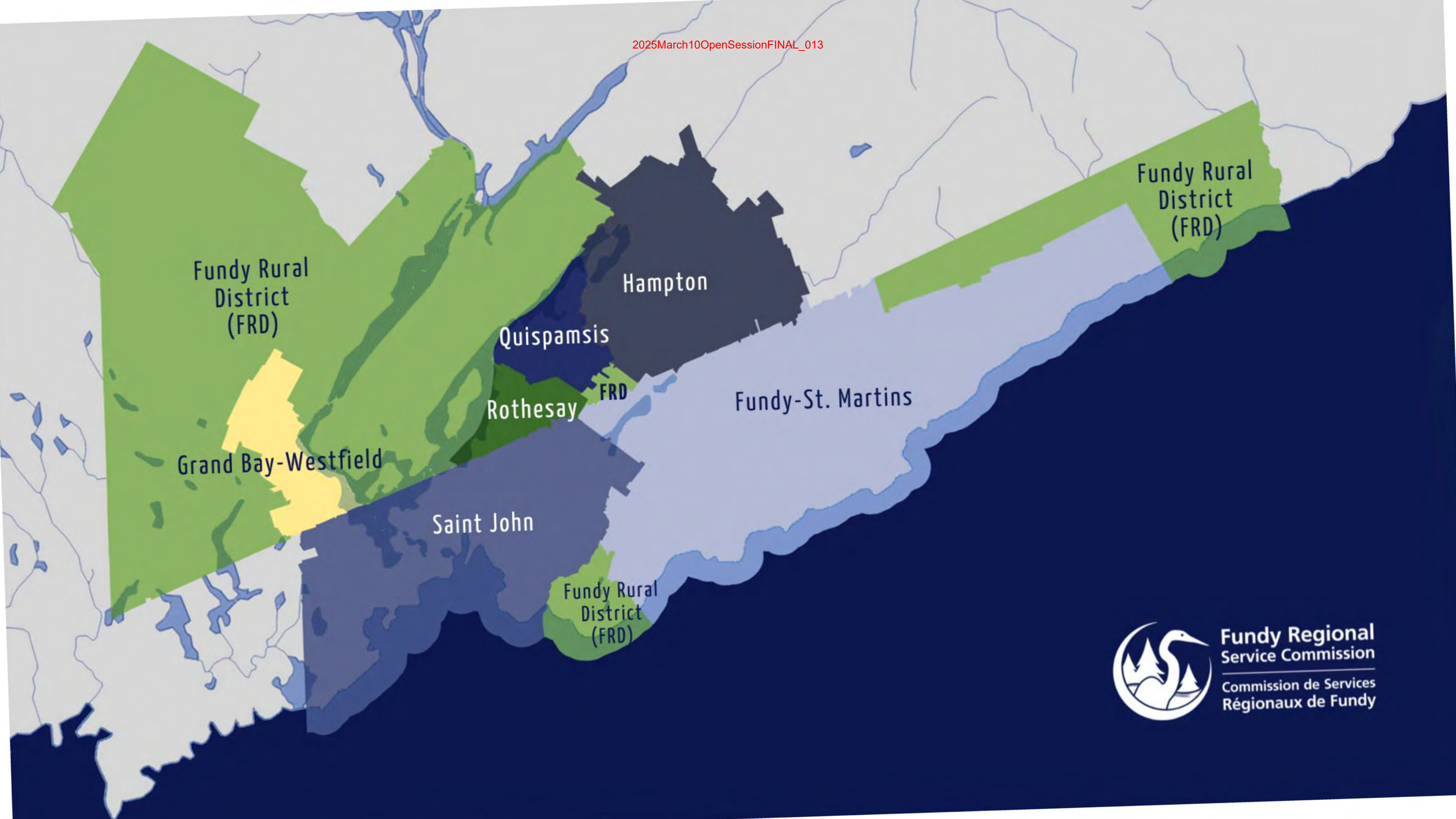
15. ADJOURNMENT



2024/2025 FRSC WORK PLAN

Town of Rothesay Council

March 11, 2025



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

FRSC MANDATE



The FRSC is committed to responsible service delivery that provides equitable access to programs and services for residents across the region. Guided by the principles of sustainability, enhanced quality of life, accountability and continuous improvement, the Commission is responsible for:



Solid Waste
Management



Community Planning
& Building Inspection



Regional Public
Safety



Regional
Transportation



Community
Development



Regional
Facilities



Economic Development
& Tourism Promotion

2024 WORK PLAN: BY THE NUMBERS



From the **74** actions slated to be completed in 2024:

Complete: 57 (77%)
Active: 17 (23%)
Pending: 0

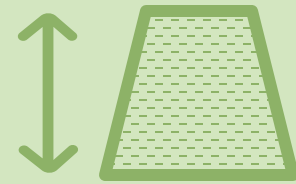


Projects Completed by Year





2024 WORK PLAN: Impacts



Height Augmentation for Crane Mountain Landfill



Enhanced engagement with stakeholders, partners and customers



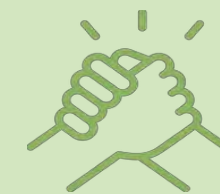
Supporting 2029 Canada Games Bid



Oversight and evaluation of regional facilities performance and expenditure



Researching new mandates and defining areas of regional alignment and opportunity



Advocating for the interest of the Fundy Region and maximizing provincial investment into the FRSC



2024 Regional Summit



- > 79 leaders from across the Fundy Region gathered for an afternoon of collaboration, engaging discussions, and expert insights on regional growth.
- > A diverse lineup of speakers shared perspectives on governance and regional collaboration, including **Donna Reardon** (Mayor, City of Saint John), **Jacques Dubé** (former CAO, Moncton & Halifax), and **Tracy Bell** (Executive Director, Wallace McCain Institute), with The **Honourable Minister Kennedy** in attendance.
- > A workshop structure on new mandate areas gathered feedback to help shape FRSC's work and strategic planning.



2025 FRSC WORK PLAN

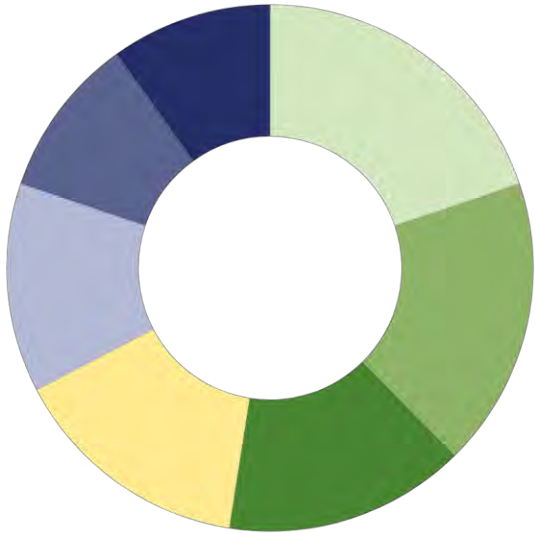
FRSC Board of Director's 2025 Priority Focus



- > Develop a two-way agenda between the FRSC & local communities, to ensure ongoing synergy between local & regional efforts.
- > Deliver regional-based value to highlight and demonstrate the impact of regional strength in the Fundy Region.
- > The Region must come together not only for new service outcomes but also to identify efficiencies, new revenue sources & cost savings.
- > FRSC leadership has developed a strong collaborative foundation over the years, and we must build upon this success.
- > The broader family of partners within the FRSC are instrumental in advancing the vision and values of the Region, including regional facilities, Envision Saint John, local councils, local staff, & partners.
- > The legacy and momentum established by the current FRSC leadership must extend into any future political change (local, provincial, federal).
- > The impact of regional collaboration should not only be reported but celebrated by the Fundy Region.

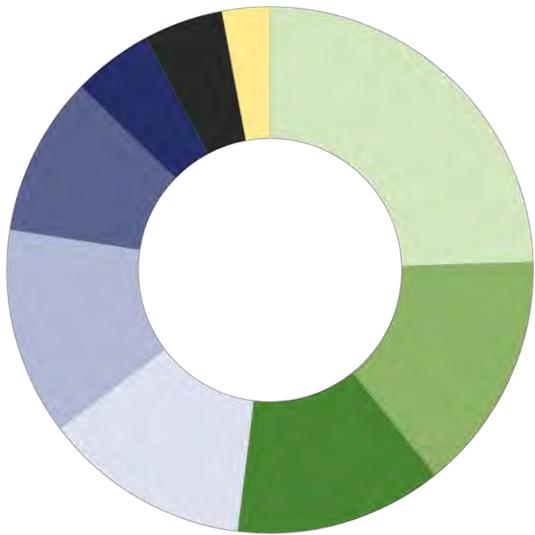


Statistics on 2025 FRSC Work Plan



DEPARTMENT

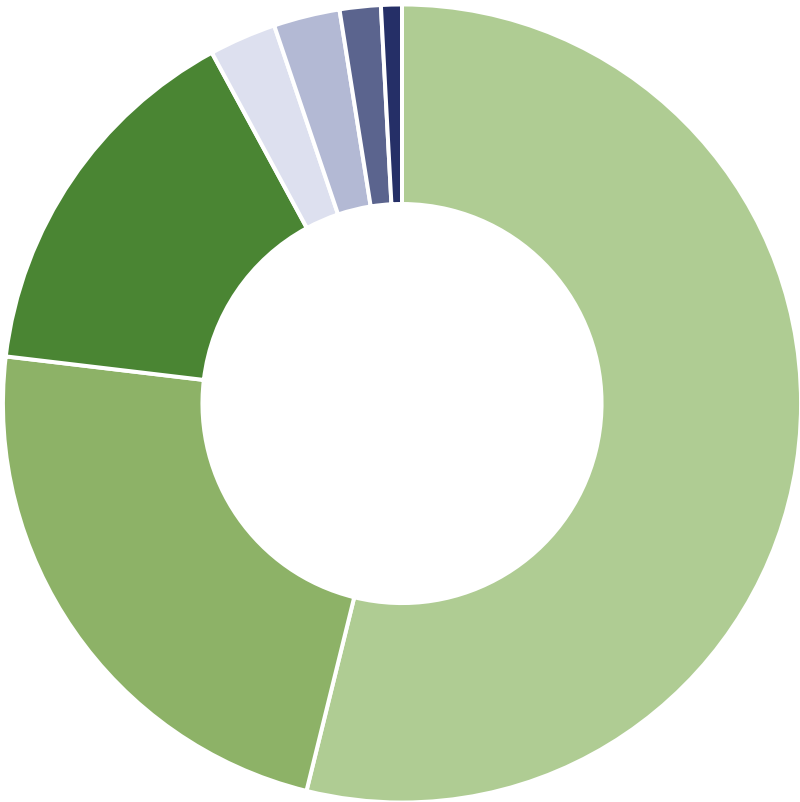
20%	Solid Waste
18%	Corporate
15%	Community Development
15%	Regional Facilities
13%	Regional Public Safety
10%	Community Planning & Building Inspection
10%	Public Safety



CATEGORY OF PROJECT

25%	Investigate
15%	Governance Improvement
13%	Continuous Improvement
13%	Customer Service Enhancement
13%	New Service/Program
10%	Capital
5%	Advocate
5%	Public Engagement/Outreach
3%	Partner

2024 FRSC OPERATING & CAPITAL BUDGETS



MANDATE AREA

<div></div>	54%	Solid Waste
<div></div>	23%	Regional Facilities
<div></div>	15%	Economic Development and Tourism Promotion
<div></div>	3%	Community Development
<div></div>	3%	Planning & Building Inspection
<div></div>	2%	Regional Transportation
<div></div>	1%	Regional Public Safety



2025 WORK PLAN:

Big Moves

COMMUNITY DEVELOPMENT

- Implement findings from the Community Development Needs Assessment.
- Support the development of regionally aligned local standards, and bylaws, and support education in improving outcomes for the unhoused.

REGIONAL PUBLIC SAFETY

- Pursue a Regional Risk Assessment to identify cross-regional priorities, regional alignment and inform actions for public safety organizations, local communities & the FRSC.

REGIONAL TRANSPORTATION

- Review and develop recommendations that address the safe and efficient movement of goods by rail.
- Collect data, assemble design, and develop feasibility plan for introduction of expanded & enhanced regional transportation services.
- Map-out alternatives for 2025/2026 Regional Transportation Pilot Project.

PLANNING & BUILDING INSPECTION

- Delivery of background and initial research for Fundy Rural District Rural Plan.

REGIONAL FACILITIES

- Advance the Canada Games Aquatic Center Enhancement Project to the Class A Design & accessing federal and provincial funding.

SOLID WASTE

- Net-Zero Solid Waste Strategy Development & Adoption



2025 WORK PLAN:

Driving Further Impact

<div>C O R P O R A T E</div> <ul style="list-style-type: none">Facilitate engagement to develop recommendations for needed adjustments to Fundy Regional Strategy.Consult and develop regional Climate Mitigation and Adaptation Strategy, to maximize the delivery of existing local plans and build alignment on regional outcomes.		<div>R E G I O N A L F A C I L I T I E S</div> <ul style="list-style-type: none">Undertake regional facilities cost-sharing formula review and develop recommendations.Develop regional sport and wellness roundtable (conditional on GNB funding).
<div>S O L I D W A S T E</div> <ul style="list-style-type: none">Creation of new Regional Solid Waste Public Engagement Committee.	<div>P L A N N I N G & B U I L D I N G I N S P E C T I O N</div> <ul style="list-style-type: none">Assess impact and value of existing regional enforcement pilot & build recommendation on next steps.	<div>R E G I O N A L T R A N S P O R T A T I O N</div> <ul style="list-style-type: none">Investigate interest and funding opportunity for image capturing enforcement in Fundy Region.

2026 WORK PLAN ITEMS



DRAFT 2026 PROJECT PLAN

Community Planning Resource Sharing Initiative
Public Safety Capacity Sharing Strategy
Public Safety Emergency Response Standardizations
Regional Facilities Structure and Responsibilities Best Practice Investigation
Customer service review and standardization
Community Planning Workshop - Affordable Housing
Share the Road Campaign
Investigate Platform/Medium for Inter-Local Government/Rural District Interactions
Benefits review for FRSC Employees
Public Safety Emergency Response Standardizations
Public Safety Mutual Aid Agreements Review
Clarity on Managing Facility Expenditures in times of Deficit or Surplus
Regional Facilities Oversight and Performance Evaluations
Regional Facilities Structure and Responsibilities Best Practice Investigation
Public awareness campaign: FRSC
Community Development Dashboard

2026 WORK PLAN ITEMS



DRAFT 2026 PROJECT PLAN
Establish platform across planners & development officers in the Fundy Region to identify trends, invite professional growth, resolve common challenges & pursue collective opportunities
Investigate and Support Cross-Provincial Review on Rural Districts
Develop plan for increased FRSC Transparency/Disclosure opportunities
Update Committee Terms of Reference
Online banking - Authorization and Implementation
Investigate Cross Agency Collaboration Opportunities to build alignment & invite cost-savings
Develop and release regional facilities enhanced usage program for members & residents
Extended Producer Responsibility Program Payment Equalization
Development and publication of Solid Waste Customer Service Web-Based Interface
Assemble a Communications Strategy to articulate expectations in our efforts to engage with various audiences and customers
Delivery of recommendation and adoption of Fundy Rural District Rural Plan
Regional Public Safety Asset and Resource Optimization Strategy; Advancing Interoperability, Shared Services, Training, and Infrastructure
Pursue Bag Limit Initiative Stage 1, with the intention of advancing diversion, customer service, and member cost saving
Working with partners and committee, develop regional facilities value proposition to advance the impact and reach of facilities
Investigate regional trail connectivity and expansion interest and funding availability



FUNDY REGIONAL STRATEGY:

Possible Updates

Continuous improvement mandate to identify efficiencies, cost savings, additional revenue opportunities through regional collaboration

Investigate RSCs role in supporting provincial regulatory roles that could become transferred locally or regionally, including Fire Marshall and Electrical Inspector

RSC's role in preparing the Fundy Region for when the RCMP intends to retreat from community policing (by 2032)

RSC's role in building more structural alignment

FRSC's role in supporting a holistic local government approach to healthy communities, and driving response and improvements from health-related authorities and partners

Advancing Regional Value and Impact



- > Identifying when local needs would benefit from regional lens.
- > Help populate focus for 2026, to inform 2026 FRSC Budget.
- > Participate in feedback on upcoming update to Fundy Regional Strategy.
- > 2025 Fundy Regional Summit (Fall 2025).
- > Cost saving and new revenue streams: a new space and opportunity.

FRSC Monthly Newsletter:

Stay connected and up to date with the latest news, updates, and initiatives from FRSC.





APPENDIX



A. 2025 FRSC WORK PLAN

● Big moves for the FRSC ● Opportunity for new service impact

DRAFT 2025 PROJECT PLAN	SERVICE AREA	CATEGORY	ORIGIN
Pursue Community Development Affordable Housing Advocacy	CD	Customer Service Enh.	Regional Strategy
Consult and develop recommendations as a result of the Community Development Needs Assessment, guiding the FRSC within this mandate and delivering tangible value to FRSC members	CD	Investigate	Regional Strategy
Evaluating initial impact of social mandate for the Fundy Region, develop recommendations for future engagement and impact of FRSC within this mandate	CD	Investigate	Committees
Support the development of regionally aligned local standards, bylaws and supporting education in improving outcomes for the unhoused	CD	New Service/Program	CAO's
Working with partners from across the region, develop enhanced regional capacity for food security through a regional bulk food purchasing model	CD	New Service/Program	Partners
Bring together regional partners to a Symposium within the field of Community Development to identify regional priorities, alignment and maximizing impact for local communities.	CD	Public Engagement/Outreach	Regional Strategy
Introduce community planning and building online payment option for customers	CP & BI	Customer Service Enh.	Public Request
Building and planning service awareness and education campaign for residents of participating communities	CP & BI	Customer Service Enh.	Regional Strategy
Delivery of background and initial research for Fundy Rural District Rural Plan	CP & BI	Investigate	Regional Strategy
Assess impact and value of existing regional enforcement pilot and build recommendation on next steps (if necessary)	CP & BI	New Service/Program	CAO's



A. 2025 FRSC WORK PLAN

● Big moves for the FRSC ○ Opportunity for new service impact

DRAFT 2025 PROJECT PLAN	SERVICE AREA	CATEGORY	ORIGIN
Work with partners to develop policies and procedures for local communities to encourage the support of Canadian products, services & goods	Corporate	Continuous Imp.	Board of Directors
Development and release of new corporate dashboard	Corporate	Continuous Imp.	Regional Strategy
Adjust prior Asset Retirement Obligation analysis now incorporating longer lifespan of Crane Mountain Landfill	Corporate	Continuous Imp.	Regulatory Req.
Update Procedural Bylaw, aligning with recent provincial regulations	Corporate	Governance Imp.	Board of Directors
Facilitate engagement to develop recommendations for needed adjustments to Fundy Regional Strategy	Corporate	Governance Imp.	Board of Directors
Consult and develop regional Climate Mitigation and Adaptation Strategy, to maximize the delivery of existing local plans and build alignment on regional outcomes	Corporate	Investigate	Regional Strategy
Host annual regional summit 2025 to support priority setting and engage member councils, committees & partners	Corporate	Public Engagement/Outreach	Board of Directors
Advocate to GNB for Enhanced Public Safety Funding for service providers across FRSC members	PS	Advocate	Committees
Establish Regional Fire Working Group	PS	Governance Imp.	Board of Directors
Establish Regional Policing Working Group	PS	Governance Imp.	Board of Directors
Pursue a Regional Risk Assessment to identify cross regional priorities, regional alignment and inform actions for public safety organizations, local communities & the FRSC	PS	Investigate	Regional Strategy



A. 2025 FRSC WORK PLAN

○ Big moves for the FRSC ○ Opportunity for new service impact

DRAFT 2025 PROJECT PLAN	SERVICE AREA	CATEGORY	ORIGIN
Advocate for Enhanced Funding for Regional Facilities	RF	Advocate	Board of Directors
Advance the Canada Games Aquatic Center Enhancement Project to the Class A Design & accessing federal and provincial funding	RF	Capital	Board of Directors
Develop regional facilities reserve capacity operating procedure for ratification	RF	Continuous Imp.	Committees
Undertake regional facilities cost-sharing formula review and develop recommendations	RF	Continuous Imp.	Board of Directors
Facilitate dialogue on equity and ownership considerations associated with Fundy Regional Facilities	RF	Investigate	Committees
Develop regional sport and wellness roundtable (conditional on GNB funding)	RF	Partner	Other
Roll-out awareness, resources & engagement to members and the public to advance Sustainable Transportation Week	RT	Customer Service Enh.	Committees
Review and develop recommendations that address the safe and efficient movement of goods by rail	RT	Customer Service Enh.	Other
Collect data, assemble design, and develop feasibility plan for introduction of expanded & enhanced regional transportation services for members & residents	RT	Investigate	Committees
Investigate interest and funding opportunity for image capturing enforcement in Fundy Region	RT	Investigate	Committees
Map-out alternatives for 2025/2026 Regional Transportation Pilot Project to respond to needs being raised by FRSC members	RT	Investigate	Committees



A. 2025 FRSC WORK PLAN

● Big moves for the FRSC ○ Opportunity for new service impact

DRAFT 2025 PROJECT PLAN	SERVICE AREA	CATEGORY	ORIGIN
Permanent and Temporary Capping Projects - Cell 8	Solid Waste	Capital	Regulatory Req.
LFG Solar Pump Water Removal Project	Solid Waste	Capital	Staff
Construction of Maintenance Building	Solid Waste	Capital	Staff
Creation of new Regional Solid Waste Public Engagement Committee	Solid Waste	Governance Imp.	Board of Directors
Net-Zero Solid Waste Strategy Development and Adoption	Solid Waste	Governance Imp.	Regional Strategy
Pursue Landfill Gas Utilization Study	Solid Waste	Investigate	Staff
Envirosuite Implementation and Integrations	Solid Waste	New Service/Program	Board of Directors
Introduction of Crane Mountain Economic Development Funding Program	Solid Waste	New Service/Program	Board of Directors

Madam Mayor and Councilors

First, I want to thank you for your service and dedication to residents of Rothesay. Taking on that role means countless hours and sometimes sacrificing personal and family time. I know that sometimes the decisions you make are not easy or popular.

I wanted you to know that yesterday Wednesday February 26 I removed my little ice fishing shack from the Renforth Wharf area. Not a big event for anyone but for my wife and I realized it maybe for the last time. This season was extremely difficult as we had to walk from the Bill McGuire Center through deep snow and difficult walking. For an old fat guy and both of us in our 60's and it was a challenge. In years past there was always a plowed path we could drive out on or if we were lucky enough to get a parking spot close to the wharf a quick walk.

We have been coming from Sussex for 23 plus years to this little village on the ice and have great memories of our kids, grandchildren and friends fishing, some for the first time. We have stories of people (retired RCMP Officer) getting so excited when catching a fish and jumping up too quickly and losing the cell phone down the hole. There was even an occasion when I got a double (two fish on the line) and I knocked my portable radio off the shelf and into the hole. I could have saved the radio but didn't want to lose my catch. Yes, I fished the radio out with a large magnet. My wife and I have had people from all over the world stop by our shack and the next thing they are in the seat trying ice fishing for the first time, with my wife making them hot apple cider. They were amazed that this little village was sitting out on the ice. They have mentioned that they had never been to a place before where people would venture onto the ice in cold weather and have so much fun.

One more aspect we need to consider is the mental health crisis that existed before covid 19 and now has gotten worse. I had a 42-year career at _____ and when I was working out of the _____ in Saint John my wife would drive me every Friday at lunchtime and leave me for the afternoon fishing until she headed home from work at 5pm. I can tell you those times were medicine to my soul. In recent years our annual ice fishing derby day on Family Day has been to raise funds to help people needing some help with counselling. This fund raiser is run by a young man _____ and his family. Let me tell you when you have young people with such a caring heart for people you encourage that. He is making his community better.

Now having said all that I agree that some people do not take this privilege seriously. This year and in other years I have seen people on the ice way too soon. The problem with that is we can't legislate common sense. The solution isn't to ban everyone. Example today we still have some drivers that think it is ok to drink and drive. We then don't ban everyone from driving, but we punish those that do.

In the past we had an ice fishing association. It worked better than how it is going today. But the association was powerless to stop people from acting for the best interest of the community. Part of the solution is to have the local police department show up unannounced and do some checking. We need the Fisheries Officers down on the ice more than just the day CBC news is there. Regular visits from those folks would put a stop to some of the bad behaviors. I have no problem with them giving tickets to violators because many of us follow the laws and cherish the privilege to fish there. Maybe another

solution is to put a gate up preventing cars and trucks from going onto the ice until there is at least 12 inches of ice. I am sure there are other options than a total ban on people driving onto the ice.

Thank you for reading this. The people of the ice village want to work with you. Just one more small note I read an article in the news that said people should only be using pop-up tents to fish out of. My only comment is "I am like an old dog I don't like to be cold or wet anymore" The woodstove in my hard shack is a comfort on these old bones!!

Your town has a little gem that is the envy to many, don't bury it. This village has been enjoyed by people of all ages. If you get a chance to see the CBC Land and Sea episode, please watch.

<https://gem.cbc.ca/land-and-sea-network/s20>

Thank you for your time

From:

Sent: Friday, February 28, 2025 10:03 AM

To: matthewalexander@rothesay.ca; billmcguire@rothesay.ca; davebrown@rothesay.ca; helenboyle@rothesay.ca; peterlewis@rothesay.ca; donshea@rothesay.ca; nancygrant@rothesay.ca; brettmclean@rothesay.ca; tiffanymackayfrench@rothesay.ca; rothesay@rothesay.ca

Subject: Re: Barricades

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

On Fri, Feb 28, 2025 at 9:57 AM

wrote:

Good Morning Mayor and Council,

After seeing the upcoming weather forecast and speaking with an officer from the Department of Fisheries and Oceans, I'm hoping you can announce that the barricades could be opened on Monday and Tuesday. This would be extremely helpful given the upcoming week ahead. We need to know in advance. We don't all have the opportunity to watch the town's FB to see when the announcements are made last minute like that. Please understand that there are too many shacks to remove in just one day and that the shoreline becomes messy fast in warmer weather so we need to get them moving ahead of the warmer weather. I'd like to take mine off at 4:00 on Monday if possible. Maybe you can make the hours from 10-6 so some who work can get there and get their shacks off. I couldn't get there for your first opening as not only was it a last minute thing but also because I worked that day and couldn't get there before 4:00 on that day. Shacks will sink on Wednesday and Thursday. It's a Deja vu of last year. That amount of rain will leave shack owners scrambling. Please know that I will not be taking a vehicle out there. I just need the barricades moved. I hope you understand the need at this point. If cars driving there is the problem, then maybe the police force can monitor similar to how they've been monitoring parking all season.

We are definitely stuck behind your barricades and really don't want any environmental impact by not being able to get out. I remember council saying that the barricades would come off at first thaw. We need you to stick to your word here.

Thanks,



Quispamsis
E2E 4V5



7 Days

[See more >](#)

Aft



5°

Feels 1

☁ 30%

Eve



-3°

Feels -9

☁ 20%

Night



-11°

Feels -16

☁ 30%

Morn



-9°

Feels -16

☁ 60%

❄ ~1 cm

14 Days

[See more >](#)

Sat 1



3°



-7°

☁ 90%

💧 ~5 mm
❄ 1-3 cm

Sun 2



-6°



-17°

☁ 30%

Mon 3



-8°



-16°

☁ 10%

Tue 4



-1°



-2°

☁ 60%

Wed 5



5°



4°

☁ 80%

💧 20-25 mm
❄ <1 cm

Thu 6



8°



0°

☁ 80%

💧 ~25 mm

❄ 1-3 cm

From: Dornan, John Hon. (DH/MS) <John.Dornan@gnb.ca>
Sent: Monday, March 3, 2025 10:58:13 AM
To:
Cc: Nancy Grant <nancygrant@rothesay.ca>; Townsend, Alyson Hon. (PETL/EPFT) <Alyson.Townsend@gnb.ca>
Subject: RE: K.V. Health Clinic

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

Dear :

This is in response to your email about X-ray services at the Kennebecasis Valley Clinic.

Department of Health staff have reached out to Horizon Health Network, as the regional health authority (RHA) responsible for the clinic and have been advised that the clinic hours are currently reduced due to staffing challenges. Efforts are ongoing to resolve the situation.

Given that the RHA is responsible for the day-to-day operation of the clinic, should you wish to further discuss your concerns I would encourage you to contact Mr. Travis Firth, Patient Relations Representative for the Saint John area. His contact information is as follows: (506) 648-6718 or travis.firth@horizonnb.ca.

Your patience and understanding are appreciated as work continues to maintain access to diagnostic services in your community.

I genuinely appreciate the time you took to share your concerns.

Sincerely,



Hon. / L'hon. Dr. John Dornan MD, FRCP, MBA

Minister | Ministre

Department of Health | Ministère de la Santé
New Brunswick | Nouveau-Brunswick

T : 506.453.2581
gnb.ca

From: Townsend, Alyson Hon. (PETL/EPFT) <Alyson.Townsend@gnb.ca>
Sent: Wednesday, December 11, 2024 1:06 PM
To: Dornan, John Hon. (DH/MS) <John.Dornan@gnb.ca>
Subject: Fw: K.V. Health Clinic

Get [Outlook for iOS](#)

From:
Sent: Wednesday, December 11, 2024 12:54:30 PM
To: Townsend, Alyson Hon. (PETL/EPFT) <Alyson.Townsend@gnb.ca>
Cc: Nancy Grant <nancygrant@rothesay.ca>
Subject: K.V. Health Clinic

Honourable Minister Townsend,

I am requesting answers to the decision to stop offering X-Rays at the K.V. clinic. This has been a great service to the residents of K.V., particularly our seniors. For many of us it is an extreme inconvenience and expense to arrange transportation to the hospitals for such an elementary test, particularly as we have the facility already in place. I am not aware of whether it is staffing or equipment issues, or just a way to cut costs.

You, and your party, were elected to office primarily on the assurance of better healthcare in this Province. This is definitely a step in wrong direction!

Please review and respond with reasons for the decision and whether we can anticipate a reversal to this decision in the near future.

Thank you for your attention to this matter!

16 Woodland Ave
Rothesay, N.B.
E2E 2K5

p.s. I have copied this to Mayor Grant as well

[Sent from Yahoo Mail on Android](#)

Greetings,

We hope this message finds you well! As you are aware, our government is prioritizing accessible, quality health care to ensure the well-being of every resident, now and in the future.

At Horizon, we are committed to transforming Primary Health Care by moving towards an enhanced, team-based collaborative care model, referred to as the Family Health Team (FHT). This model is based on the concept of the Patient's Medical Home (PMH), where family physicians work in teams with other health care professionals to provide accessible, high-quality care for their patients.

As we work towards improving access to primary health care across the province, we recognize the importance of strong partnerships with municipal leaders like you. We are in the planning stage of establishing these new FHTs, with the goal of enhancing team-based, collaborative care. As part of this process, we are gathering information to better understand the needs of communities and the existing opportunities related to health care infrastructure, human resources, and potential partnerships.

We are actively working with Primary Care Providers in your community to create a plan that ensures care for the entire community and identifies what is needed to achieve this. Their partnership is essential in delivering the high-quality care we envision, and the infrastructure needed to do so.

We want to work closely with you to ensure that our planning reflects the unique strengths and needs of your municipality. Your insights will be invaluable in helping us shape these teams in a way that best serves local residents. We recognize you know your communities best, and we want to learn more about the current landscape in your community and how we can collaborate to support this initiative.

We welcome your input during this planning stage, and we encourage to please share with us any existing opportunities, resources or infrastructure that could support this work. Please email Horizon's Primary Health Care Engagement team at PHCPlanning@HorizonNB.ca to connect with us. Additionally, we would appreciate if you could designate a key contact within your team who we can engage with as we move forward. We look forward to working together!

Sincerely,

Primary Health Care Co-Leads -
Dr. Ravneet Comstock, Executive Clinical Academic Director
Maily Lockhart, Executive Regional Director

2025 02 25

Town of Rothesay

70 Hampton Road, Rothesay, NB, E2E 5L5



Att: Tony Henry

Traffic Superintendent

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

Dear Sir,

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

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

I would be most interested in your findings.

~~All~~ Good Wishes,

cc.:

John Jarvie – Town Manager

Dr. Nancy Grant – Mayor

✓ Rothesay Town Council



Regular Board Meeting Minutes

Date: December 12, 2024, 9:00 a.m.

Location: City of Saint John
15 Market Square, Saint John

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

ABSENT Libby O'Hara, Mayor, Quispamsis

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

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

1. Closed Session

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

2. Order of Business

2.a Call to Order

Chair Bedford called the meeting to order at 10:14 a.m.

2.b Record of Attendance

Chair Bedford noted that Mary Schryer is in attendance for Director O'Hara who is absent for this meeting.

2.c Approval of Agenda

Chair Bedford called for a motion to approve the agenda.

Resolution Number: RM-2024-085

Moved by: Director Grant

Seconded by: Director Schryer

THAT the Board approve the December 12, 2024 agenda as presented with a small addition of the CEO Verbal Update to be placed before Correspondence (item 5) and an addition to the Reports/Presentations section considered to be 4.5 Regional Facilities Project Completion Extension.

Motion Carried

2.d Approval of Minutes

Chair Bedford called for approval of the October 24, 2024, meeting minutes.

Resolution Number: RM-2024-086

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board approve the October 24, 2024, meeting minutes as presented.

Motion Carried

2.e Disclosure of Conflict of Interest

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

3. Consent Items

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board approve all consent items as presented.

Motion Carried

3.a Visa Group Limit

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board authorize FRSC staff to request an amendment to the credit agreement with CIBC to increase the existing US Bank Visa card limit from \$25,000.00 to \$50,000.00.

Motion Carried

3.b Year End Financial Motions

CEO Ouellette spoke briefly about an amendment needed to the amounts presented in the Year End Financials Motions, indicating the amount of money being transferred from the operating reserve fund needs to change from \$31,544.65 to \$24,070.92.

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board directs the FRSC staff;

TO transfer \$401,000 from the Solid Waste Operating Fund to the Solid Waste Operating Reserve Fund;

TO transfer \$45,000 from the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Fund to the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Reserve Fund;

TO transfer \$66,698 from the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Fund to the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Reserve Fund; AND,

TO transfer \$24,070.92 from the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Reserve Fund to the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Fund.

Motion Carried

3.c Municipal Capital Borrowing

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board;

APPROVES the revised ten-year capital budget as presented in this report;

RESOLVE THAT in accordance with section 28 of the Regional Service Delivery Act, the Fundy Regional Service Commission intends to submit an application to the Municipal Capital Borrowing Board for authorization to borrow for a capital expense for the following purpose, amount and term:

Purpose: Environmental Health Services (General)

Amount: \$1,100,000

Term: Term not to exceed 15 years;

AND THAT the Board directs the CEO to send a written notice of the vote, proposed borrowing, budget projections and the impact on future rates as attached to all members that are local governments and to the Minister at least 45 days before the vote.

Motion Carried

3.d 2024 FRSC Q3 Financial Statements

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board receive and file 2024 Q3 Financial Statements as presented.

Motion Carried

3.e 2024 Envision Saint John Q3 Update

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board receive and file the Envision Saint John Q3 financial statements as presented.

Motion Carried

3.f 2025 Expenditure Breakdown and Intended Value

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board receive and file the 2025 Expenditure Breakdown and Intended Value report as presented.

Motion Carried

3.g RFP 2024-02 – One (1) Tandem Day Cab Tractor

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board approve the purchase of one (1) 2025 Kenworth T880 day cab tractor from Bayview Trucks and Equipment for the purchase price of \$257,000 plus HST to be funded from current year capital expenditures from operations and additionally, approve the extended warranty option for the purchase price of \$34,138.40 plus HST to be funded from surplus in the current year capital expenditures from operations.

Motion Carried

3.h Building and Planning Monthly Report

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

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

Motion Carried

4. Reports/Presentations

4.a Host Community Resolution: 2029 Canada Games

Andrew Beckett, CEO of Envision Saint John spoke about the bid package and the resolutions to the Board.

Director Riddell brought up a possible conflict of interest in the process through Envision, and raised concerns surrounding the naming of the host communities, the creation of the committee, and the terms and conditions.

Mr. Beckett noted that the name is incorrect in his report, it should indicate the Fundy Regional Service Commission as the host.

Discussion at the table yielded the agreement to table the motion until more communities can review the motion.

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

Resolution Number: RM-2024-088

Moved by: Director MacKenzie

Seconded by: Director Grant

THAT the Board table the adoption of the submission presented regarding the 2029 Canada Games until a special meeting can be held.

Motion Tabled

Resolution Number: RM-2024-089

Moved by: Director MacKenzie

Seconded by: Director Grant

THAT the Board host a special meeting on Wednesday, January 18, 2024.

Motion Carried

4.b Response to Feedback from 2025 Budget Process

CEO Ouellette spoke about the information from this process and its impact on the actions taken related to the new mandates.

Resolution Number: RM-2024-090

Moved by: Director Doucet

Seconded by: Director Merrifield

THAT the Board directs the FRSC to adopt the four-point response and actions outlined in this report to improve on the ability to deliver tangible value and impact for local communities within the Fundy Region.

Motion Carried

4.c Regional Rail Working Group

Graeme Stewart-Robertson, FRSC Policy and Research Manager, spoke about the report and the terms of reference for the new committee.

Resolution Number: RM-2024-091

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Board pass the proposed By-Law as presented.

Motion Carried

Resolution Number: RM-2024-092

Moved by: Director Merrifield

Seconded by: Director Grant

THAT the Board direct FRSC staff to proceed with soliciting membership for the Regional Rail Working Group, to be brought to the Nominating Committee for approval in January 2025.

Motion Carried

4.d Additional Provincial Financial Support for Regional Facilities

Chair Bedford stepped down as Chair at 10:51 a.m., passing the Chair to speak to the resolution proposed, and took the Chair back at 10:55 a.m.

It was noted that Director MacKenzie could not support the motion, but understands why the motion was brought forward.

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

Resolution Number: RM-2024-093

Moved by: Director Grant

Seconded by: Director Schryer

THAT the board direct the FRSC to submit a letter, and request an audience, to/with the Department of Local Government, the Regional Development Corporation, and the Government of New Brunswick Fundy Regional Caucus to detail the importance of additional provincial financial support for Fundy regional facilities capital.

Against (1): Director MacKenzie

Motion Carried (6 to 1)

4.e Regional Facilities Project Completion Extension

Director MacKenzie Saint John is looking for the FRSC Board to approve an extension to the previously approved projects from 2023.

For further information, please see the recording online.

Resolution Number: RM-2024-094

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the FRSC grant a one-year extension to the City of Saint John to complete project expectations of the previously approved 2023 regional facilities capital budget.

Motion Carried

5. CEO Verbal Update

CEO Ouellette gave a verbal update to the Board, on a number of topics.

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

Director Merrifield left the meeting at 11:05 a.m.

6. Correspondence

Resolution Number: RM-2024-095

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board receive and file the correspondence as presented.

Motion Carried

6.a Minister David Hickey

Resolution Number: RM-2024-095

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board receive and file the Minister Hickey letter as presented.

Motion Carried

6.b Minister Aaron Kennedy

Resolution Number: RM-2024-095

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board receive and file the communication with Minister Kennedy as presented.

Motion Carried

7. Adjournment

Chairperson Bedford called for a motion to adjourn 11:19 a.m.

Resolution Number: RM-2024-096

Moved by: Director Doucet

Seconded by: Director MacKenzie

THAT the Board adjourn the December 12, 2024, meeting at 11:19 a.m.

Motion Carried

Jim Bedford, Chairperson

Cassie Silhanek, Recording Secretary

Date



Special Board Meeting Open Minutes

Regular Meeting

December 18, 2024, 9:00 a.m.

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 Cassie Silhanek, Recording Secretary, Fundy Regional Service
Commission
Marc MacLeod, General Manager, Fundy Regional Service
Commission

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

1. Order of Business

1.a Call to Order

Chair Bedford called the meeting to order at 9:02 a.m.

1.b Record of Attendance

This meeting was held virtually on Microsoft Teams, all Board members being present.

1.c Approval of Agenda

Chair Bedford called for a motion to approve the agenda.

Resolution Number: SM-2024-004

Moved by: Director Doucet

Seconded by: Director MacKenzie

THAT the Board approve the December 18, 2024, agenda as presented.

Motion Carried

1.d Approval of Minutes

No minutes were presented for this meeting.

1.e Disclosure of Conflict of Interest

Chair Bedford called for acknowledgement of any conflicts of interest, Director Riddell put one forward regarding the membership of Envision and Chair Bedford acknowledged the complaint noting he would address the concern in the new year.

2. Reports

2.a Host Community Resolution: 2029 Canada Games

Chair Bedford called for a motion, and Director Grant moved the motion reading the resolution in its entirety.

It was noted that Fundy St. Martins, Quispamsis, Rothesay, Grand Bay-Westfield, Saint John, and Hampton councils were all in favour of the resolution.

Director Riddell brought forward concerns over the 50% cost share not being addressed in the resolution, along with issues also arose with number 9 and number 11 of the resolution.

Andrew Beckett noted that Moncton approved the same motion on Monday, and the Host Society will have the 50/50 split established in the creation documents of the Host Society.

The record shows Director Riddell is against the motion on advice from his council.

Resolution Number: SM-2024-005

Moved by: Director Grant

Seconded by: Director MacKenzie

WHEREAS the Fundy Regional Service Commission and the City of Moncton (NB Host Communities) have authorized and have established a Bid Committee for the purposes of submitting a proposal to the Canada Games Council for a joint bid to host the 2029 Canada Summer Games;

AND WHEREAS as part of the NB Host Communities' commitment to hosting the 2029 Canada Summer Games, the Fundy Regional Service Commission and Moncton City Council have agreed to certain commitments being made, subject to budgetary considerations and commitments from the Province of New Brunswick and the Government of Canada based upon and subject to the public financial planning assumptions provided by the Canada Games Council at the January 17, 2024 bid launch;

THEREFORE BE IT RESOLVED THAT THE NB HOST COMMUNITIES:

1. Confirm, based upon and subject to the public financial planning assumptions provided to the Canada Games Council at the January 17, 2024 bid launch and subject to approval of an additional \$1 million in funding from the Province of New Brunswick, that the NB Host Communities approve an increase to the 2025-2028 Capital Budgets for a total Capital Contribution of \$3,000,000.00 (Three Million Dollars) to the Host Society once established, which would be in addition to the \$3,000,000.00 Capital Contribution from the Government of Canada and a \$3,000,000.00 Capital Contribution from the Province of New Brunswick;
2. Agree to accept all hosting standards for the 2029 Canada Games as outlined in the 2029 Bid Procedures and Hosting Standards document provided by the Canada Games Council;
3. Agree to assume the Capital and Operating financial deficit, if any, associated with hosting the 2029 Canada Summer Games;
4. Confirm that the Host Communities will support the Bid Committee in securing Venue Memoranda of Understanding at the bid level appropriate with Hosting Standard #40-01;
5. Confirm that the Host Communities will ensure that the Host Society, upon incorporation, will enter into a Joinder Agreement with the Canada Games Council which binds the Host Society to the Agreement to Undertake, and to the signing of the Trademarks

Agreement and Hosting Agreement with the Canada Games Council;

6. Agree to contribute the \$3,000,000.00 Capital Contribution set out above to the Host Society once established and agree to contribute a maximum of \$4,000,000 (in cash or VIK) for Operating expenses (inclusive of the Rights Fee of \$1,080,000);
7. Agree that the NB Host Communities, to the extent possible, will provide both human and financial resources to ensure an efficient transition from the Bid Committee to the Host Society once created and up until further public resources can be accessed and agree that the NB Host Communities will cooperate with the Bid Committee and the Canada Games Council on the steps necessary to achieve this step upon award of the 2029 Canada Summer Games;
8. Confirm the NB Host Communities' commitment to payment of the first 25% of a Rights Fee in the amount of \$270,000.00 being payable to the Canada Games Council upon the NB Host Communities being awarded the 2029 Canada Summer Games;
9. Subject to the creation of a new facility, or the renovation of an existing facility and the consent of the owner, the NB Host Communities agree and confirm they will ensure that the words "Canada Games" and "Jeux du Canada" and the Canada Games logo in accordance with the Canada Games Council's Graphics Standards Manual, are incorporated in the name of at least one major facility that is built or renovated for the Games, and the naming rights remain in perpetuity. The NB Host Communities agree to work with the Host Society and Canada Games Council to finalize details and will submit the proposed new name and logo in writing for approval taking into consideration key principles and elements identified in the Canada Games Council's Core Legacy Plan. (Ref Hosting Standard #14-02);
10. Confirm that: a. The Bid Committee has the authority and power to grant local community sponsors certain rights and opportunities, pertaining to the Bid Committee only and only to be exercised within the Bid Committee during the term of the Bid Committee Sponsorship Grant of Rights and Exclusions Agreement; 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 to raise the appropriate outstanding revenue required and to minimize the risk associated with the NB Host Communities underwriting the deficit; c. The Host Society will develop a Legacy Plan for sport, following the CGC's Legacy Core Plan, to guide the documentation of all legacies resulting from the

2029 planned and/or surplus.) (Reference Hosting Standard #14-01).

11. Agree that the NB Host Communities, upon award of the 2029 Canada Summer Games, will execute an Agreement to Undertake which will reflect the above as well as other key commitments, terms and conditions made through the Bid Phase.

Against (1): Director Riddell

Motion Carried (6 to 1)

3. Adjournment

Chairperson Bedford called for a motion to adjourn.

Resolution Number: SM-2024-006

Moved by: Director O'Hara

THAT the Board adjourn the meeting at 9:16 a.m.

Motion Carried

Jim Bedford, Chairperson

Cassie Silhanek, Recording Secretary

Date

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
OCTOBER 9, 2024**

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

Absent: Commissioner Noah Donovan

1.0 Call to Order

Chair Bolduc called the meeting to order at 5:46 pm.

2.0 Chair's Remarks

Chair Bolduc welcomed everyone.

3.0 Approval of Agenda

Moved by D. Brown and seconded by P. Lewis, the agenda be approved as presented.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 September 4, 2024

Moved by D. Brown and seconded by P. Murray, that the minutes of September 4, 2024 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 CFAI Applicant Agency Status

Chief Boyle reported that we are moving along in the process with a site visit next Spring.

Moved by K. Miller and seconded by P. Lewis, to receive and file.

CARRIED

6.2 KV EMO Bylaw

6.2.1 Memo re KV EMO from Chief Boyle

6.2.2 2024 Rothesay EMO By-Law 2-24

6.2.3 Memo re Joint EMO By-Law of June 14, 2024

6.2.4 Memo re By-Law 2-24 Rothesay EMO By-Law of June 19, 2024

6.2.5 2016 Rothesay EMO By-Law 1-16

Both Quispamsis and Rothesay have passed the by-laws that create KV EMO.

Moved by P. Lewis and seconded by D. Brown, to receive and file.

CARRIED

7.0 Correspondence

None

8.0 New Business

None

9.0 Financial

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

Moved by K. Miller and seconded by D. Brown, to receive and file.

CARRIED

9.2 Budget Variance Analysis

Moved by D. Brown and seconded by K. Miller, to receive and file.

CARRIED

9.3 Compliance Report

Moved by P. Lewis and seconded by D. Brown, to receive and file.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

Moved by P. Lewis and seconded by D. Brown, to receive and file.

CARRIED

12.0 Adjournment


Moved by K. Miller that the meeting be adjourned at 6:05 pm.

Date of next meeting – November 13, 2024

Respectfully submitted,



CHAIR



VICE CHAIR

Statement of Expense with Budget Variance

2025 March 10 Open Session FINAL_060

For the 8 months ending August 31, 2024

		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2024
				(Under Budget)	
Line No REVENUE:					
1	Members Contributions	\$4,445,716	\$4,446,001	\$285	\$6,421,590
2	Rebate of Property Tax (Misc. Revenue	\$73,424	\$83,999	\$10,575	\$73,424
3	Local Service Districts	\$0	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$35	\$35	\$0
5	Misc. Revenue	\$31,333	\$27,030	(\$4,303)	\$47,000
6	Interest Income C/A	\$16,667	\$22,349	\$5,683	\$25,000
7	Deficit 2nd previous year	(\$4,097)	(\$4,097)	\$0	(\$4,097)
8		<u>\$4,563,043</u>	<u>\$4,575,318</u>	<u>\$12,275</u>	<u>\$6,562,917</u>
EXPENSES:					
ADMINISTRATION:					
9	Admin. Wages and Benefits	\$495,786	\$489,945	(\$5,841)	\$711,300
10	Convention/dues/training	\$18,000	\$24,196	\$6,196	\$27,000
11	Administrative Agreement	\$8,000	\$8,000	\$0	\$12,000
12	Professional Services	\$30,570	\$17,118	(\$13,453)	\$39,108
13	CPSE Accreditation	\$2,000	\$16	(\$1,984)	\$3,000
14	Office supplies/Copy Machine/ S/C	\$8,667	\$5,290	(\$3,376)	\$13,000
15	Computer hardware/software/IT	\$25,670	\$19,013	(\$6,657)	\$50,540
16	Telephone/ Internet	\$11,200	\$10,672	(\$528)	\$16,800
17		<u>\$599,893</u>	<u>\$574,250</u>	<u>(\$25,643)</u>	<u>\$872,748</u>
FIREFIGHTING FORCE:					
18	Salaries Basic	\$2,131,615	\$2,007,002	(\$124,614)	\$3,079,000
19	Overtime	\$43,333	\$29,824	(\$13,509)	\$65,000
20	Force Benefits	\$576,204	\$541,705	(\$34,500)	\$804,300
21	Career Uniforms and maintenance	\$37,933	\$36,806	(\$1,127)	\$56,900
22	Medical and Fitness Testing	\$13,333	\$8,628	(\$4,705)	\$20,000
23	Employee Wellness	\$4,667	\$1,596	(\$3,071)	\$7,000
24	Career Recognition	\$2,000	\$1,873	(\$127)	\$3,000
25	Holiday Relief Wages and overtime	\$265,638	\$298,957	\$33,319	\$383,700
26	Holiday Relief Benefits	\$99,346	\$90,590	(\$8,756)	\$143,500
27		<u>\$3,174,071</u>	<u>\$3,016,981</u>	<u>(\$157,091)</u>	<u>\$4,562,400</u>

TELECOMMUNICATIONS:

28	Cellular Telephones	\$5,333	\$4,241	(\$1,093)	\$8,000
29	Communication Equipment	\$1,000	\$0	(\$1,000)	\$1,500
30	Maintenance / Repairs	\$0	\$0	\$0	\$700
31	Dispatch Service	\$183,186	\$188,811	\$5,624	\$244,248
32		\$189,520	\$193,051	\$3,532	\$254,448

INSURANCE:

33	Insurance	\$74,395	\$77,180	\$2,785	\$74,395
34		\$74,395	\$77,180	\$2,785	\$74,395

PREVENTION AND TRAINING:

35	Firefighter / Co. Officer Training	\$38,818	\$5,276	(\$33,542)	\$61,000
36	Fire Prevention	\$5,333	\$2,094	(\$3,239)	\$8,000
37	Public Education	\$2,400	\$877	(\$1,523)	\$3,600
38	Training Supplies	\$3,333	\$1,714	(\$1,620)	\$5,000
39		\$49,885	\$9,961	(\$39,924)	\$77,600

FACILITIES:

40	Station 1 Operating	\$179,826	\$181,270	\$1,444	<i>\$223,800</i>
41	Station 2 Operating	\$66,531	\$84,569	\$18,038	<i>\$96,500</i>
42	Station Supplies	\$10,000	\$12,202	\$2,202	\$15,000
43		\$256,357	\$278,040	\$21,683	\$335,300

FLEET:

44	Fuel Vehicle	\$25,333	\$25,733	\$400	\$38,000
45	Registration Vehicle	\$400	\$361	(\$39)	\$650
46	Vehicle Maint. & Repairs	\$53,333	\$60,989	\$7,655	\$80,000
47		\$79,067	\$87,082	\$8,016	\$118,650

OPERATIONS:

48	New Equipment	\$16,000	\$26,258	\$10,258	\$24,000
49	Maint. & Repairs Equip.	\$16,667	\$9,685	(\$6,982)	\$25,000
50	Maint. & Repairs Bunker Gear	\$3,250	\$1,471	(\$1,779)	\$6,500
51	Medical Supplies	\$8,000	\$10,039	\$2,039	\$12,000
52	Fire Fighting Supplies	\$4,667	\$3,667	(\$1,000)	\$7,000
53	H&S/Cause determination	\$3,000	\$970	(\$2,030)	\$6,000
54		\$51,583	\$52,090	\$506	\$80,500

EMO:

55	EMO	\$67,347	\$538	(\$66,809)	\$101,020
		\$67,347	\$538	(\$66,809)	\$101,020

WATER COSTS:

56	Water Costs - Quispamsis	\$2,861	\$2,864	\$3	\$5,721
57	Water Costs - Rothesay	\$14,867	\$14,881	\$15	\$29,734
58		\$17,728	\$17,745	\$18	\$35,455

OTHER:

59	Miscellaneous	\$4,667	\$4,978	\$311	\$7,000
60	Retirement Allowance	\$46,533	\$46,533	\$0	\$69,800
61		\$51,200	\$51,511	\$311	\$76,800

62	Operating Cost Total	\$4,611,045	\$4,358,429	(\$252,616)	\$6,589,316
----	----------------------	-------------	-------------	-------------	-------------

63	(DEFICIT) SURPLUS FOR THE PERIOD	(\$48,002)	\$216,889	\$264,890	(\$26,400)
----	----------------------------------	------------	-----------	-----------	------------

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000
For the 8 months ending August, 2024

Line #	Description	Budget YTD	Actual YTD	Variance (Under Budget)	Details
6	Interest Income	\$16,667	\$22,349	\$5,683	Higher than budgeted interest rate
10	Convention/dues/training	\$18,000	\$24,196	\$6,196	Most conference/dues completed
19	Overtime			\$0	
9	Admin. Wages and Benefits	\$495,786	\$489,945	(\$5,841)	Slightly lower wage increase than budgeted
12	Professional Services	\$30,570	\$17,118	(\$13,453)	As required
13	CPSE Accreditation			\$0	
15	Computer hardware/software/IT	\$25,670	\$19,013	(\$6,657)	Some hardware purchases not yet made
18	Salaries Basic	\$2,131,615	\$2,007,002	(\$124,614)	Employee on WorkSafe/Budgeted salary increase not yet included (No CBA)
19	Overtime	\$43,333	\$29,824	(\$13,509)	As required/Budgeted salary increase not yet included (No CBA)
20	Force Benefits	\$576,204	\$541,705	(\$34,500)	Employee on WorkSafe/Budgeted salary increase not yet included (No CBA)
25	Holiday Relief Wages & Overtime	\$265,638	\$298,957	\$33,319	As required/Budgeted salary increase not yet included (No CBA)
26	Holiday Relief Benefits	\$99,346	\$90,590	(\$8,756)	Budgeted salary increase not yet included (No CBA)
31	Dispatch Service	\$183,186	\$188,811	\$5,624	Actual cost greater than budgeted
35	Firefighter/Co. Officer Training	\$38,818	\$5,276	(\$33,542)	Some training not occurred yet
41	Station 2 Operating	\$66,531	\$84,569	\$18,038	Property Tax much higher than estimated based on firehall reno/expansion
46	Vehicle Maint. & Repairs	\$53,333	\$60,989	\$7,655	As required
48	New Equipment	\$16,000	\$26,258	\$10,258	Timing. Most 2024 purchases already completed
49	Maintenance & Repair Equip.	\$16,667	\$9,685	(\$6,982)	As required
55	EMO	\$67,347	\$538	(\$66,809)	As required
Material Variances		\$4,144,712	\$3,916,823	(\$227,890)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000
For the month of August 2024

Non-Recurring Monthly Invoices	Amount	Description
08-07-24 Homestar	\$12,333.75	Station #1 metal work, painting



Kennebecasis Valley Fire Department Inc.

Chief Michael Boyle

Deputy Chief Shawn White

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

TO: Finance Committee
FROM: Ron Catchick
DATE: September 30, 2024
RE: Compliance Report

The following Government remittances have been remitted for the months of January – August, 2024 in accordance with the appropriate regulation:

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

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

WHSCC – remitted monthly –payment remitted

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

Ron Catchick
Finance Administrator



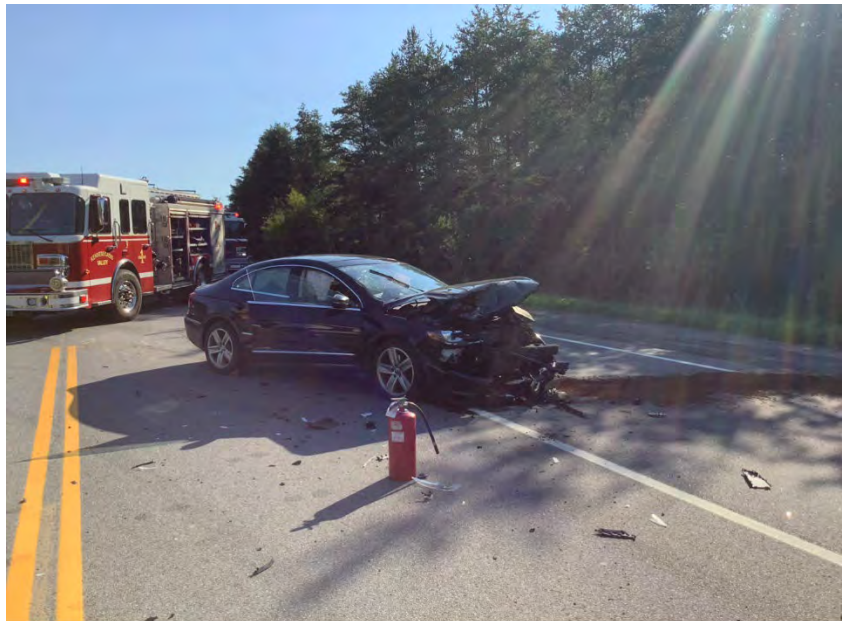
Kennebecasis Valley Fire Department

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

Significant Incidents

September 4th

While clearing from an accident on the Palmer Brook Road in Quispamsis, firefighters were dispatched to a head-on collision on Route 119 near Monarch Drive. Two vehicles had extensive damage with several patients involved requiring three ambulances. Fortunately, there were no serious injuries; the road remained closed while the vehicles were removed.



September 23rd

The KVFD was requested by the Kennebecasis Regional Police Force to assist with a search for a missing adult female who had medical issues that may have led to her disappearance. The KVFD assisted with Marine 1, the rescue boat, by searching the river and also by searching the nearby wooded areas with the drone. Although not successful that night, the female was located safe by the ferry operators near Gondola Point Beach early the next morning.

September 24th

At 12:35 PM on Tuesday, Hampton Fire Rescue was dispatched to a structure fire on Main Street. All occupants and pets had safely evacuated before crews arrived.

Firefighters quickly contained the bulk of the fire, which had spread from the garage to the home, and spent a few hours to fully extinguish it. The KVFD sent Engine 2 along with the on-duty chief officer for assistance. In addition, the Nauwigewauk Fire Department and Belleisle Valley Fire Department responded with tankers.



September 28th

Around 11:30 PM, firefighters were dispatched to a motor vehicle accident at the Marr Road and Campbell Drive intersection. A vehicle struck the traffic lights and barriers causing significant damage to both. Only one vehicle was involved and there were no serious injuries.



September 29th

During a hike around the Rothesay area of Duck Lake, Chief Boyle discovered a wildland fire that was smouldering under the ground cover and had burned several trees measuring about 228 sq/m (2400 sq/ft). The location was approximately 1.5 kilometers from the highway and it took firefighters



approximately two hours to travel to the area and extinguish the fire. With no evidence of a camp or campfire, we are speculating that it was caused by a cigarette butt as it was near an ATV trail.

September 30th

Just before midnight, Hampton Fire Rescue was dispatched to a fire at Home Hardware in Hampton. A storage building behind the main store was on fire with materials nearby also burning. Mutual aid was requested from several fire departments including the KVFD who sent a tanker for support.

Swiftwater Rescue Course

In September, the KVFD hosted a swift water rescue course. Course participants completed classroom theory, swimming training at the qPlex and practical scenarios involving simulated rescues from the shoreline and from the rescue boat. Firefighters from Hampton Fire Rescue, Sussex Fire Department also took part in the training.



100th Anniversary Apparatus Decals

As part of the 100th anniversary of the KVFD, the anniversary logo has been placed on the engines, ladder truck and rescue. These logos help create public awareness about the anniversary and are proudly displayed on the driver side of each truck.



Fire Rescue Canada Conference

Chief Boyle and Division Chief Trecartin attended the annual Fire Rescue Canada conference in Montreal. This annual educational conference is hosted by the Canadian Association of Fire Chiefs and this year focused on wildland fires, lithium ion batteries crisis communication and other topics. As part of the trade show, Chief Boyle won a draw from the Holmatro vendor and was presented with a Holmatro T1 Forcible Entry tool. This tool is valued at \$3500 and will be placed on the engine to assist with forcible entry and rescue.



Fire Department Open House

The Annual Open House as part of Fire Prevention Week will be held on October 12th Station 1 from 11:00AM to 2:00PM. This is a great opportunity for families to check out their apparatus and gear, enjoy a free BBQ, ask fire safety questions, and meet the firefighters. All Fire Board members and members of Council are invited to attend.



Response Report September 2024

Response Type Description	2021	2022	2023	3 Year Average	2024
Alarm No Fire - accidental miscellaneous	9	2	2	4.7	6
Alarm No Fire - detector activated	2	6	11	4	0
Alarm No Fire - miscellaneous	0	2	1	1	5
Alarm No Fire - smoke or steam mistaken	0	0	0	0	1
Alarm No Fire - sprinkler surge or discharge	0	0	0	0	0
Alarm No Fire - unknown odours	1	0	1	0.33	0
Building Collapse	0	1	0	0.33	0
Chimney Fire	0	0	0	0	0
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	0	0	0	0	0
False Alarm - municipal alarm system	0	1	0	0.33	0
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	1	1	2	1.7	1
Gas Leak - miscellaneous	1	0	0	0.33	0
Gas Leak - propane	1	1	0	0.66	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide	0	1	3	0.33	0
Home Accident	0	0	0	0	0
Incident Situation Unclassified	0	0	0	0	0
Industrial Accident	0	0	0	0	1
Public Hazard - gasoline or fuel spill	0	1	0	0.33	0
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	2	0	0	1	2
Public Hazard - power line down	0	8	7	3	0
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	0	0	0	0
Public Service - assist police or other agency	0	0	1	0	3
Public Service - citizens locked in or out	0	0	1	0.33	0
Public Service - citizens trapped in elevators	0	0	0	0	0
Public Service - first aid	42	38	34	41	47
Public Service - Flooding	1	0	0	0.33	0
Public Service - mutual aid	1	0	2	0.33	1
Public Service- miscellaneous	0	0	0	0	4
Rescue - Miscellaneous	0	0	1	0.33	2
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	2	2	1	2	8
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	12	8	10	9	14
Total	75	72	77	73	95

Liz Hazlett

From: Mary Jane Banks
Sent: Thursday, February 27, 2025 12:00 PM
To: Liz Hazlett
Subject: FW: KV EMO
Attachments: Item 11.4.KV EMO Regular Update.docx; KV EMO Emergency Management Program Draft February 2025.docx

MARY JANE

Mary Jane E. Banks, BComm, NACLAA II
Town Clerk – Rothesay
Head of the Public Body (RTIPPA)
Director of Administrative Services
70 Hampton Road
Rothesay, NB E2E 5L5

p (506)848-6664

f (506)848-6677

Before printing, please think about the environment. Respectez l'environnement, réfléchissez avant d'imprimer

From: Michael Boyle <mboyle@kvfire.ca>
Sent: Thursday, February 13, 2025 12:10 PM
To: 'MacInnis, Lisa' <lmacinnis@quispamsis.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: KV EMO

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

Good morning,

At the February 12th meeting of the Joint Board of Fire Commissioners during the open session, I presented the current draft of the KV EMO Emergency Management Program document. Although this document will be part of the Board minutes that will be presented to the councils most likely at the May meetings, I wanted to share it with the councils before then; this was approved at the meeting by the Board.

This is following up from an EMO presentation that delivered for each council in September of 2023 where an abridged version was provided.

If you have any questions, please let me know.

Thanks,

Michael Boyle, MEd, BIS, ECFO
Fire Chief/KV EMO Director
Kennebecasis Valley Fire Department

7 Campbell Drive
Rothesay, NB E2E 5B6
mboyle@kvfire.ca
506-848-6604
www.kvfire.ca

2025March10OpenSessionFINAL_072

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Kennebecasis Valley Fire Department

Office of the Fire Chief

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

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

KV EMO EMERGENCY MANAGEMENT PROGRAM



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DRAFT

Amendment List

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

Purpose and Profile

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

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

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

This program has been written with the capacity of the community in mind; it is unlikely that the KV EMO could support a fully functional and robust emergency operations centre that large municipalities could manage. It should also be noted that while this program will be implemented in 2025, it may take several years of testing, revision and practice for it to evolve into a fully functional program.

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

Michael Boyle
KV EMO Director

Introduction

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

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

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

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

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

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

The vision of the KV EMO is:

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

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

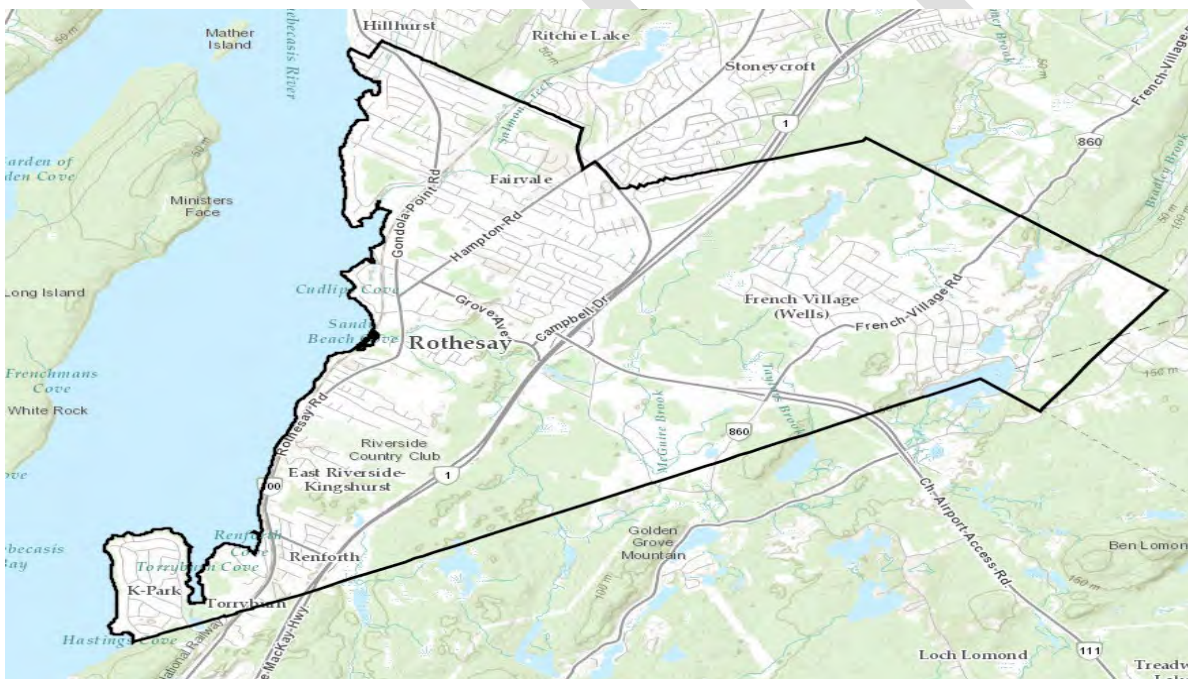
Geographical Profile

Rothesay

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

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

The Rothesay town boundary is illustrated below:

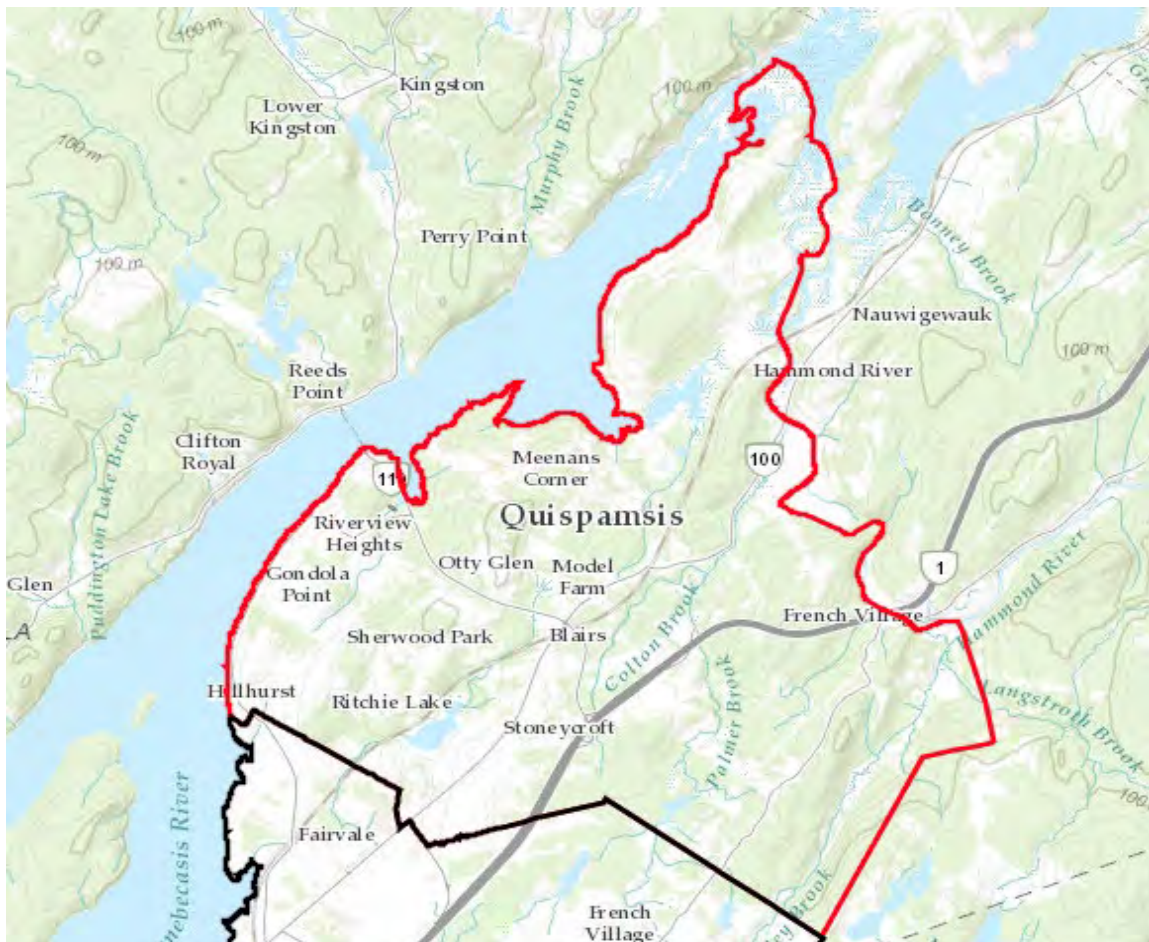


Town of Quispamsis

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

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

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



Critical Infrastructure

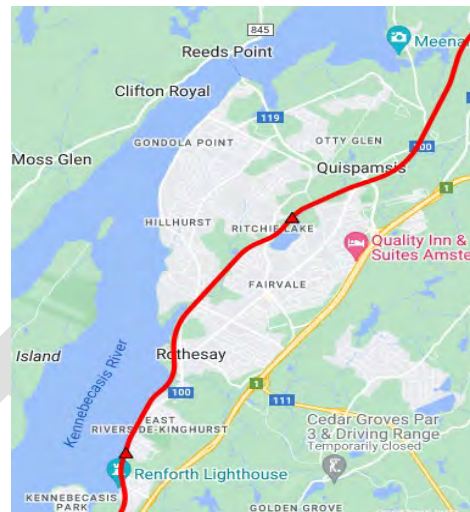
Critical infrastructure includes roadways, water systems, power and municipal facilities. The department has worked with both municipalities to identify critical infrastructure in the community. Roadways, water systems and municipal facilities are maintained by each town through their public works and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

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

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

Transportation Infrastructure

The major transportation infrastructure is Route 1, known as the MacKay Highway, that runs east to west through the community splitting the majority of the community on one side and the French Village area on the other. The other major transportation routes include provincial Route 100 which runs down the main thoroughway, the Hampton Road and arterials that connect the community to the airport and the ferries that operate between the community and the Kingston Peninsula. The majority of the residential streets are not laid out in a typical grid pattern, but rather in a less conventional manner with many of the streets not continuing directly through a neighbourhood and including many cul-de-sacs.



Route 1 and CN Rail (in red)

The rail line also runs east to west and is maintained by CN Rail. The majority of trains that use this line are operated by NB Southern Railway with cargo trains carrying product for industry and shipping in Saint John. These trains may carry LPG, wood products among other products.

Utilities

Utilities within the community includes water and sewer, power and communication.

In Quispamsis, the utility department provides health and environmental protection to residents of Quispamsis by ensuring water and sewer infrastructure needs are met and systems are operating in accordance to provincial and federal guidelines. Services provided by the utility include supply, treatment, storage and distribution of potable water, maintenance of hydrants to accommodate fire protection, and environmental protection provided through sewage collection and treatment. Water is supplied from deep well aquifers at two wellfields and there is a water tower located on Landmark Lane for storage and distribution.

Quispamsis has also been expanding their water system (including their fire hydrant network) although based on the geography of the town most areas still use wells. Wastewater is collected at 12 lift stations and treated at the Longwood Lagoon.

In Rothesay, approximately 30% of town residents are connected to the town water system which is supplied by a wellfield at



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

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

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

Health Care Infrastructure

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

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



Kingsway Care Centre



Parkland in the Valley

Educational Infrastructure

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

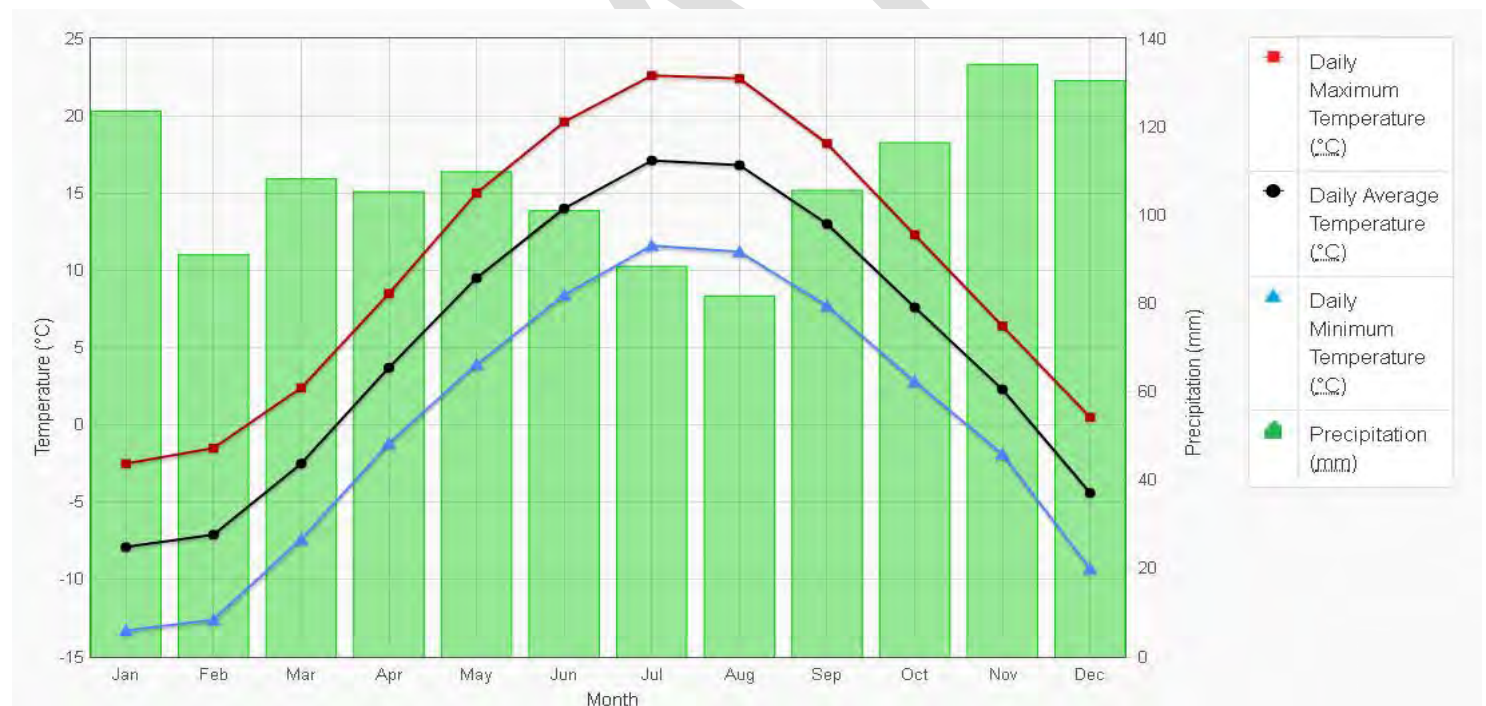
Government and Community Infrastructure

Both towns operate a town hall that includes the administration offices and council chambers for each. The Rothesay Town Hall is located on the Hampton Road and the Quispamsis Town Hall is located on Landing Court in Quispamsis. Each town has a hockey arena and community centers that include the Bill McGuire Centre and the Wells Community Building in Rothesay and the Meenan's Cove Beach House in Quispamsis. There is a works garage on Salmon Crescent in Rothesay and another on Municipal Drive in Quispamsis. A major sports and community facility is the Qplex, located on Randy Jones Way in Quispamsis. In addition to a hockey arena, this facility also houses a day care center, community rooms and an outdoor pool.

Climate and Geography

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

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



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

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

Program Management

CSA Z1600 Emergency and Continuity Management

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

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

Collaborative Approach

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

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

Emergency Management Legislation

Federal

Public Safety Canada is responsible for the national emergency management system and in the event that there is a nationally declared emergency, the federal government may or will activate its Federal Emergency Response Plan and it will coordinate emergency management activities

among government institutions and in cooperation with the provinces and territories through their regional offices.

Provincial

The Province of New Brunswick is responsible for provincial emergency management that ensures the safety of all New Brunswickers through the Emergency Measures Act. The Act provides the Minister of Public Safety the authority over all matters respecting emergency planning, preparedness, response, mitigation, recovery for emergencies in the province. Subject to the approval of the Minister, the Emergency Measures Organization may do the following:

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

Additionally, the Minister may:

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

(iv) a process that the person is or may be utilizing.

Municipal

Within the Provincial Emergency Measures Act, each municipality:

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

Bylaws

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

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

CSA Z1600 Emergency and Continuity Management



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

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

Plan

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

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

DO

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

Check

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

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

Act

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

KV EMO Governance and Structure

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

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

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

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

Under this program, each municipality shall:

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

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

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

- Develop a continuity of operations plan.

Organizational Structure and Roles

EMO Director

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

Deputy EMO Director

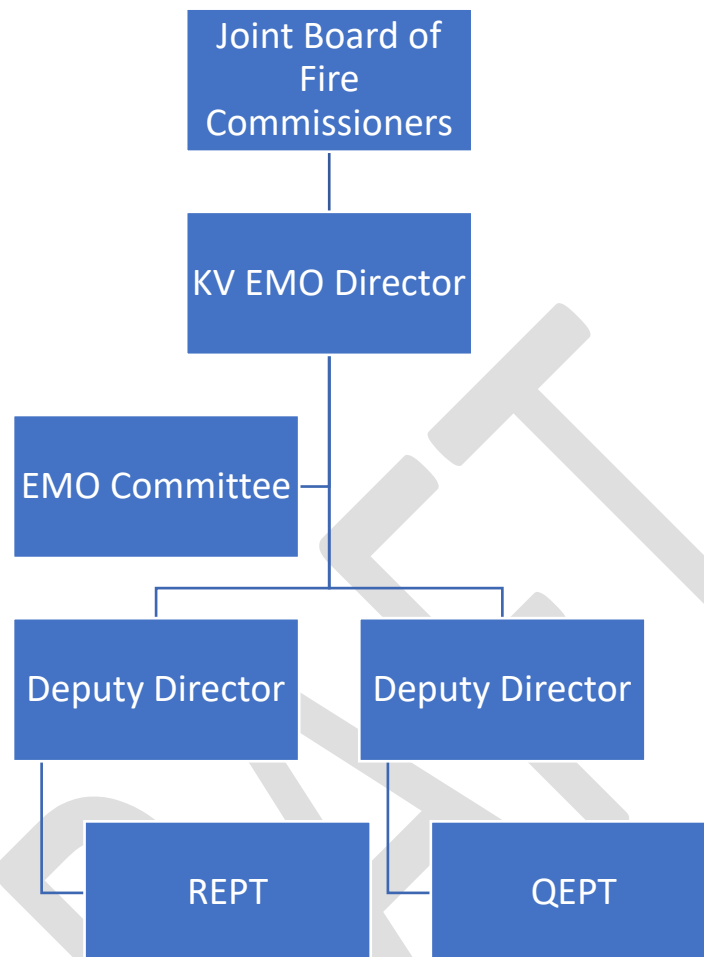
- Responsible for managing their municipal emergency preparedness team; assuming EMO director duties in their absence

EMO Committee – (Recommendations and Long-Term Planning)

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

Emergency Preparedness Team – (Preparation, Program Implementation)

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



Theory of Operation

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

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

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

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

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

Presumptions

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

Incident Presumptions

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

Program Presumptions

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

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

Financial Management

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

These procedures shall include the following:

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

All Hazards Risk Assessment

Defining Risk

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

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

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

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

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



Risk Assessment Methodology

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

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

Probability

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

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

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

Risk Determination

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

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

Risk Rating Matrix

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

Natural Events

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

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

1990 – 1999

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



2000 – 2009

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

2010 – 2017

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

2017 – 2023

- 11 natural disasters occurred
- 244 million was delivered in disaster financial assistance

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



Significant Winter Storms

Probability	Impact	Risk Rating
Probable	Moderate	Moderate

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

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

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

**Maritime
Snowmagedon**

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

Significant Rain and Wind Events

Probability	Impact	Risk Rating
Probable	Moderate	Moderate

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

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

Hurricane Arthur July 5, 2014

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

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

Major Flooding/Freshet

Probability	Impact	Risk Rating
Possible	Moderate	Moderate

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

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

2018 Spring Freshet

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

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

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

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

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

Human Caused Events

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

Some of these include:

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



Communications/Power Infrastructure

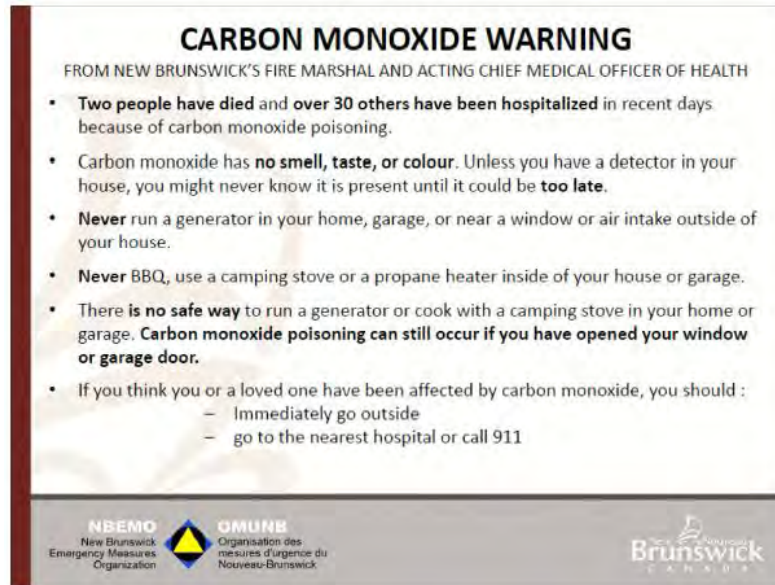
Probability	Impact	Risk Rating
Possible	Moderate	Moderate

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

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

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

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



Active Shooter/Violent Threat

Probability	Impact	Risk Rating
Rare-Probable	Moderate/Significant	High

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

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

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

2014 Moncton Shooting

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

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

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

Aviation Accidents

Probability	Impact	Risk Rating
Unlikely	Significant	Moderate

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

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

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

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

Air Canada Flight 646

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



Pandemic/Communicable Disease

Probability	Impact	Risk Rating
Unlikely	Severe	Moderate

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



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

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

Railway Accident

Probability	Impact	Risk Rating
Possible	Severe	High

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



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

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

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

Wildland Fires

Probability	Impact	Risk Rating
Probable	Significant	High

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

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

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

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

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

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

May 2023 Forest Fires

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



IT/Cyber Attack

Probability	Impact	Risk Rating
Possible	Significant	Moderate

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

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

2020 Cyber Attack

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

Hazard Mitigation

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

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

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

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

Implementation

Emergency Program Activation

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

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

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

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

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

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

Activation Phases



Level 1 – Monitoring

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

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

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

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

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

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

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

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

Level 2 Partial EOC Activation

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

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

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

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

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

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

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

Level 3 Full EOC Activation

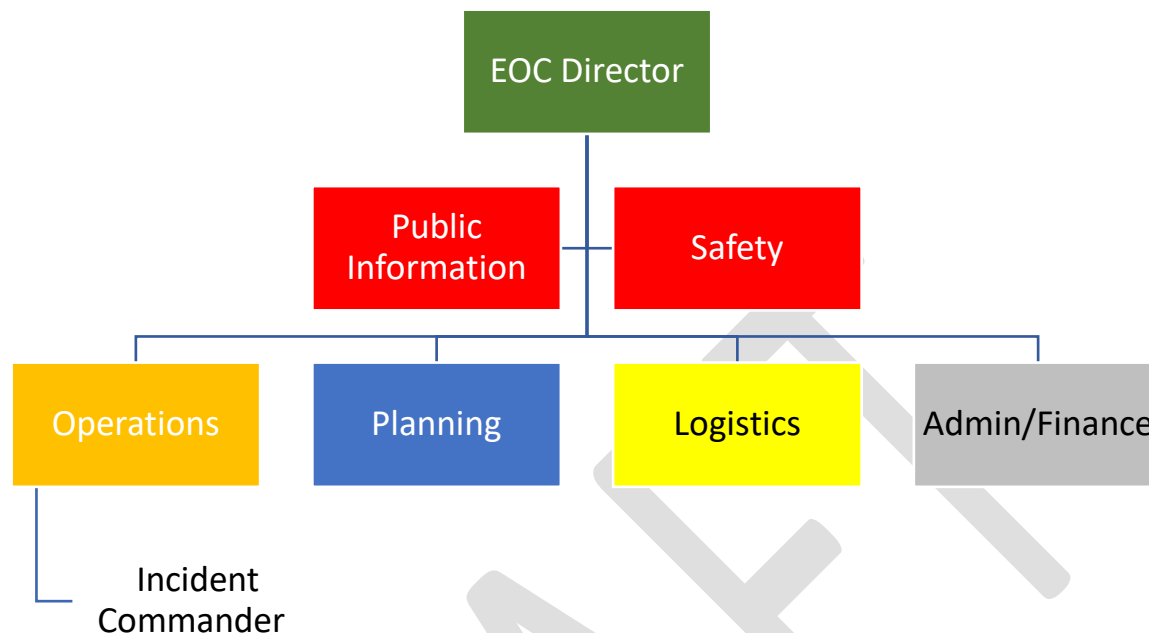
A Level 3 Full Activation is the highest level of activation and will involve several members from each stakeholder in this program. The EOC will be established at the main EOC at Municipal Drive in Quispamsis. There should be an incident commander at the incident site and if there is more than one site,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

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

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

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

The possible EOC staffing and hierarchy is demonstrated below:



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

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

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

Deactivation

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

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

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

Communications Plan

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

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

Key Roles and Responsibilities

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

Audiences

Internal

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

External

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

Challenges

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

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

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

Communication Tools

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

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

General Communication Guidelines

Timeliness

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

Accuracy

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

Clarity

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

Consistency

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

Actionable Information

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

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

Emergency Messaging Guidelines

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

Evacuation and Sheltering

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

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

Pre-Emptive Evacuation

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

No Notice Evacuations

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

Post Incident Evacuations

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

Partial Evacuations

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

Shelter In-Place

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

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

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

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

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

Facilities

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

Comfort Centres

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

Reception Centres

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

Emergency Shelters

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

Re-Entry Decision

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

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

Exercises, Evaluations and Corrective Actions

Training

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

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

Program Evaluation

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

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

Appendix A Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a) resumption of product or service delivery after an incident;

b) resumption of performance of an activity after an incident;

c) resumption of an operational process crucial to the organization's delivery of goods and services; and) recovery of an IT system or application after an incident.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B PPOST

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



Appendix C SMART Objectives

S.M.A.R.T.

OBJECTIVES

SPECIFIC

Is the wording precise and unambiguous?

MEASURABLE

How will achievements be measured?

ACTION ORIENTED

Is an action verb used to describe expected accomplishments?

REALISTIC

Is the outcome achievable with given available resources?

TIME SENSITIVE

What is the timeframe? (if applicable)



Appendix D Roles and Responsibilities

EMO Director

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

Deputy EMO Director

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

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

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

Emergency Preparedness Team – (Preparation, Program Implementation)

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

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

Command

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

Operations

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

Plan

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

Logistics

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

Finance / Administration

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

EOC Commander

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

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

Safety Officer

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

Public Information Officer

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

Operations Section Chief

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

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

Planning Section Chief

The Planning Section is responsible to:

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

Logistics Section Chief

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

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

Finance and Administration Section Chief

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

Appendix E Facility Inventory

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

Appendix F Staff, Training and Roles

[illegible]

Appendix G Local State of Emergency

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

The New Brunswick Emergency Measures Act states:

Declaration

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

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

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

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

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

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

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

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

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

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Appendix H Goals and Objectives

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

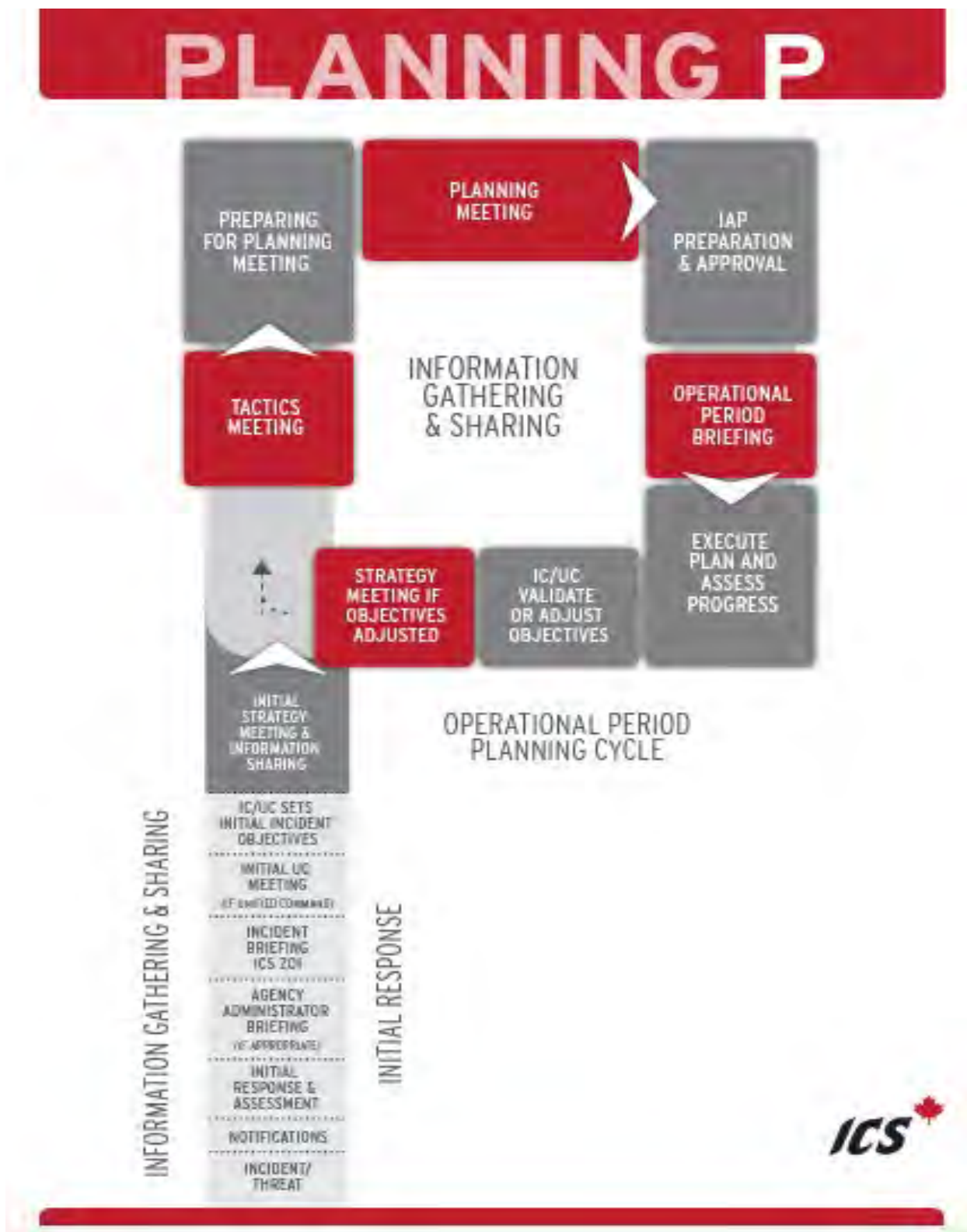
Identify critical infrastructure	<ul style="list-style-type: none"> Identify infrastructure by type Include in risk assessment 	Q3 2024	Completed
Update municipal bylaws and have adopted by towns	<ul style="list-style-type: none"> Draft bylaw and present to fire board Present draft bylaw to each town through council meeting presentation Have bylaws adopted by towns 	Q2 2024	Completed
Prepare for EMO expenses in municipal budgets	<ul style="list-style-type: none"> Budget presented and accepted for 2024 budget 2025 budget presented at JFC 	Q4 2024	Ongoing
Compile list of facilities to be used for shelters and capabilities/limitations	<ul style="list-style-type: none"> Complete audit of municipal facilities Determine Red Cross certified facilities Determine limitations/resources required 	Q2 2024	Planned
Compile list of existing community resources/partners	<ul style="list-style-type: none"> Ongoing 		
Compile list of existing procurement agreements	<ul style="list-style-type: none"> Ongoing 		
Develop EOC activation checklist for each level and deliver training	<ul style="list-style-type: none"> Level 1 Level 2 Level 3 	Q4 2025	Planned
Identify training levels of all employees who will engage in EMO activities	<ul style="list-style-type: none"> Ongoing 		
Merge municipal contact lists	<ul style="list-style-type: none"> Ongoing 		
Deliver presentation to staff (KRPf, KVFD, town staff)	<ul style="list-style-type: none"> Develop presentation that outlines staff role within the KV EMO Schedule and deliver presentations to each organization 	Q2 2025	In progress
Conduct ICS-402 training for council members and senior staff	<ul style="list-style-type: none"> Schedule training for each council and senior staff 	Q2 2025	Planned
Initiate public facing EMO communications	<ul style="list-style-type: none"> Develop KV EMO key messages Develop social media presence and guidelines Prepare media release introducing KV EMO 	Q3 2025	Planned

Develop issues management, risk and crisis communications process	<ul style="list-style-type: none"> • Develop emergency contact lists • Develop template press/social media release templates • Develop emergency notification process for KV EMO staff and council members, including EOC activation • Update existing guidelines for pre-alerting issues, risk and crisis communications • Solicit feedback from the community to gauge the effectiveness of the communication and identify areas for improvement 	Q4 2025	Planned
Develop continuity/impact plan for each organization	<ul style="list-style-type: none"> • Planned 	Q4 2025	
Ensure EOC is prepared and operational	<ul style="list-style-type: none"> • Organize and prepare main EOC (works) • Prepare EOC “go” bags • Develop position checklist/preparation guidance 	Q1 2026	In progress
Maintain ongoing communications and updates with fire board and councils	<ul style="list-style-type: none"> • Deliver EMO update at each scheduled fire board meeting • Present to town councils in writing or in person as required 	Ongoing	In progress

Appendix L EOC Activation Checklist

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Appendix M Planning P



Appendix N After Incident Review

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

A meeting of the Board of Trustees, Kennebecasis Public Library was held on January 15th, 2025 at 6:30pm.

In Attendance: Ms. C. Hansen, Chair; Mrs. A. Watling, Treasurer; Ms. N. Emerson, Secretary; Mr. N. Donovan, Mr. D. Shea, Mr. P. Smith, Mrs. C. Millican, Mr. J. Clarke, Mr. G. Myles.

Regrets:

Absences:

Call to Order: Ms. Hansen called the meeting to order at 6:35 pm.

Approval of Agenda

It was moved by Mr. Shea to approve the agenda. Mrs. Millican seconded, and the motion carried.

Disposition of Minutes

Mrs. Watling moved to approve the minutes of the November 2024 regular meeting. Mr. Smith seconded, and the motion carried.

Communications

Ms. Emerson congratulated Mrs. Millican and Mr. Smith on their renewals and welcomed Mr. Myles to the library board.

Ms. Hansen thanked Mr. Maxwell for his time and work as board chair, and for his six years of service on the board.

Ms. Hansen circulated a letter of thanks to Amy Gillingham, Fundy Library Regional Director, regarding the addition of a full-time Circulation Supervisor position to the library.

Ms. Hansen initiated a discussion regarding the Vice Chair role, as Mr. Maxwell's term on the board has ended. Mrs. Millican agreed to fill the role on an acting basis until she can be formally nominated at the AGM, and the board voted unanimously in favour.

Report of the Librarian

Ms. Emerson presented her report to the board, including updates on staffing, collections, and programming.

Financial Statement

Mrs. Watling presented the financial report, outlining the expenditures far in 2025 and the status of year-end for 2024.

Facilities Management

Ms. Emerson presented Phil Shedd, the facility manager's monthly report of work completed and upcoming projects. Discussion ensued.

Mrs. Millican moved to accept the committee reports as presented. Mrs. Watling seconded, and the motion carried.

New and Unfinished Business

Ms. Emerson presented a newly revised version of the library board's purchasing policy, with additional clarification for the tendering process and Towns' oversight on surplus spending. The board determined to set an April deadline for finalizing this policy, and Ms. Emerson will seek an update from the Towns' CAOs.

The board discussed fundraising activities in 2025 and determined to undertake two fundraisers. The format and targets of these fundraisers were discussed, and the board determined to undertake a Murder Mystery fundraiser event in the summer of 2025. Further details were scheduled to be discussed at the February meeting.

Adjournment: As there was no other business, Ms. Hansen moved that the meeting be adjourned at 7:30 pm.

Next Meeting: The next meeting is scheduled for Wednesday, February 19th, 2025 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board



Librarian's Report January 2025

Staffing and Volunteers

As the GNB hiring freeze has been lifted, two students have been selected and have begun work at the library as of Jan. 11, 2025. Their job terms will continue until the end of May 2025.

As previously noted, the Kennebecasis Public Library will be receiving an additional full-time position in the coming months: the library region has assigned a ASL4 Circulation Supervisor position to the library. This will bring the staffing complement to 7 FTEs (Full-Time Equivalents).

Programs

In December the library continued the Making Wellness A Priority series with a session on personal finances.

On Nov. 29th, the library hosted its holiday puppet show with 75 attendees, and on December 11, the library hosted a Crafternoon.

The library's Santa Claus Parade warming station on Dec. 30th saw over 400 people visit the library in the span of 1.5 hours!

Beginning in early December, the library offered a Letters From Santa program where children could write to Santa and receive a written response before Christmas. 93 letters were conveyed to the North Pole and responses were returned by Dec. 17. The library's Facebook post advertising that the responses from Santa had arrived was seen by over 17.5k people.

Beginning in January, the library will be hosting a Spanish-language Storytime one Saturday per month at 3 p.m. This program is run by Red Latin Southwest NB, a non-profit that seeks to support immigrants from Latin American backgrounds who have settled in NB.

Collections

The staff and board of the library visited Indigo on Dec. 6, 2024 and purchased 376 books to add to the collection. The items are currently in processing and will be added to the collection gradually.

The Collections Management Unit in Fredericton (which manages the collections of all provincial public libraries) has determined to make all periodicals purchasing the responsibility of libraries – meaning each library now will be provided with the provincial funds for purchasing magazines and will manage their own subscriptions. These items

will no longer be catalogued, so the Kennebecasis Public Library has determined to make magazines an in-house item only.

Following the conclusion of the Canada Post strike on Dec. 17 2024, circulation has resumed with services that had been on pause during the strike, notably including the ability to place holds. There has been an observable surge in circulation since.

Promotions

The social media slowdown during the provincial election has ended and the library has resumed posting on social media.

Respectfully Submitted,

Norah Emerson, Library Director and Secretary to the Board



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF JANUARY 22, 2025 @ 3:00 PM**

**MINUTES
REGULAR MEETING**

In Attendance:

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

Chairperson Kevin Darling called the meeting to order at 3:49 PM and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

It was moved by Tiffany Mackay French and seconded by Don Shea that the Agenda for the Regular Meeting of January 22, 2025, be approved as presented. All in Favour. MOTION CARRIED.

2. LAND ACKNOWLEDGEMENT:

Land Acknowledgement read by Insp. Colin Flynn

3. APPROVAL OF MINUTES OF NOVEMBER 27, 2024, REGULAR MEETING:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the November 27, 2024, Regular Meeting.

Kevin advised as noted in the November 27th, 2024, Minutes he will reach out to Laurie Young about a member of the board being on the Wellness Committee.

*It was moved by Vibhuti Harquail and seconded by Kerrie Luck to accept the Minutes of the November 27, 2024; Regular Meeting as presented. All in Favour. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

None.

5. CHIEFS REPORT:

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

- Insp. Becker provided an update on good work done by Cst. James McKay, which potentially saved the life of an individual in a vehicle fire.
- The Chief provided an update on an officer who arrested two young people who had restricted weapons in their vehicle.
- Highlighted the ongoing files that our Criminal Investigation Division is investigating.
- Highlighted B Platoon who effectively used spike strips and stopped a stolen vehicle and apprehended youth who had stolen a car.

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

6. COMMITTEE REPORTS:

Finance Committee

Kevin Darling advised:

- The Finance Committee did not meet.
- Chief, Andrea, and Laurie met with the insurance company on our annual renewal.
 - Long Term Disability Insurance, which is paid by the officers, is going to go down 6.8% per officer.
 - Life insurance is going down approximately 8%. These changes are largely due to the demographic of the police force changing.
- 2024 Income is above budget by \$186,000 is partly due to interest rates, secondments and criminal record checks.
- 2024 Admin expenses under budget ¼ million dollars due to salaries and areas we were able to save in benefits.
- Building is \$400,00 over budget this includes the furniture which was approved by the towns to be expensed in the current operating budget as opposed to borrowing.

- Other Crime Control under budget by \$162,000 due to salaries being paid by WorkSafe, etc.
- Slightly above budget in vehicles as we purchased one more vehicle than planned
- Overall, we have a surplus of approximately \$134,000 which will roll into 2026 budget.

The Chief added that Sgt. Scott a was able to make some deals on vehicles in 2024. The vehicles will be sold in 2025 to give a bit of a buffer.

Don Shea inquired how the outdoor structure is being paid. Kevin advised it is coming out of the operating budget as we were not successful in our two grant applications.

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

Policy Committee

- Vibhuti Harquail advised the Policy Committee did not meet but things should move along faster going forward with the Governance Policy updates.

Building & Grounds/Transportation Committee

Deputy Chief Henderson provided an update on the building project and advised:

- Homestar has been working 6:00 AM – 6:00 PM Monday – Saturday and the building is moving along nicely.
- Flooring will begin tomorrow
- Painting is complete
- Christian is working with Chandler on security
- Walk through is scheduled for February 6th for the date of completion. Once we have the date of completion Polyline designs will note any deficiencies and then Homestar will have a week to make any changes.
- The outdoor structure is complete aside from staining which will be done in the spring.
- Kerrie Luck asked for the status on the flooring in the existing building. Deputy Chief Henderson the flooring and will be replaced in the main halls but not in all the offices.
- We are looking at getting the inside of the existing building painted to match the expansion.
- Paving will need to be finished in the spring.

7. CORRESPONDENCE

GRANT APPLICATIONS:

- There were two grant applications for the outdoor structure. One from the *Proceeds of Crime Fund* and the other from the *Municipal Police Fund*. We were unsuccessful in both applications due to legislation. Director Goodwin from the Municipal Police Fund was disappointed as he thought the Wellness Structure was a worthwhile endeavor and as a result, they are looking at changing the legislation to open the scope up.

8. OLD BUSINESS:

None

9. NEW BUSINESS:

The Board approved the Board photos collage for the board room.

Reviewed progress report for 2024 and spoke to items that were yellow or red, many of which will remain that way until we have a Community Relations Officer in place:

- Insp. Becker advised an action plan has been finalized for an anti-racism strategy including hiring a UNB research student. Funding for the project has been secured through the Guns and Gangs grant. Looking for a member from the board to take part on the committee.
- The Chief is looking to hire a Marketing Expert on a short-term contract who will provide us with a marketing plan about our brand.
- The Chief advised we are updating the Strategic Plan. The members' performance agreement feeds into the Strategic Plan.
- Kerrie Luck advised the Regional Service Commission is planning on doing a social media campaign on cycling safety and active transportation which might provide an opportunity to share social media info.
- Discussion on whether there is value in the hiring committee continuing post hiring to work on the Chief of Police performance evaluation.

10. IN CAMERA SESSION

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

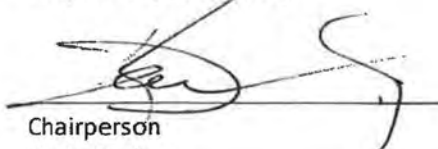
12. MOTION TO ADJOURN:


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

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

Adjourned 4:45 PM

Respectfully Submitted,


Chairperson
Kevin Darling


Executive Assistant to the Board
Rebecca Moore



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
FEBRUARY 26, 2025 @ 1500hrs

REGULAR MEETING

Training Report

January 2025

Dates	Course	Location	Member
January 8, 15, 22, and 29	K9 Training	Saint John	Cst. Chris McLeod
January 6-10	Use of Force Instructor Recertification	APA	Sgt. Mark Ivey
January 7-8	ACE Training	Fredericton	Sgt. Kelley McIntyre Sgt. Vern Saunders
January 13-17	Intox EC IR II	APA	Cst. Tom Lungowski
January 13	ETS Training Team Lead	Saint John	Cpl. Mark Roberts
January 14-15	ETS Training	Saint John	Cpl. Mark Roberts Cpl. Aaron Haines Cst. Nick Dupuis

February 2025

Dates	Course	Location	Member
February 5, 19, and 26	K9 Training	Saint John	Cst. Chris McLeod
February 4-6	ACE Training	Fredericton	Sgt. Vern Saunders Sgt. Kelley McIntyre
February 7	ETS Training – Range Day	Saint John	Cpl. Aaron Haines
February 10	Domestic Sex Trafficking – A Survivor's Perspective (Presentation)	Miramichi	Cpl. Sebastien Lee Det./Cst. Jackie Curren
February 11-13	K9 Use of Force Training	Ontario	Cst. Chris McLeod
February 11-13	Investigating Workplace Harassment Training	Ontario	Chief Steve Gourdeau Laurie Young
February 17-18	ETS Training	Saint John	Cpl. Mark Roberts Cpl. Aaron Haines Cst. Nick Dupuis
February 18	Invisible Gender Based Violence Training	Fredericton	Insp. Anika Becker Sgt. Kelley McIntyre
February 18-20	NBACP Winter Conference	Fredericton	Chief Steve Gourdeau D/C Mary Henderson Insp. Anika Becker
February 19	ETS Training – Sniper	Saint John	Cpl. Mark Roberts
February 24-28	Phased Interviewing Course	Saint John	Det./Cpl. Dylan Lisson Det./Cst. Shannon MacDonald
February 27	ETS Training – Range Day	Saint John	Cpl. Mark Roberts Cst. Nick Dupuis

2025 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	478											
TOTAL FILES CREATED	271											
POPA/M Tickets/E Tickets	252											
Bylaw Tickets	6											
Crimes Against Persons	2											
Property Crime	18											
Other CC	7											
Traffic Collisions (Non-Injury)	53											
Fatal and Injury Traffic Collisions	3											
Intimate Partner Violence Files	22											
Impaired Driving (All categories)	11											
Mental Health Calls	13											

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

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

Crime Prevention:

Cpl. Lee did a presentation at the Saint John Newcomers Centre to French speaking newcomers about frauds and cyber security (Jan 27)

Insp. Becker and Sgt. McIntyre met with Housing NB about the new owners of the apt buildings on Sierra Ave/Rockhaven Place, and the issues they are causing for the tenants there. Overview of tenants rights and next steps in advocating for the residents. (Jan 23)

Traffic Safety:

January stats for the traffic unit show that the new independent schedule and deployment strategy has been a success so far. It has allowed traffic officers to focused on traffic related issues and has resulted in strong stats for the first month of 2025.

The new schedule and deployment strategy for the K9 unit has also been a success for the first month. The K9 unit acts as a support to the traffic unit and has helped them focus on traffic related issues, boosting their traffic stats.

January 2025 Traffic Report

	TOTAL	TRAFFIC	PATROL
TICKETS	247	156	91
COLLISIONS	54	38	16
IMPAIRED DRIVING	11	4	7
RIDE	15	8	7

Files Generated by Traffic Members: 64

KRPF Traffic Safety Blog with Higgins Insurance:

- No Blog for January and will be commencing in February with Pedestrian Safety.

EMPLOYEE ENGAGEMENT AND WELL-BEING

Workplace Procedures and Practices

1. Health and Wellness program – Launch Date - March 18
2. Administrative processes and workload review
 - Hiring Process
 - i. Cadet Sponsorship - 17 applicants
 - ii. Inventory Manager – 27 applicants
 - iii. July 2024 Cadet Sponsorship - OJT concludes March 2025/Graduation April 2025
3. Salary and Benefit Administration
 - Nothing to report
4. Health & Safety
 - Nothing to report

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION**Criminal Investigation Division (CID)****Monthly Report***(January/February 2024)*

(CID) Sgt. Bennett		Cst. Lisson/Cst. Curren/Cst. MacDonald /vacant position		
Active Files (New this month)	On-going Files	Concluded and/or charged	Assist Patrol	Other
<ul style="list-style-type: none"> • 25-160. Sexual Exploitation • 25-237 Sexual Exploitation • 25-287 B&E New Construction apt. Bldg. (crime stoppers award post) • 25-342 B&E Residential • 25-346 B&E Residential • 25-471 B&E Residential • 25-467 B&E Residential • 25-556 Sexual Assault Historical • 25-654 Sexual Assault Historical • 25-686 Sexual Assault 	<ul style="list-style-type: none"> • 24-4909 Fraud of Cheque/\$37,000 dollars. • 24-4965 Theft of Jewellery/Money \$150,000 • 24-5130 Sexual Assault • 24-4314313 • 3 Historical SXA/Adult victim(s)/known accused. SJPF also investigation male for SXA. • 24-4205 B&E new construction over \$10,000 (social media post done) • 24-4130 SXA/ Adult victim/known accused. • 24-4118 Distribute obscene material. 7 youth victims. • 24-3802 Sexual Assault of youth/Accused arrested. • 24-4130 Sexual Assault/Adult. Suspect known • 24-3056 Aggravated Sexual Assault 	<ul style="list-style-type: none"> • 24-4312 Fraud over \$10,000/elderly victim • 24-4738 B&E Non Residence/Mischief/Theft of ATV. • 24-4900 Report of Home Invasion/Stolen Vehicle/Public Mischief • 24-4919 Sexual Assault • 24-72 Sexual Assault/Known girlfriend/boy • 24-4986 Sexual Assault • 24-4348 SXA/Youth/known accused. • 23-3411 Fraud over \$10,000. Known criminal. • 25-220 Sexual Assault 	<ul style="list-style-type: none"> • 25-253 Sudden Death 	<ul style="list-style-type: none"> • Cst. Curren did Internet Presentation to parents at RES. • Cst. MacDonald did Presentation to Vito's Hockey Team on Sharing of Intimate images/Consent • Sgt. Bennett/Cst. Curren attended Forensic Psychology Virtual Conference. • Sgt. Bennett attended Regional Intel Meeting/ virtual presentation from NB Power on cooper wire thefts/safety of officers attending scenes. • Cpl. Lisson/Cst. MacDonald currently participating in Advanced Suspect

	<ul style="list-style-type: none"> • 24-3543/24-3476 B&E's x 2 Business/Vape Shop • 24-3618 Sexual Assault/victim 17 yr /suspect known • 24-3124 Forcible Confinement/Assault with weapon (residence) victim Elderly male/suspect known, substance abuser, took advantage by cleaning house. • 24-3192 Fraud \$10,000 RBC scam • 24-2768 B&E Residence/Home Invasion. Suspect entered home with knife looking for victim/slashed tires on car leaving. • 24-1939 Break and Enter Residence/Suspect to be arrested. Currently living in NS. • 24-233 Sexual Assault/Historical (familial) • 24-203 Sexual Assault/known suspect • Child Pornography/was on hold due to recent case law involving IP addresses. 			Interviewing on line course.
--	--	--	--	------------------------------

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

Forensic Identification Section (FIS) Cpl. Roberts		
Active Files (New this month)	On-going Files	Assist other agency
<ul style="list-style-type: none"> 25-287 B&E 25-342 B&E 25-70 Theft MV 25-253 Sudden Death 25-257 MVA Photos 25-266 Video Request 25-346 B&E 25-409 Sudden Death 25-467 B&E 25-160 Sexual Assault 24-1939 (New exhibits to lab from older file) 	<ul style="list-style-type: none"> 24-3056 Sexual Assault 24-3124 Other CC 24-3618 Sexual Assault 24-3802 Sexual Assault 24-5130 Sexual Assault 24-5273 Sudden Death 	<ul style="list-style-type: none"> 25-435 SJ/3 scan for Homicide Investigation.

Integrated Enforcement Unit (IEU) Cst. MacEachern		
Active Files (recent)	Assist Patrol	Assist CID
<ul style="list-style-type: none"> Arrest of male/Possession for the purpose of trafficking Fentanyl and Proceeds of crime. Arrest of 2 males/Fentanyl and Hydromorphone possession for the purposes of trafficking/Possession of prohib weapons/Unlawful storage of firearms and warrant of arrest. Arrest male/Possession for the purpose of trafficking cocaine/and unstamped tobacco/proceeds of crime. 	<ul style="list-style-type: none"> 25-761 UAL arrests 25-632 UAL arrests 	

K9 Unit:

- The K9 unit is now supporting the traffic unit with a modified schedule. So far this has been very effective
- The K9 unit has been deployed 3 times in the month of January in relation to recent break and enters
- Cst. McLeod and Sammy are featured in the 2025 Blue Line Canada K9 calendar for the month of March

Patrol Unit Service and Excellence:

Diversity, Equity and Inclusion:

- Cst. Conley went to the Rothesay HIVE to celebrate the Chinese New Year by participating in a session with seniors on how to make Chinese lanterns (Jan 30)
- The New Brunswick Black History Society came to KRPF for a lunch and learn presentation to staff about black history in this region (Feb 3)
- 2025 Performance Agreements require all sworn members to take an online course called "Hates Crimes and Incident Response for Frontline Police Officers in Canada"
- Insp. Becker attended the CACP EDI meeting (Jan 14)

IT Update:

- Work continues with regular IT maintenance and building addition



KENNEBECASIS REGIONAL POLICE FORCE/ FORCE DE POLICE RÉGIONALE KENNEBECASIS

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

STEVE GOURDEAU
CHIEF OF POLICE
CHEF DE POLICE

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

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

2025-03-05

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

Mayor and Council,

You will find attached to this correspondence an update on our construction project. The completion of the new addition portion is just a few days away. Various final inspections are scheduled for next week. We look forward to a ribbon cutting ceremony on March 19, 2025.

Respectfully submitted

Steve Gourdeau, Chief
Kennebecasis Regional Police Force.

2025March10OpenSessionFINAL_160

KRPF Building Project

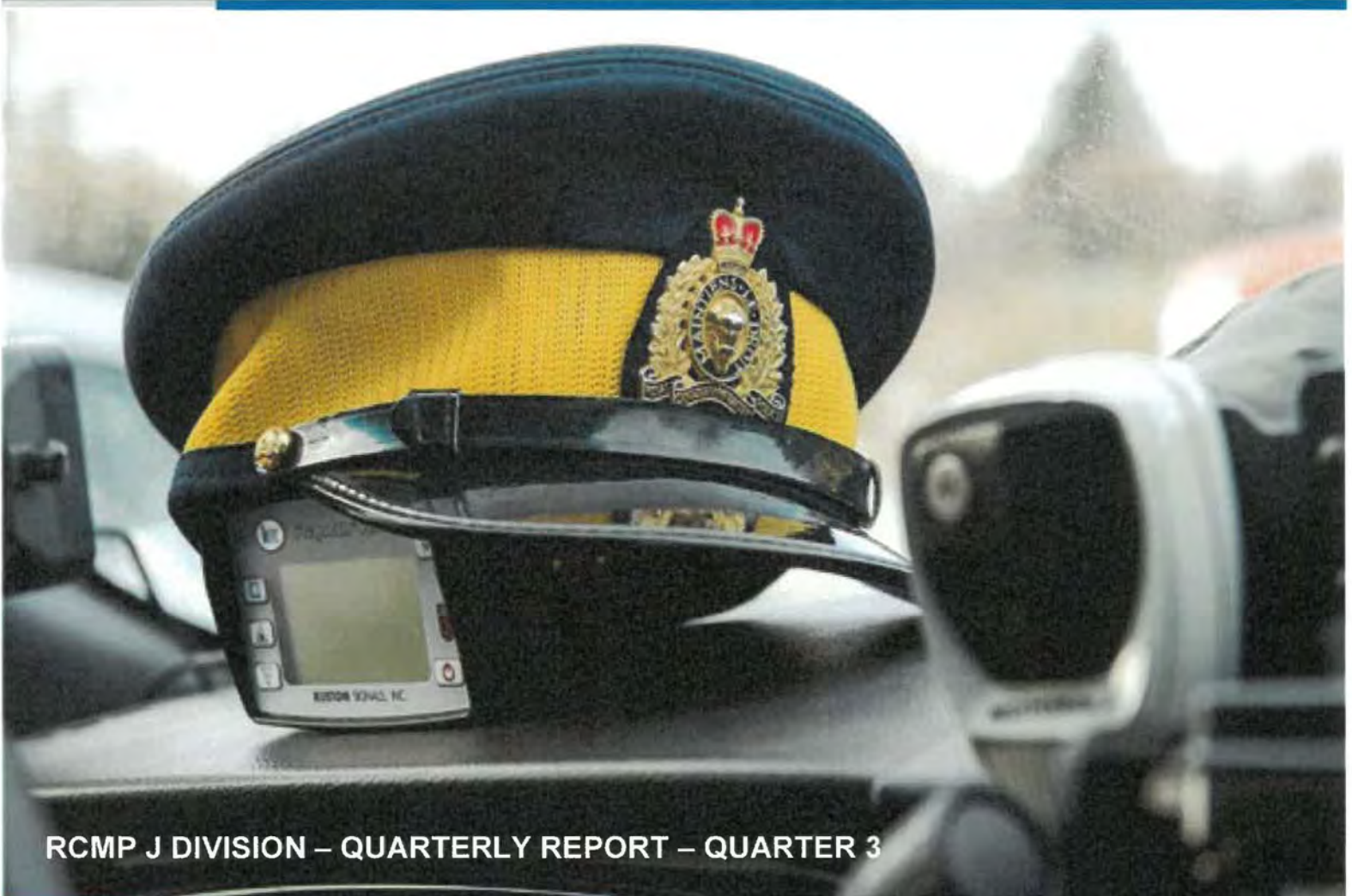
Date: March 3, 2025

Item	Estimate approved by Province for Financing	Contract Price	Revised Estimated Project costs	Costs to Date	Estimated costs to complete	Under () / Over Budget Estimate	Comments
Project Manager	\$ 100,000.00		\$ 70,000.00	\$ 45,581.80	\$ 24,418.20	\$ (30,000.00)	No contract with fixed cost
Construction Costs	\$ 3,420,000.00	\$ 2,235,857.31	\$ 2,235,857.31	\$ 2,006,558.89	\$ 229,298.42	\$ (1,184,142.69)	
Change Order Costs for changes made at Contract signing - Exempt from the builders premium of 10%	\$ -	\$ 259,326.00	\$ 259,326.00				Post tender addendum included in final contract price showing at E6 - Better floor and attic insulation, existing office renos, energy retrofit on lighting in existing build to match new construction.
Change Order Costs for changes made after signing -Subject to the builders premium of 10%		\$ 94,019.34	\$ 165,274.02		\$ 165,274.02	\$ 165,274.02	Change order #6 - Paving adjustment needed due to foundation elevation - This is a building code imposed issue. Also includes assembly & installation of lockers in male & female locker rooms, additional electrical an network drops for building security.
Additional - Sprinklers		\$ 42,480.31	\$ 51,529.30		\$ 51,529.30	\$ 51,529.30	Building code imposed issue
Equipment/Furnishings and IT costs	\$ 500,000.00		\$ 358,079.92	\$ 358,079.92	\$ -	\$ (141,920.08)	Furnishings, gym equipment and IT completed - was funded from operational budget, as approved by both towns.
Interim Financing Costs	\$ 160,000.00		\$ 101,012.50	\$ 20,244.83	\$ 80,767.67	\$ (58,987.50)	Based on the RFP results Prime less 0.75% is lower than our initial estimate , prime rate has dropped by 1% since estimates were completed - Also reduced as Equip and Furnishing will no longer be financed - first draw July 15
Financing Costs	\$ 70,000.00		\$ 50,000.00	\$ -	\$ 50,000.00	\$ (20,000.00)	Projecting a lower Debenture draw in June 2025 which should lower the debenture issue costs
Total Project Costs	\$ 4,250,000.00	\$ 2,372,356.96	\$ 3,031,753.05	\$ 2,430,465.44	\$ 601,287.60	\$ (1,218,246.95)	

RCMP



ROYAL CANADIAN MOUNTED POLICE



RCMP J DIVISION – QUARTERLY REPORT – QUARTER 3

SOUTHEAST DISTRICT

REGIONAL SERVICE COMMISSION 9
2024-10-01 to 2024-12-31



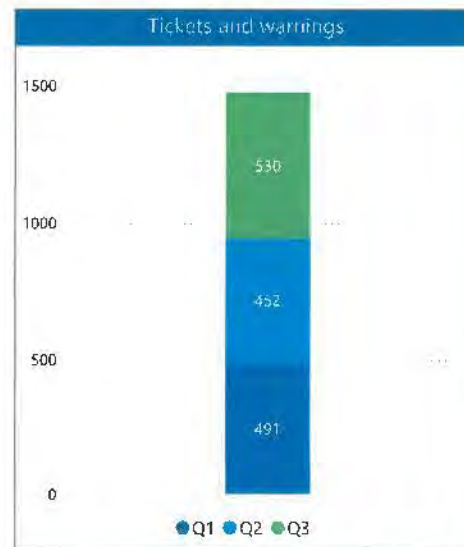
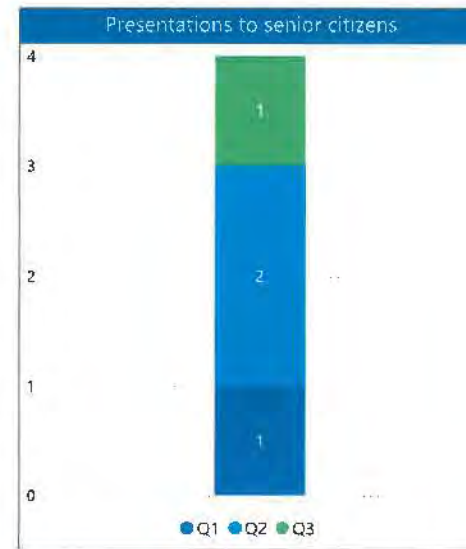
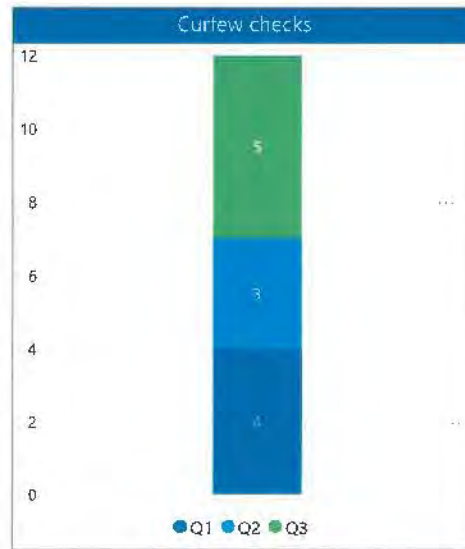
Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

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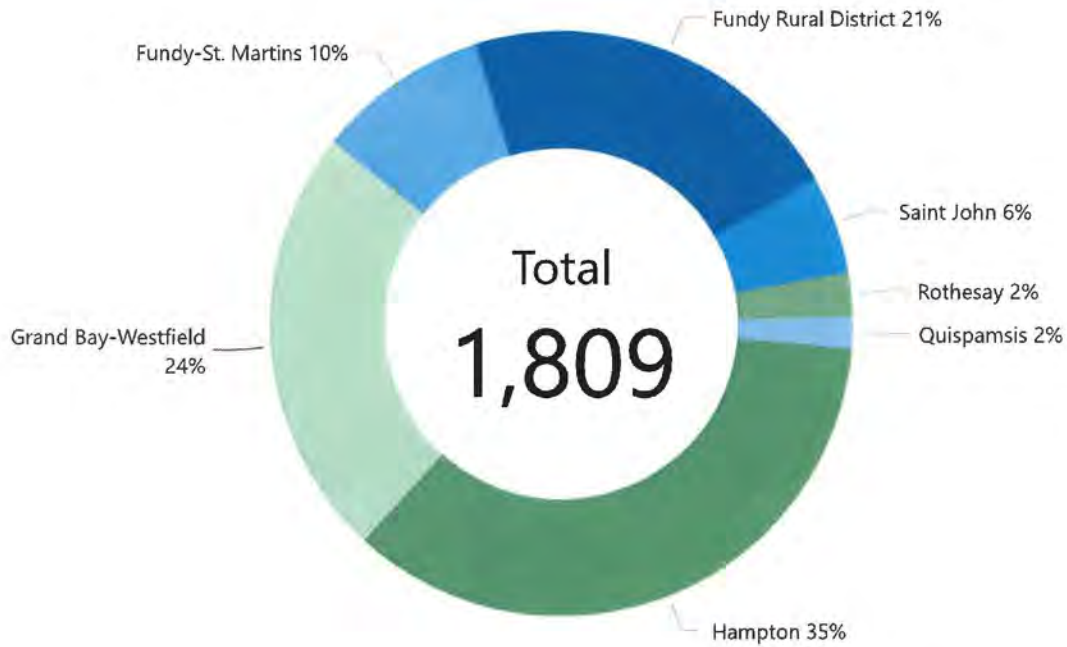
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LOCAL GOVERNMENT/RURAL DISTRICT OCCURRENCES OVERVIEW	
Fundy Rural	5
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RSC 9 Priorities

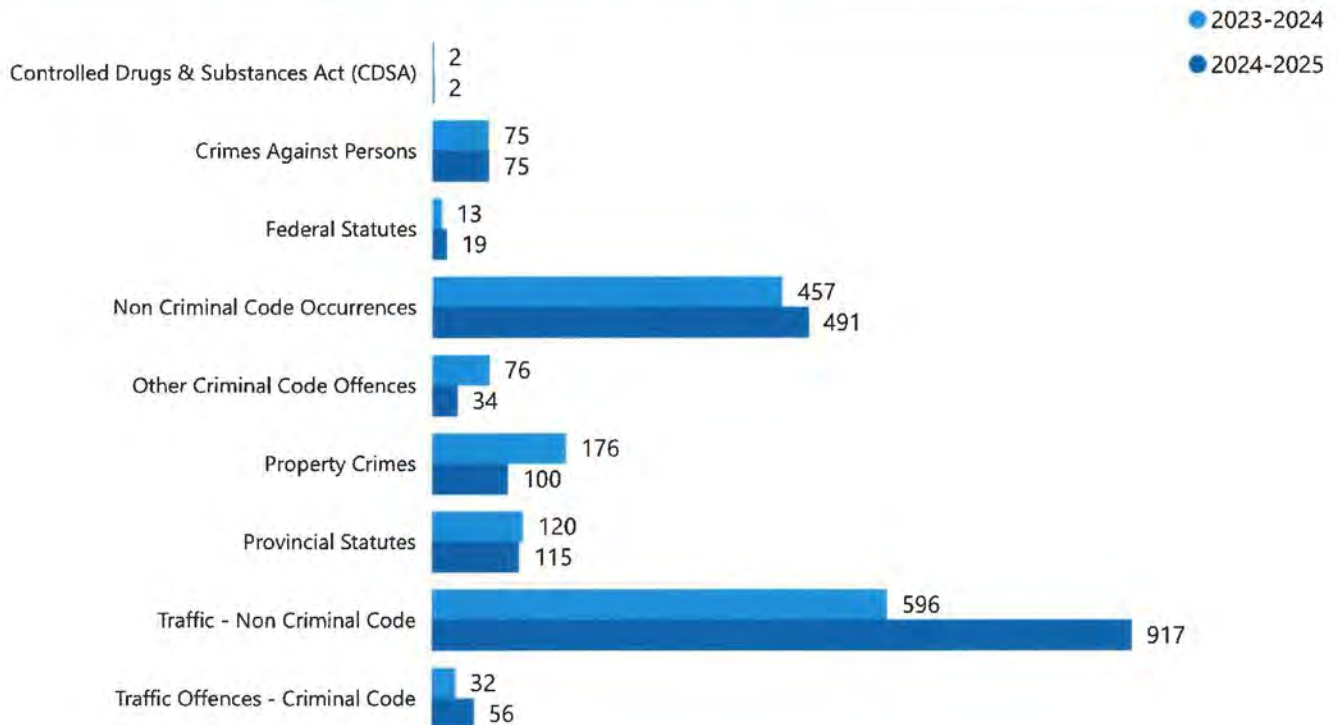


RCMP J DIVISION QUARTERLY REPORT

RSC Occurrence Breakdown



RSC Year Over Year

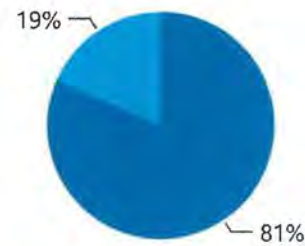


RCMP J DIVISION QUARTERLY REPORT

Fundy Rural District

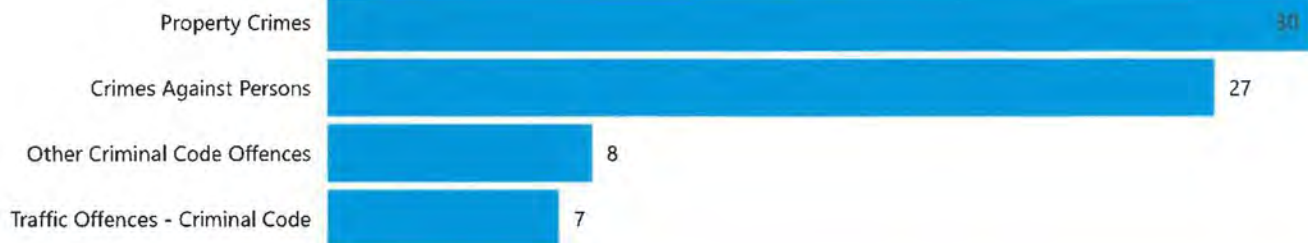
388

Occurrences



● Non-Criminal Code ● Criminal Code

Criminal Code Occurrences



Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Other Violations Involving Violence/Threat	15
Fraud	10
Assaults	9
Other Criminal Code	8
Theft \$5,000 or under	7

Non-Criminal Code Occurrences



Top 5 Non-Criminal Code Occurrence Sub Types

SubType	Count
Assistance Files	16
Crime prevention	14
Federal Statutes	1
Municipal Bylaw	1
Non Criminal Code Occurrences - Other	81
Provincial Statutes	29

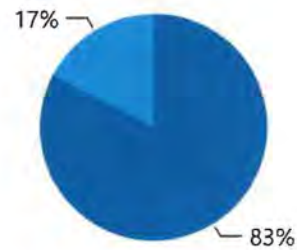
2025March10OpenSessionFINAL_166

RCMP J DIVISION QUARTERLY REPORT

Fundy-St. Martins

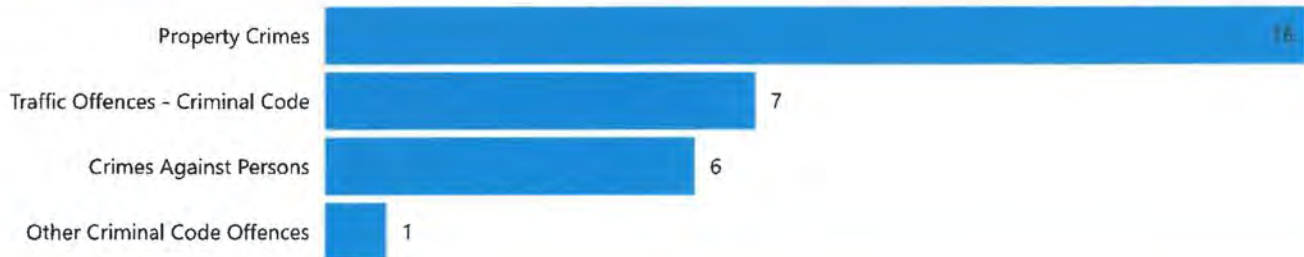
173

Occurrences



● Non-Criminal Code ● Criminal Code

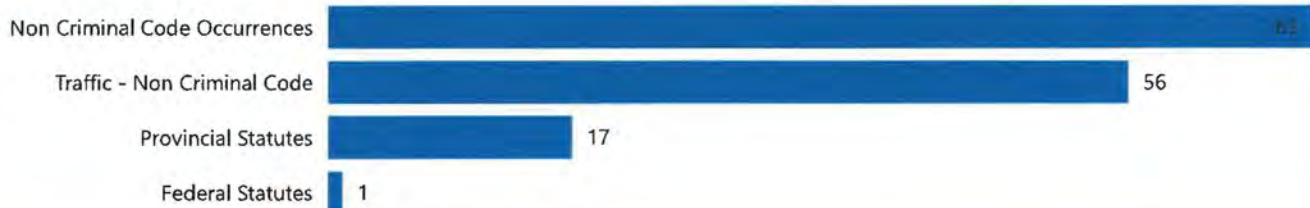
Criminal Code Occurrences



Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Fraud	5
Impaired Operation/Related Violations	4
Mischief	4
Assaults	3
Break & Enter	3
Other Violations Involving Violence/Threat	3

Non-Criminal Code Occurrences



Top 5 Non-Criminal Code Occurrence Sub Types

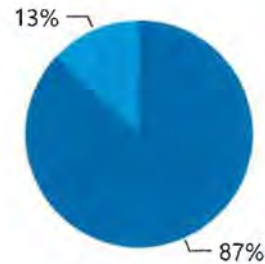
SubType	Count
Assistance Files	24
Crime prevention	2
Federal Statutes	1
Impaired Operation/Related Violations	1
Municipal Bylaw	2
Non Criminal Code Occurrences - Other	41

RCMP J DIVISION QUARTERLY REPORT

Grand Bay-Westfield

436

Occurrences



● Non-Criminal Code ● Criminal Code

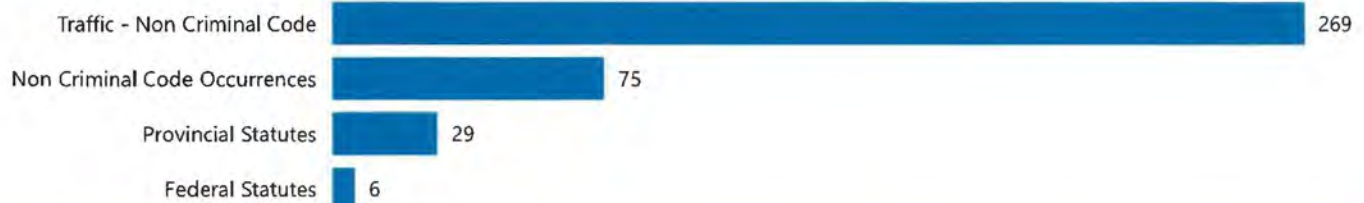
Criminal Code Occurrences



Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Impaired Operation/Related Violations	14
Other Violations Involving Violence/Threat	10
Assaults	6
Dangerous Operation of a Motor Vehicle	6
Mischief	4
Theft \$5,000 or under	4

Non-Criminal Code Occurrences



Top 5 Non-Criminal Code Occurrence Sub Types

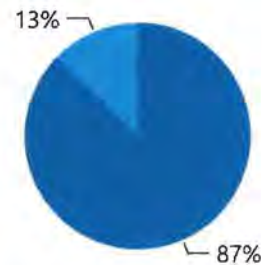
SubType	Count
Assistance Files	23
Crime prevention	9
Federal Statutes	6
Impaired Operation/Related Violations	2
Municipal Bylaw	1
Non Criminal Code Occurrences - Other	42

RCMP J DIVISION QUARTERLY REPORT

Hampton

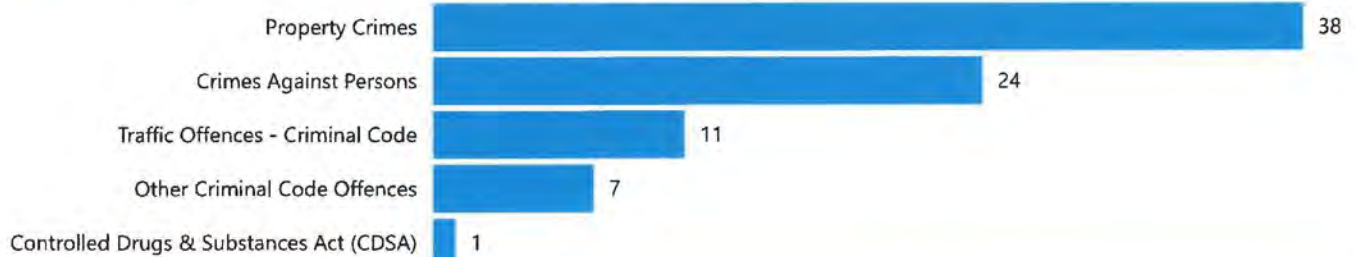
642

Occurrences



● Non-Criminal Code ● Criminal Code

Criminal Code Occurrences



Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Other Violations Involving Violence/Threat	14
Fraud	10
Assaults	9
Theft \$5,000 or under	8
Other Criminal Code	7

Non-Criminal Code Occurrences



Top 5 Non-Criminal Code Occurrence Sub Types

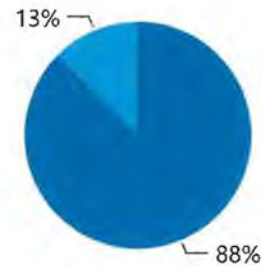
SubType	Count
Assistance Files	47
Crime prevention	8
Federal Statutes	11
Impaired Operation/Related Violations	2
Municipal Bylaw	2
Non Criminal Code Occurrences - Other	120

RCMP J DIVISION QUARTERLY REPORT

Quispamsis

32

Occurrences



● Non-Criminal Code ● Criminal Code

Criminal Code Occurrences

Traffic Offences - Criminal Code

30

Other Criminal Code Offences

1

Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Impaired Operation/Related Violations	2
Dangerous Operation of a Motor Vehicle	1
Other Criminal Code	1

Non-Criminal Code Occurrences

Traffic - Non Criminal Code

30

Provincial Statutes

5

Non Criminal Code Occurrences

3

Top 5 Non-Criminal Code Occurrence Sub Types

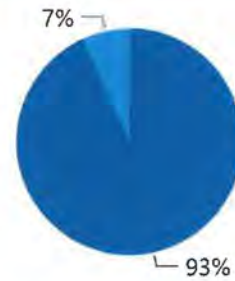
SubType	Count
Assistance Files	2
Non Criminal Code Occurrences - Other	1
Provincial Statutes	5
Traffic Collision	7
Traffic Violation - Provincial/Territorial	13

RCMP J DIVISION QUARTERLY REPORT

Rothesay

44

Occurrences



● Non-Criminal Code ● Criminal Code

Criminal Code Occurrences

Traffic Offences - Criminal Code

Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Dangerous Operation of a Motor Vehicle	1
Impaired Operation/Related Violations	1
Other Criminal Code Traffic Violations	1

Non-Criminal Code Occurrences

Traffic - Non Criminal Code

32

Non Criminal Code Occurrences

8

Provincial Statutes

1

Top 5 Non-Criminal Code Occurrence Sub Types

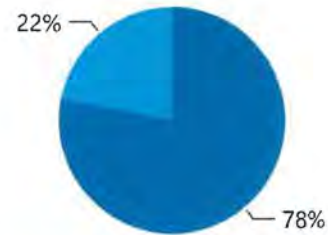
SubType	Count
Assistance Files	4
Non Criminal Code Occurrences - Other	4
Provincial Statutes	1
Traffic Collision	11
Traffic Enforcement	1
Traffic Violation - Provincial/Territorial	20

RCMP J DIVISION QUARTERLY REPORT

Saint John

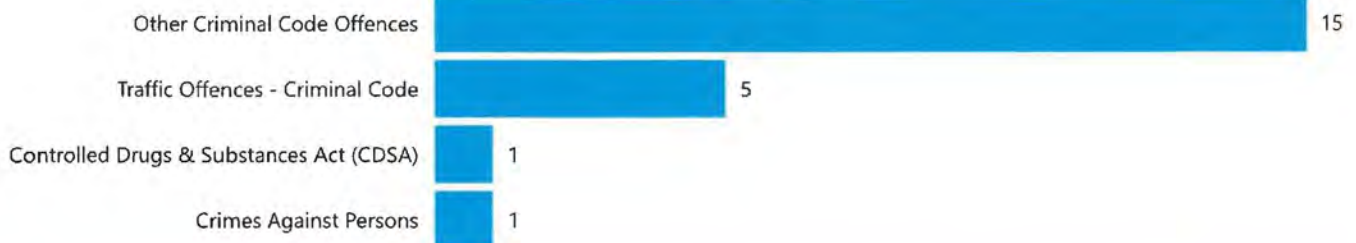
100

Occurrences



● Non-Criminal Code ● Criminal Code

Criminal Code Occurrences



Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Other Criminal Code	14
Dangerous Operation of a Motor Vehicle	3
Impaired Operation/Related Violations	2
Assaults	1
Importation and Exportation	1
Offensive Weapons	1

Non-Criminal Code Occurrences



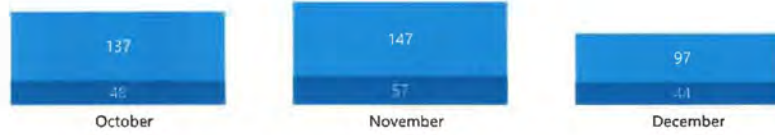
Top 5 Non-Criminal Code Occurrence Sub Types

SubType	Count
Assistance Files	38
Criminal Intelligence / National Security	1
Impaired Operation/Related Violations	1
Non Criminal Code Occurrences - Other	9
Provincial Statutes	4
Traffic Collision	5

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RCMP J DIVISION QUARTERLY REPORT

RSC E-Tickets

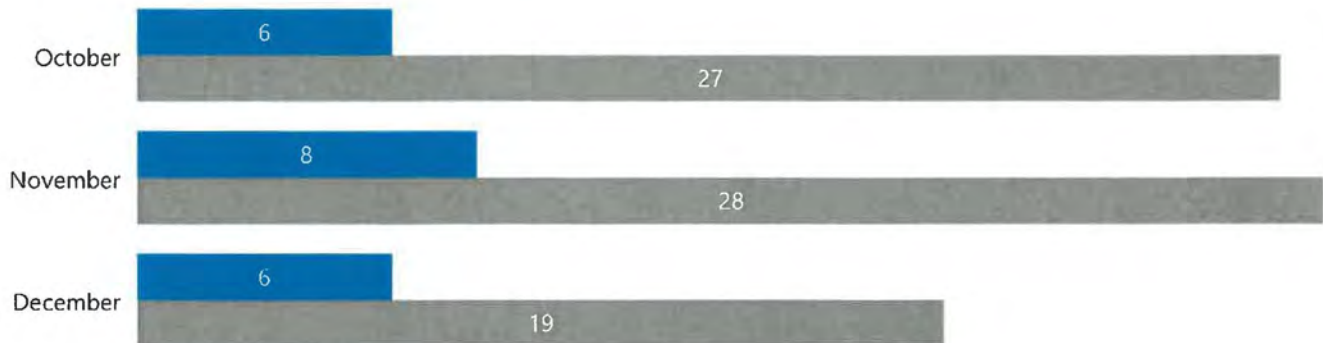
● Ticket ● Warning



RCMP J DIVISION QUARTERLY REPORT

RSC Collisions

● Injury ● Property Damage & Other



Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, USF... Powered by Esri

RCMP J DIVISION QUARTERLY REPORT

J Division Operations Communication Centre (OCC)

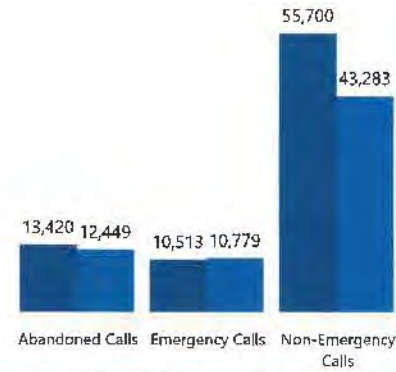
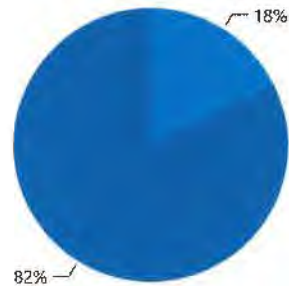
Does not include the Cadiac OCC

Emergency Calls and Non-Emergency Calls

● Emergency Calls ● Non-Emergency Calls

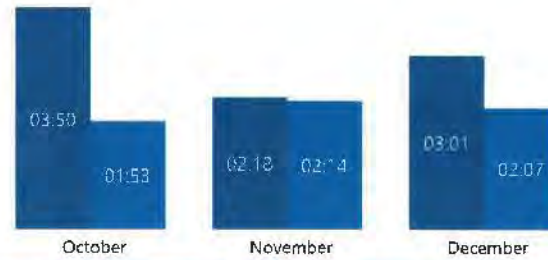
Call Distribution

● 2023 ● 2024



Average Conversation Time (Non-Emergency in mm:ss)

● 2023 ● 2024



Quarterly Average



Average Wait Time (Non-Emergency in mm:ss)

● 2023 ● 2024



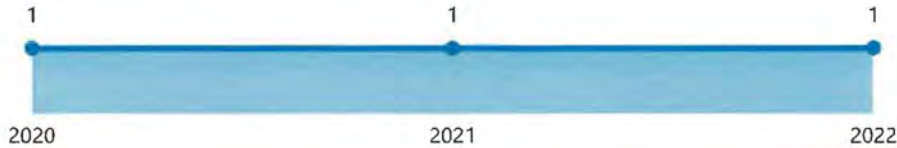
Quarterly Average



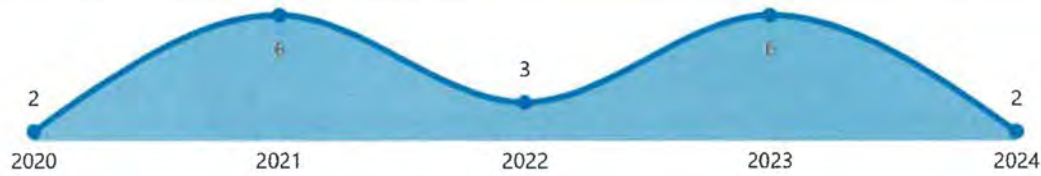
RCMP J DIVISION QUARTERLY REPORT

RSC Nine Occurrence Trends Over 5 Years by Series

Cannabis Act

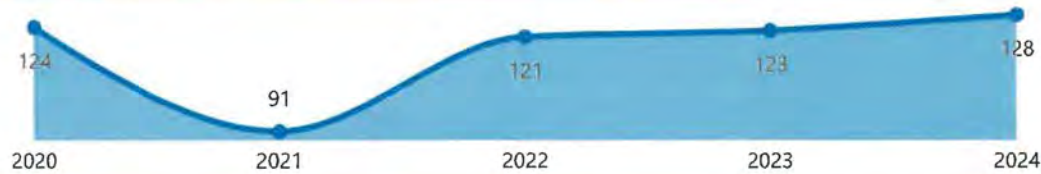
No
Change

Controlled Drugs & Substances Act (CDSA)



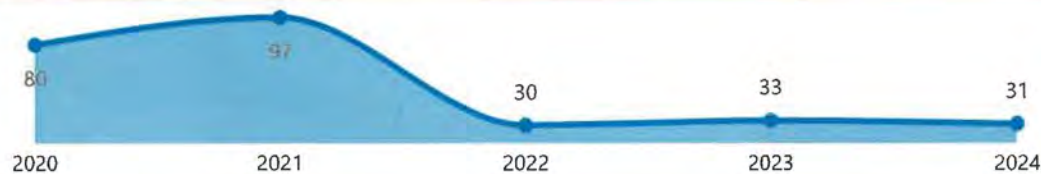
-33.33%

Crimes Against Persons



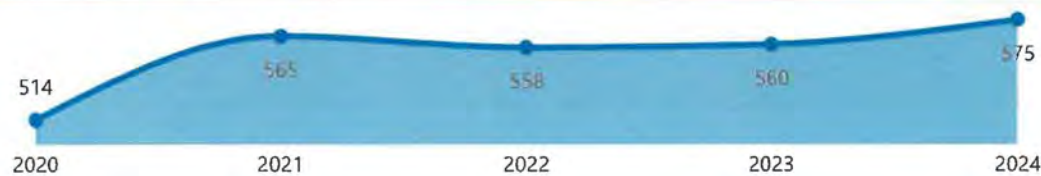
3.23%

Federal Statutes



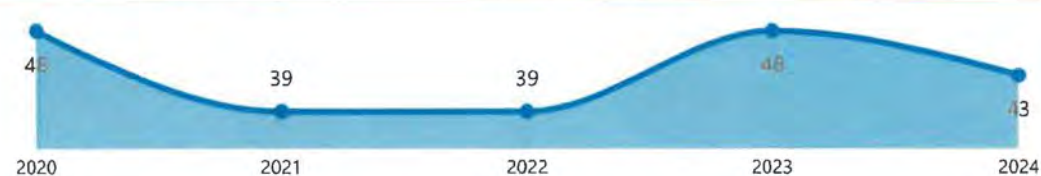
-61.25%

Non-Criminal Code Occurrences



11.87%

Other Criminal Code Offences



-10.42%

Crime trends shown represent the date range from 2020-01-01 to 2024-12-31 and reflect the **old** RSC boundaries.

RCMP J DIVISION QUARTERLY REPORT

RSC Nine Occurrence Trends Over 5 Years by Series

Property Crimes



7.26%



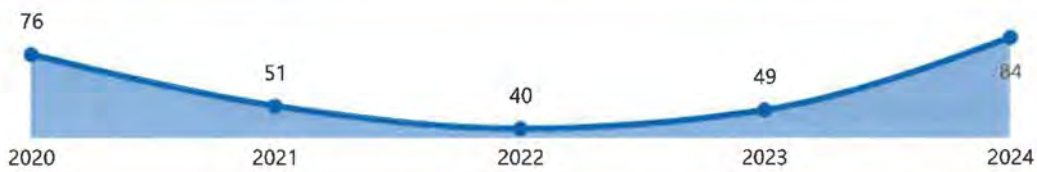
Provincial Statutes



-12.12%



Traffic Offences - Criminal Code



10.53%



Traffic Offences - Non-Criminal Code



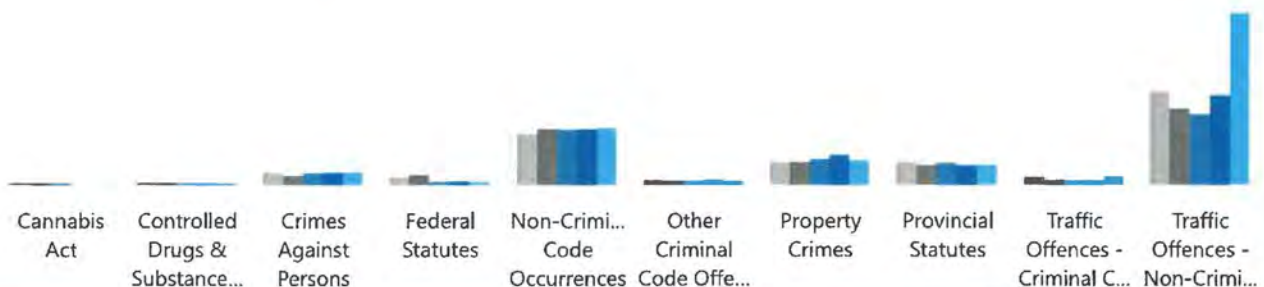
83.83%



Crime trends shown represent the date range from 2020-01-01 to 2024-12-31 and reflect the **old** RSC boundaries.

RSC Nine Occurrence Trends Over 5 Years by Series

● 2020 ● 2021 ● 2022 ● 2023 ● 2024



GLOSSARY OF TERMS

Criminal Code: Criminal offences falling under the Criminal Code of Canada and *Controlled Substance Act*.

Non-Criminal Code: Non-criminal charges are regulatory offences as legislated by the Province of New Brunswick.

Series:

Cannabis Act: Distribution, importation and exportation, other cannabis violations, possession, production, and trafficking.

Controlled Drugs and Substances Act: Importation and exportation, possession, production, and trafficking.

Crimes against persons: Assaults, attempting the commission of a capital crime, other violations involving violence/threat, sexual services offences, sexual violations, violations causing death, and violations depriving freedom.

Property crimes: Arson, break and enter, fraud, identity fraud /theft, mischief, possession of property obtained by crime, theft \$5,000 or under, theft of a motor vehicle, theft over \$5,000.

Traffic offences – Criminal Code: Dangerous operation of a motor vehicle, impaired operation /related violations, other Criminal Code traffic violations.

Other Criminal Code Offences: Disorderly houses, gaming and betting, offensive weapons, organized crime related, other Criminal Code, sexual services offences, and sexual violations.

Traffic – Non-Criminal Code: Impaired operation /related violations, traffic – other, traffic collision, traffic enforcement, traffic violation – Provincial /Territorial.

Federal statutes: The Statutes of Canada (SC) compile all the laws passed by the Parliament of Canada since Confederation in 1867.

Provincial statutes: Provincial statutes of Canada contain public and private acts passed by Canadian provincial governments.

Non-Criminal Code occurrences: Assistance files, canceled occurrence, crime prevention, criminal intelligence /national security, municipal bylaw, non-Criminal Code occurrences, and other.

Call Types:

Emergency calls: Total number of 911 calls received during the quarter that require immediate assistance from emergency services.

Non-emergency calls: Total number of non-emergency calls received during the quarter for inquiries or assistance that do not require immediate emergency response.

Abandoned calls: Percentage of calls, both emergency and nonemergency, that were disconnected by the caller before being answered by an operator.

CONTACT INFORMATION

Southeast District

RSC 9 –Regional Service Commission

Sgt. Benjamin Comley

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Lisette Robichaud-Gallant, Planning Analyst

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Billing

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Department of Justice and Public Safety, GNB

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USEFUL LINKS

- [Online Crime Reporting](#)
- [New Brunswick occurrence map](#)
- [Justice and Public Safety – Public Safety Crime Dashboards](#)

Town of Rothesay

General Fund Financial Statements

January 31, 2025

Attached Reports:

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

Town of Rothesay

Balance Sheet - Capital General Fund

1/31/2025

ASSETS

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

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

\$ 54,326,363

LIABILITIES AND EQUITY

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

Total Liabilities \$ 4,882,500

Investment in General Fund Fixed Assets	49,443,863
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\$ 54,326,363

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Town of Rothesay

Balance Sheet - General Fund Reserves

1/31/2025

ASSETS

BNS CCBF Interest Account	3,871,417
BNS General Operating Reserve #214-15	1,009,709
BNS General Capital Reserves #2261-14	2,161,868
Gas tax receivable	1
Gen Reserves due to/from Gen Operating	(47,331)
	<u>\$ 6,995,665</u>

LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,897,035
Invest. in General Capital Reserve	1,709,337
General CCBF Funding	974,383
Invest. in General Operating Reserve	1,009,709
Invest. in Land for Public Purposes Reserve	177,441
Invest. in Regional Facilities	227,760
	<u>\$ 6,995,665</u>

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Town of Rothesay

Balance Sheet - General Operating Fund

1/31/2025

CURRENT ASSETS

Cash	211,680
Receivables	216,638
HST Receivable	593,834
Inventory	53,389
Gen Operating due to/from Util Operating	2,281,692
Total Current Assets	<u>3,357,234</u>
Other Assets:	
Projects	<u>121,709</u>
TOTAL ASSETS	<u><u>3,478,943</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,724,192
Other Payables	848,711
Gen Operating due to/from Gen Reserves	(47,331)
Gen Operating due to/from Gen Capital	(329,500)
Accrued Sick Leave	50,200
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	543,187
Def. Rev-Quispamsis/Library Share	35,420
TOTAL LIABILITIES	<u><u>2,792,979</u></u>

EQUITY

Retained Earnings	169,043
Surplus/(Deficit) for the Period	516,921
	<u>685,964</u>
	<u><u>3,478,943</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure

1 Months Ended 1/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,971,283	1,971,283	1,971,283	1,971,283	0		23,655,395
Sale of Services	61,631	62,537	61,631	62,537	(907)		568,750
Services to Province of New Brunswic	0	0	0	0	0		80,000
Other Revenue from Own Sources	76,779	9,267	76,779	9,267	67,512		114,350
CORE Equalization	4,366	4,366	4,366	4,366	0		52,389
Conditional Transfers	0	0	0	0	0		46,750
Other Transfers	159,616	159,616	159,616	159,616	(0)		709,616
	<u>\$2,273,674</u>	<u>\$2,207,069</u>	<u>\$2,273,674</u>	<u>\$2,207,069</u>	<u>\$66,605</u>		<u>\$25,227,250</u>
EXPENSES							
General Government Services	449,250	462,541	449,250	462,541	13,291		3,161,057
Protective Services	500,140	500,980	500,140	500,980	840		6,651,330
Transportation Services	445,453	450,726	445,453	450,726	5,273		4,402,284
Environmental Health Services	79,398	80,583	79,398	80,583	1,185		995,000
Environmental Development	40,022	51,782	40,022	51,782	11,760		723,872
Recreation & Cultural Services	241,642	254,834	241,642	254,834	13,193		3,017,766
Fiscal Services	847	625	847	625	(222)		6,275,941
	<u>\$1,756,753</u>	<u>\$1,802,072</u>	<u>\$1,756,753</u>	<u>\$1,802,072</u>	<u>45,319</u>		<u>\$25,227,250</u>
Surplus (Deficit) for the Year	<u>\$516,921</u>	<u>\$404,997</u>	<u>\$516,921</u>	<u>\$404,997</u>	<u>\$111,924</u>		<u>\$ 0</u>

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Town of Rothesay
Statement of Revenue & Expenditure
1 Months Ended 1/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	1,289	3,333	1,289	3,333	-2,044		40,000
Wells Canopy revenue	1,413	1,000	1,413	1,000	413		12,000
Town Hall Rent	9,805	10,133	9,805	10,133	-328		121,600
Community Garden revenue	0	0	0	0	0		1,000
Fox Farm Rental revenue	1,950	1,950	1,950	1,950	0		23,400
Arena Revenue	40,450	35,408	40,450	35,408	5,041		245,500
Recreation Programs	6,724	10,713	6,724	10,713	-3,989		125,250
	61,631	62,537	61,631	62,537	-907		568,750
Other Revenue from Own Sources							
Licenses & Permits	742	4,892	742	4,892	-4,149		57,600
Recycling Dollies & Lids	0	42	0	42	-42		42
Interest & Sundry	3,064	2,500	3,064	2,500	564		30,000
Miscellaneous	71,973	833	71,973	833	71,139	1	10,000
Fire Dept. Administration	1,000	1,000	1,000	1,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	0	0	0		4,708
	76,779	9,267	76,779	9,267	67,512		114,350
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,750
Grant - Students	0	0	0	0	0		45,000
	0	0	0	0	0		46,750
Other Transfers							
Surplus of 2nd Previous Year	109,616	109,616	109,616	109,616	-0		109,616
Utility Fund Transfer	50,000	50,000	50,000	50,000	0		600,000
	159,616	159,616	159,616	159,616	-0		709,616
EXPENSES							
General Government Services							
Legislative							
Mayor	4,268	4,583	4,268	4,583	316		55,000
Councillors	13,698	12,884	13,698	12,884	-814		154,610
Regional Service Commission 9	3,825	3,825	3,825	3,825	0		45,895
Other	325	3,108	325	3,108	2,783		37,301
	22,115	24,401	22,115	24,401	2,285		292,806
Administrative							
Administration - Wages & Benefits	101,987	105,090	101,987	105,090	3,103		1,397,409
Office Building	34,541	13,417	34,541	13,417	-21,124	2	203,500
Supplies	11,248	12,050	11,248	12,050	802		210,600
Solicitor	730	4,167	730	4,167	3,437		50,000
Professional Fees	0	0	0	0	0		100,000
Other	24,905	24,383	24,905	24,383	-522		116,598
	173,411	159,107	173,411	159,107	-14,304		2,078,107
Other General Government Services							
Website/Other	902	0	902	0	-902		3,000
Community Communications (Team)	1,012	1,833	1,012	1,833	822		65,500
Civic Relations	0	0	0	0	0		1,500
Insurance	251,510	272,900	251,510	272,900	21,390	3	272,900
Donations	300	300	300	300	0		36,500
Cost of Assessment	0	0	0	0	0		388,127
Property Taxes - L.P.P.	0	0	0	0	0		18,617
Fox Farm Rental Expenses	0	4,000	0	4,000	4,000		4,000
	253,724	279,033	253,724	279,033	25,310		790,144
Total General Government Services	449,250	462,541	449,250	462,541	13,291		3,161,057
Protective Services							
Police							
Police Protection	284,836	284,836	284,836	284,836	0		3,418,030
Crime Stoppers	0	0	0	0	0		2,800
	284,836	284,836	284,836	284,836	0		3,420,830
Fire							
Fire Protection	214,769	214,769	214,769	214,769	0		2,890,000
Water Costs Fire Protection	0	0	0	0	0		335,000
	214,769	214,769	214,769	214,769	0		3,225,000
Emergency Measures							
EMO Director/Committee	0	1,000	0	1,000	1,000		1,000
	0	1,000	0	1,000	1,000		1,000
Other							
Animal & Pest Control	535	292	535	292	-243		3,500
Other	0	83	0	83	83		1,000
	535	375	535	375	-160		4,500
Total Protective Services	500,140	500,980	500,140	500,980	840		6,651,330

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Transportation Services

Common Services						
Administration (Wages & Benefits)	129,577	133,981	129,577	133,981	4,404	1,723,500
Workshops, Yards & Equipment	50,730	56,350	50,730	56,350	5,620	801,261
Engineering	0	0	0	0	0	7,500
	<u>180,306</u>	<u>190,331</u>	<u>180,306</u>	<u>190,331</u>	<u>10,024</u>	<u>2,532,261</u>
Roads & Streets	1,097	1,000	1,097	1,000	-97	67,000
Crosswalks & Sidewalks	350	362	350	362	12	36,850
Culverts & Drainage Ditches	0	0	0	0	0	100,000
Street Cleaning & Flushing	0	0	0	0	0	10,000
Snow & Ice Removal	<u>218,329</u>	<u>221,535</u>	<u>218,329</u>	<u>221,535</u>	<u>3,207</u>	<u>1,267,000</u>
	<u>219,775</u>	<u>222,897</u>	<u>219,775</u>	<u>222,897</u>	<u>3,122</u>	<u>1,480,850</u>
Street Lighting	13,951	15,833	13,951	15,833	1,883	190,000
Traffic Services						
Street Signs	0	0	0	0	0	20,000
Traffic Lanemarking	0	0	0	0	0	40,000
Traffic Signals	18,873	9,000	18,873	9,000	-9,873	20,000
Railway Crossing	<u>4,846</u>	<u>4,900</u>	<u>4,846</u>	<u>4,900</u>	<u>54</u>	<u>26,000</u>
	<u>23,719</u>	<u>13,900</u>	<u>23,719</u>	<u>13,900</u>	<u>-9,819</u>	<u>106,000</u>
Public Transit						
Public Transit - Comex Service	7,556	7,556	7,556	7,556	0	90,673
Public Transit - Other	<u>146</u>	<u>208</u>	<u>146</u>	<u>208</u>	<u>62</u>	<u>2,500</u>
	<u>7,702</u>	<u>7,764</u>	<u>7,702</u>	<u>7,764</u>	<u>62</u>	<u>93,173</u>
Total Transportation Services	<u>445,453</u>	<u>450,726</u>	<u>445,453</u>	<u>450,726</u>	<u>5,273</u>	<u>4,402,284</u>

Environmental Health Services

Solid Waste Disposal Land Fill garbage	22,221	25,000	22,221	25,000	2,779	300,000
Solid Waste Disposal Landfill Compost	2,420	3,333	2,420	3,333	913	40,000
Solid Waste Collection Fero	54,236	51,250	54,236	51,250	-2,986	615,000
Clean Up Campaign	<u>521</u>	<u>1,000</u>	<u>521</u>	<u>1,000</u>	<u>479</u>	<u>40,000</u>
Total Environmental Health Services	<u>79,398</u>	<u>80,583</u>	<u>79,398</u>	<u>80,583</u>	<u>1,185</u>	<u>995,000</u>

Environmental Development Services

Planning & Zoning						
Administration (Wages and benefits)	25,487	34,418	25,487	34,418	8,931	449,000
Administration	2,254	4,083	2,254	4,083	1,829	115,500
Planning Projects	<u>0</u>	<u>833</u>	<u>0</u>	<u>833</u>	<u>833</u>	<u>10,000</u>
	<u>27,741</u>	<u>39,335</u>	<u>27,741</u>	<u>39,335</u>	<u>11,594</u>	<u>574,500</u>
Envision Saint John	12,281	12,281	12,281	12,281	0	147,372
Tourism	<u>0</u>	<u>167</u>	<u>0</u>	<u>167</u>	<u>167</u>	<u>2,000</u>
	<u>12,281</u>	<u>12,448</u>	<u>12,281</u>	<u>12,448</u>	<u>167</u>	<u>149,372</u>
Total Environmental Development Service	<u>40,022</u>	<u>51,782</u>	<u>40,022</u>	<u>51,782</u>	<u>11,760</u>	<u>723,872</u>

Recreation & Cultural Services

Administration (wages and benefits)	37,111	31,993	37,111	31,993	-5,118	423,000
Administration	3,497	4,675	3,497	4,675	1,178	70,600
Rothsay Arena	41,288	34,617	41,288	34,617	-6,672	409,500
Parks & Gardens	44,015	49,526	44,015	49,526	5,511	865,250
Playgrounds and Fields	2,003	6,250	2,003	6,250	4,247	149,000
Rothsay Common Rink	19,550	25,250	19,550	25,250	5,700	102,500
Memorial Centre	2,904	6,971	2,904	6,971	4,067	76,000
Wells Building	2,765	4,917	2,765	4,917	2,152	54,505
James Renforth	102	67	102	67	-35	2,225
Beaches	0	0	0	0	0	66,500
Summer Programs	28	42	28	42	14	101,225
The Hive expenses	809	1,554	809	1,554	746	18,650
Regional Facilities Operating	79,227	79,227	79,227	79,227	0	329,491
Kennebecasis Public Library	8,080	8,080	8,080	8,080	0	96,963
Regional Facilities Capital	0	0	0	0	0	199,357
Special Events	263	1,667	263	1,667	1,404	45,500
PRO Kids	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,500</u>
Total Recreation and Cultural Services	<u>241,642</u>	<u>254,834</u>	<u>241,642</u>	<u>254,834</u>	<u>13,193</u>	<u>3,017,766</u>

Fiscal Services

Debt Charges						
Interest	847	625	847	625	-222	204,941
Debenture Payments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>671,000</u>
	<u>847</u>	<u>625</u>	<u>847</u>	<u>625</u>	<u>-222</u>	<u>875,941</u>
Transfers To:						
Capital Fund for Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,400,000</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,400,000</u>
Total Fiscal Services	<u>847</u>	<u>625</u>	<u>847</u>	<u>625</u>	<u>-222</u>	<u>6,275,941</u>
	1,756,753	1,802,072	1,756,753	1,802,072	45,319	25,227,250

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Town of Rothesay

Variance Report - General Fund

Note #		Actual	month ending Budget	1/31/2025 Better/(Worse)	Description of Variance
Revenue					
1	Miscellaneous	\$ 71,973	\$ 833	\$ 71,139	Sale of equipment

Expenses*General Government*

2	Office Building	34,541	13,417	\$ (21,124)	Renovations to offices
3	Insurance	G9	272,900	#VALUE!	

*Protective Services**Transportation*

4	Traffic Signals	18,873	9,000	\$ (9,873)	New LED audible signals at Hampton/Marr
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*Environmental Health**Environmental Development*

5	Administration (wages and benefits)	25,487	34,418	\$ 8,931	Vacant position
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*Recreation & Cultural Services**Fiscal Services*

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Town of Rothesay

Capital Projects 2024

General Fund

1 Months Ended 1/31/2025

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
G 202*-001 Town Hall Improvements	85,000	0	85,000
G 202*-00* IT	21,500	0	21,500
Total General Government	106,500	0	0
			106,500
Transportation			
T-2025-001 Asphalt (13)	2,398,000	0	2,398,000
Designated Highway - Hampton Road Paving	903,000	0	903,000
T-2024-00* Wiljac Improvements	1,700,000	0	1,700,000
T-202*-00* Fleet Replacement	866,000	0	866,000
T-202*-00* Buildings	71,000	0	71,000
T-2025-00* Renforth Property study	50,000	0	50,000
T-202*-00* Salt Storage Facility	185,000	114,297	70,703
Total Transportation	6,173,000	114,297	0
			6,058,703
Recreation			
R-202*-00* Synthetic Turf	1,500,000	699	1,499,301
Wells Recreation Park Tennis court conversion	80,000	0	80,000
R-2022-004 Wells Bldg	60,000	0	60,000
Wells lighting	565,000	889	564,111
R-202*-00* Recreation Equipment	60,000	0	60,000
R-202*-00* Arena Renovation	105,000	0	105,000
R-2023-005 McGuire Centre Repairs	20,000	0	20,000
R-20**-00* Jordan Miller Park	15,000	0	15,000
R-2014-019 Wells Trail	2,800,000	0	2,800,000
Total Recreation	5,205,000	1,587	0
			5,203,413
Carryovers			
R-202*-00* Recreation Master Plan	0	5,824	-5,824
	0	5,824	-5,824
Total	\$ 11,484,500	\$ 121,709	\$ -
			\$ 11,362,791

2024 Budget and Funding Allocation

Funding	2025	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
	11,484,500					

Town of Rothesay

Utility Fund Financial Statements

January 31, 2025

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 1/31/2025

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	<hr/>
	1,208,934
Total Current Liabilities	<hr/>
	1,208,934

Long-Term:

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

EQUITY

Investments:

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

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

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Town of Rothesay

Balance Sheet - Utilities Fund Reserves
1/31/2025

ASSETS

BNS Utility Capital Reserve # 00241 12	1,652,598
	<u>\$ 1,652,598</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	1,142,231
Invest. in Utility Operating Reserve	120,048
Invest. in Sewerage Outfall Reserve	390,319
	<u>\$ 1,652,598</u>

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Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 1/31/2025

ASSETS

Current assets:

Accounts Receivable Net of Allowance	735,429
Accounts Receivable - Misc.	127,813
Total Current Assets	<u>863,242</u>

Other Assets:

Projects	152,206
	<u>152,206</u>

TOTAL ASSETS	<u><u>\$ 1,015,448</u></u>
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LIABILITIES

Accrued Payables	15,664
Due from General Fund	2,281,692
Due to Capital Fund	(1,208,934)
Deferred Revenue	8,007
Total Liabilities	<u>1,096,429</u>

EQUITY

Surplus:

Opening Retained Earnings	32,335
Profit (Loss) to Date	(113,316)
	<u>(80,981)</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 1,015,448</u></u>
----------------------------	----------------------------

2025March10OpenSessionFINAL_192

Town of Rothesay
Utilities Operating Income Statement
1 Months Ended 1/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	(8)	0	(8)	0	(8)		1,160,000
Meter and non-hookup fees	0	0	0	0	0		62,000
Water Supply for Fire Prot.	0	0	0	0	0		335,000
Local Improvement Levy	1,335	0	1,335	0	1,335		59,000
Sewerage Services	0	0	0	0	0		2,400,000
Connection Fees	0	0	0	0	0		75,000
Interest Earned	9,326	8,750	9,326	8,750	576		105,000
Misc. Revenue	525	500	525	500	25		6,479
Surplus - Previous Years	40,521	40,521	40,521	40,521	0		40,521
TOTAL RECEIPTS	51,699	49,771	51,699	49,771	1,928		4,243,000
WATER SUPPLY							
Share of Overhead Expenses	20,000	20,000	20,000	20,000	0		240,000
Wages	20,139	20,833	20,139	20,833	694		250,000
Audit/Legal/Training	0	2,500	0	2,500	2,500		14,000
Other Water	(315)	167	(315)	167	482		2,000
Purification & Treatment	16,120	56,500	16,120	56,500	40,380	1	615,000
Transmission & Distribution	255	10,833	255	10,833	10,578	2	130,000
Power & Pumping	7,587	5,417	7,587	5,417	(2,171)		65,000
Billing/Collections	58	260	58	260	201		3,118
Water Purchased	140	292	140	292	152		1,750
Misc. Expenses	1,322	1,667	1,322	1,667	345		35,000
McGuire Road Operating	917	2,250	917	2,250	1,333		16,000
TOTAL WATER SUPPLY	66,223	120,719	66,223	120,719	54,495		1,371,868
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	30,000	30,000	30,000	30,000	0		360,000
Wages	31,250	31,250	31,250	31,250	0		375,000
Audit/Legal/Training	575	750	575	750	175		15,000
Collection System Maintenance	0	0	0	0	0		75,000
Sewer Claims	5,669	5,750	5,669	5,750	81		23,000
Lift Stations	25,302	24,250	25,302	24,250	(1,052)		85,000
Treatment/Disposal	3,827	7,667	3,827	7,667	3,839		125,000
Misc. Expenses	2,169	4,875	2,169	4,875	2,706		35,000
TOTAL SWGE COLLECTION & DISPC	98,792	104,542	98,792	104,542	5,750		1,093,000
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		75,000
Interest on Long-Term Debt	0	0	0	0	0		260,532
Principal Repayment	0	0	0	0	0		592,600
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		775,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,778,132
TOTAL EXPENSES	165,015	225,260	165,015	225,260	60,245		4,243,000
NET INCOME (LOSS) FOR THE PER	(113,316)	(175,489)	(113,316)	(175,489)	62,173		0

Town of Rothesay

Variance Report - Utility Operating
1/31/2025

Note				Variance	
#	Account Name	Actual YTD	Budget YTD	Better(worse)	Description of Variance
Water					
1	Purification & Treatment	16,120	56,500	40,380	Timing
2	Transmission & Distribution	255	10,833	10,578	Timing

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Town of Rothesay

Capital Projects 2024
Utility Fund
1 Months Ended 1/31/2025

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER			
W-2022-003 Filtration Bldg Water	375,000	-	375,000
W-2024-00* Storage bldg renovations	-	8,149	(8,149)
W-2024-00* Treatment effluent tank re-lining	100,000	10,272	89,728
W-2024-00* Filter Bldg heat system upgrade	40,000	27,776	12,224
W-2025-00* Turnbull Court water	300,000	-	300,000
W-2025-00* Wiljac Improvement	800,000	-	800,000
	<u>\$ 1,615,000</u>	<u>\$ 46,197</u>	<u>\$ -</u>
			<u>\$ 1,568,803</u>
SEWER			
S-2023- 004 WWTF Plant	10,000,000	\$ 105,994	9,894,006
S-2024-00* Frances Ave lift station replacement	120,000	\$ -	120,000
Unbudgeted items:			
	<u>10,120,000</u>	<u>105,994</u>	<u>-</u>
			<u>10,014,006</u>
Total Approved	<u>11,735,000</u>	<u>152,191</u>	<u>-</u>
			<u>11,582,809</u>
Carryovers			
Funded from Reserves			
S-2021-008 WWTP Design Phase II	-	15	(15)
	<u>0</u>	<u>15</u>	<u>0</u>
			<u>(15)</u>
	<u>11,735,000</u>	<u>152,206</u>	<u>-</u>
			<u>11,582,794</u>

Funding:

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

TOWN OF ROTHESAY

FINANCE COMMITTEE
February 20, 2025

In attendance:

Mayor Nancy Grant
Deputy Mayor Matt Alexander, Chairman
Councillor Don Shea
Councillor Helen Boyle
Town Manager Brett McLean
Treasurer Doug MacDonald
Financial Officer Laura Adair

The meeting was called to order at 8:32am.

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

Review of Minutes

The minutes of January 23, 2025 were accepted as presented (HB/NG)

January Financial Statements

- a) **General Fund** – pg 8 stmt of revenue and expenses, more details on pg9-10 with variances listed on pg 11. Budget is allocated based on when expected expenses are likely to occur. Not much activity has been incurred yet.
- b) **Utility Fund** – not much activity yet. Positive variances in expenses because no activity has occurred yet.

Donation Requests

Kennebecasis Trail Association – Moved to deny donation (DS/NG)

Shining Horizons – Finance committee will consider sponsoring a Rothesay child for summer camp. Treasurer Doug MacDonald to determine when the last donation was made and for how much.

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

For Information

Compliance report – all items filed.

Actuarial review engagement letter –

Every 3 years, CPA Canada Public Sector Accounting requires actuarial valuations to be completed. Treasurer signed engagement letters with Lifeworks to complete actuarial reviews of the Retiring Allowance and Sick leave Benefit.

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

Next Meeting

The next meeting is set for March 20, 2025.

The meeting adjourned at 8:45am.

Deputy Mayor Matt Alexander, Chairman

Laura Adair, Recording Secretary



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Finance Committee
DATE : March 5, 2025
RE : Donation Recommendations

The finance committee recommends the following motion re donation request:

Council approve the request for a sponsorship request from the Kennebecasis Trail Association for 2025 in the amount of \$5,700.

The Finance Committee has recommended against approving this motion.

Council approve a donation to Shining Horizons Therapeutic Riding Association in the amount of \$1,200 to sponsor two Rothesay residents.

Doug MacDonald

From: Doug MacDonald
Sent: February 18, 2025 8:56 AM
To: Doug MacDonald
Subject: FW: Rothesay Grant Application 2025 - Kennebecasis Trail Association - Shady Grove Trails
Attachments: 2025 Rothesay Grant Application - KTA - Shady Grove.pdf; KTA-Shady Grove 2025 - Past 12 Months Accomplishments.pdf; KTA Financial Statements Dec 31 2024.pdf; Trafx Trail Counter Quote Jan 28 2025.pdf

From:
Sent: Thursday, February 13, 2025 11:24:42 AM
To: Rothesay Info <Rothesay@rothesay.ca>
Subject: Rothesay Grant Application 2025 - Kennebecasis Trail Association - Shady Grove Trails

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

To Whom it May Concern

See attached Community Grant Application. If there are any clarifying questions please reach out to me.

I have a larger file pdf with additional supporting documents (eg. trail map, pic of our trail head sign, letters of acknowledgement from local businesses, trail usage data from Trailforks app etc.) that I can forward in a separate email if required.

We are available to attend a council meeting if required to discuss further the Kennebecasis Trail Association - Shady Grove board, governance, short term and long-term goals (we would ideally like to eventually link Shady Grove to the Wells Trails) for the Shady Grove trails system.

Kerry Wilson - President K.T.A - Shady Grove



SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: Feb 13, 2025

Applicant: Kennebecasis Trail Association

Address: 21 Aldridge Dr, Quispamsis E2E 6G2

Contact: Kerry Wilson - President

Email: _____

Organization Description:

The Kennebecasis Trail Association - Shady Grove was formed in 2021 to encourage, conduct and promote safe recreational non-motorized outdoor activities inclusive to outdoor enthusiasts ie: mountain biking, hiking, trail running, winter fat-biking, winter snow shoeing etc. We have Landowner Use Agreements in place and currently have 18 Kms of trails developed that we maintain with the help of local volunteers with short term and long-term plans to further expand and develop the trail systems at Shady Grove.

Amount Requested: \$ 5,700.00

Descriptions of proposed event or activity:

We would like to attain funding for ongoing trail maintenance, purchase of hand tools to provide to volunteers that provide support on our trail maintenance. Purchase more signage as it relates to trail names, warning signs and information signage to enable trail users to have a better user experience

Purchase of a Trail use counter: TRAFx Infrared counter (see attached TRAFx Brochure) . Comes with 3 cameras & a master collector unit
Having this trail usage data will be very valuable to securing funding in future years as it will record full usage (mountain bikers, fat-bikers, trail runners, hikers, snow shoe's)

Project costs:

Trail Maintenance & Signage - \$2,520.25. TRAFx Infrared counters \$3,179.25 (see attached quote).

Benefits to town of Rothesay:

To promote and encourage the responsible use of the non-motorized multi use trails and their benefits to mental and physical health within the community as well to promote Tourism in the area which benefits local businesses. To carry on this objective in affiliation with local groups and supporters in the area working with private and public landowners. See attached supporting documents pdf

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

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



KTA – Shady Grove Past 12 Months Accomplishments

Jan 27/2025

Short Term Goals 2 – 3 years

- New Trail Head Sign built with trail map, memo board, warning signs and lost and found bin. – **Completed Sept 2024**
- Developed a means for public donations to support the KTA operating and maintenance costs through QR code to a Paypal account – **Complete Sept 2024**
- Approach local businesses to gain support through donations and events to support ongoing trail maintenance & operating costs – **Ongoing initiative with 4 local businesses agreeing to some level of support thus far.**
- Secure Provincial Government support of \$20,000 to develop 1.1 km of new trail on land we have an existing land use agreement in place and landowner support to proceed – **Trail Completed Dec 2024**
- Apply for Quispamsis Community Grant Funding for trail counter and trail maintenance tools \$5,200.00 – **Funding was declined Jan 2025 for fiscal 2024 request. Plan to re-apply in 2025 to both Quispamsis & Rothesay**
- New trail expansion. Start of 2024 trail offerings were approximately 16 kms & 23 trails. We have added 1.1 Kms of machine-built trail with \$20k Provincial funding. & local business & private donations – **Completed Dec 2024**
Also, in the fall of 2024 we started building another 1.4 kms of hand-built trail with the help of local trail building volunteers efforts **to be completed in the spring of 2025.** By the spring of 2025 we will have 18.5 kms & 25 trails to offer the public users.
- Increased the board membership in March 2024 from 3 to 7, to help to distribute the work and responsibilities of the KTA. We will be adding another board member in February 2025 from the Saint John Trail runners to diversify the KTA board and lend support to further initiatives (eg. Further trail expansion, hosting events, sponsorship drive & membership drive).
- Attended the Saint John Cycling AGM and began discussions regarding outdoor experience joint advocacy work with KTA and working more closely to support longer term initiatives and promotion of events at Rockwood Park & Shady Grove. -**Completed Jan 28/2025**



KTA – Shady Grove Past 12 Months Accomplishments

Current 2024 KTA Board Members:

Kerry Wilson - President

Jason Limongelli - Vice-President

Carolyn Prebble - Treasurer

John Russell - Secretary & Trail Planning

Matthew Trivett - Trail Maintenance & Communications Coordinator

Jay Lamb - Member at Large

William Trivett - Member at Large

Machine built trail upgrades:

- “Who’s There” rating easy (green), approximately 1.4 kilometers. Refreshed from end-to-end the entire trail.
- “Apres Vous” rating easy (green) approximately 1.0 kilometers. Refreshed from end-to-end the entire trail.
- “Slug Popper” rating intermediate (blue) approximately 636 meters. Refreshed part of the trail.
- “Hunting in Here” rating intermediate (blue) approximately 1.1 kilometers.
- “Damn Beaver” rating intermediate (blue) approximately 2.8 kilometers around MacFarlane Lake. Rerouted a 300-meter section of trail to get away from wet areas the original trail was built in.
- “ATV trail”. Modified to allow for better drainage to remove the water holes.

Hand Built Trail upgrades:

- “Growler” rating – rating extremely difficult (double black diamond) approximately 224 meters. Touched up technical areas on jump landings.
- “Priority Postage” rating very difficult (black diamond) approximately 303 meters. Touched up technical areas on jump landings.
- “Dam Beaver” rating intermediate (blue). Added better drainage to a 20-meter section of trail on water spot that had developed.



KTA – Shady Grove Past 12 Months Accomplishments

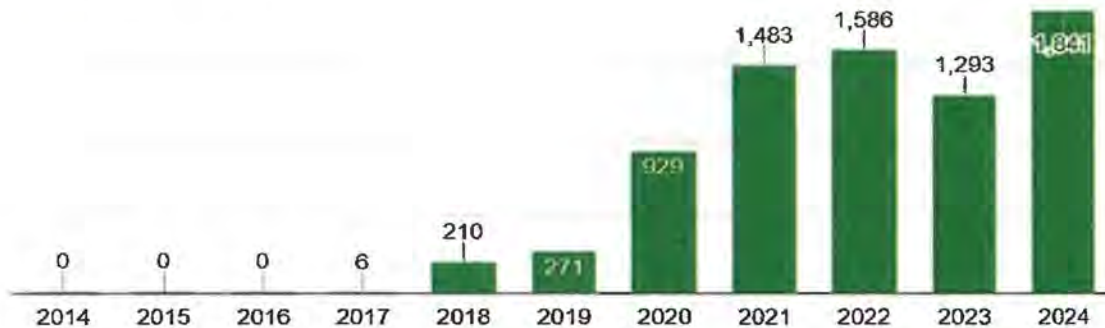
Trailforks App - KTA – Shady Grove Trail Usage Data



This data is only from Mountain & Winter Fat-Biker usage for which only a small % of riders have this app to Track their rides. So, this data is not indicative of total usage of the trails by all disciplines (Trail Runners, Hikers, Dog Walkers, winter Fat-bikers, Snow Shoers etc.). But none the less is an indication of the increased usage of the trail system as we have developed new trails, provided signage and gained support from volunteers to support the ongoing maintenance of the trail system.

Rides / Year 2014 to 2024

Rides Per Year

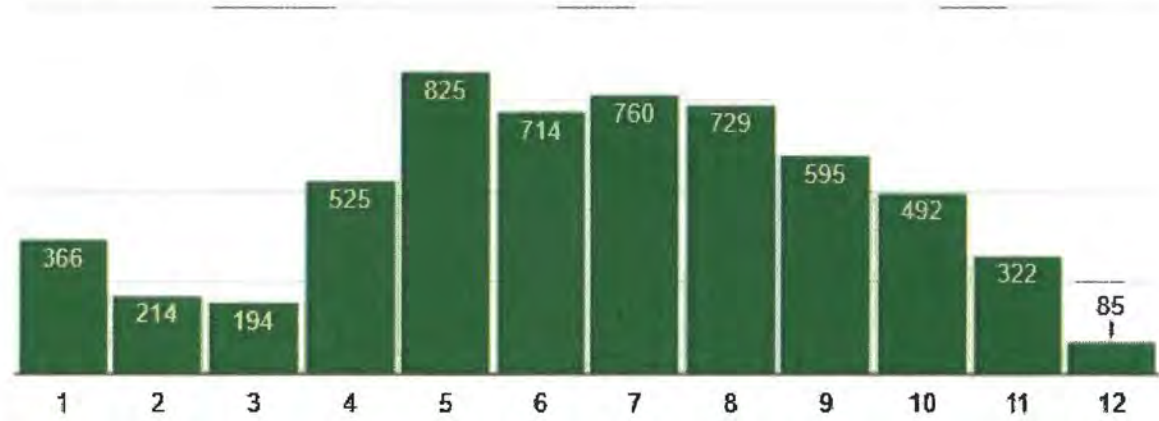




KTA – Shady Grove Past 12 Months Accomplishments

Ride / Month Dec 2023 to Dec 2024

Rides Per Month



Kennebecasis Trail Association
Statements of Financial Position
For the period ending

	As at December 31, 2024	As at December 31, 2023
Assets		
Cash	\$9,536	\$4,024
Prepaid Insurance	1,312	-
Total Assets	\$10,848	\$4,024
Liabilities		
Accounts Payable	\$3,712	\$376
Total Liabilities	\$3,712	\$376
Net Assets	\$7,136	\$3,648
Total Liabilities and Net Assets	\$10,848	\$4,024
Opening retained earnings	\$3,648	(\$591)
Net income (loss)	3,488	4,239
Ending retained earnings	\$7,136	\$3,648

Kennebecasis Trail Association
Statement of Operations
For the period ending

	Year ended December 31, 2024	Year ended December 31, 2023
Revenue		
Donations	\$5,191	\$1,800
Fundraisers	2,600	3,446
Merchandise Sales	-	2,078
Total Revenue	\$7,791	\$7,324
Expenditures		
Insurance	\$562	\$2,013
Signage	3,712	218
Branding	-	602
General & Admin	29	252
Total Expenditures	\$4,303	\$3,085
Excess of Revenue Over Expenditures	\$3,488	\$4,239

Kennebecasis Trail Association
Notes to the Financial Statements
December 31, 2024

Note 1. Purpose of the Organization

The purpose of the Organization is to promote, develop and maintain sustainable trail systems for non-motorized multi-use and encourage adventure, activity and improved mental and physical health within our communities.

Note 2. Summary of Significant Accounting Policies

Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Cash

Cash includes cash on hand and balances with banks

Revenue and Expenses

The Organization records unrestricted contributions as revenue in the current period, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from the sale of merchandise is recognized when the good is sold, the amount to be received can be estimated and collection is reasonably assured.

Expenses are recorded on an accrual basis.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the amounts recorded in the financial statements and notes to the financial statements. These estimates are based on management's best knowledge of current events and actions that the Organization may undertake in the future. These estimates and assumptions may affect the amount of assets and liabilities presented as at the reporting date and the reported amount of revenue and expenses during the fiscal period.

Secure Online Form [\(Security\)](#)

TRAFx Quote and Order Form

Quote # 250128TA

Date: 2025-01-28

Lead time: 7 business days

INSTRUCTIONS: Please fill out this order form and click on the submit button. If you have any questions or concerns, please email us at info@trafx.net. Thank you!

NOTE: Carefully read TRAFx's Terms and Conditions of Sale (see below or at www.trafx.net/legal) prior to placing an Order.

TRAFx Research Ltd.
20 MacDonald Place
Canmore, Alberta, Canada, T1W2N1
Tel: 403-678-1802
info@trafx.net www.trafx.net
Canadian Fed. Tax ID: 871612719

QUOTED ITEMS

Item	Description	Qty	Price	Total
TRAFx System Package	---3 TRAFx Infrared Trail Counter(s) with weatherproof field cases (no batteries) ---1 TRAFx Dock (for configuring and downloading counters); dual-mode: PC and Shuttle mode; with weatherproof field case (no batteries) ---1 TRAFx DataNet Plan for TRAFx counters (5 users for 3 years); \$125 special for new customers (reg. \$500) ---2 Cables: one TRAFx Cable ; one USB cable ---1 TRAFx User Manual --- Premium-level technical support for three years (bundled with DataNet)	1	\$2,710.00	\$2,710.00
Subtotal				\$2,710.00
Shipping (courier/insurance/handling)				\$55.00
Subtotal before HST NB				\$2,765.00
HST NB (15%)				\$414.75
Total (\$CAD)				\$3,179.75
Notes: --Prices in CAD				

Doug MacDonald

From: Doug MacDonald
Sent: February 18, 2025 8:58 AM
To: Doug MacDonald
Subject: FW: Shining Horizons Application - Town of Rothesay Municipal Grant
Attachments: Application for Town of Rothesay Municipal Grant.docx

From: Shining Horizons Therapeutic Riding Association <admin@shininghorizons.ca>
Sent: February 6, 2025 1:48 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Shining Horizons Application - Town of Rothesay Municipal Grant

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

Dear Mayor Grant and members of the Rothesay Town Council,

On behalf of Shining Horizons, I would like to extend our sincere appreciation for the opportunity to submit our grant application for your consideration. We are grateful for the Town of Rothesay's commitment to supporting initiatives that strengthen community well-being, and we believe our equine-assisted programming for children, youth, and adults aligns with this vision.

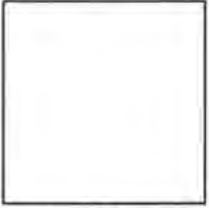
Shining Horizons has been providing therapeutic services since 1996, and in recent years we took the next step in expanding our impact through the development of licensed therapist-led mental health programming. Our goal is to provide structured, professional, and evidence-based equine-assisted therapy and nature-based interventions to support individuals—particularly neurodiverse youth, those affected by trauma, and the often-overlooked group of youth with complex needs—in their emotional and social development.

Our programming is designed to fill a critical gap in mental health services in our region, offering a safe and supportive environment for those who need it most.

We greatly appreciate the Town of Rothesay's consideration of our application and welcome any questions or opportunities for further discussion. Thank you for your time and for your dedication to supporting meaningful initiatives in our community.

Sincerely,

Richard DeLange



Richard DeLange
Executive Director
Shining Horizons Therapeutic Riding Association
1680 Red Head Road,
Saint John, NB, E2P 1K4

506 719 9946

www.shininghorizons.ca

Application for Town of Rothesay Municipal Grant

Application Date. January 29, 2025

Applicant: Shining Horizons

Address: 1680 Red Head Road, Saint John NB, E2P 1K4

Contact: Richard DeLange (Executive Director) Tel: 506 719 9946

Email: admin@shininghorizons.ca

Organisation Description:

Shining Horizons is a non-profit organization providing equine-assisted therapy for children, youth, and adults. Collaborating with equine specialists, occupational therapists, and clinical psychologists, we deliver high-quality care through four key programs:

- **Therapeutic Riding** (since 1996) improves motor coordination, balance, and emotional regulation while fostering trust and empowerment. It reduces stress, anxiety, and depression, supporting overall mental and physical well-being.
- **Equine-Assisted Therapy for Neurodiverse Youth** helps children with neurodiversity build confidence, social skills, and cognitive abilities. A UNB Psychology Department study confirmed significant participant improvements.
- **Equine-Assisted Trauma Therapy**, led by a clinical psychologist, supports survivors of trauma, domestic violence, and abuse in rebuilding trust, emotional resilience, and self-worth. We partner with Hestia House for this initiative.
- **Care Farm Project** (launching 2025) will provide a life-skills program for individuals with complex needs, including those with limited education and job experience. Participants will gain emotional regulation, communication, and vocational training through farm-based activities, preparing them for supported employment and independent living.

In the recent years we've transitioned from a singular Therapeutic Riding program to become an equine assisted wellness center with multiple new program initiatives which are mental health focussed helping to close a much needed service delivery gap in our community.

Amount requested: \$2500

Description of purpose:

In recent years, we have observed that many families are forced to discontinue participation in our programs due to financial constraints. Additionally, provincial government personal budgets are capped, often leaving participants unable to complete programming beyond mid-year. To address this, we actively fundraise for our **Program Participant Fund**, ensuring that children and youth facing financial barriers can continue receiving vital therapy.

Despite our efforts, financial limitations remain a significant challenge. Many families reach funding caps that shorten their child's access to therapy, even when extended participation would provide substantial benefits. Sustaining programming for a full year is crucial for achieving meaningful, long-term outcomes.

All contributions to our fund are carefully tracked, and we provide annual reports to ensure transparency. Every dollar raised goes directly toward helping children and youth access the therapy they need.

Project Costs:

We are planning to raise \$50000 for the *Participant Fund* this year.

Benefits to the Town of Rothesay:

Many of our participants also reside in Rothesay. As not for profit organisation we service an area from St. Andrews to Sussex. For this reason we are a direct service provider available to the public living in Rothesay.

Parks & Recreation Committee

February Update for Committee

February 14, 2025

Rothsay Arena	Regular schedule.
Wells Recreation Park Softball Field & Parking Lot Lighting	Council awarded both contracts at their Feb meeting. Work will start in the spring.
Arthur Miller Upper Field Replacement	Tender is out for the project. Closing on Feb 18 th .
Summer Student Employment	Parks and Recreation Summer Student Employment opportunities have been posted to our website. The deadline to apply is April 1 st , 2025. For more information visit: https://www.rothesay.ca/town-hall/employment/
Rothsay Common Rink	<p>The rink was busy over the past month. There has been a great turnout for our events so far.</p> <ul style="list-style-type: none"> • Saturday, January 18: Pond Hockey with the SJ Vito's Hockey Team • Wednesday, February 5: Costume Skate – Celebrating over 80+ Years of Winter Fun • Wednesday, February 12: Skate with the Saint John Sea Dogs • Wednesday, February 19: Glow in the Dark Skate • Wednesday, February 26: DJ Skate Night with DJ Steve
Fundy Winterfest 2025	<p>Fundy Winterfest is a regional event from January 18 to March 9, 2025, where people celebrate and embrace winter as an opportunity to connect across generations, communities, classes and cultures. The 6 communities of Rothsay, Quispamsis, Hampton, Saint John, Grand Bay-Westfield and Fundy-St. Martins welcome you to participate in winter initiatives that empower everyone, including our most vulnerable residents, to be active in winter! Find your hats and mitts– you won't want to miss out on this Greater Saint John Winter experience!</p> <p>This year in Rothsay we will be hosting the following programs, events and activities:</p> <ul style="list-style-type: none"> • KV Brewskis & Frostbites – Food and Drink Winter Adventure (<i>ongoing</i>) • Free Snowshoe rentals from River and Trail Outdoor Company (<i>ongoing</i>) • Where's Winter Waldo & Winter Woof – on Rothsay Trails (<i>ongoing</i>) • Frozen Moments Photo Contest (<i>ongoing</i>)

	<ul style="list-style-type: none"> • Wine & Cheese Tasting with Craig Pinhey – Feb 6th (<i>low attendance due to snow storm</i>) • Moonlight Snowshoe, Hike, & Astronomy Observation at Wells Recreation Park – February 12 at 7PM (<i>we had a perfect night for this Moonlight event – everything went well with 75-100 people in attendance</i>) • Ice Dance International presents: Winter Tidings in Rothsay – Sat, Feb 8th 2:30 & 6:30pm – (<i>was a huge success with lots of spectators for both shows!</i>) • Celebrating over 80 years of Winter Fun: Rothsay's Winter Carnival on the Common took place on Saturday, February 8 from 2-4pm at the Rothsay Common. Activities included: face painting, balloon animals, coloring, Heritage Walk N Talk with David Goss, Ice Dance International performance and public skate on the common, try snowshoeing, tractor and trolley rides, S'more making, music, and more! (<i>over 500 people came out to enjoy these winter activities. It was a beautiful day and fun was had by all!</i>) <p>For more information visit: https://www.rothesay.ca/fundy-winterfest-in-rothesay/</p>
Rothsay HIVE	<p>Rothsay HIVE is busy with programs and events every day of the week. In February, we will host a Valentine's Day Potluck. For more information about the Rothsay HIVE including the calendar & newsletter, visit: www.rothesay.ca/recreation/rothesay-hive/.</p> <p>Rothsay Hive Facebook Group: 1,166 Members</p> <p>Rothsay Hive Registered Members</p> <ul style="list-style-type: none"> • Past: 2022: 124 Members, 2023: 162 Members, 2024: 205 Members • Current: 2025: 141 Members (as of February)
SJNC Programs at the Rothsay HIVE	<p>Saint John Newcomers Centre continues to offer Future Engage at the Rothsay HIVE on Thursdays from 10am-12pm. They also have their Conversational English Chats on Wednesdays from 3pm-4pm. These are intergenerational programs, free of charge.</p>
Renforth Senior Exercise Classes	<p>The Renforth Seniors Exercise Classes remain popular. The class is still being offered at the Bill McGuire Centre on Mondays and Wednesdays from September to June each year.</p>
Zoomers in Balance	<p>UNB CELLAB continue to offer Zoomers in Balance program at the Bill McGuire Centre on Tuesday & Friday mornings. There are two sessions of classes to help meet the demand.</p>
Age Friendly Wellness Fair	<p>Work is underway for the 2nd Annual Age Friendly Wellness Fair which will be held again at the Rothsay High School Gymnasium in June 2025. Stay tuned for more details.</p>
Other: R-Insider	<p>Subscribe to our quarterly e-newsletter for Rothsay news, events, and more directly to your inbox by following this link: https://mailchi.mp/rothesay/r-insider</p>



ROTHESAY

2025March10OpenSessionFINAL_214

BUILDING PERMIT REPORT

2/1/2025 to 2/28/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
02/10/2025	BP2025-00002	29 GOLF CLUB CRT	IN GROUND POOL	\$85,000.00	\$616.25
02/04/2025	BP2025-00004	63 MALISEET DR	WINDOWS	\$12,362.00	\$94.25
02/19/2025	BP2025-00005	26 SCOVIL RD	IN GROUND POOL	\$55,000.00	\$398.75
02/13/2025	BP2025-00006	20 CAROL LN	RENOVATION	\$25,000.00	\$181.25
02/13/2025	BP2025-00007	5 Highbrook CRT	STORAGE SHED	\$2,000.00	\$20.00
02/20/2025	BP2025-00008	2 IAN CRES	RENOVATION	\$40,000.00	\$290.00
Totals:				\$219,362.00	\$1,600.50
Summary for 2025 to Date:				\$319,864.13	\$2,332.75

2024 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$596,700.00	\$4,328.25
Summary to Date:	\$1,603,400.00	\$11,636.25



ROTHESAY

INTEROFFICE MEMORANDUM



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

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

	PROJECT	BUDGET	\$ TO 31/01/25*	COMMENTS
2024	Water Treatment Train expansion	375,000		Project is now complete
	Wiljac Improvements	\$1.7M		Included with 2025 General Fund Capital Budget
	Frances Avenue Lift Station	120,000		Deferred to 2026
2025	Town Hall Building	85,000		Renovations are under way including paint, carpeting and new entry door system
	IT equipment	21,500		
	Transportation			
	Salt Storage building	185,000	60%	In progress
	Renforth property study	50,000		
	Building upgrades	71000		
	Street surfacing	1,888,000		Design is underway with mid April tender issue date
	Curb and sidewalk	380,000		Included with 2025 asphalt resurfacing program
	Storm drainage	130,000		Included with 2025 asphalt resurfacing program
	Rothsay Road PHMP	903,000		Included with 2025 asphalt resurfacing program
	Fleet plan	866,000		
	Recreation			
	Arthur Miller Field replacement	\$1.5M		Tender closed, Award on March Agenda
	Parks equipment and repairs	340,000		
	Wells Park lighting	565,000		Tenders closed, awarded and shop drawing for materials received
	Wells connector trail	\$2.8 M		Subject to grants; estimate revised to current – land acquisition with Province underway
	Water			
	Treatment effluent tank re-lining	100,000	10%	Project is complete
	Wiljac Utility improvements	800,000		
	Turnbull Court water	300,000		Included with 2025 asphalt resurfacing program
	Sewer			
	Design and the construction component relating to a new Wastewater Treatment Facility on Maliseet Drive	\$10 M		Design currently at 60% review stage

* Funds paid to this date.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: February 25, 2025

SUBJECT: Urban Agriculture in Rothesay

RECOMMENDATION

That should Council elect to take a more permissive approach to urban agriculture, Council direct Staff to include the following as a component of the Town's updated Zoning By-Law:

- regulations related to the keeping of chickens in residential zones, and
- a requirement that food gardens with edible plantings be in the rear yard only.

ORIGIN

At their meeting of February 10, 2025, Town Council resolved that Staff prepare a comprehensive report on urban agriculture policies for Rothesay focused on backyard chickens and regulations relating to food gardens. The motion was in response to correspondence from the National Farmers Union.

BACKGROUND

Currently, urban agriculture is not explicitly permitted in the Town's Zoning By-Law. The By-Law only permits domestic animals in residential zones. Agricultural activities are only permitted in the Rural (RU) zone subject to conditions imposed by the Planning Advisory Committee. Standards in the By-Law also place a limit on the number of livestock and chickens based on the area of the lot. With respect to chickens, the number of chickens would be limited to either 100 per hectare of lot area or a flock size imposed by the Planning Advisory Committee.

DISCUSSION

Given the limited regulations for urban agriculture within the town's planning documents, amendments to these documents are required should Council elect to allow urban agriculture within Rothesay.

Planning and Development Services reviewed existing approaches within New Brunswick municipalities related to backyard chickens and residential food gardens and provide the following overview.

Backyard Chickens

Many New Brunswick municipalities currently permit the keeping of chickens in residential zones as an accessory or secondary land use to a single unit dwelling. Requirements include a prohibition on roosters and a requirement that the chickens be kept outside the dwelling. Appendix A summarizes regulations from New Brunswick municipalities. Key aspects of these regulations include:

- **Number of hens** - Between 3 and 6 hens are permitted with a prohibition on roosters.
- **Chicken Coop / Run Size** - A minimum chicken run size of 0.92 square metres per chicken and coop floor area of 0.37 square metres per chicken are common. Some municipalities also regulate the area of perches within the coop based on the number of chickens.
- **Coop Location** - Coops must be located within the rear yard with a minimum setback of 2 or 3 metres from the side and rear property lines. Required spacing between the coop and dwellings or main buildings on adjacent lots is either 7.5 metres or 10 metres, depending on the municipality.

In addition to standards related to the number of chickens and chicken coop location, other key elements include:

- A requirement that manure be stored in a sealed container or structure. Some municipalities limit the volume of manure that can be stored on site.
- A prohibition on the sale of eggs, meat and manure, and the slaughter of chickens.
- Visual screening of the chicken coop from streets and neighbouring properties.
- Design standards for the chicken coop including wire mesh sizing and heating requirements.
- A requirement that the owner of the chickens reside on the lot.

Regulatory standards employed by the municipalities seek to mitigate impacts on adjacent properties and neighbourhoods as follows:

- **Sound** - The prohibition on roosters and limitations on the number of chickens reduce sound impacts.
- **Odour** - Requirements to store manure in an enclosed building and container manage impacts related to odour.
- **Rodents / predators** - Design standards for the chicken coop and requirements for manure management provide impede rodents and predators.
- **Visual Impact** - Location and screening requirements for the chicken coop and run mitigate visual impact on adjacent properties.

Should Council elect to permit backyard chickens, Staff recommended Rothesay take a similar approach to other New Brunswick municipalities. Recommended regulations would include:

- A limitation on the number of chickens
- Standards for the location and design of the chicken coop and run including screening.
- Standards for manure management.
- A prohibition on the sale of eggs, meat and manure associated with the backyard chickens.

Residential Food Gardens

Food gardens on residential properties have typically been in the rear yard of the property, behind the dwelling unit. A recent trend is for municipalities to adopt landscaping standards in their Zoning By-Law explicitly allowing these in the front yard and yards adjacent to the Public Street.

Rothesay's Zoning By-Law requires that either 60% or 80% of the front yard of a residential dwelling be landscaped within low-density residential zones (R1A, R1B, R1C, R1D, R1E, R2 zones). Section 5.10 of the By-Law considers the following elements as landscaping:

- a) Mature trees and naturally vegetated areas that are retained.
- b) Walking paths and trails.
- c) Lawns, planting beds and trees.
- d) Parks, plazas, playing fields or playgrounds.
- e) Rooftop gardens or green roofs.
- f) Rain gardens, swales, bioretention cells or other vegetated stormwater best management practices.
- g) Parking lot vegetative cover.

Moncton has recently amended their Zoning By-Law to refine the definition of landscaping. The new definition includes edible plants, herbs, plants which produce fruits and vegetables, garden boxes or containers, and trellises as landscape elements. Moncton's complete definition of landscaping is provided in Appendix B.

The main issue with this more permissive approach is the visual impact of the property when the property is viewed from the street. In addition, food gardens in the front yard may also require fencing to protect the crops from deer. This fencing would also have a visual impact on the public realm. These are considerations for Council should they elect to revise the landscaping standards to explicitly permit food gardens in the front yard of low-density dwellings.

Given the potential visual impact on the public realm, Staff recommend the update to the Zoning By-Law include a requirement that food gardens with edible plantings be in the rear yard only.

FINANCIAL IMPLICATIONS

Financial implications would be negligible as the work associated with the proposed approach would be completed by Town Staff through the current work on the updated Zoning By-Law.



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP, Director Planning and Development Services

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

APPENDIX A – STANDARDS FROM OTHER NEW BRUNSWICK MUNICIPALITIES – BACKYARD CHICKENS				
MUNICIPALITY	NUMBER OF HENS	COOP SIZE	COOP LOCATION / SETBACKS	DISTANCE FROM WELL
Moncton	4 (Maximum)	Coop must have a minimum floor area 0.37 sq.m. per chicken Chicken run must have a minimum ground floor area of 0.92 sq.m. per chicken	minimum 3 metres setback from a side or rear lot line minimum 7.5 metre setback from any existing dwelling on an adjacent property	A chicken coop shall have a minimum 30 metres setback from an existing well
Fredericton	3 (Maximum)		located a minimum of 10 metres from any dwelling on an adjacent lot.	The keeping of hens shall not take place in Zones A1 or A2 of the City of Fredericton's Wellfield Protection Area
Saint John	6 (Maximum)	Coop must have a minimum floor area 0.37 sq.m. per chicken Chicken run must have a minimum ground floor area of 0.92 sq.m. per chicken	Rear yard of main building minimum 2 metres setback from a side or rear lot line minimum 7.5 metre setback from any existing dwelling on an adjacent property	30 metres from any existing well on an adjoining lot
Grand Bay-Westfield	6 (Maximum)		Rear yard of main building minimum 2 metres setback from a side or rear lot line minimum 7.5 metre setback from any main building on an adjacent property	30 metres from any existing well on an adjoining lot
Bathurst	6 (Maximum)	Coop must have a minimum floor area 0.37 sq.m. per chicken Chicken run must have a minimum ground floor area of 0.92 sq.m. per chicken	minimum 3 metres setback from a side or rear lot line minimum 7.5 metre setback from any existing dwelling on an adjacent property	A chicken coop shall have a setback of at least 30 metres from an existing well.

Appendix B – Landscaping Definition (City of Moncton Zoning By-Law)

“landscaping” means lawns and gardens, which may include ornamental plants, edible plants, herbs, plants which produce fruits or vegetables, planting beds, garden boxes or containers, trellises, archways, paths, patios, walkways, fountains, reflecting pools, art work, screens, walls, fences, benches, existing natural rock or treed areas, but does not include driveways, driveway aisles, parking aisles, parking spaces, or space beneath, within, or on top of a building.




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: February 27, 2025

SUBJECT: 14-16 Watercrest Lane

RECOMMENDATION

That Council direct Staff to examine providing the ability for secondary dwelling units to in the residential area east of Route 1 (Rothesay East) in conjunction with the preparation of the Town's updated Zoning By-Law.

ORIGIN

At their meeting of February 10, 2025, Town Council referred the matter of an accessory dwelling unit at 14-16 Watercrest Lane to Staff or the Planning Advisory Committee.

Staff are providing this report to update Council on the next steps in the process and to have Council formally refer the matter of accessory dwelling units to Staff for further review as part of the work on the updated Zoning By-Law.

BACKGROUND

Currently, the Municipal Plan (Policy R-5) limits independent secondary units and smaller stand-alone accessory dwelling units to areas designated Low Density Residential in the Municipal Plan.

Policy R-5

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

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

The property at 14-16 Watercrest Lane is designated as Rural in the Municipal Plan. As a result, a secondary stand-alone dwelling unit, as requested by the proponent, is not currently permitted.

DISCUSSION

Information provided by the proponent highlights approaches taken by other New Brunswick municipalities. Planning and Development Staff note approaches taken by Moncton and Saint John both provide for the construction of garden suites in residential areas of those municipalities that are rural in nature.

As the area to the east of Route 1, including the existing area of residential development in Rothesay East is designated Rural, an amendment to the Municipal Plan would be required to allow for a similar approach in Rothesay. This would involve amending Policy R-5 to include this area, designated as Rural in the Municipal Plan, in addition to those areas currently designated as Low Density Residential.

Staff recommend that Council direct Staff to examine providing the ability for secondary dwelling units as a permitted land use in the residential area east of Route 1 in conjunction with the preparation of the Town's updated Zoning By-Law.

In the interim, Planning and Development Staff will collaborate with the applicant to determine if there is an interim approval that can be granted to permit the construction.

FINANCIAL IMPLICATIONS

Financial implications would be negligible as the work associated with the proposed approach would be completed by Town Staff through the current work on the updated Zoning By-Law.



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP, Director Planning and Development Services

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: March 5, 2025

SUBJECT: Rooftop HVAC Unit Replacement – Master Drive Works Facility

RECOMMENDATION

It is recommended that Council accept the submission from:

- 1)Black & MacDonald for the installation of a rooftop HVAC unit for the Master Drive Public Works Facility (office wing) in the amount of \$24,417.00 plus HST and further that the CAO be authorized to issue a purchase order in that regard.
- 2)Dowd Roofing to rebuild and reflash the roof top plinth for the HVAC unit for the Master Drive Public Works Facility (office wing) in the amount of \$10,000.00 plus HST and further that the CAO be authorized to issue a purchase order in that regard.

ORIGIN

The 2025 General Fund Operating Budget includes funds to replace the 21 year old rooftop HVAC unit at the Master Drive Works Facility.

BACKGROUND

The Master Drive Works Facility was built in 2004. The garage portion of the building was originally built with an oil-fired in-floor hot water heating system and no cooling system. The office portion of the building was originally built with an oil-fired hot water baseboard heating system and a separate electric cooling system. The oil-fired boiler that supports the in-floor heating system in the garage and the hot water

QUOTATIONS

FINANCIAL IMPLICATIONS

Item	Total including HST	Net HST	Subtotal	Budget	Remaining Budget
Rooftop unit	24,417.00	1,047.00	25,464.00		
Roof repairs and plinth	10,000.00	428.80	10,428.80		
Total	34,417.00	1,475.80	35,892.80	70,000.00	+34,107.20


Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: March 10, 2025

SUBJECT: R2025-001A: Arthur Miller Upper Field Turf Replacement

RECOMMENDATION

It is recommended that Mayor and Council award contract R2025-001A: Arthur Miller Upper Field Turf Replacement in the amount of \$885 500.00 including HST, to GTR Turf Inc., and further that the Director of Parks and Recreation be authorized to issue a purchase order in that regard.

ORIGIN

The 2025 General Fund Capital Budget included an amount of \$1,000,000.00, with the anticipation of a grant for a further \$500,000.00, for the replacement of the Arthur Miller Upper Field Turf and associated drainage work.

BACKGROUND

The Arthur Miller Fields opened on June 13, 2008. The fields have operated from April to November for the past 17 years with an average weekly use of 50-60 hours. The projected life span of the fields in 2008 was 10-12 years. Regular maintenance and proper grooming techniques have allowed the turf to far exceed its expected lifespan.

A tender was issued for the replacement of Arthur Miller Upper Field Turf through the New Brunswick Opportunities Network (NBON) on January 27th, 2025, with a closing date of February 20th, 2025.

TENDER RESULTS

The tender closed on February 20th, 2025, with two bids submitted. Both bids were deemed compliant. The results were as follows:

GTR Turf Inc.	Saint-Nicholas Saint-Colomban, QC	\$ 885,500.00
Turfmasters Ltd.	Eldersburg, N.S.	\$ 1,385,000.00

The submission from GTR Turf Inc. met the requirements set out in the tender.


FINANCIAL IMPLICATIONS

The 2025 Recreation Capital Budget included funding in the amount of \$1,000,000 to replace the turf and complete drainage work adjacent to the field. The additional (anticipated) grant funding in the amount of \$500,000 has not yet been secured.

The turf replacement net cost, should the GTR bid be accepted, will be \$813,344.94 including design work.

Item	Total including HST	Net HST	Subtotal	Budget	Remaining Budget
Turf replacement	885,000.00	32,998.95	802,564.17		
Drainage work					
Design work	11,888.13	443.27	10,780.77		
Total	896,888.13	33,442.22	813,344.94	1,000,000.00	186,655.06

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

Report Reviewed by:  _____
Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: March 10, 2025

SUBJECT: R2025-001B: Arthur Miller Upper Field Drainage Work Tender

RECOMMENDATION

It is recommended that Mayor and Council award contract R2025-001B: Arthur Miller Upper Field Drainage Work in the amount of \$137,425.00.00 including HST, to TerraEx Inc., and further that the Director of Parks and Recreation be authorized to issue a purchase order in that regard.

ORIGIN

The 2025 General Fund Capital Budget included an amount of \$1,000,000.00, with the anticipation of a grant for a further \$500,000.00, for the replacement of the Arthur Miller Upper Field Turf and associated drainage work.

BACKGROUND

The Arthur Miller Fields opened on June 13, 2008. The fields have operated from April to November for the past 17 years with an average weekly use of 50-60 hours. The projected life span of the fields in 2008 was 10-12 years. Regular maintenance and proper grooming techniques have allowed the turf to far exceed its expected lifespan.

In order to install the new artificial turf surface some preliminary drainage work needs to be completed. A tender was issued for repairing drain tile, removing asphalt, and fence remediation through the New Brunswick Opportunities Network (NBON) on January 23rd, 2025 with a closing date of February 11th, 2025.

TENDER RESULTS

The tender closed on February 20th, 2025, with two bids submitted. Both bids were deemed compliant. The results were as follows:

TerraEx Ltd.	Saint John, N.B.	\$137,425.00
Steele Trucking Ltd.	Saint John N.B.	\$166,017.93

The submission from TerraEx Ltd. met the requirements set out in the tender.

FINANCIAL IMPLICATIONS

The 2025 Recreation Capital Budget included funding relating to this project in the amount of \$1,000,000 to replace the turf and complete drainage work adjacent to the field. The additional (anticipated) grant funding in the amount of \$500,000 has not yet been secured.

The drainage work net cost, should the TerraEx bid be accepted, will be \$124,624.16

Item	Total including HST	Net HST	Subtotal	Budget	Remaining Budget
Turf replacement	885,000.00	32,998.95	802,564.17		
Drainage work	137,425.00	5,124.16	124,624.16		
Design Work	11,888.13	443.27	10,780.77		
Total	1,034,313.13	38,566.38	937,969.10	1,000,000.00	+62,030.90

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).



Énergie NB Power

Rothsay Reliability

At NB Power, we're committed to ensuring that New Brunswickers have the power they need when they need it. We recognize that the recent power outages you've experienced in this area have been a major inconvenience. That's why we're here to:

- Discuss the findings of comprehensive investigations we've conducted into the outages that have occurred, and
- Share information on the work we're doing to prevent future outages from impacting your community and your lives.

DECEMBER 2024 OUTAGES

- Stormy weather on December 24, 2024, caused outages in the Kennebecasis Valley, with Rothsay hit hardest. Heavy, wet snow on trees caused contacts with distribution lines and resulted in a peak of 2,600 customers without power in the Rothsay district, which includes the town and surrounding communities such as Grand Bay, Hampton and Saint Martins.
- On Dec. 25, another 1,600 customers lost power, with most restored by evening. These were again due to heavy wet snow on vegetation. In Fairvale, multiple feeder trips impacted 600 customers, some into the next day. Crews worked overnight, restoring most by noon on Boxing Day, and all by that night.
- Fewer than 2% of customers across the province experience outages on December 24.
- About 100 NB Power staff supported restoration efforts, with additional crews sent to Rothsay.

ENSURING RELIABILITY THROUGH DETAILED INSPECTIONS

TRANSMISSION

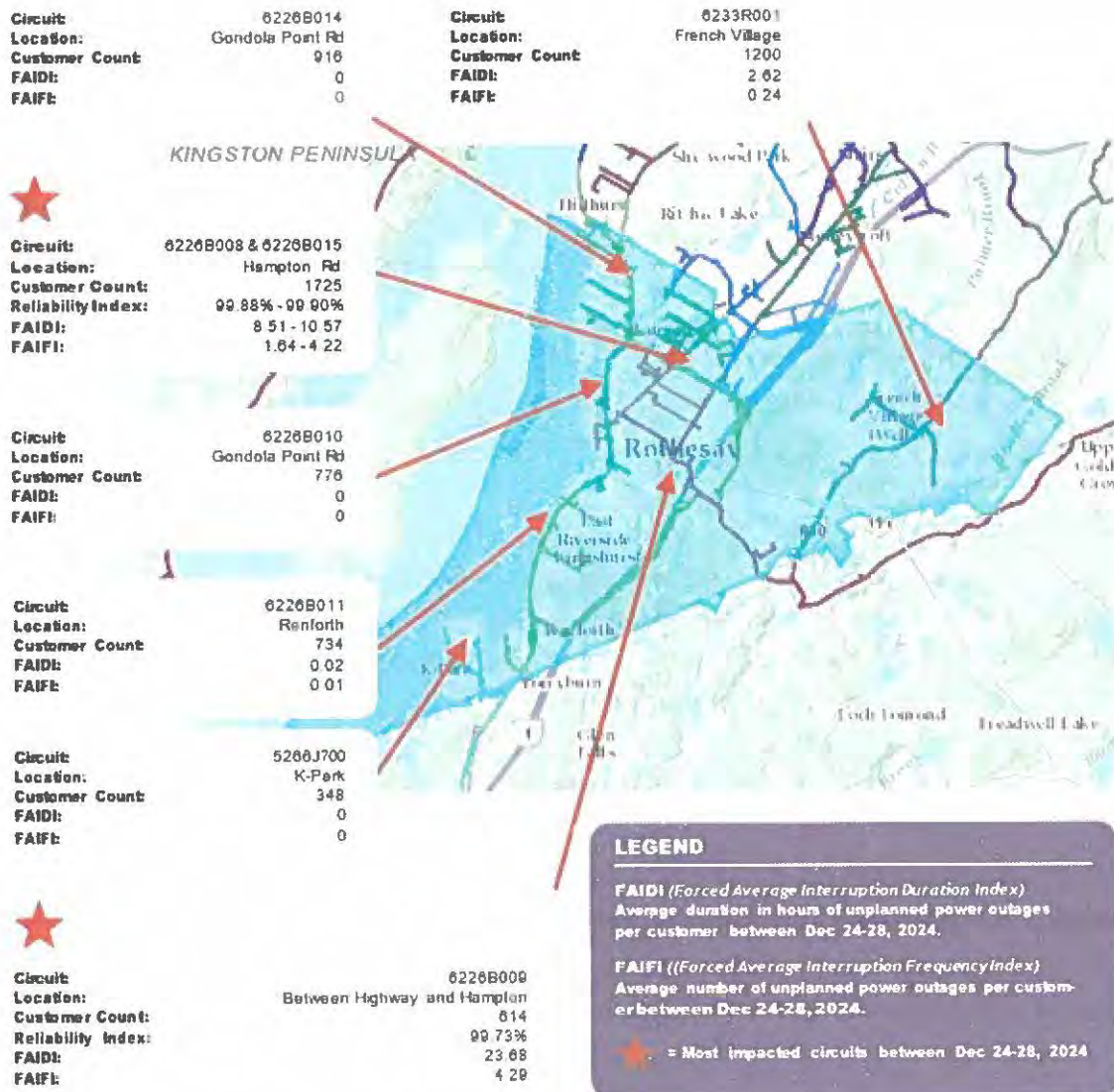
- Each year, visual inspections of all transmission lines are completed, usually by helicopter.
- On a 4- to 8-year cycle (depending on line construction type), a detailed inspection of every structure is completed from the ground.

DISTRIBUTION

- Every 5 years, NB Power conducts detailed inspections of the distribution network from the ground.
- Every 2 years thermal inspections are completed of distribution line primary feeders.

SUBSTATIONS

- Visual inspections are completed monthly.
- Thermal inspections are completed yearly to identify faulty equipment and connections.
- NB Power has detailed maintenance programs following industry best practices for all station equipment.



RELIABILITY PERFORMANCE (CONTINUED)

- Fewer than 2% of customers across the province experienced outages on December 24, including some unrelated to the storm, such as a transmission issue affecting thousands. The peak outage was 2,639 customers at 6:15 p.m., and no outage exceeded 24 hours.
- In 2024, power was available in Rothesay 99.86% of the time, compared to 99.89% in 2023, highlighting strong system performance despite storm-related challenges.

ENVIRONMENTAL SUSTAINABILITY

- Beyond maintenance, we are committed to environmental sustainability.
- Initiatives include working with the Mactaquac Biodiversity Facility to restore Atlantic salmon populations and supporting monarch butterfly migration at Point Lepreau.
- We are 80% non-emitting, focusing on increasing efficiency and refurbishing infrastructure to maintain reliability and invest in carbon-free energy sources.

COMMITMENT TO RELIABILITY

- Keeping the lights on in Rothesay is a top priority. Our team works year-round to maintain and upgrade our power plants – including hydro, nuclear, natural gas and renewables – to make sure homes and businesses have the electricity they need.
- We take a proactive approach to reliability, from regular maintenance, to modernizing equipment, to prompt tree trimming. This helps us deliver consistent power, even during storms and periods of high demand.



Énergie NB Power

Keeping the power on: Our vegetation management program

Trees and power lines don't mix. That's why we have two complementary vegetation management programs – one for the transmission system (6,800 km) and one for the distribution system (21,000 km) – to keep trees and other vegetation from interfering with electrical lines. This work helps prevent outages and ensures public safety.

HOW IT WORKS

We manage vegetation along both transmission lines (high-voltage lines that carry power across long distances) and distribution lines (the lower-voltage lines that bring power to homes and businesses).

- **PREVENTATIVE MAINTENANCE:** We regularly clear and trim trees along power lines to minimize outages.
- **CUSTOMER REQUESTS:** If a tree near your property poses a safety risk to power lines, you can contact us to assess the situation.
- **PRIORITIZED APPROACH:** We focus on areas where tree-related outages have been more frequent, ensuring the greatest impact for customers.

We also focus on maintaining our three-phase distribution system, which supports essential services like large commercial areas, hospitals, and water treatment plants, through a seven-year vegetation management cycle to protect critical infrastructure.

HOW WE DO IT

Our teams use a combination of methods to manage vegetation, including manual trimming, mechanical clearing and targeted herbicide application. Herbicides are used sparingly and only along transmission lines under the supervision of trained professionals. We do not use herbicides on distribution lines.

STRENGTHENING THE GRID

We've managed over 9,500 km of distribution line corridors since 2014, reducing outages caused by trees – especially during storms. New tools like LiDAR mapping and satellite imaging are helping us track tree growth and improve maintenance planning.

SUPPORTING OUR COMMUNITIES

We've enhanced our website with safety tips, tree planting guidance and an online form for reporting vegetation issues. Customers also receive notifications when tree work is scheduled in their area.

In addition, we're partnering with NBCC to launch a Utility Ground Worker certification program, helping train local workers for careers in vegetation management.

We are committed to keeping the lights on while balancing environmental responsibility and community needs. Our proactive approach to vegetation management is already making a difference, and we'll keep working to strengthen the system for customers across New Brunswick.

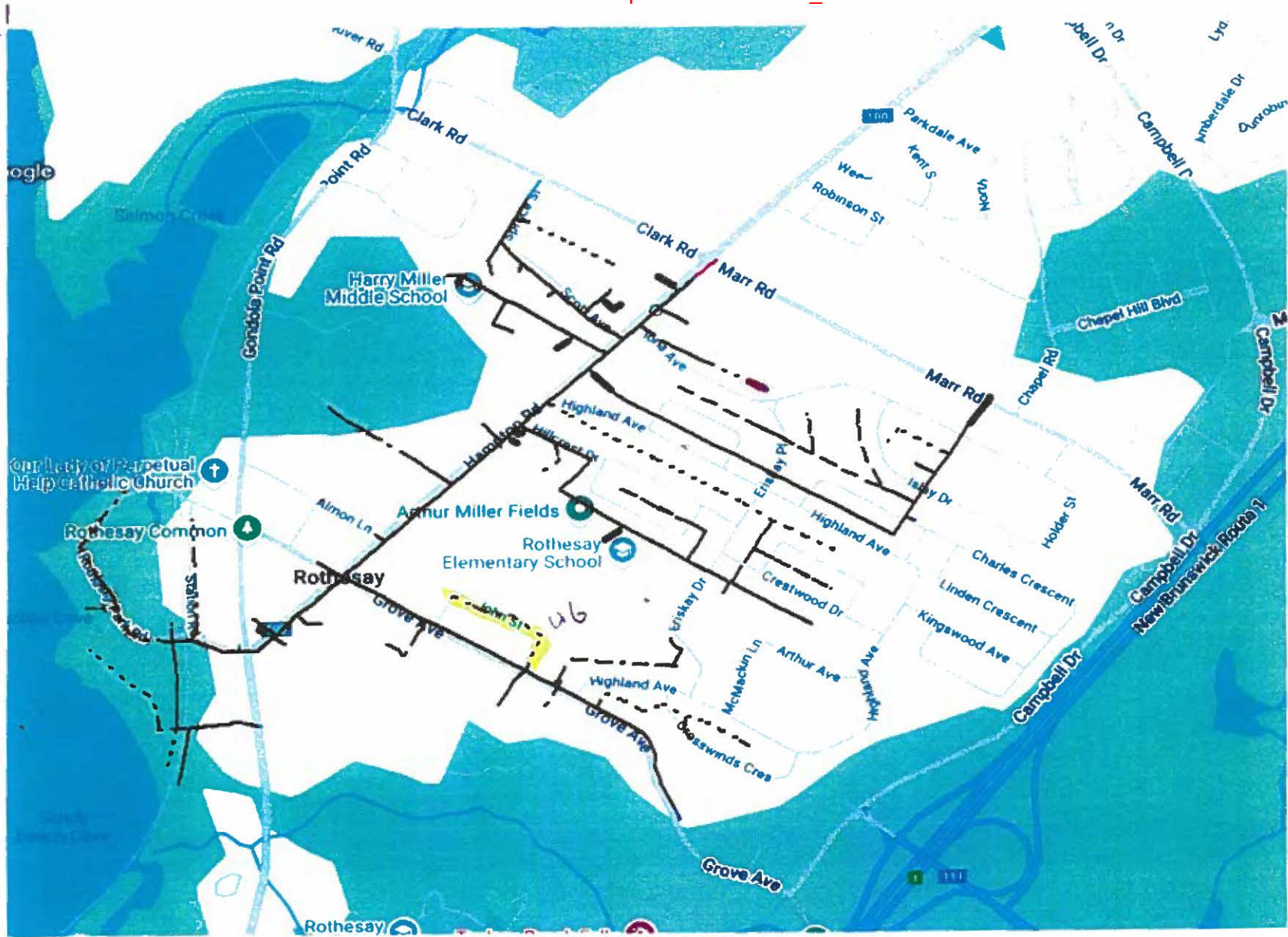
TREE TRIMMING IN ROTHESAY

2025March10OpenSessionFINAL_233

We have started tree trimming in Rothesay to improve service. Trees growing too close to power lines are a major cause of outages, especially during storms. By trimming and removing trees in key areas, the risk of power interruptions is reduced, making the system more resilient.

Crews are currently working on the Fairvale 6226B015 circuit, focusing on trees in backlots, side lots and front lots of homes. The Town of Rothesay is helping raise awareness, and we appreciate residents' support in allowing safe access for this work.

Thank you for your patience as this important work is completed. Keeping trees clear of power lines is one of the most effective ways to prevent outages and keep the system strong.



TREE CUTTING AND PRUNING

CUSTOMER INFORMATION SHEET

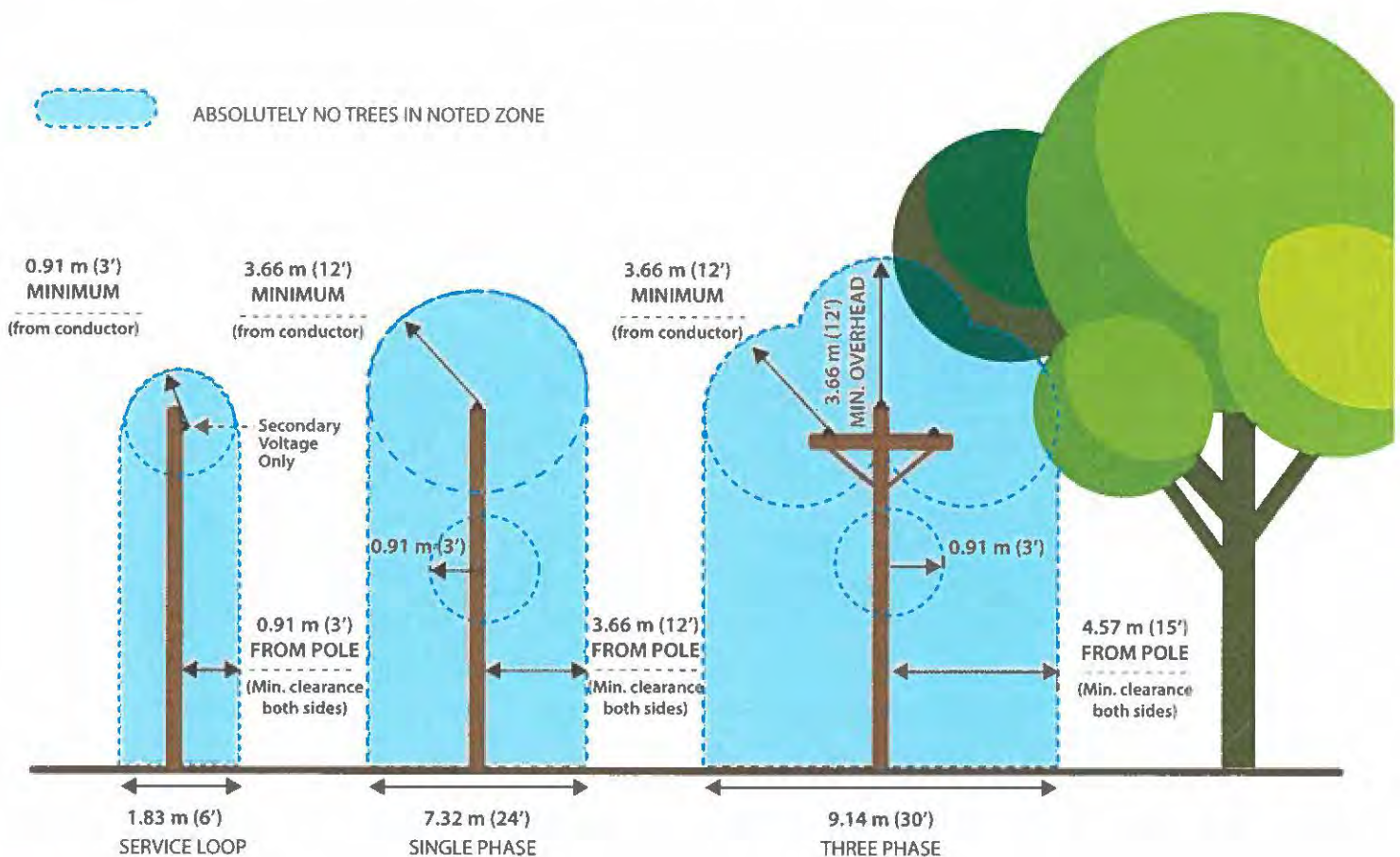


Énergie NB Power

NEVER CUT TREES OR BRANCHES THAT ARE CLOSE TO OR TOUCHING AN EXISTING POWER LINE.

PLEASE NOTE:

- Customers are responsible for performing the necessary vegetation maintenance prior to installation of NEW facilities as detailed in the diagram.
- NB Power line work will NOT begin until ALL tree cutting or pruning is completed
- If NB Power is called to start line work and trees are not cut or pruned to the indicated standard, the customer will be charged a minimum "Service Charge Fee" for each visit until the site is ready for work, including all required tree cutting expenses.
- Please ensure you have permission to cut trees on surrounding properties and call NB Power when tree cutting or pruning is complete.



**PLEASE
NOTE**

IF YOU HAVE ANY QUESTIONS,

please feel free to contact:

at

Work Order Number:

Customer:

Understanding Your Power Bill

We know that a higher-than-expected bill can be stressful. Often, it's due to a combination of factors. We're here to help you understand what's happening and find ways to manage your energy use and bills.

Common Factors Affecting Your Bill

Energy Use

Energy use, measured in kilowatt-hours (kWh), is the largest part of your bill. Small changes to your home, appliances or routines can lower your energy costs over time.

Outside Temperatures

Extreme weather can cause heating or cooling systems to work harder. Smart meter users can track energy use alongside outdoor temperatures in their NB Power online account. On average, every 1°C drop in temperature increases energy use by 4%.

Household Changes

Working from home, hosting guests or running additional appliances can increase energy use. Electric vehicle charging or pool heaters can also affect your bill.

On Your Bill

Unpaid balances, rate changes or one-time fees (e.g., connection charges) can raise your bill. Billing periods vary from 28 to 33 days, so reviewing your average daily energy use can help you spot changes. For more predictable bills, our Equalized Payment Plan spreads annual costs into smaller monthly payments. Payment arrangements and assistance programs are also available to support you.

Smart Meters and Energy Insights

Smart meters allow you to track your energy use by day, hour or even 15-minute intervals. This data, available in your NB Power online account, can help you identify ways to save.

Troubleshooting High Bills

Unexpected issues can also increase energy use, such as:

- A thermostat heating unused spaces
- In-floor heating left on
- Well pumps stuck in the "on" position
- Constantly adjusting thermostat settings
- Drafty windows or doors
- Mini-splits on "auto" causing unnecessary cooling

If you're still unsure why your bill is higher, our Customer Care Team can help at 1-800-663-6272.

You can also visit [SaveEnergyNB.ca](https://www.saveenergynb.ca) for programs, rebates and tips to reduce energy use and save money.



As New Brunswickers, we all know that the weather can change quickly and sometimes, it can cause power outages. At NB Power, we don't wait until a storm is already here. Our team prepares year-round to make sure we can restore power as safely and efficiently as possible in case of an outage.

ALWAYS READY — Our team constantly monitors the weather and makes sure we have the right people in the right places. If outages happen, our team of experts follow a plan to ensure everything from critical services to residential homes get restored, while respecting safety protocols.

To minimize the impacts of stronger weather events, we invest to ensure we have a strong grid, conduct proper maintenance and replace assets as needed, and continue a strong tree trimming program, which reduces the chance of trees touching wires and causing outages.

IF YOU LOSE POWER — The NB Power outage map and restoration estimates are updated from the field as soon as new information becomes available.

To find or report an outage visit:
nbpower.com/outages

ARE YOU PREPARED?

While most power outages don't last long, every household should have an emergency plan, just in case. Build a 72-hour emergency kit that includes:

- Water and non-perishable food
- Manual can opener
- Flashlights and fresh batteries
- First aid kit
- Battery powered radio
- Extra keys to your car and house

For more ways you and your family can stay safe during power outages visit:

nbpower.com/stormready



TO: Mayor and Council
FROM: Deputy Mayor Alexander
DATE: 5 March 2025
RE: Made in Canada First Procurement Policy

The United States began imposing tariffs on most Canadian goods on 4 March 2025. As Canada's largest trading partner, US-imposed tariffs may significantly harm the Canadian economy and the livelihoods of numerous Canadians. The City of Brampton, Ontario recently announced a *Made in Canada* procurement policy. Brampton leaders have called on other municipalities across the country to be part of Team Canada whereby it is imperative that municipalities firmly stand behind Canadian businesses by ensuring taxpayer dollars are used to support the Canadian economy when and where they can.

While US tariffs remain in effect, Canadian municipalities need to re-evaluate their existing procurement policies. It has been recommended that the evaluation explore legal avenues to exit existing agreements with US-owned companies and their subsidiaries and prohibit US-owned companies or their subsidiaries from participating in Canadian municipal-procurements on a go-forward basis for the duration of the US-imposed tariffs.

WHEREAS the United States has imposed or threatened 25% tariffs on most Canadian exports, 10% on energy products, and potential additional tariffs on steel and aluminum;

AND WHEREAS numerous Canadians and Canadian businesses rely on exports to the United States;

BE IT RESOLVED that Rothesay Council directs staff to develop a Made in Canada First municipal procurement policy that demonstrates a firm commitment to supporting Canadian businesses first in response to imposed or threatened tariffs by the United States.