

Town of Rothesay

Land Acknowledgement

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

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

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

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



2025 May 12 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, May 12, 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 14 April 2025

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS

N/A

8. CONSENT AGENDA

- | | | |
|-------|---------------|--|
| 8.1.1 | 26 April 2025 | Response to St. Paul's Church |
| 8.1.2 | 25 April 2025 | Email from St. Paul's Church RE: Good Friday |
| 8.2 | 24 April 2025 | Letter RE: Good Friday (Easter on the Rothesay Common) |
| 8.3 | 2 May 2025 | Letter to MP Wayne Long RE: Congratulations |
| 8.4 | 7 May 2025 | Letter RE: Bradley Lake Community Centre |

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

- | | | |
|---|---------------|---|
| 10.1 | 17 April 2025 | Letter from resident RE: Request for speedbumps on Cameron Road |
| Refer to the Works and Utilities Committee | | |
| 10.2 | 28 April 2025 | Invitation to 45 th Annual Ceremonial Review – Sea & Army Cadets |
| Council to select representative | | |
| 10.3 | 29 April 2025 | Invitation to 2025 Asian Heritage Month Celebrations |
| Council to select representative | | |
| 10.4 | 2 May 2025 | Invitation to Asian Heritage & Multicultural Eid Bazaar |
| Council to select representative | | |
| 10.5 | 7 May 2025 | Invitation to Fusion Saint John Meet and Greet Social |
| Council to select representative | | |
| 10.6 | 7 May 2025 | Invitation to 83 rd Annual Ceremonial Review – Air Cadets |
| Council to select representative | | |

ROTHESAY

Regular Council Meeting
Agenda

2025May12OpenSessionFINAL_002

-2-

12 May 2025

11. REPORTS

11.0 May 2025

Report from Closed Session

- 11.1 19 March 2025 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 23 April 2025 KRJBPC Chief's Report
- March 2025 KRPF Budget vs Actuals
- 11.2 31 December 2024 Kennebecasis Valley Fire Department (KVFD) Audited Financial Statements
- 11.3 31 March 2025 Draft unaudited Rothesay General Fund Financial Statements
- 31 March 2025 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 March 2025 Donation Summary
- 28 April 2025 Draft Finance Committee meeting minutes
- 11.4 22 April 2025 Draft Parks and Recreation Committee update
- 11.5 22 April 2025 Draft Climate Change Adaptation Committee meeting minutes
 - Honorarium
- 11.6 23 April 2025 Draft Works and Utilities Committee meeting minutes
 - Private Lanes Policy (*see Item 12.4*)
- 11.7 5 May 2025 Draft Planning Advisory Committee meeting minutes
 - Cameron Road Rezoning R1B to R2 – Public Hearing
- 11.8 April 2025 Monthly Building Permit Report

12. UNFINISHED BUSINESS

TABLED ITEMS

12.1 Rothesay Arena Open House (Tabled September 2021)

No action at this time

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

No action at this time

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

No action at this time

12.4 Private Lanes Policy (Tabled July 2022) **Remove from table**

- 23 April 2025 Memorandum from the Works and Utilities Committee
- REVISED Draft Private Lanes Policy

13. NEW BUSINESS

13.1 Contract T-2025-001A: Asphalt Resurfacing

- 7 May 2025 Report prepared by CAO McLean

ROTHESAY

2025May12OpenSessionFINAL_003

Regular Council Meeting

Agenda

-3-

12 May 2025

13.2 Wells Pickleball Courts

12 May 2025

Report prepared by DRP Jensen

14. NEXT MEETING

Regular meeting

Monday, June 9, 2025 at 7:00 p.m.

15. ADJOURNMENT

From:
Sent: Thursday, May 1, 2025 9:12 AM
To:
Subject: FW: Good Friday

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Saturday, April 26, 2025 7:25:56 AM
To: Fr. Paul Rideout <rector@stpaulsonthecommon.com>
Subject: Re: Good Friday

Good Morning Father Paul,

I trust you and your family and congregation all enjoyed a Blessed Easter. We travelled to see our grandchildren, which was very nice.

I have already received a letter from _____ concerning the "Town of Rothesay's" Easter Egg Hunt. It was disappointing that the Town was immediately blamed for this event, without questions being asked.

This was not a Town event-not organized nor carried out by the Town. The Rothesay Common is a public space, open for all to use, and free of charge. It being a public space, we also do not take bookings for the use of the Common. And we are not always aware of the events going on there. No permits are required. As for parking, Church Avenue is a public street, with public parking spaces, many of which are often occupied by Church traffic.

I believe that the event was organized by Jeff Kitchen Vantage Build: perhaps your comments could be directed to that organization.

Sincerely, Nancy

Dr. Nancy Grant
Mayor

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

From: Fr. Paul Rideout <rector@stpaulsonthecommon.com>
Sent: Friday, April 25, 2025 9:04 PM
To: Nancy Grant <NancyGrant@rothesay.ca>
Subject: Good Friday

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

Dear Mayor Grant,

2025May12OpenSessionFINAL_016

I am writing to express my disappointment regarding the Easter party that was held on the Rothesay Common on Good Friday, 18 April 2025. As you know, Good Friday is not simply another day - it is the most sacred and solemn day in the Christian calendar, a day dedicated to mourning the crucifixion of Jesus Christ and to prayerful reflection.

The holding of such a celebratory event - particularly one replete with an egg hunt, Easter bunny, and very noisy bouncy castle - directly adjacent to three churches on this deeply significant day is, frankly, disrespectful to the Christian community of Rothesay. It caused no little bewilderment and offence to a great many of my own congregation as I heard many negative comments as people arrived to worship on that day. People's general thoughts were that it was disrespectful and distasteful. It also made it challenging to many of our elderly members who arrived to find Church Avenue completely lined with vehicles with no parking available close by.

It may be that this event was not planned by the town at all - especially since it doesn't appear on the official calendar. It may be that this was a private organization. I do know that this is not the first year such an event was hosted on Good Friday. Even if this is not a town event, surely such a large party and use of space on and around the Common must require some sort of approval or permit from the town? And surely this event could be planned for one of the other 3 days of the 4 day Easter weekend?

Thanks for listening! Wishing you and yours a blessed Eastertide. Look forward to seeing you soon.

Take care,

Paul+



The Rev. Paul Rideout

Rector

St. Paul's Anglican Church, Rothesay

www.stpaulsonthecommon.com

April 24, 2025

The Honourable Nancy Grant
Mayor,
Town of Rothesay



Dear Madam Mayor Grant,

I would like to bring the following to your attention:

Last week, 18th of April was Good Friday, which is a solemn day for people of Christian faith. It is the day when very quiet and meditative prayers are held at the worship services in the Christian churches.

On Good Friday, the Town of Rothesay held their Easter egg hunt, bouncy castles etc. for children at Rothesay Common. Always, it is wonderful to hear children's laughter and see them running around and enjoying themselves. However, it was very distracting for those attending the services on that day. I am not a resident of Rothesay but am a member of St. Paul's Anglican Church on the Common.

Also, there were no parking spaces left at the Post Office parking area and on the street in front of our church.

May I request that next year, you consider holding the Easter festivities on Saturday or on Monday after Easter, please. Those attending the solemn services in all the churches around Rothesay Common would appreciate that very much.

Thank you very much.

18, Tranquility Lane,
Quispamsis,
E2E 0H8



May 2nd, 2025

MP Wayne Long
1 Market Square
Saint John, NB E2L 4Z6

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Re: Congratulations on recent win

Dear MP Long, *Wayne*

I hope this message finds you well. On behalf of Rothesay Council, I want to extend my heartfelt congratulations on your recent win as MP. Your hard work, dedication, and commitment to excellence have clearly paid off, and this achievement is a true reflection of your leadership and vision.

Your ability to build strong relationships, drive meaningful change, inspire others has undoubtedly set you apart, and I have no doubt that you will continue to lead with the same passion and success in this continued role.

I look forward to seeing the positive impact you will undoubtedly have in the coming months and years. Please know that you have my full support, and I wish you all the best as you continue your leadership role with the community.

Once again, congratulations on this well-deserved accomplishment.

Yours truly,

*Thank you for all you do for us -
Nancy*

Dr. Nancy Grant
Rothesay Mayor

Cc: Rothesay Council

NG/dk

THE TOWN OF ROTHESAY

Bradley Lake Community Centre
248 Bradley Lake Road
Rothsay, N.B. E2S 1B7



May 5, 2025

ATTN: Mayor Nancy Grant & Councillors

I am writing this letter on behalf of the Bradley Lake Community Centre. The centre was built over 40 years ago as a fire station to serve the surrounding area. At that time, we had an average of 35 volunteers. When amalgamation took place, the government made an agreement allowing us to keep the building as a community centre.

We take great pride in having such a building, which we use for various functions. As most of you know, it takes a lot of work to keep a building running properly.

A few years ago, the Vocational Training Centre (VTC) was located in the basement of the Bill McGuire Centre. When it was flooded, they had to leave and began operating out of a barn in Kingston. They were later informed that they would not be returning to the McGuire Centre once it was restored. In need of a space, they approached me about using a portion of our building to continue offering their services. The VTC supports individuals with intellectual disabilities from communities including Rothsay, Quispamsis, Saint John, Hampton, Titusville, St. Martins, and others.

The cost of maintaining our building and keeping the doors open is covered solely through a small number of rentals. We receive no government support for our community centre. The individuals served by the VTC love this space and thrive here.

Our hall was used as a voting station for many years by residents of the surrounding area. The revenue we received from hosting elections was a significant help to us. However, when I contacted Elections Canada, I was told that the Town of Rothsay had requested to use the new community centre in Wells. While we understand the desire to make use of newer facilities, we also ask that people remember the many grants and taxpayer dollars invested in buildings like the Wells Community Centre, the McGuire Centre, ballparks, lighting, and maintenance.

Our building operates without any cost to taxpayers—only through the dedication of volunteers. We believe in supporting others as well, just as the town plows the parking lot at the Dolan Road ball field for visitors from Hampton, Bloomfield, and other outlying areas.

I know many of you have never visited our community centre, but you are always welcome. Please feel free to contact me if you'd like to stop by. Our doors are always open to everyone.

Yours truly,

Garnet Edgett, President

April 17
2025

Mayor

Dear Harry Grant & Council

Would you be kind enough
to look at putting
speed bumps on around 8 -
of Cameron Road as no
sidewalks lots of people
walking with dogs children
on bikes and with
this all creates danger
as well as deer crossing
daily.

RECEIVED

APR 17 2025

Thank - you

10 Cameron Road

email

f

2025May12OpenSessionFINAL_021



The Commanding Officer, Officers and Cadets of 268 Bras d'Or
Sea Cadets and 140 Kingston Peninsula Army Cadets Cordially
Invite you, your family and friends to attend the

45th Annual Ceremonial Review

Tuesday May 27th, 2025

Kennebecasis Valley High School
398 Hampton Road
Quispamsis, NB

Attendance is open to all
Guests are requested to be seated by 6:45pm
Reviewing officer on the Dias at 7:00pm

Reviewing Officers:

For 268 Bras d'Or: Commander Tom Watts
Commanding Officer of HMCS Brunswicker

For 140 Kingston: WO Burton White
Retired

Military Dress No . 1A, Cadets C1A
Civilian Dress: Business Casual



THE ANNUAL CEREMONIAL REVIEW

Please RSVP by 20th May 2025 to

**Brian G. Eisan CD
Acting President/ Treasurer
Navy League of Canada, Quispamsis Branch
Email: quispamsisnl24@gmail.com
Phone: 506-898-0770**

From:
Sent: Thursday, May 1, 2025 9:22 AM
To:
Subject: FW: Invitation to Asian Heritage Month May 2025 Celebrations in Greater Saint John
Attachments: Asian Heritage Month 2025 Poster.jpeg

From: AHSNB Saint John Chapter <ahsnbsaintjohn@gmail.com>
Sent: Tuesday, April 29, 2025 11:57 AM
To: Nancy Grant <nancygrant@rothesay.ca>
Subject: Invitation to Asian Heritage Month May 2025 Celebrations in Greater Saint John

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

Dear Mayor Dr. Nancy Grant,

On behalf of the Asian Heritage Society of New Brunswick - Saint John Chapter (AHSNBSJ), I am pleased to inform you that we will be celebrating **Asian Heritage Month - May 2025** in Greater Saint John. Please consider this email as our invitation to you to be our guest at the:

- **Asian Heritage Month Opening Ceremony** ([Sunday May 04, 2025, 2PM - 4PM](#), Kent Theatre, 24 Coburg St, SJ),
- **Asian Heritage Gala** ([Sunday May 25, 2025, 2PM - 4PM](#), Saint John High School Auditorium, 200 Prince William St, SJ)

and at other events as mentioned in the Asian Heritage Month poster attached. Also, we request you to extend this invitation to all members of the Rothesay Town Council.

We look forward to your confirmation on the acceptance of our invitation (by Friday May 02, if possible) and will be immensely happy to have you with us in this grand celebration of multiculturalism and diversity in our beloved city. We thank you for all your support to AHSNBSJ over the years.

MAY 2025 May12OpenSessionFINAL_024

ASIAN HERITAGE MONTH

CELEBRATIONS



**CELEBRATING CANADA'S 23RD ASIAN HERITAGE MONTH SINCE 2002
COMMEMORATING ASIAN CULTURE AND TRADITIONS IN GREATER SAINT JOHN**

**EVENTS CALENDAR
(FREE FOR ALL)**



ASIAN HERITAGE MONTH OPENING CEREMONY	KENT THEATRE, 24 COBURG ST, SAINT JOHN SUNDAY, MAY 04, 2025 - 2-4 PM
BADMINTON TOURNAMENT	IRVING OIL FIELD HOUSE, 129 MCALLISTER DR, SAINT JOHN, SATURDAY, MAY 10, 2025
ASIAN CULINARY WORKSHOP	NELA'S KITCHEN , 67 MARR ROAD, UNIT D, ROTHESAY, SATURDAY, MAY 17, 2025 - 11AM-1PM
ASIAN ART EXHIBITION	THROUGHOUT MAY AT SAINT JOHN FREE PUBLIC LIBRARY AND KENNEBECASIS VALLEY LIBRARY
ANTI-RACISM EVENT	PRUDE INC, 1 MARKET SQUARE, UNIT W301, 3RD FLOOR, SAINT JOHN, FRIDAY MAY 23, 2025, 5PM - 7PM
SATURDAY MULTICULTURAL MARKET	CITY MARKET, SAINT JOHN, EVERY SATURDAY OF MAY, 2025, 9AM-2PM
ASIAN HERITAGE GALA	SAINT JOHN HIGH SCHOOL AUDITORIUM, SAINT JOHN, SUNDAY, MAY 25, 2025, 2PM - 5PM

Presented and Sponsored by : Asian Heritage Society of New Brunswick - Saint John Chapter





Government
of Canada



Gouvernement
du Canada



City of Saint John
Community Arts Funding

Thanks and regards,

Som

Somaditya Das

Director & Chairperson - Asian Heritage Society of New Brunswick, Saint John Chapter

Email: ahsnbsaintjohn@gmail.com

Phone: 506 607 3485

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Asian Heritage Society of New Brunswick - Saint John Chapter

<http://www.facebook.com/ahsnb.saintjohn>

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From:
Sent: Friday, May 2, 2025 11:48 AM
To:
Subject: FW: Asian Heritage & Multicultural Eid Bazaar - May 31, 2025

From: Rothesay-Quispamsis Bulletin <rothesayquispamsisbulletin@gmail.com>
Sent: Friday, May 2, 2025 11:35:19 AM
To: Nancy Grant <nancygrant@rothesay.ca>
Subject: Re: Asian Heritage & Multicultural Eid Bazaar - May 31, 2025

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Dear Mayor Dr. Nancy Grant,

It is with great excitement and heartfelt warmth that we invite you to join us for a vibrant community celebration — the Asian Heritage Month Celebration & Eid Bazaar 2025, taking place right here in Rothesay!

Event Details:

Date: Saturday, May 31, 2025
Time: 3:30 PM – 7:00 PM
Venue: Rothesay Bill McGuire Centre
Address: 95 James Renforth Drive, Rothesay

This special event will be a joyful fusion of cultures, celebrating the rich traditions of Asian Heritage Month alongside the festive spirit of Eid. Guests will enjoy live cultural performances, traditional attire, mouthwatering cuisine, and a showcase of local artisans presenting handcrafted goods and unique creations.

We would be truly honored to have you join us as our guest. Your presence would not only uplift the event but also reflect your continued support for diversity, inclusion, and community spirit in Rothesay–Quispamsis.

Warm regards,

Shamim Nahid - Founder



From:
Sent: Wednesday, May 7, 2025 10:11 AM
To:
Subject: FW: Fusion - Meet and Greet Social


From: Fusion Saint John <fusionsaintjohn@gmail.com>
Sent: Wednesday, May 7, 2025 9:31:15 AM
To: Nancy Grant <nancygrant@rothesay.ca>; kathryn.melvin@envisionsaintjohn.com
<kathryn.melvin@envisionsaintjohn.com>
Subject: Re: Fusion - Meet and Greet Social


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Good morning, Mayor Grant,

Please note a date change for our upcoming event. We're excited to now welcome you on **Wednesday, May 21, 2025**, for an engaging and impactful evening as we kick off a new summer series for students. We hope you'll be able to join us!

Explore Uptown & Connect

 **Wednesday, May 21, 2025**

 6:00 PM – 7:30 PM

 Meet and Greet Social at the Country Club on the Boardwalk

This event marks the launch of our **Summer Student Initiative to Work & Play in the Saint John Region** – a collaboration designed to engage post-secondary students working throughout the region this summer. Our goal is to help these emerging professionals discover more than career opportunities and give them a taste of the vibrant lifestyle and welcoming community.

As a valued community leader, your presence would offer these students a unique opportunity to connect with individuals who are helping shape the future of our region. The students will begin their evening with a guided walking tour of uptown Saint John, showcasing key landmarks and local culture, followed by a relaxed networking social hosted by Fusion Saint John – which is where you come in!

We would be honoured to have you attend and help welcome these students as they begin their summer – and potentially, their future here as well. Please let us know by **Wednesday, May 14** if you are able to make it.

Thank you for your continued support in making Saint John a dynamic place to live, work, and grow.

Best,

Kathryn Melvin

2025May12OpenSessionFINAL_029

Board of Directors, Fusion Saint John

On Tue, Apr 29, 2025 at 9:21 AM Fusion Saint John <fusionsaintjohn@gmail.com> wrote:

Good morning Mayor Grant,

On behalf of **Fusion Saint John** and **Envision Saint John: The Regional Growth Agency**, we are inviting you to an engaging and impactful event kicking off a new summer series for students:

Explore Uptown & Connect



Thursday, May 8, 2025

🕒 6:00 PM – 7:30 PM



Meet and Greet Social at the Country Club on the Boardwalk

This event marks the launch of our **Summer Student Initiative to Work & Play in the Saint John Region** - a collaboration designed to engage post-secondary students working throughout the region this summer. Our goal is to help these emerging professionals discover more than career opportunities, and give them a taste of the vibrant lifestyle and welcoming community.

As a valued community leader, your presence would offer these students a unique opportunity to connect with individuals who are helping shape the future of our region. The students will begin their evening with a guided walking tour of uptown Saint John, showcasing key landmarks and local culture, followed by a relaxed networking social hosted by Fusion Saint John – which is where you come in!

We would be honoured to have you attend and help welcome these students as they begin their summer - and potentially, their future here as well. Please RSVP by **Friday, May 2 to Kathryn** at (kathryn.melvin@envisionsaintjohn.com).

Thank you for your continued support in making Saint John a dynamic place to live, work, and grow.

Warm Regards,

Kathryn Melvin

Board Member, Fusion Saint John

2025May12OpenSessionFINAL_030



The Commanding Officer joins with the Squadron Sponsoring Committee in requesting the pleasure of your attendance on the occasion of the

83rd Annual Ceremonial Review

Squadron Commanding Officer
Captain Leigh Cameron

Squadron Cadet Commander
Warrant Officer 2nd Class Snigdha Yerrabelli

Wednesday May 28th, 2025

Barrack Green Armouries
60 Broadview Ave. Saint John, NB

Cadets March on at 1845 hrs – Reviewing Party Arrives at 1900 hrs

Dress: No. 1A (Medals Only) or Business Attire
Reception to follow.



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF MARCH 19, 2025 @ 3:00 PM**

**MINUTES
REGULAR MEETING**

In Attendance:

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

Chairperson Kevin Darling called the meeting to order at 2:58 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 John Buchanan that the Agenda for the Regular Meeting of March 19, 2025, be approved as presented. All in Favour. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Land Acknowledgement read by Insp. Anika Becker

3. SWEARING IN NEW BOARD MEMBER:

Swearing in of Andrea Wilbur. Oath received by Deputy Chief Mary Henderson.

Andrea Wilbur introduced herself and provided a background to her experience.

4. TEMPORARY ADJOURNMENT OF REGULAR MEETING

Chairperson Kevin Darling called for a motion to temporarily adjourn the Regular Meeting.

It was moved by Tiffany Mackay French and seconded by Kerrie Luck to temporarily adjourn the Regular Meeting.

Meeting temporarily adjourned at 3:02 PM

5. REGULAR MEETING REOPENED

The Regular Meeting reopened at 4:17 PM

6. APPROVAL OF MINUTES OF FEBRUARY 26, 2025, REGULAR MEETING:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the February 26, 2025, Regular Meeting.

Kerrie Luck requested there be a correction in the minutes under the Policy Committee Section. Correction is to be made to show that the Hiring Committee will sit as the ad hoc HR Committee.

*It was moved by Tiffany Mackay French and seconded by Rob Simonds to accept the Minutes of the February 26, 2025; Regular Meeting as presented. All in Favour. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

None seen.

5. CHIEFS REPORT:

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

Kerrie Luck advised she had the pleasure of being with Insp. Becker on International Women's Day at the Hive and she did very well.

Mike Biggar asked why there is a disparity between the 2024 and 2025 E-Tickets. Deputy Chief Henderson advised we did not give E-Tickets out at this time last year so they would have POPA tickets.

Mike Biggar inquired whether Chief Gourdeau will advise Chief Young about the goal to fill the Community Relations position. Chief Gourdeau added that this is a passion for the SLT group and will continue to be.

Kevin Darling asked why the ticket numbers have doubled between last year and this year. Insp. Becker advised there are a couple contributing factors, one being that we had low staffing levels for the past couple of years, so we struggled a bit in that area. Secondly, we revamped our traffic program, so we have dedicated traffic officers that are not backing up patrol for regular calls for service unless it is an absolute emergency. Thirdly, we also have our K9 Unit in a traffic support position who has been very effective and is bolstering our numbers, visibility and response to traffic complaints.

Mike Biggar commended Chief Gourdeau and other members of the police force for attending the event at the Bill McGuire Centre celebrating the end of Ramadan.

Chief Gourdeau advised we have secured two seats at the Atlantic Police Academy for the class beginning in July 2025 and one for the January 2026 class. We are trying to secure one more seat for January 2026.

Kerrie Luck asked if we could find a way to educate the public about posting on social media in relation to traffic stops.

*It was moved by John Buchanan and second by Kerrie Luck 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 this month.
- Mike Biggar inquired about the difference between budget and actual on line 5620, professional membership fees. Kevin Darling advised that this is a timing issue.

Cleaning Tender:

- Kevin Darling provided a Cleaning Tender Information sheet outlining details of all tenders received.

- The cleaning budget was increased in 2025 to allow for the additional square footage with the expansion.

*It was moved by Don Shea and seconded by Mike Biggar that we accept GDI Ltd. for building cleaning. All in favour. **Motion Carried.***

Kevin Darling advised we need to submit the amount for the amount for our debenture to the province by April 15th. It looks like we will be just shy of 1.4 million under budget.

Policy Committee

- No update

Building & Grounds/Transportation Committee

- John Buchanan advised we need to update the committees now that Bob McLaughlin off the board. This will be added to our May agenda.
- D/C Henderson updated the board on the water leak. The leak has been temporarily repaired but advised the flat part of the roof may need to be replaced in the spring. Homestar will repair any damage.
- Deputy Chief Henderson advised we passed all the building inspections and are waiting for an independent inspection. We hope to have occupancy by next week.

Kevin Darling advised we have a CCO for painting of the existing building for approximately \$37,000. This has been approved by the Building Committee. Chief Gourdeau advised the painting was not originally brought to the board, however, after consideration and discussion with Kevin Darling it was decided to bring the CCO forward to the board.

*It was moved by Rob Simonds and seconded by John Buchanan that we accept the CCO for painting of the existing building for \$37,000. All in favour. **MOTION CARRIED.***

7. CORRESPONDENCE

None

8. OLD BUSINESS:

None

9. NEW BUSINESS:

None

10. IN CAMERA SESSION

Deputy Chief Mary Henderson, Insp. Anika Becker, Insp. Colin Flynn, 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 Tiffany Mackay French and seconded by Rob Simonds to adjourn the Regular Meeting. All in favour. **MOTION CARRIED.***

Adjourned 4:50 PM

Respectfully Submitted,



Chairperson
Kevin Darling



Executive Assistant to the Board
Rebecca Moore



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
APRIL 23, 2025 @ 1500hrs

REGULAR MEETING

Training Report

April 2025

Dates	Course	Location	Member
March 24-April 2	Advanced Sexual Offense Investigators Course	CPC - Ottawa	Det./Cst. Jackie Curren
April 2, 9, 23, and 30	K9 Training	Saint John	Cst. Chris McLeod
April 7-11	Initial Critical Incident Response Training	KRPF	All Sgt. and Cpl.
April 9	Municipal Police IT Discussion	Halifax	Christian Brideau
April 14-16	ARWEN Training	KRPF	Cst. Caleb Parlee Cst. Nick Doucet Cst. Chris McLeod
April 16	ETS Training – Sniper	Saint John	Cpl. Mark Roberts
April 24	ETS Training – Range Day	Saint John	Cpl. Mark Roberts Cst. Nick Dupuis
April 28-May 9	Major Crime Investigative Techniques	CPC – Ottawa	Det./Cst. Shannon MacDonald
April 30-May 2	Block Training	KRPF	All of C Platoon

- KRPF hosted Initial Critical Incident Response Training for all frontline supervisors to strengthen our preparedness and business continuity in the event of a critical incident (arranged by Insp. Becker)

2025 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	478	430	429									
TOTAL FILES CREATED	271	195	218									
POPA/M Tickets/E Tickets	252	217	269									
Bylaw Tickets	6	13	2									
Crimes Against Persons	2	6	5									
Property Crime	18	11	8									
Other CC	7	0	6									
Traffic Collisions (Non-Injury)	51	29	26									
Fatal and Injury Traffic Collisions	3	2	1									
Intimate Partner Violence Files	22	20	34									
Impaired Driving (All categories)	11	9	12									
Mental Health Calls	13	18	12									

2024 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	388	417	407	389	480	452	436	534	490	467	398	439
TOTAL FILES CREATED	210	202	232	223	260	239	197	231	234	257	209	216
POPA/M Tickets/E Tickets	91	123	163	92	119	148	163	188	163	158	182	117
Bylaw Tickets	14	15	3	1	7	0	5	7	0	0	0	1
Crimes Against Persons	18	11	13	7	12	7	8	9	11	11	3	7
Property Crime	24	27	27	40	34	30	16	16	25	23	20	16
Other CC	6	6	7	8	6	7	7	7	8	4	2	3
Traffic Collisions (Non-Injury)	40	27	35	24	25	34	23	30	46	36	43	53
Fatal and Injury Traffic Collisions	0	2	1	5	6	7	5	3	4	4	2	4
Intimate Partner Violence Files	20	18	13	17	10	7	13	17	19	22	19	31
Impaired Driving (All categories)	5	4	9	14	8	5	11	8	9	7	2	1
Mental Health Calls	8	11	9	8	17	18	7	16	14	12	11	6

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:

Intimate Partner Violence:

- Quarterly quality assurance review complete. Meeting to implement recommendations to improve outcomes April 16. (Insp. Becker, DC Henderson, Sgt. McIntyre, Cpl. Lee)

Youth:

- March 29 – Self-Defense course lead by KRPF in partnership with the Atlantic Police Academy. A total of 19 female youth between the ages of 11-16 attended for a four-hour class on self-defense, safety and building confidence. (Sgt. McIntyre, Cst. Wolf)
- April 18 - KRPF/KV Oasis Easter Egg Drop
- 2 high school physics class presentations by KRPF collision reconstructionist (Cpl. McKay, Cst. MacIntosh)
- Internet Safety Presentation at Fairvale Elementary School (A Platoon)

Traffic Safety:

- Operation St. Patrick's Day

February 2025 Traffic Report

	TOTAL	TRAFFIC	PATROL
TICKETS	267	197	70
COLLISIONS	27	16	11
IMPAIRED DRIVING	12	4	8
RIDE	25	14	11

Files Generated by Traffic Members: 46

KRPF Traffic Safety Blog with Higgins Insurance:

- Safety First: Sharing the Road with Scooters and Bikes

First Quarter 2024/2025 Traffic Stats once becoming autonomous in 2025

	2024	2025	% Change
TICKETS			
Total	360	761	+111%
Traffic	201	523	+160%
Patrol	159	238	+49.6%

COLLISSIONS			
Total	105	111	+5.70%
Traffic	63	76	+20.6%
Patrol	42	35	-16.6%

IMPAIRED DRIVING			
Total	23	32	+39%
Traffic	16	12	-25%
Patrol	7	20	+185.7%

RIDE			
Total	37	44	+18.9%
Traffic	29	25	-13.7%
Patrol	8	19	+137%

Traffic Files	90	162	+80%
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EMPLOYEE ENGAGEMENT AND WELL-BEING

Workplace Procedures and Practices

1. Administrative processes and workload review
 - Hiring Process
 - i. Jan 2025 Cadets – OJT to begin June 2025
 - ii. July 2025 Intake - 2 Conditional Offers pending final APA admission
2. Salary and Benefit Administration
 - Nothing to report
3. Health & Safety
 - Health, Wellbeing and Performance Support Program – Individual health Assessments underway, On-site training support to begin late April
 - 1 new WS Claim – On-site Fall
4. Organizational Culture:
 - Connecting with frontline supervisors by going on ride alongs with them to discuss daily operations, team dynamics, performance, etc. (Insp. Becker)

K9 Unit:

- Cst. McLeod and Sammy featured in PAWS magazine "A day in the life of a K9 working team"
- Poker chips with K9 Sammy's photo/name on it to give to children as collector's items

Diversity, Equity and Inclusion:

- March 19th – Met with new Executive Director of CHROMA (Pride, Inclusion, Equity), Hadeel Ibrahim to discuss partnership with KV Oasis for youth Programming (Insp. Becker)
- March 30th – Presentation to the Quispamsis United Church with KV Oasis. This church provides a large supporting network for the LGBTQ2 plus community. Discussed were services offered in the community and how members of their community can access police. (Sgt. McIntyre)
- April 2 - Community EDI meeting (Insp. Becker, Chief Young, Sgt, McIntyre, Cpl. Moore, Cst. Doucet)
- April 10 - Met with President of SJ PRIDE, Alex Saunders to discuss future initiatives & participation on KRPF community EDI committee (Insp. Becker)

IT Update:

- Work continues with regular IT maintenance and building addition



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

	YTD March 2025			2025
	Actual	Budget	over Budget	Annual Budget
Income				
Municipal Funding Rothesay	854,507.49	854,507.49	0.00	3,418,030.00
Municipal Funding Quispamsis	1,295,415.00	1,295,415.00	0.00	5,181,660.00
Prior Year Surplus	48,513.75	48,513.75	0.00	194,055.00
Other Primary Income	166,188.05	137,049.96	29,138.09	548,200.00
Total Income	2,364,624.29	2,335,486.20	29,138.09	9,341,944.80
EXPENSES				
Admin	231,008.82	262,663.29	-31,654.47	1,050,652.59
Building	114,103.45	119,279.79	-5,176.34	477,118.50
Crime Control	1,814,554.76	1,883,393.13	-68,838.37	7,533,573.70
Vehicles	64,837.01	70,149.99	-5,312.98	280,600.00
Total Expenses	2,224,504.04	2,335,486.20	-110,982.16	9,341,944.80
Net Operating Income (Surplus/Deficit)	140,120.25	0.00	140,120.25	0.00

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2024

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2025May12OpenSessionFINAL_046

DECEMBER 31, 2024

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Kennebecasis Valley Fire Department Inc.

Opinion

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

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

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

(continues)

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

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

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

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick
June 11, 2025

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2025May12OpenSessionFINAL_049

STATEMENT OF FINANCIAL POSITION**AS AT DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
FINANCIAL ASSETS		
Cash (Note 4)	\$ 1,455,609	\$ 963,109
Accounts receivable		
General	4,437	3,700
Due from member municipalities	-	560,831
Federal Government and its agencies (Note 5)	<u>22,214</u>	<u>141,822</u>
	<u>\$ 1,482,260</u>	<u>\$ 1,669,462</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 186,716	\$ 981,570
Accrued sick leave liability (Note 7)	103,436	180,788
Accrued liability for retirement pay allowance (Note 8)	674,259	604,459
Post employment benefits payable (Note 9)	<u>114,100</u>	<u>46,600</u>
	<u>1,078,511</u>	<u>1,813,417</u>
NET ASSETS (DEBT)	<u>403,749</u>	<u>(143,955)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 13)	12,218,961	11,887,878
Accumulated amortization (Note 13)	<u>(4,598,980)</u>	<u>(4,246,930)</u>
	<u>7,619,981</u>	<u>7,640,948</u>
Prepaid expenses	<u>3,572</u>	<u>-</u>
ACCUMULATED SURPLUS	<u>\$ 8,027,302</u>	<u>\$ 7,496,993</u>
COMMITMENT (Note 11)		

APPROVED BY:

Chairperson

Treasurer

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2025May12OpenSessionFINAL_050

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

	2024 Budget (Note 15)	2024 Actual	2023 Actual
REVENUE (Note 6)			
Contributions by member municipalities - operating	\$ 6,447,990	\$ 6,448,273	\$ 5,779,791
Contributions by member municipalities - capital	-	403,819	2,636,083
Interest	25,000	34,439	29,067
Miscellaneous (Note 10)	<u>47,000</u>	<u>28,363</u>	<u>53,760</u>
	<u>6,519,990</u>	<u>6,914,894</u>	<u>8,498,701</u>
EXPENDITURE			
Administration	883,554	858,628	785,695
Firefighting force	4,541,742	4,177,057	4,067,724
Telecommunications (Note 6)	254,448	258,601	232,217
Insurance	74,395	77,180	67,944
Prevention and training	77,600	43,575	102,119
Facilities (Note 6)	387,615	387,817	283,376
Fleet	318,097	332,144	318,651
Operations	172,217	168,242	141,564
Water costs	35,455	35,490	34,457
Emergency management operations	101,020	3,365	834
Retirement allowance	36,147	36,147	(66,967)
Loss on disposal of tangible capital assets	-	-	11,486
Other	<u>7,000</u>	<u>6,339</u>	<u>3,462</u>
	<u>6,889,290</u>	<u>6,384,585</u>	<u>5,982,562</u>
ANNUAL SURPLUS (DEFICIT) FOR THE YEAR (Note 14)	<u>\$ <u>(369,300)</u></u>	530,309	2,516,139
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>7,496,993</u>	<u>4,980,854</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ <u>8,027,302</u></u>	<u>\$ <u>7,496,993</u></u>
Amortization included in the above expenditure		<u>\$ <u>416,902</u></u>	<u>\$ <u>327,188</u></u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**2025May12OpenSessionFINAL_051****STATEMENT OF CHANGES IN NET ASSETS (DEBT)****AS AT DECEMBER 31, 2024**

	2024	2023
Annual surplus	\$ 530,309	\$ 2,516,139
Acquisition of tangible capital assets	(395,935)	(2,686,989)
Proceeds on disposal of tangible capital assets	22,475	18,545
Amortization of tangible capital assets	416,902	327,188
Loss (gain) on disposal of tangible capital assets	<u>(22,475)</u>	<u>11,486</u>
Acquisition of prepaid expenses	(3,572)	-
Use of prepaid expenses	<u>-</u>	<u>16,750</u>
Increase in net debt	547,704	203,119
Net debt - beginning of year	<u>(143,955)</u>	<u>(347,074)</u>
Net assets (debt) - end of year	\$ <u><u>403,749</u></u>	\$ <u><u>(143,955)</u></u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2025May12OpenSessionFINAL_052

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

	<u>2024</u>	<u>2023</u>
INCREASE (DECREASE) IN CASH		
OPERATING TRANSACTIONS		
Annual surplus	\$ 530,309	\$ 2,516,139
Loss (gain) on disposal of tangible capital assets	(22,475)	11,486
Amortization of tangible capital assets	416,902	327,188
Accounts receivable - General	(737)	(3,700)
Accounts receivable - Due from member municipalities	560,831	114,226
Accounts receivable - Federal Government and its agencies	119,608	23,710
Accounts payable and accrued liabilities	(794,854)	(28,603)
Accrued sick leave liability	(77,352)	(150,133)
Accrued liability for retirement pay allowance	69,800	(52,144)
Post employment benefits payable	67,500	(131,600)
Prepaid expenses	<u>(3,572)</u>	<u>16,750</u>
	865,960	2,643,319
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(395,935)	(2,686,989)
Proceeds on disposal of tangible capital assets	<u>22,475</u>	<u>18,545</u>
NET (DECREASE) INCREASE IN CASH	492,500	(25,125)
CASH - BEGINNING OF YEAR	<u>963,109</u>	<u>988,234</u>
CASH - END OF YEAR	<u>\$ 1,455,609</u>	<u>\$ 963,109</u>
REPRESENTED BY:		
Cash - operating	\$ 724,983	\$ 335,936
Cash - retirement allowance	<u>730,626</u>	<u>627,173</u>
	<u>\$ 1,455,609</u>	<u>\$ 963,109</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2025May12OpenSessionFINAL_053

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Valley Fire Department Inc. (the "Department") provides fire prevention, fire protection, fire-fighting, fire investigation services and medical first response to the Towns of Quispamsis, Rothesay and certain outlying areas.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Financial Instruments

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

Cash and Cash Equivalents

Cash and cash equivalents include cash balances with financial institutions.

Revenue Recognition

The contributions from the member municipalities and the local service districts are recognized when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and other income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Economic Dependence

The Department receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2025May12OpenSessionFINAL_054

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

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

Measurement Uncertainty

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

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued sick leave liability;
- accrued retirement pay allowance; and
- accrued post employment benefits.

Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Buildings	20-40 years
Vehicles	4-25 years
Equipment	3-20 years

Assets under construction are not amortized until the asset is available for productive use. Capital assets are subject to the half year rule of amortization in the year of acquisition.

The Department regularly reviews its capital assets to eliminate obsolete items.

Post Employment Benefits

The Department recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Department has a retirement pay allowance as documented in Note 8 and a pension plan as documented in Note 9.

Asset Retirement Obligations

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

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2025May12OpenSessionFINAL_055

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

3. FINANCIAL INSTRUMENTS

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

Credit Risk

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

Liquidity Risk

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

Currency Risk

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

Interest Rate Risk

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

4. CASH

	<u>2024</u>	<u>2023</u>
Cash - operating	\$ 724,983	\$ 335,936
Restricted cash - retirement allowance (Note 8)	<u>730,626</u>	<u>627,173</u>
	<u>\$ 1,455,609</u>	<u>\$ 963,109</u>

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2024</u>	<u>2023</u>
Canada Revenue Agency (HST refund)	<u>\$ 22,214</u>	<u>\$ 141,822</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2025May12OpenSessionFINAL_056

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

6. RELATED PARTY TRANSACTIONS

The Department is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Department. The Department received property tax rebates in the amounts of \$57,332 (2023 - \$55,987) from Rothesay and \$26,667 (2023 - nil) from Quispamsis, which are netted against the property tax expenditure. The Department also has a dispatch agreement with the Municipalities, the amount paid was \$251,747 (2023 - \$226,158). During the year, the Department recognized the following contributions from the Municipalities as revenue:

	<u>2024</u>	<u>2023</u>
Quispamsis - Operating	\$ 3,829,786	\$ 3,424,988
Rothesay - Operating	<u>2,618,487</u>	<u>2,354,803</u>
	<u>\$ 6,448,273</u>	<u>\$ 5,779,791</u>
Quispamsis - Capital	\$ 238,480	\$ 1,562,062
Rothesay - Capital	<u>165,339</u>	<u>1,074,021</u>
	<u>\$ 403,819</u>	<u>\$ 2,636,083</u>

7. ACCRUED SICK LEAVE LIABILITY

The Department provides every employee a sick leave entitlement that accumulates at a rate of 18 hours per month while the employee's sick bank is below 1,000 hours, and 13.5 hours per month while the sick bank is above 1,000 hours. Union employees can accumulate to a maximum of 2,184 hours and non-union employees can accumulate 1,870 hours. Both groups can take a leave with pay by virtue of being sick or disabled, quarantined by a physician or Health Authority, or because of an accident or disease for which compensation is not payable under the Workplace Health, Safety and Compensation Commission Act or a long term disability plan. An employee is no longer entitled to accumulate sick leave if the employee has been off active duty, for any reason, for 120 consecutive calendar days or longer. All employees have 12 hours per year taken from their accumulated sick days and moved to a group sick bank until contributions collectively result in an accumulation of 3,000 working hours. For the purpose of the actuarial valuation described below, the group sick bank has been ignored since its use has been minimal in the past and its impact on the actuarial liability and normal cost is expected to be negligible.

An actuarial valuation was performed by Telus Health as at December 31, 2023 on the 38 employee (2020 - 37) plan in accordance with PSA 3255. The actuarial method used was the projected unit credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Department's best estimates. The following summarizes the major assumptions in the valuation:

- annual salary increase is 3.50% (2020 - 2.25%);
- the discount rate used to determine the accrued benefit obligation is 4.25% (2020 - 1.99%);
- retirement age is 60 (2020 - 60); and
- estimated net excess utilization of rate of sick leave is independent of age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of revenue as they come due. The calculated unfunded liability as at December 31, 2024 is \$103,436 (2023 - \$180,788).

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

8. ACCRUED LIABILITY FOR RETIREMENT PAY ALLOWANCE

Retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks salary based on a minimum of ten years service. This benefit only applies to employees who have reached the age of 50 years. Upon the death of a full-time employee prior to retirement, a prorated benefit equal to four weeks' regular salary for every five years of employment shall be paid to the employee's named beneficiary or estate.

An actuarial valuation was prepared by LifeWorks as at December 31, 2022 for the Department's 38 members in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The present value of the accrued liability as at December 31, 2024 is estimated to be \$674,259 (2023 - \$604,459).

The following summarizes the major assumptions in the valuation:

- Discount rate used was 4.52% (2019 - 2.69%);
- Salary increases 3.00% per annum (2019 - 2.50%); and
- retirement age of 60 years old.

The activity for the year is as follows:

	<u>2024</u>	<u>2023</u>
Balance at beginning of year	\$ 604,459	\$ 656,603
Add: Benefit expense	69,800	67,000
Interest earned	<u>33,653</u>	<u>31,573</u>
	707,912	755,176
Less: Retirement benefits paid	<u>-</u>	<u>(68,914)</u>
	707,912	686,262
Change in liability based on PSAS requirements	<u>(33,653)</u>	<u>(81,803)</u>
Accrued liability for retirement pay allowance at end of year	<u>\$ 674,259</u>	<u>\$ 604,459</u>

The Department has restricted \$730,626 (2023 - \$627,173) in cash towards the funding of this liability (Note 4).

9. POST EMPLOYMENT BENEFITS PAYABLE

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

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

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following summarizes the major assumptions in the valuation as at December 31, 2023:

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

The actuarial valuation prepared as at December 31, 2022 indicated that the market value of the net assets available for the accumulated plan benefits were less than the present value of these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick.

On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$12,228,600, a change of \$13,522,700 from the December 31, 2021 surplus of \$1,294,100. Based on the assumptions as at December 31, 2022, the actuary expected the level of employer and employee contributions to be sufficient to fund the current service cost and going concern special payments, as required by the Pensions Benefits Act.

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

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

The following summarizes the NBMEPP data as it relates to the Department:

- The average age of the 43 active employees covered by the NBMEPP is 44 (2023 - 44.3);
- Benefit payments were \$613,200 in 2023 and were estimated to be \$613,200 in 2024; and
- Combined contributions were \$643,600 in 2023 and were estimated to be \$663,000 in 2024.

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

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Results of the extrapolation are as follows:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 46,600	\$ 178,200
Adjustment to actual	47,200	(96,400)
Pension expense for the year	351,800	309,500
Employer contributions	<u>(331,500)</u>	<u>(344,700)</u>
Accrued benefit liability at end of period	\$ <u>114,100</u>	\$ <u>46,600</u>

In summary, the accrued benefit liability as it related to the Department is estimated to be \$114,100 as at December 31, 2024. This compares to \$178,200 as at January 1, 2023 and \$46,600 as at December 31, 2023. The December 31, 2023 liability was estimated in the prior year. The actual liability was calculated to be \$93,800. The difference of \$47,200 has been recorded in the current year.

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 15,994,500	\$ 15,182,500
Plan assets	<u>14,666,900</u>	<u>13,781,800</u>
Plan deficit	1,327,600	1,400,700
Adjustment to 2023 actual	-	(47,200)
Unamortized experience losses	<u>(1,213,500)</u>	<u>(1,306,900)</u>
Accrued benefit liability at end of period	\$ <u>114,100</u>	\$ <u>46,600</u>

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 15,182,500	\$ 13,937,600
Current service cost	509,800	487,100
Benefit payments	(613,200)	(613,200)
Interest for period	915,400	853,300
Experience loss during period	<u>-</u>	<u>517,700</u>
Accrued benefit obligation at end of period	\$ <u>15,994,500</u>	\$ <u>15,182,500</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 13,781,800	\$ 12,590,000
Employer contributions	331,500	321,800
Employee contributions	331,500	321,800
Benefit payments	(613,200)	(613,200)
Return on plan assets during period	<u>835,300</u>	<u>1,161,400</u>
Plan assets at end of period	<u>\$ 14,666,900</u>	<u>\$ 13,781,800</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Pension Expense		
Employer current service cost	\$ 178,300	\$ 165,300
Interest on accrued benefit obligation	915,400	853,300
Expected return on assets	(835,300)	(775,200)
Experience loss	<u>93,400</u>	<u>90,400</u>
Pension expense	<u>\$ 351,800</u>	<u>\$ 333,800</u>

The pension expense is included in the Statement of Operations. The 2023 pension expense was estimated to be \$309,500. The difference between the 2023 estimated and actual expense has been recorded as an expense of the current period.

10. MISCELLANEOUS REVENUE

During the year, total revenue of \$28,363 includes proceeds received on sale of vehicles of \$22,475 and rental income of \$5,888. In the prior year, total revenue of \$53,760 includes \$50,150 rebate from NB Power and \$3,610 rental income.

11. COMMITMENT

Office Equipment Lease

The Department has entered into a lease agreement with Xerox Canada Ltd. to provide use of a photocopier. In 2023, the Department committed to \$542 plus HST per quarter payable over 60 months commencing on November 21, 2023. The future minimum annual payments over the next four years are:

2025	\$ 2,262
2026	2,262
2027	2,262
2028	1,696

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

12. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS**DECEMBER 31, 2024****13. SCHEDULE OF TANGIBLE CAPITAL ASSETS**

	<u>Land</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Equipment</u>	<u>2024 Total</u>	<u>2023 Total</u>
COST						
Balance - beginning of year	\$ 100,049	\$ 7,123,932	\$ 3,582,360	\$ 1,081,537	\$ 11,887,878	\$ 9,265,750
Add: Net additions during the year	-	105,544	214,105	76,286	395,935	2,686,989
Less: Disposals during the year	<u>-</u>	<u>-</u>	<u>(64,852)</u>	<u>-</u>	<u>(64,852)</u>	<u>(64,861)</u>
Balance - end of year	<u>100,049</u>	<u>7,229,476</u>	<u>3,731,613</u>	<u>1,157,823</u>	<u>12,218,961</u>	<u>11,887,878</u>
ACCUMULATED AMORTIZATION						
Balance - beginning of year	-	1,726,045	2,036,457	484,428	4,246,930	3,954,572
Add: Amortization during the year	-	125,738	199,447	91,717	416,902	327,188
Less: Accumulated amortization on disposals	<u>-</u>	<u>-</u>	<u>(64,852)</u>	<u>-</u>	<u>(64,852)</u>	<u>(34,830)</u>
Balance - end of year	<u>-</u>	<u>1,851,783</u>	<u>2,171,052</u>	<u>576,145</u>	<u>4,598,980</u>	<u>4,246,930</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 100,049</u>	<u>\$ 5,377,693</u>	<u>\$ 1,560,561</u>	<u>\$ 581,678</u>	<u>\$ 7,619,981</u>	<u>\$ 7,640,948</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS**DECEMBER 31, 2024****14. RECONCILIATION OF ANNUAL SURPLUS**

	<u>Operating Fund</u>	<u>Capital Fund</u>	<u>Total</u>
2024 annual surplus - PSAS	\$ <u>520,917</u>	\$ <u>9,392</u>	\$ <u>530,309</u>
Adjustments to annual surplus for funding requirements			
Second previous year's deficit	(4,097)	-	(4,097)
Accumulated amortization on disposal of tangible capital assets	-	(64,852)	(64,852)
Amortization expense	-	416,902	416,902
Provision for vested retirement benefits - pension	67,500	-	67,500
Change in amount recorded under PSAS sick leave accrual	(77,352)	-	(77,352)
Change in retirement allowance liability	<u>(33,653)</u>	<u>-</u>	<u>(33,653)</u>
Total adjustments to 2024 annual surplus	<u>(47,602)</u>	<u>352,050</u>	<u>304,448</u>
2024 annual surplus for funding requirements	\$ <u><u>473,315</u></u>	\$ <u><u>361,442</u></u>	\$ <u><u>834,757</u></u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS**DECEMBER 31, 2024****15. OPERATING BUDGET TO PSAS BUDGET**

	Operating Budget <u>General</u>	Amortization and Long Term <u>Accruals</u>	<u>Transfers</u>	<u>Total</u>
REVENUE				
Contributions by member municipalities - operating	\$ 6,447,990	\$ -	\$ -	\$ 6,447,990
Miscellaneous	47,000	-	-	47,000
Interest	25,000	-	-	25,000
Deficit of second previous year	<u>(4,097)</u>	<u>-</u>	<u>4,097</u>	<u>-</u>
	<u>6,515,893</u>	<u>-</u>	<u>4,097</u>	<u>6,519,990</u>
EXPENDITURE				
Administration	872,748	10,806	-	883,554
Firefighting force	4,562,400	(20,658)	-	4,541,742
Telecommunications	254,448	-	-	254,448
Insurance	74,395	-	-	74,395
Prevention and training	77,600	-	-	77,600
Facilities	261,877	125,738	-	387,615
Fleet	118,650	199,447	-	318,097
Operations	80,500	91,717	-	172,217
Water costs	35,455	-	-	35,455
Emergency management operations	101,020	-	-	101,020
Retirement allowance	69,800	(33,653)	-	36,147
Other	<u>7,000</u>	<u>-</u>	<u>-</u>	<u>7,000</u>
	<u>6,515,893</u>	<u>373,397</u>	<u>-</u>	<u>6,889,290</u>
Deficit	\$ <u>-</u>	\$ <u>(373,397)</u>	\$ <u>4,097</u>	\$ <u>(369,300)</u>

Town of Rothesay

General Fund Financial Statements

March 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

3/31/2025

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
	<hr/>
	101,565,450

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

\$ 54,326,363

LIABILITIES AND EQUITY

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

Total Liabilities

\$ 4,882,500

Investment in General Fund Fixed Assets 49,443,863

\$ 54,326,363

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Town of Rothesay

Balance Sheet - General Fund Reserves

3/31/2025

ASSETS

BNS CCBF Interest Account	3,641,878
BNS General Operating Reserve #214-15	1,014,512
BNS General Capital Reserves #2261-14	2,173,874
Gen Reserves due to/from Gen Operating	(47,306)
Gas Tax Reserves due to/from Gen Operating	(25)
	<u>\$ 6,782,933</u>

LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,897,035
Invest. in General Capital Reserve	1,718,380
General CCBF Funding	744,843
Invest. in General Operating Reserve	1,014,512
Invest. in Land for Public Purposes Reserve	178,380
Invest. in Regional Facilities	229,784
	<u>\$ 6,782,933</u>

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Town of Rothesay

Balance Sheet - General Operating Fund

3/31/2025

CURRENT ASSETS

Cash	438,046
Receivables	5,037
HST Receivable	345,804
Inventory	53,389
Gen Operating due to/from Util Operating	1,787,800
Total Current Assets	<u>2,630,076</u>
Other Assets:	
Projects	<u>468,923</u>
TOTAL ASSETS	<u><u>3,099,000</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	824,444
Other Payables	679,109
Gen Operating due to/from Gen Reserves	(47,331)
Gen Operating due to/from Gen Capital	(329,475)
Accrued Sick Leave	50,200
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	543,187
Def. Rev-Quispamsis/Library Share	35,420
TOTAL LIABILITIES	<u><u>1,723,655</u></u>

EQUITY

Retained Earnings	170,093
Surplus/(Deficit) for the Period	<u>1,205,252</u>
	<u><u>1,375,345</u></u>
	<u><u>3,099,000</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure

3 Months Ended 3/31/2025

	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	5,913,849	5,913,849	0		23,655,395
Sale of Services	59,627	54,087	175,386	170,712	4,673		568,750
Services to Province of New Brunswic	0	20,000	0	20,000	(20,000)		80,000
Other Revenue from Own Sources	24,899	13,833	84,568	32,225	52,343		114,350
CORE Equalization	4,366	4,366	13,097	13,097	0		52,389
Conditional Transfers	8,918	0	8,918	0	8,918		46,750
Other Transfers	50,000	50,000	259,616	259,616	(0)		709,616
	<u>\$2,119,092</u>	<u>\$2,113,569</u>	<u>\$6,455,433</u>	<u>\$6,409,500</u>	<u>\$45,934</u>		<u>\$25,227,250</u>
EXPENSES							
General Government Services	259,106	239,219	1,019,101	999,134	(19,967)		3,161,057
Protective Services	844,685	844,660	1,847,661	1,848,421	760		6,651,330
Transportation Services	463,038	472,956	1,343,421	1,385,466	42,045		4,402,284
Environmental Health Services	68,551	79,583	219,918	239,750	19,832		995,000
Environmental Development	48,386	50,982	125,552	153,047	27,495		723,872
Recreation & Cultural Services	295,815	306,043	690,355	728,010	37,655		3,017,766
Fiscal Services	1,780	625	4,175	1,875	(2,300)		6,275,941
	<u>\$1,981,363</u>	<u>\$1,994,069</u>	<u>\$5,250,181</u>	<u>\$5,355,702</u>	<u>105,521</u>		<u>\$25,227,250</u>
Surplus (Deficit) for the Year	<u>\$137,730</u>	<u>\$119,500</u>	<u>\$1,205,252</u>	<u>\$1,053,797</u>	<u>\$151,455</u>		<u>\$ 0</u>

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Town of Rothesay

Statement of Revenue & Expenditure
3 Months Ended 3/31/2025

	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	2,430	3,333	5,280	9,000	(3,720)		40,000
Wells Canopy revenue	1,630	1,000	3,533	3,000	533		12,000
Town Hall Rent	9,805	10,133	29,415	30,400	(985)		121,600
Community Garden revenue	0	0	0	0	0		1,000
Fox Farm Rental revenue	1,950	1,950	5,850	5,850	0		23,400
Arena Revenue	36,030	35,358	113,932	106,125	7,807		245,500
Recreation Programs	7,781	2,313	17,375	16,338	1,037		125,250
	59,627	54,087	175,386	170,712	4,673		568,750
Other Revenue from Own Sources							
Licenses & Permits	16,919	4,792	(3,523)	14,475	(17,998)	1	57,600
Recycling Dollies & Lids	0	0	0	42	(42)		42
Interest & Sundry	2,057	2,500	7,084	7,500	(416)		30,000
Miscellaneous	214	833	73,299	2,500	70,799	2	10,000
Fire Dept. Administration	1,000	1,000	3,000	3,000	0		12,000
Local Improvement Levy Mulberry Lane	4,708	4,708	4,708	4,708	0		4,708
	24,899	13,833	84,568	32,225	52,343		114,350
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,750
Grant - Other	8,918	0	8,918	0	8,918		0
Grant - Students	0	0	0	0	0		45,000
	8,918	0	8,918	0	8,918		46,750
Other Transfers							
Surplus of 2nd Previous Year	0	0	109,616	109,616	(0)		109,616
Utility Fund Transfer	50,000	50,000	150,000	150,000	0		600,000
	50,000	50,000	259,616	259,616	(0)		709,616
EXPENSES							
General Government Services							
Legislative							
Mayor	4,188	4,583	12,622	13,750	1,128		55,000
Councillors	13,771	12,884	41,094	38,652	(2,441)		154,610
Regional Service Commission 9	3,825	3,825	11,474	11,474	0		45,895
Other	525	3,108	850	9,325	8,475		37,301
	22,308	24,401	66,040	73,202	7,162		292,806
Administrative							
Administration - Wages & Benefits	118,963	103,368	336,662	318,249	(18,413)	3	1,397,409
Office Building	62,096	64,567	115,583	90,400	(25,183)	4	203,500
Supplies	11,743	6,050	156,645	144,150	(12,495)	5	210,600
Solicitor	1,278	0	2,008	4,167	2,159		50,000
Professional Fees	6,779	7,000	6,779	7,000	221		100,000
Other	7,433	7,383	48,013	50,149	2,137		116,598
	208,291	188,368	665,689	614,115	(51,574)		2,078,107
Other General Government Services							
Website/Other	0	0	902	1,000	98		3,000
Community Communications (Team)	68	833	1,221	3,000	1,779		65,500
Civic Relations	327	500	327	500	173		1,500
Insurance	910	0	252,420	272,900	20,480	6	272,900
Donations	6,500	6,500	11,800	11,800	0		36,500
Cost of Assessment	0	0	0	0	0		388,127
Property Taxes - L.P.P.	19,653	18,617	19,653	18,617	(1,036)		18,617
Fox Farm Rental Expenses	1,050	0	1,050	4,000	2,950		4,000
	28,507	26,450	287,372	311,817	24,445		790,144
Total General Government Services	259,106	239,219	1,019,101	999,134	(19,967)		3,161,057
Protective Services							
Police							
Police Protection	284,836	284,836	854,507	854,507	0		3,418,030
Crime Stoppers	0	0	2,800	2,800	0		2,800
	284,836	284,836	857,307	857,307	0		3,420,830
Fire							
Fire Protection	224,450	224,450	653,988	653,988	0		2,890,000
Water Costs Fire Protection	335,000	335,000	335,000	335,000	0		335,000
	559,450	559,450	988,988	988,988	0		3,225,000
Emergency Measures							
EMO Director/Committee	0	0	0	1,000	1,000		1,000
	0	0	0	1,000	1,000		1,000
Other							
Animal & Pest Control	400	292	1,365	875	(490)		3,500
Other	0	83	0	250	250		1,000
	400	375	1,365	1,125	(240)		4,500
Total Protective Services	844,685	844,660	1,847,661	1,848,421	760		6,651,330
Transportation Services							
Common Services							
Administration (Wages & Benefits)	124,601	139,981	366,869	406,942	40,073	7	1,723,500
Workshops, Yards & Equipment	98,381	104,061	202,327	222,411	20,084	8	801,261
Engineering	7,375	7,500	7,375	7,500	125		7,500
	230,356	251,542	576,570	636,853	60,283		2,532,261
Roads & Streets							
Crosswalks & Sidewalks	25	0	1,159	1,000	(159)		67,000
Culverts & Drainage Ditches	485	470	1,491	1,502	11		36,850
Street Cleaning & Flushing	4,166	4,000	8,963	9,000	37		100,000
Snow & Ice Removal	9,073	0	9,073	0	(9,073)		10,000
	194,490	191,535	653,609	649,606	(4,003)		1,267,000
	208,239	196,005	674,295	661,108	(13,186)		1,480,850
Street Lighting	14,093	15,833	42,129	47,500	5,371		190,000
Traffic Services							
Street Signs	0	0	0	0	0		20,000
Traffic Lanemarking	0	0	0	0	0		40,000
Traffic Signals	829	1,000	20,657	11,000	(9,657)	9	20,000
Railway Crossing	259	250	5,105	5,150	45		26,000
	1,087	1,250	25,762	16,150	(9,612)		106,000
Public Transit							
Public Transit - Comex Service	7,556	7,556	22,668	22,668	0		90,673
Public Transit - Other	1,706	769	1,998	1,186	(812)		2,500
	9,262	8,325	24,666	23,854	(812)		93,173
Total Transportation Services	463,038	472,956	1,343,421	1,385,466	42,045		4,402,284

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Environmental Health Services						
Solid Waste Disposal Land Fill garbage	21,317	25,000	62,255	75,000	12,745	300,000
Solid Waste Disposal Landfill Compost	2,013	3,333	5,858	10,000	4,142	40,000
Solid Waste Collection Fero	45,221	51,250	145,674	153,750	8,076	615,000
Clean Up Campaign	0	0	6,131	9,000	(5,131)	40,000
Total Environmental Health Services	68,551	79,583	219,918	239,750	19,832	995,000
Environmental Development Services						
Planning & Zoning						
Administration (Wages and benefits)	33,386	34,618	81,867	103,454	21,587	449,000
Administration	1,568	3,083	5,690	9,750	4,060	115,500
Planning Projects	1,152	833	1,152	2,500	1,348	10,000
	36,105	38,535	88,709	115,704	26,995	574,500
Envision Saint John	12,281	12,281	36,843	36,843	0	147,372
Tourism	0	167	0	500	500	2,000
	12,281	12,448	36,843	37,343	500	149,372
Total Environmental Development Service	48,386	50,982	125,552	153,047	27,495	723,872
Recreation & Cultural Services						
Administration (wages and benefits)	32,285	31,993	101,653	95,979	(5,674)	423,000
Administration	41,303	34,175	46,573	42,025	(4,548)	70,600
Rothsay Arena	49,431	42,617	120,815	109,350	(11,465)	409,500
Parks & Gardens	40,059	47,926	123,025	148,502	25,477	865,250
Playgrounds and Fields	2,751	6,250	7,662	18,750	11,088	149,000
Rothsay Common Rink	8,464	18,250	44,299	65,750	21,451	102,500
Memorial Centre	15,460	14,021	25,931	26,463	532	76,000
Wells Building	14,003	15,417	20,024	23,751	3,728	54,505
James Renforth	2,282	1,492	2,497	1,625	(872)	2,225
Beaches	0	0	295	0	(295)	66,500
Summer Programs	56	42	84	125	41	101,225
The Hive expenses	728	1,554	2,736	4,663	1,926	18,650
Regional Facilities Operating	79,227	79,227	158,454	158,454	0	329,491
Kennebecasis Public Library	8,080	8,080	24,241	24,241	0	96,963
Regional Facilities Capital	0	0	0	0	0	199,357
Special Events	1,686	5,000	12,065	8,333	(3,732)	45,500
PRO Kids	0	0	0	0	0	7,500
Total Recreation and Cultural Services	295,815	306,043	690,355	728,010	37,655	3,017,766
Fiscal Services						
Debt Charges						
Interest	1,780	625	4,175	1,875	(2,300)	204,941
Debtenture Payments	0	0	0	0	0	671,000
	1,780	625	4,175	1,875	(2,300)	875,941
Transfers To:						
Capital Fund for Capital Expenditures	0	0	0	0	0	5,400,000
	0	0	0	0	0	5,400,000
Total Fiscal Services	1,780	625	4,175	1,875	(2,300)	6,275,941
	1,981,363	1,994,069	5,250,181	5,355,702	105,521	25,227,250

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Town of Rothesay

Variance Report - General Fund

Note #	Actual	month ending Budget	3/31/2025 Better/(Worse)	Description of Variance
Revenue				
1	\$ (3,523)	\$ 14,475	\$ (17,998)	Refunded builder permit
2	\$ 73,299	\$ 2,500	\$ 70,799	Sale of equipment
Expenses				
<i>General Government</i>				
3	336,662	318,249	\$ (18,413)	Unbudgeted wage increase + position
4	115,583	90,400	\$ (25,183)	Renovations to offices
5	156,645	144,150	\$ (12,495)	New office equipment
6	252,420	272,900	\$ 20,480	Lower than expected
<i>Protective Services</i>				
<i>Transportation</i>				
7	366,869	406,942	\$ 40,073	Vacant position
8	200,504	222,411	\$ 21,908	timing
9	20,657	11,000	\$ (9,657)	New LED audible signals at Hampton/Marr
<i>Environmental Health</i>				
<i>Environmental Development</i>				
10	81,867	103,454	\$ 21,587	Vacant position
<i>Recreation & Cultural Services</i>				
11	120,815	109,350	\$ (11,465)	Power and W&S higher than anticipated
12	123,025	148,502	\$ 25,477	Vacant position and timing
13	7,662	18,750	\$ 11,088	Timing, budgeted allocated monthly
14	44,299	65,750	\$ 21,451	Wages and expenses lower than anticipated
15	12,065	8,333	\$ (3,732)	Ice fishing

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Town of Rothesay

Capital Projects

General Fund

3 Months Ended 3/31/2025

	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
Transportation			
T-2025-001 Asphalt (13)	2,398,000	28,634	2,369,366
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	157,129	708,871
T-202*-00* Buildings	71,000	0	71,000
T-2025-00* Renforth Property study	50,000	19,074	30,926
T-202*-00* Salt Storage Facility	185,000	153,913	31,087
Total Transportation	6,173,000	358,750	0
Recreation			
R-202*-00* Synthetic Turf	1,500,000	14,991	1,485,009
Wells Recreation Park Tennis court conversion	80,000	1,669	78,331
R-2022-004 Wells Bldg	60,000	0	60,000
Wells lighting	565,000	78,036	486,964
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	94,695	0
Carryovers			
T-2024-001 Asphalt	0	2,563	(2,563)
R-2020-007 Trail Development	0	1,216	(1,216)
T-2023-004 Intersection Improvement (Gondola/	0	5,874	(5,874)
R-202*-00* Recreation Master Plan	0	5,824	(5,824)
	0	15,478	(15,478)
Total	\$ 11,484,500	\$ 468,923	\$ -
			\$ 11,015,577

Budget and Funding Allocation

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

Town of Rothesay

Utility Fund Financial Statements

March 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 3/31/2025

ASSETS

Assets:

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

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

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

LIABILITIES

Current:

Util Capital due to/from Util Operating	<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
3/31/2025

ASSETS

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

LIABILITIES AND EQUITY

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

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Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 3/31/2025

ASSETS

Current assets:

Accounts Receivable Net of Allowance	3,433,426
Accounts Receivable - Misc.	127,813
Total Current Assets	<u>3,561,239</u>

Other Assets:

Projects	933,942
	<u>933,942</u>

TOTAL ASSETS	<u><u>\$ 4,495,181</u></u>
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LIABILITIES

Accrued Payables	15,664
Due from General Fund	1,847,142
Due to Capital Fund	(1,208,934)
Deferred Revenue	8,007
Total Liabilities	<u>661,879</u>

EQUITY

Surplus:

Opening Retained Earnings	32,335
Profit (Loss) to Date	3,800,967
	<u>3,833,302</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 4,495,181</u></u>
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Town of Rothesay
Utilities Operating Income Statement
3 Months Ended 3/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	336,237	318,950	336,229	318,950	17,279		1,160,000
Meter and non-hookup fees	17,610	15,500	17,623	15,500	2,123		62,000
Water Supply for Fire Prot.	335,000	335,000	335,000	335,000	0		335,000
Local Improvement Levy	59,798	59,000	61,132	59,000	2,132		59,000
Sewerage Services	2,444,269	2,400,000	2,444,269	2,400,000	44,269		2,400,000
Connection Fees	9,000	9,000	9,000	9,000	0		75,000
Interest Earned	8,435	8,750	25,876	26,250	(374)		105,000
Misc. Revenue	0	500	825	1,600	(775)		6,479
Infrastructure Grants	276,134	0	877,280	0	877,280		0
Transfer from Reserves	0	0	250,000	0	250,000		0
Surplus - Previous Years	0	0	40,521	40,521	0		40,521
TOTAL RECEIPTS	3,486,482	3,146,700	4,397,756	3,205,821	1,191,935		4,243,000
WATER SUPPLY							
Share of Overhead Expenses	20,000	20,000	60,000	60,000	0		240,000
Wages	17,267	20,833	56,212	62,500	6,288		250,000
Audit/Legal/Training	6,277	6,500	6,277	9,500	3,223		14,000
Other Water	0	167	(630)	500	1,130		2,000
Purification & Treatment	51,441	36,650	105,781	110,800	5,019		615,000
Transmission & Distribution	41,441	24,833	42,820	46,500	3,680		130,000
Power & Pumping	6,437	5,417	20,914	16,250	(4,664)		65,000
Billing/Collections	59	260	177	779	603		3,118
Water Purchased	98	292	239	584	345		1,750
Misc. Expenses	801	1,667	2,122	5,000	2,878		35,000
McGuire Road Operating	16,294	1,375	17,989	4,500	(13,489)		16,000
TOTAL WATER SUPPLY	160,113	117,994	311,900	316,914	5,013		1,371,868
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	30,000	30,000	90,000	90,000	0		360,000
Wages	31,250	31,250	93,750	93,750	0		375,000
Audit/Legal/Training	3,389	6,750	4,474	8,250	3,776		15,000
Collection System Maintenance	0	0	3,389	3,500	111		75,000
Sewer Claims	0	0	5,669	5,750	81		23,000
Lift Stations	27,157	10,750	60,135	44,250	(15,885)		85,000
Treatment/Disposal	16,927	20,667	24,764	43,000	18,236		125,000
Misc. Expenses	276	2,525	2,707	9,925	7,218		35,000
TOTAL SWGE COLLECTION & DISPO	108,999	101,942	284,889	298,425	13,536		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	269,113	219,935	596,789	615,339	18,550		4,243,000
NET INCOME (LOSS) FOR THE PER	3,217,370	2,926,765	3,800,967	2,590,482	1,210,484		0

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Town of Rothesay

Variance Report - Utility Operating

3/31/2025

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	336,229	318,950	17,279	Larger consumption compared to past Q's
2	Sewerage Services	2,444,269	2,400,000	44,269	Conservative budget
3	Infrastructure Grants	877,280	0	877,280	WWTP
4	Transfer from Reserves	250,000	0	250,000	Gas Tax capital
Water					
5	McGuire Road Operating	17,989	4,500	(13,489)	Concrete slab at 24 McGuire
Sewer					
6	Lift Stations	60,135	44,250	(15,885)	Install wet wizard, FV & Riverside upgrades
7	Treatment/Disposal	24,764	43,000	18,236	Timing

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Town of Rothesay

Capital Projects
Utility Fund
3 Months Ended 3/31/2025

	Original BUDGET	Current Y-T-D	Remaining Budget
WATER			
W-2022-003 Filtration Bldg Water	375,000	471,259	(96,259)
W-2024-00* Treatment effluent tank re-lining	100,000	9,847	90,153
W-2024-00* Filter Bldg heat system upgrade	40,000	27,776	12,224
W-2025-00* Turnbull Court water	300,000	-	300,000
W-2025-00* Wiljac Improvement	800,000	-	800,000
	<u>\$ 1,615,000</u>	<u>\$ 508,882</u>	<u>\$ -</u>
			<u>\$ 1,106,118</u>
SEWER			
S-2023- 004 WWTF Plant	10,000,000	\$ 376,564	9,623,436
S-2024-00* Frances Ave lift station replacement	120,000	\$ -	120,000
Unbudgeted items:			
	<u>10,120,000</u>	<u>376,564</u>	<u>-</u>
			<u>9,743,436</u>
Total Approved	<u>11,735,000</u>	<u>885,446</u>	<u>-</u>
			<u>10,849,554</u>
Carryovers			
Funded from Reserves			
W-2024-00* Production Wells TH90-1	-	40,331	(40,331)
W-2024-00* Storage bldg renovations	-	8,149	(8,149)
S-2021-008 WWTP Design Phase II	-	15	(15)
	<u>0</u>	<u>48,496</u>	<u>0</u>
			<u>(48,496)</u>
	<u>11,735,000</u>	<u>933,942</u>	<u>-</u>
			<u>10,801,058</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

2025-05-31

219500-60

Donations/Cultural Support

Budget

Paid to date

KV3C (in kind)	2,500.00	-
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	5,000.00
Fairweather Scholarship	1,000.00	
Saint John Theatre Company	1,000.00	
Symphony NB	2,500.00	
sub	17,000.00	10,000.00

Other:	19,500.00	
Junior Achievement NB		300.00
RES - 50th Anniversary		300.00
Shining Horizons		1,200.00

sub	19,500.00	1,800.00
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36,500.00	11,800.00
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G/L Balance	11,800.00
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Other:		
Kennebecasis Crimestoppers	2,800.00	Protective Services
PRO Kids	7,500.00	Recreation
	10,300.00	-

TOWN OF ROTHESAY

FINANCE COMMITTEE

April 28, 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 8:56am.

The agenda was accepted (HB/DS)

Review of Minutes

The minutes of April 1, 2025 were accepted as presented (DS/HB)

March Financial Statements

- a) **General Fund** – Nothing new since last month. Summer & Winter Mtce agreement form needs to be signed to received money hence \$20K variance on Pg 8. Refund for building permit since assessment value was overestimated at \$7M when it was \$4.5M.
Treasurer Doug MacDonald confirmed that the Wells Lighting project is the ballpark. Don Shea questioned the name of the Wells building as its being referred to Wells Canopy. Mayor Nancy Grant suggested a meeting to look at naming. CAO Brett McLean indicated plans to hire someone with a marketing background for term contract which will look into naming rights instead of contracting out.
- b) **Utility Fund** – First quarter revenues higher than conservative budget. Grant revenue will be allocated to projects.

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

Donation Requests

Ladies Night Out - To purchase 5 ticket for \$100 from Mayor- Other account

Kennebecasis Rowing Club - \$3000 - **Table** until April 1st, 2025 when Canada Summer Games is announced

Agreed to give Honorariums of \$250 to each Dalhousie students for the Cluster Housing presentation/.

For Information

Remittance report – all items filed. Audited Financial Statements have been sent to GNB and bank.

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

Next Meeting

The next meeting is set for May 26, 2025.

The meeting adjourned at 9:25am.

Councillor Don Shea, Chairman

Laura Adair, Recording Secretary

Parks & Recreation Committee

April Update for Committee

April 22, 2025

Rothesay Arena	Spring ice schedule last day for ice is April 30 th .
Arthur Miller Upper Field Replacement Project	Project to start week of May 26 th , 6-8 weeks to complete.
Wells Softball Field Lighting Project	Project will start last week of May. 2-3 weeks to complete.
Summer Student Employment	Interviews are taking place over the next few weeks. Hoping to have all Playground Program and Lifeguards hired by the end of the month. Parks students (8) to start work on May 5 th .
2025 Earth Day Community Clean Up	<p>We have invited schools, businesses, community groups, and residents in Rothesay to join the race to make the world a better place! Rothesay is hosting a community clean-up from Saturday, April 19th to Tuesday, April 22nd. Get your friends, family, co-workers, and neighbours involved and help make a difference!</p> <p>Gloves and garbage bags are available for community members to use to clean up litter in our parks, trails, and green spaces – call 506-847-6398 to arrange pick up. We have partnered with JTR Services to have a dumpster at the Rothesay Arena Parking lot for you to drop off collected garbage.</p> <p>Here are some locations town staff have identified as focus areas for this year's community clean-up:</p> <ul style="list-style-type: none"> • Oakville Lane • Scribner Crescent • Bi Centennial Ballfield parking lot to Dolan Road • Airport Arterial (both sides) • Campbell Drive from Canadian Tire to Superstore • Cul-de-Sac at the top of Grove Avenue (close to MacKay Highway) • RHS and Rothesay Arena • James Renforth Drive from Fitzgerald Ballfield to Renforth Beach • Top of Foxfarm Road at Highway off ramp (gravel parking area)

	<ul style="list-style-type: none"> • Rothesay Road from KPark to James Renforth Drive (on the side closest to the train tracks) • Sierra Avenue • Millennium Drive from Kent Building Supplies to Donlyn Drive
Community Garden	<p>We're collaborating with community garden members to coordinate details for the 2025 gardening season. All 48 plots have been rented. The spring garden meeting is scheduled for Thurs, April 17th to discuss plans & preparations for the season ahead!</p>
Rothesay Intergenerational Community Complex (RICC) Fundraising Kickoff BBQ	<p>Let's turn up the heat on the RICC project & come together to get the thermometer moving. Join us on Saturday, May 10th from 11am-1pm for a FREE BBQ in the Rothesay Arena parking lot. Come out to learn more about how you can be a part of this exciting community legacy. To learn more visit https://www.rothesay.ca/RICC/</p>
Playground Programs	<p>Rothesay Playground Programs are for kids ages 5-12 are back this summer. This is a drop-in/punch pass program that operates at 3 different locations: KPark Elementary School, Rothesay Park Middle School and Wells Community Centre beginning on Monday, June 23rd running until Friday, August 22nd, 2025. To Learn more visit: https://www.rothesay.ca/recreation/seasonal-programs/playground-programs/</p>
Rothesay Beaches	<p>Located on the shores of the beautiful Kennebecasis River, Rothesay has two supervised beaches that are open to the public during the summer months. K-Park and Renforth Beaches will open for the 2025 season on Monday, June 23, 2025. Beaches will close for the season on Friday, August 22, 2025.</p>
Rothesay HIVE	<p>Rothesay HIVE is busy with programs and events every day of the week. For more information about the Rothesay HIVE including the calendar, newsletter, and more visit: https://www.rothesay.ca/recreation/rothesay-hive/.</p> <p>Rothesay Hive Facebook Group: 1,198 members</p> <p>Rothesay Hive Registered Members</p> <ul style="list-style-type: none"> • Past: 2022: 124 Members, 2023: 162 Members, 2024: 205 Members <p>Current: 2025: 170 Members (as of April)</p>
SJNC Programs at the Rothesay HIVE	<ul style="list-style-type: none"> • Saint John Newcomers Centre continues to offer Future Engage at the Rothesay 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.

Renforth Senior Exercise Classes	The Renforth Seniors Exercise Classes remain popular. The class is still being offered at the Bill McGuire Centre on Mondays and Wednesdays from September to June each year.
Zoomers in Balance	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.
Age Friendly Wellness Fair	The 2 nd Annual Age Friendly Wellness Fair will be held again at the Rothesay High School Gymnasium on Monday, June 2, 2025, from 6pm-8pm. More details to come!
Other	Subscribe to our quarterly e-newsletter for Rothesay news, events, and more directly to your inbox by following this link: https://mailchi.mp/rothesay/r-insider



ROTHESAY
CLIMATE CHANGE ADAPTATION COMMITTEE
Rothesay Town Hall Common Room
Tuesday, April 22nd, 2025 at 3:30 pm



PRESENT: MAYOR NANCY GRANT
DEPUTY MAYOR MATT ALEXANDER, CHAIRPERSON
VICE CHAIRPERSON KOREY NIXON
COLLEEN LANG
GARY MYLES

DRAFT

CHIEF ADMINISTRATIVE OFFICER BRETT MCLEAN
RECORDING SECRETARY DEBBIE KEYES

ABSENT: ANN MCALLISTER

Chairperson Alexander called the meeting to order at 3:30 p.m.

Chairperson Alexander welcomed Gary Myles to the Committee.

1. APPROVAL OF AGENDA

MOVED by C. Lang and seconded by Mayor Grant the agenda be approved, as circulated with the following additions:

- Item 7.2 Honorarium

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Climate Change Adaptation Committee meeting of March 18th, 2025.

MOVED by K. Nixon and seconded by Mayor Grant the minutes of March 18th, 2025 be adopted, as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Flyers Distribution (*John Jarvie*)

CAO McLean clarified that recommendations regarding the flyers and levying Brunswick News were presented to the Council at the last Council meeting. The Council voted on the matter and approved the levy on the company. Staff are now awaiting the Town's By-law Enforcement Officer to look into a generic ticketing book. Further updates will be provided as staff receives any information.

6.2 Idling Reduction Policy (*John Jarvie*)

Town staff are currently working on signage and determining potential locations, guided by a proposed map. Some of the signs will be placed in common areas where people typically wait in their cars, such as near schools and playgrounds also at the K-Park entrance at the train tracks. Additional details will be provided at the next meeting.

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

CAO McLean noted that the Corporate GHG Action Plan - Project Portfolio is outdated. While the Town has made progress and met some of its targets, there's still work to be done. Renovations to Town Hall were a significant part of the plan, and the Town will be revisiting that as part of the ongoing strategy. We will budget for improvements in 2026 to enhance the building's energy efficiency. There are also other areas in Town hall that seem to be higher energy consumers, due to increased foot traffic and the need to maintain higher heat levels—especially with the clinic upstairs at Town hall. Nonetheless, the staff are actively working on reducing the overall energy footprint.

The key step for 2026 is to update the plan. The Committee will need to decide how to approach this, whether we will issue an RFP and hire a new consultant and produce a completely new plan, or go back to Quest to help update the current plan and extend its lifespan. These are decisions the Committee will work through and make recommendations to Council moving forward.

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

Council submitted an application to the capital borrowing board to secure the remaining \$5.5 million needed to reach the \$12.5 million total for renovating the old arena. However, it's understood that the full renovation can't be completed until there is have a new ice rink in place, as the current rink must remain in service until then. That said, there are other improvements that can be made in the meantime. Focus on "greening" the building, can be done while the Town continues to move forward. If the Town can find space in the building, the Hive Senior Centre could be relocated into the arena, integrated into the upstairs community space. Additionally, solar panels on the roof are part of the project. There's a lot that can be done beyond just removing the ice surface and the benefits this will bring are substantial.

The applications have been submitted, and after a few meetings with regional development, the response has been positive. They are well informed about the project and have heard about it from higher levels. The initial ask was for \$9.6 million from the federal government and \$7 million was approved, so the Town is moving forward.

Staff is working on a kickoff BBQ for the new Rothesay Intergenerational Community Complex (RICC) on Saturday May 10th, 2025. The Town has set a goal of about 2 million to raise from the community.

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

Mayor Grant mentioned that many of the items in Appendix A have already been addressed by the Town, and the Town is on track with most of them. However, there's still a need for more public education on water conservation and emergency preparedness. Additionally, the Town's email addresses should be updated in the Sentinel database.

6.6 ACAP (Atlantic Coastal Action Program) Climate Change Adaptation Plan

RECEIVED FOR INFORMATION ONLY

7. NEW BUSINESS

7.1 FRSC (Fundy Regional Service Commission) Climate Change Action Committee update
CAO McLean was been appointed to the Committee. More information to follow.

7.2 Honorarium

Meeting Addendum:

K. Nixon asked about increasing the honorarium amount for Committee members, noting it has not changed for quite some time and has not been adjusted for inflation.

MOVED by K. Nixon and seconded by C. Lang that Council review the honorarium for Committee members as part of the 2026 budget process noting it has not changed for quite some time and has not been adjusted for inflation.

CARRIED.

DATE OF NEXT MEETING

The next meeting is Tuesday May 20th, 2025.

8. ADJOURNMENT

MOVED by K. Nixon and seconded by C. Lang the meeting be adjourned.

CARRIED.

The meeting adjourned at 4:25 pm.

CHAIRPERSON

RECORDING SECRETARY



2025 May 120 Open Session FINAL_090

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Climate Change Adaptation Committee
DATE : April 22nd, 2025
RE : Honorarium

Background:

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Tuesday, April 22nd, 2025:

MOVED by K. Nixon and seconded by C. Lang that Council review the honorarium for Committee members as part of the 2026 budget process noting it has not changed for quite some time and has not been adjusted for inflation.

CARRIED.

ROTHESAY

Works and Utilities Committee 2025May12OpenSessionFINAL_091

Minutes

-1-

23 April 2025



ROTHESAY

WORKS AND UTILITIES COMMITTEE MEETING

Rothesay Town Hall Common Room

Wednesday, April 23rd, 2025

5:30 p.m.



PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
SHAWN CARTER, VICE CHAIRPERSON
CYNTHIA VANBUSKIRK
STEPHEN ROSENBERG

DRAFT

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

ABSENT: GEORGE THAMBI
SARAH RICHARDS
COUNCILLOR DAVE BROWN

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

1. ELECTION OF OFFICERS

CAO McLean called three times for nominations from the floor for Chairperson.

C. VanBuskirk nominated Deputy Mayor Alexander as Chairperson, seconded by S. Rosenberg. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

CAO McLean called three times for nominations from the floor for Vice Chairperson.

C. VanBuskirk nominated Shawn Carter as Vice Chairperson, seconded by S. Rosenberg. There being no other nominations, Shawn Carter was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

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

CARRIED.

3. APPROVAL OF MINUTES

3.1 Regular Works and Utilities Committee meeting of March 18th, 2025.

MOVED by S. Carter and seconded by S. Rosenberg the minutes of March 18th, 2025 be adopted as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

N/A

5. DELEGATIONS

6. REPORTS & PRESENTATIONS

N/A

7. UNFINISHED BUSINESS

7.1 Capital Projects Summary

RECEIVED FOR INFORMATION

7.2 Solid Waste Tonnage Report
RECEIVED FOR INFORMATION

7.3 Speed Radar Signs Report
RECEIVED FOR INFORMATION

7.4 Council Priorities 2021-2026
RECEIVED FOR INFORMATION

7.5 Private Lanes – Report prepared by CAO McLean
DM Alexander continued the discussion from our last meeting. Staff was tasked with gathering information on the potential costs for various scenarios. These included:

1. The cost of eliminating services for the seven lanes entirely.
2. The cost of maintaining only summer maintenance.
3. The cost of keeping only garbage collection.
4. The cost of modifying the scope to include three houses instead of four, or
5. Expanding the coverage to include the remaining 27 private lanes.

The estimated costs are as follows:

- To eliminate all services: \$15,816
- To maintain only summer maintenance: \$3,500
- To keep only garbage collection: No additional cost, as it falls under the Town's standard garbage collection fee.

CAO McLean clarified that Appleby Drive is subject to a legal easement agreement with the Town. The property is owned by the estate of a resident, there is an easement in place allowing the Town to use the land for stormwater purposes. While the land is encumbered by this easement in favor of the Town, the Town does not own the property.

There are 46 private lanes in total in Rothesay, 19 currently receive some level of service, while 27 receive no services at all. Out of the 19, 12 meet the criteria set in the Private Lanes Policy the Town drafted and staff is recommending that the other 7 private lanes be discontinued, based on the policy criteria.

The 7 private lanes are:

- Golden Pond Lane
- Dayspring Lane
- Fairweather Lane
- Appleby Drive
- Scovil Lane
- Olson Roadway
- Madill Lane

The intent of the Private Lanes Policy is to align with the Municipal Plan, which is a Council adopted document. The Committee could revise the Private Lanes Policy to reflect the Municipal Plan's standard of "three or more" dwellings, which would allow five of the seven lanes to continue receiving services. The remaining two private lanes, Olson Roadway and Madill Lane would be grandfathered to maintain the services they currently receive.

This approach keeps the Private Lanes Policy consistent with the Municipal Plan moving forward. By grandfathering the two existing lanes, we acknowledge their unique circumstances while ensuring that any new lanes serving fewer than three homes would not be eligible for Town services. The property owners would not be able to request services based on what others receive. Conversely, if a new lane is created to serve more than three homes, it would be treated as a subdivision street. In such cases, it must be built to Town standards and formally transferred to the Town, avoiding any future ownership or maintenance issues.

The Committee recommends that Council proceed with adoption of the Private Lanes Policy with an amendment to include three or more houses and accompanying motion to allow the two existing private lanes that do not fit the criteria are to be grandfathered to receive services in perpetuity, or until such time as the configuration of the lanes including the number of homes changes.

MOVED by C. VanBuskirk and seconded by S. Rosenberg to recommend that Council proceed with adoption of the Private Lanes Policy with an amendment to include three or more houses and accompanying motion to allow the two existing private lanes that do not fit the criteria are to be grandfathered to receive services in perpetuity, or until such time as the configuration of the lanes including the number of homes changes.

CARRIED.

8. CORRESPONDENCE FOR INFORMATION

8.1 2025Apr10 Draft Private Lanes Policy – Follow up letter to residents

RECEIVED FOR INFORMATION

9. NEW BUSINESS

N/A

10. CORRESPONDENCE FOR ACTION

N/A

11. DATE OF NEXT MEETING:

Wednesday, May 21st, 2025.

12. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:35 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2025 May 12 Open Session FINAL_094

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



DRAFT

PRESENT: COUNCILLOR TIFFANY MACKAY FRENCH
COUNCILLOR DON SHEA (*left at 6:46 p.m.*)
KELLY ADAMS
TYLER DAVIS
RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
RHEAL GUIMOND, CHAIRPERSON
JON LEHEUP

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK MARY JANE BANKS
ASSISTANT CLERK LIZ HAZLETT

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

1. APPROVAL OF THE AGENDA

MOVED by R. Forte and seconded by Counc. Mackay French the agenda be approved as circulated.
CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of April 7, 2025

MOVED by Counc. Mackay French and seconded by T. Davis the Planning Advisory Committee meeting minutes of April 7, 2025 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

Counc. Mackay French declared a conflict of interest for Item 4.2 83 Hampton Road.

Counc. Shea declared a conflict of interest for Item 5.1 Millennium Drive/Campbell Drive.

4. NEW BUSINESS

4.1 34 Steeves Crescent

Jason O'Reilly

OWNER:

Jason O'Reilly

PID:

00442350

PROPOSAL:

Side yard setback variance for an addition

The property owner Jason O'Reilly was in attendance. DPDS Reade summarized the report. In response to inquiries, DPDS Reade advised the existing shed will be relocated; and a side yard with a larger setback is called a major side yard setback, and the smaller side is referred to as the minor side yard setback.

Neighbour, Geoff Bryson, was in attendance and noted he is not opposed to the project.

MOVED by J. LeHeup and seconded by M. Graham the Planning Advisory Committee hereby grants variances from the Rothesay Zoning By-law No. 2-10 allowing for a reduced minor setback of 1.5 meters for a proposed addition at 34 Steeves Crescent (PID 00442350).

- a) Accordingly, the applicant is required to submit the following:
 - i. A Surveyor's Location Certificate to confirm compliance with the building's required setbacks, the certificate shall:
 1. Be based on an actual site inspection and measurements
 2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building; and
 3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick

CARRIED.

The applicant left the meeting.

Counc. Mackay French declared a conflict of interest and left the meeting.

4.2 83 Hampton Road Francisco Cruz (Rothesay Athletics and Training)

OWNER: Brunswick Capital Inc.

PID: 30292718

PROPOSAL: Similar or Compatible Use (Outdoor Use as Fitness Facility)

Kim Newhouse and Francisco Cruz were in attendance on behalf of Rothesay Athletics and Training. DPDS Reade explained that the request is for a similar or compatible use to permit an outdoor baseball/softball pitching and batting training area. Views of the property and diagrams of the proposed training area were shown, and it was noted polling was conducted. DPDS Reade advised staff do not recommend approval. While parking would not be impacted there are still concerns related to noise and the possibility that balls could enter neighbouring properties despite the netting.

Discussion ensued and Ms. Newhouse and Mr. Cruz noted the following:

- Activity began last year as the previous owner of the building granted permission for use
 - o A formal application was submitted in response to a notice from the Town of an infraction
- Only seven parking spaces will be impacted which is negligible for the strip mall
- The request is similar to a prior use for an outdoor area for a daycare
 - o Noise would be comparable to a daycare or activity on the Rothesay Common
- The intent aligns with the Town's vision for wellness and a vibrant, active community
- Efforts will be taken to mitigate all concerns
- Immediate neighbours such as 4 of 5 tenants at 87 Hampton Road (the 5th was unavailable for comment), the Markton, and Sweetums Bakery have indicated support for the application
- The area will be fully enclosed with netting and fencing, and will be three meters from the existing fence
 - o The enclosure could be up to 55ft long and 10-12 ft wide, depending on feasibility
- Pitching machines will not be used
- Hours will be limited from 9 am to 8 pm
- The area would be covered under the company's liability insurance
- The property owner has granted permission for the request

Concerns were raised that netting has the potential to rip or tear (durable material such as chain link fencing is preferred); residents have made complaints about noise around recreational facilities (ex. screened pickleball courts) – and the crack of a baseball bat can be compared to a gunshot; and neighbours anticipated being next to a strip mall with a bank and laundry mat, not a daycare or batting cages.

Ms. Newhouse addressed these issues, explaining that the area will be fully enclosed with professional grade and durable material. She offered to provide additional canvas screening as well. Should other concerns arise the matter would be re-evaluated.

Larry Greer, 16 Woodland Avenue, stated his support for recreational opportunities but mentioned that the constant noise from last year destroyed the opportunity for him to enjoy his backyard. He noted this is not the right location, and mentioned that tenants of the Markton were not there last year to hear the noise.

Counc. Shea asked if anything further can be done to mitigate noise concerns. Mr. Cruz and Ms. Newhouse offered that additional screening can be added such as canvas or hard foam insulation to dampen the noise. When questioned, Ms. Newhouse added there are no plans for lighting.

Brad Dryer, 211 Gondola Point Road, mentioned he is in attendance to discuss another item but suggested the Town may have a noise by-law to address concerns. Ms. Newhouse added there is a company that can conduct a noise survey as well but noted noise levels would be no different than those on the Rothesay Common.

There was some confusion that the recommendation is in favour of the request but staff do not support the motion. Town Clerk Banks clarified that in accordance with Robert's Rules of Order recommendations are framed as positive. The Committee can vote against the motion if they do not wish to approve the application.

MOVED by R. Forte and seconded by T. Davis the Planning Advisory Committee hereby grants permission to operate an outdoor area for baseball (and softball) pitching and batting training, in conjunction with the existing athletics and training facility in the shopping centre at 83 Hampton Road (PID 30292718) as a similar or compatible use subject to the following conditions:

- A. The outdoor use of the site for athletic/fitness activities is limited to the applicant's proposal for the outdoor baseball (and softball) pitching and batting training.
- B. The area actively being used for batting and pitching must be fully enclosed (top and sides) by netting to the satisfaction of the Development Officer.
- C. The outdoor batting and pitching activities are limited to between the hours of 9 AM and 8 PM.

ON THE QUESTION:

R. Forte noted he put forth the motion but will be voting against it. He said he supports recreational opportunities but suggested this is the wrong location, citing agreement with concerns regarding noise and impact on surrounding properties.

YEA votes recorded from: T. Davis, M. Graham, J. LeHeup, and R. Guimond.

NAY votes recorded from: Counc. Shea, R. Forte, and K. Adams.

CARRIED.

The applicants left the meeting.

Counc. Mackay French returned to the meeting.

4.3 Cameron Road

4.3.1 Cameron Road

Don-More Surveys & Engineering Ltd.

OWNER: LTS Investments Inc.

PID: 00064402, 00064337, 00246868, 30019590

PROPOSAL: Rezoning to Two Family Residential [R2]

Isaiah Reid and Andrew Toole (Don-More Surveys & Engineering Ltd.) were in attendance on behalf of LTS Investments. DPDS Reade explained that there are two applications for the project – the first (Item 4.3.1) is to consider rezoning four lots, with two-unit dwellings, along Cameron Road from Single Family Residential [R1B] to Two Family Residential [R2]. The property will need to be regraded, and boundary adjustments are required to reduce roughly 7-8 parcels down to 5 lots for the entire project (including Item 4.3.2). He displayed renderings, floor plans, and sizes of the side-by-side duplexes. Polling was conducted and letters were sent to properties within 100m of the subject area. He concluded by noting the recommendation is to recommend Council schedule a public hearing to consider rezoning the four lots.

Mr. Reid mentioned he sent a slideshow to Town staff. DPDS Reade advised he had not received one. Mr. Reid prefaced by noting he anticipated a 60-day notice period which he had planned to speak with neighbours and address concerns. He shared that the intent is for senior-living which would not generate large volumes of traffic, instead most likely, a single vehicle per household. He added other details including stormwater management plans are also in the process of being finalized. In response to an inquiry, he noted the timeline for construction of the four lots is 12 months, once approval is granted.

The following people from the public spoke: Paul Leblanc, 13 Cameron Road; Brian White, 35 Ballpark Avenue; Brad Dryer, 211 Gondola Point Road; Dan Kirk, 12 Cameron Road; and Nicole Babineau, 15 Cameron Road. There were inquiries and concerns about waterlines (installation suggests approval may have already been granted); the two applications; grading; setbacks; vegetation; increased traffic; improvements to Cameron Road; and the polling process.

DPDS Reade and CAO McLean clarified that because Cameron Road was scheduled to be repaved last year, and staff were made aware by the developer of plans to submit the applications, waterlines were installed to the properties at the request, and cost, of the developer to prevent the need to excavate the road in the future. They explained that property owners can request multiple waterlines to their properties, and installation of the waterlines does not guarantee approval of the applications.

DPDS Reade also clarified that there are two separate applications for the project – one to rezone the four lots to R2, and Item 4.3.2 – to rezone parcels to Attached Residential [R3].

Mr. Toole addressed inquiries about grading, setbacks, and vegetation, noting the grade would follow the terrain as much as possible, and the design is not ultra-modern but would fit in with the character of the neighbourhood. He reiterated that the intent was to speak with neighbours to discuss these concerns and they would have 60 days to comment. Town Clerk Banks advised those in attendance 60 days was incorrect and she would explain the timeline in more detail.

CAO McLean advised the recommendation tonight is not for approval of the application, but for Council to schedule a public hearing at which time members of the public can provide comments or concerns.

Regarding polling, DPDS Reade advised notices were sent out later than anticipated, but public comments were accepted past the deadline. If Council schedules a Public Hearing, a notice will be sent to property owners within 100 meters of the area, inviting individuals to submit comments, and attend the Public Hearing where they can speak on the matter. When questioned, he offered that notices may be hand delivered in the event of a postal strike.

MOVED by Counc. Shea and seconded by M. Graham the Planning Advisory Committee recommend that Rothesay Council schedule a public hearing to consider the rezoning of a portion of 7,9, and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] to Rezoning to Two Family Residential [R2].

ON THE QUESTION:

Town Clerk Banks spoke of the legislative requirements for notice of public hearings – being no less than 21 days and no more than 30 days prior to a public hearing. She noted should Council proceed, documentation will be posted to the Town website and available at Town Hall. Town Clerk Banks also indicated she and DPDS Reade can be contacted to answer any questions.

CARRIED.

4.3.2 Cameron Road

OWNER:

PID:

PROPOSAL:

Don-More Surveys & Engineering Ltd.

LTS Investments Inc.

00064386, 00246769, 00064394, 00064402, 00246868,
00064337, 00064345, 00064378, 00064352

Rezoning to Attached Residential [R3]

DPDS Reade advised the second application relates to rezoning 4.31 hectares from Single Family Residential – Standard [R1B], and Multi Unit Residential [R4] to Attached Residential [R3] for the purpose of a gated community consisting of 26 x 2-unit dwellings and 4 x 3-unit dwellings. The dwellings are similar to the ones discussed in Item 4.3.1 but will be constructed on a slab whereas the ones in Item 4.3.1 will have basements. Polling was conducted and the recommendation is to table the application pending preparation of a development agreement which would iron out details such as stormwater management, emergency access, and other considerations.

Discussion ensued and it was noted that the matter will return to the Committee, once the development agreement is prepared, for a recommendation that Council schedule a public hearing. During public hearings, presentations are given by developers and members of the public have ample opportunity to provide comments or ask questions; including questions raised by Mr. Kirk regarding the definition of cluster housing – multiple units on one lot in a cluster formation, and possible improvements to Cameron Road to mitigate traffic and safety concerns. Town Clerk Banks reiterated legislative requirements for notice of a public hearing, and added that a notice would be posted online, as well as at Town Hall with all supporting documentation.

MOVED by Counc. Mackay French and seconded by T. Davis the Planning Advisory Committee table the application to allow staff to prepare a draft Development Agreement prior to referring the application to Council for a Public Hearing.

CARRIED.

The applicants thanked the Committee left the meeting.

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

5. OLD BUSINESS

5.1 Millennium Drive/Campbell Drive OWNER:

zzap Consulting Inc.
Scott Brothers Ltd.

PID:

Sandra Jean Shea
30227086, 00173443

PROPOSAL:

Development Agreement

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

DPDS Reade summarized the request, and Mr. Zwicker gave a brief presentation highlighting the key points of the March 17th presentation: the proposal, site, project phases, timeline, access, layout, vision, parking, density transitions, building height (max 4 storeys), walkability, greenspace, mixed-use (residential and commercial), and renderings/design examples.

It was noted since the March meeting, work began on:

- the traffic study (Harbourside Engineering)
 - o the developer has committed to recommended traffic/transportation improvements
 - signal controlled intersection on Millennium Drive
 - Turning lanes on Millennium Drive
 - Possible upgrades at Millennium Drive/Campbell Drive intersection
- the revised servicing study (Brunswick Engineering)
 - o Wastewater
 - Millennium Drive to Campbell Drive Phase 1
 - Amberdale Phase 2
 - o Water
 - Flow monitoring complete
 - May need booster pumps for four storey buildings and fire flow
 - o Stormwater
 - Municipal piped system
 - Storm pond at NW corner
 - Onsite controls – swales, parking lot, roof top, oversized pipes
- the design for the stacked townhouse component
 - o every unit has a door and address
 - o no common halls or stairs like an apartment building
 - o lower level is a 1-bedroom unit
 - o second floor contains an entrance, kitchen, bathroom, and living space for the upper level unit
 - o third floor is two beds and two baths for the 2nd level unit
 - o increased density compared to a traditional townhouse block
 - o individual entrances creates street level activation and creates “eyes on the street” aligning with crime prevention principles
 - o the upper two storey unit promotes affordability by allowing for a roommate scenario
 - o accessible bottom level

A lengthy discussion ensued on the next steps. Staff clarified that the property does not need to be rezoned therefore a by-law amendment process is not needed – only a development agreement is required. However, because of the magnitude of the project, and existing zoning requires a presentation to the public, a public presentation is required. The intent is to table the application, prepare a draft development agreement, and then bring the draft agreement to the Committee for review and recommendation to Council to schedule the public presentation. The Town will do its due diligence to ensure the Committee, Council, and the public can review such a unique project. It was agreed the applicants do not need to return to the Committee to do a third presentation.

J. LeHeup asked if Town staff would be able to walk him through the site. Staff offered that this would be outside the Committee's mandate, noting the Committee is tasked with acting as a body to advise Council based on the merit of the proposal. A walkthrough is more of a function of staff to provide the Committee with equal information.

In response to inquiries, it was noted: while the process differs from a rezoning, it may follow a similar timeline for public consultation (presentation); the applicants are seeking approval for the entire project – it is not recommended the project be approved in phases as this could impact the size of pipes, roads, etc.; however, over the course of the project (30-40 years) the development agreement may need to be amended as market conditions could change; a market study was not done, but the project aligns with the provincial needs assessment; and the Municipal Plan and CMHC outline considerations for affordable units.

MOVED by Counc. Mackay French and seconded by R. Forte the Planning Advisory Committee table this item pending preparation of a draft Development Agreement prior to referring the matter to Council for the setting of the public presentation date.

CARRIED.

TABLED ITEMS

- 5.2 4 Grove Avenue (PID 00258376) – Setback Variance**
No action at this time
-

- 6. CORRESPONDENCE FOR INFORMATION**
 N/A

- 7. DATE OF NEXT MEETING(S)**
 The next meeting will be held on **Monday, June 2, 2025.**

- 8. ADJOURNMENT**

MOVED by Counc. Mackay French and seconded by T. Davis the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:28 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025 May 120 Open Session FINAL_101

ROTHESAY

MEMORANDUM



TO	:	Mayor Grant and Council
FROM	:	Planning Advisory Committee
DATE	:	6 May 2025
RE	:	Cameron Road Rezoning (R1B to R2)

Recommendation:

- Council schedule a Public Hearing for **Monday, June 16, 2025 at 7:00 p.m.**, in accordance with the *Community Planning Act*, SNB 2017 c 19, to consider rezoning a portion of 7,9, and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] to Rezoning to Two Family Residential [R2].

Background:

The Planning Advisory Committee passed the following motion at its regular meeting of Monday, May 5, 2025.

MOVED by Counc. Shea and seconded by M. Graham the Planning Advisory Committee recommend that Rothesay Council schedule a public hearing to consider the rezoning of a portion of 7,9, and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] to Rezoning to Two Family Residential [R2].

CARRIED.



To: Chair and Members of the Rothesay Planning Advisory Committee

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

Date: Tuesday, April 29, 2025

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

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

Origin:

Rothesay's Planning Advisory Committee (PAC) has received an application from Don-More Surveys and Engineering on behalf of LTS Investments to rezone parcels of land having an approximate area of 4757 square meters located along Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590). The applicant is seeking a rezoning from Single Family Residential – Standard [R1B] Two Family Residential [R2].

Background:

The property is designated Medium Density Residential and zoned Single Family Residential – Standard [R1B]. This section of Cameron Road is serviced with both sanitary sewer and water.

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

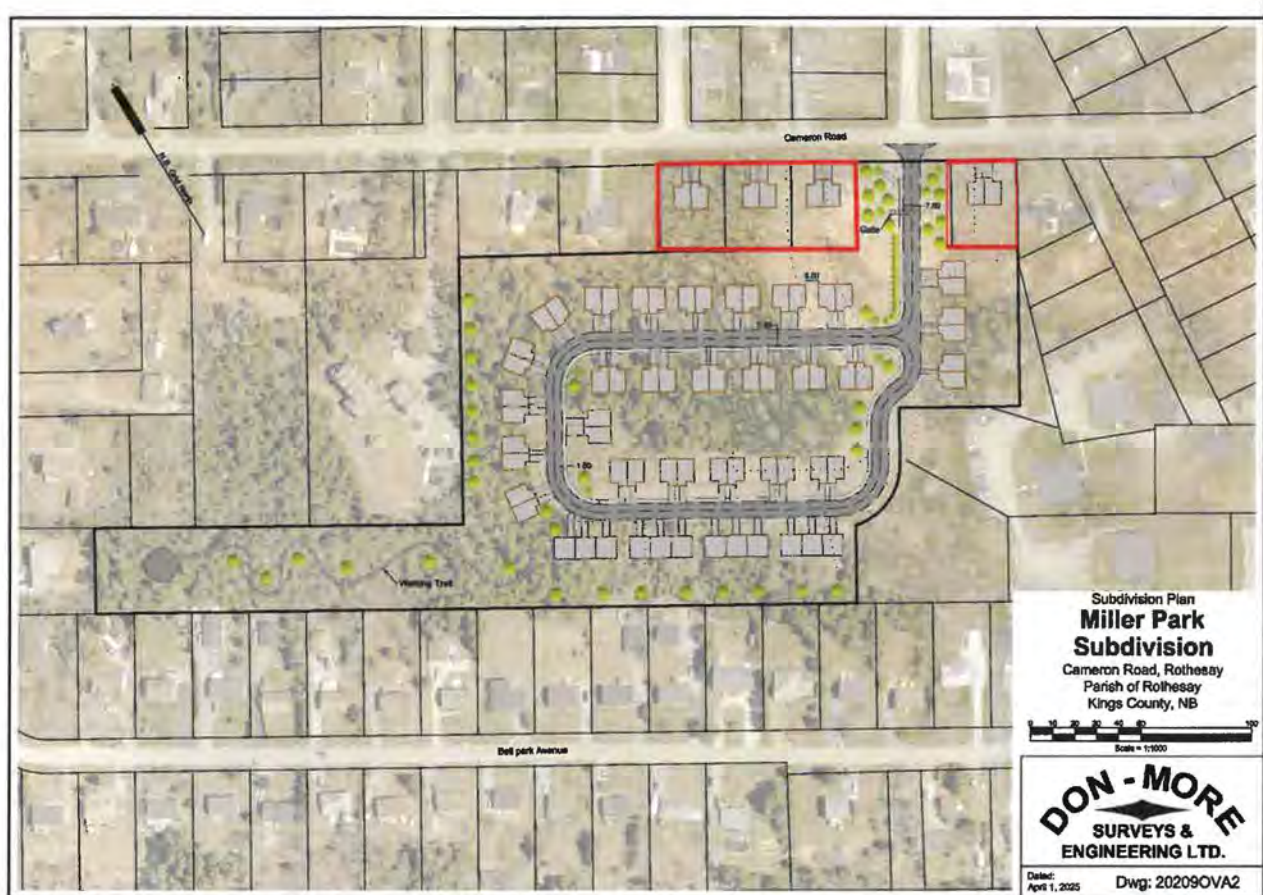


Figure 1 – Portion of site to be developed with two-unit dwellings fronting on Cameron Road.

Municipal Plan:

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

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

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

Zoning:

The site's existing zoning does not allow for two-unit dwellings. A rezoning is required to accommodate the applicant's proposal. The applicant is seeking a rezoning to Two Family Residential [R2] for the

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

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

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

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

Subdivision

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

Municipal Servicing

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

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

Polling

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

Summary

Staff have reviewed the applicant's proposal and have determined that at the preliminary stage the proposed project would meet the requirements of the R2 zone.

Staff recommend that PAC recommend that Rothesay Council schedule a Public Hearing for the rezoning application.

Recommendation:

It is recommended THAT the Planning Advisory Committee:

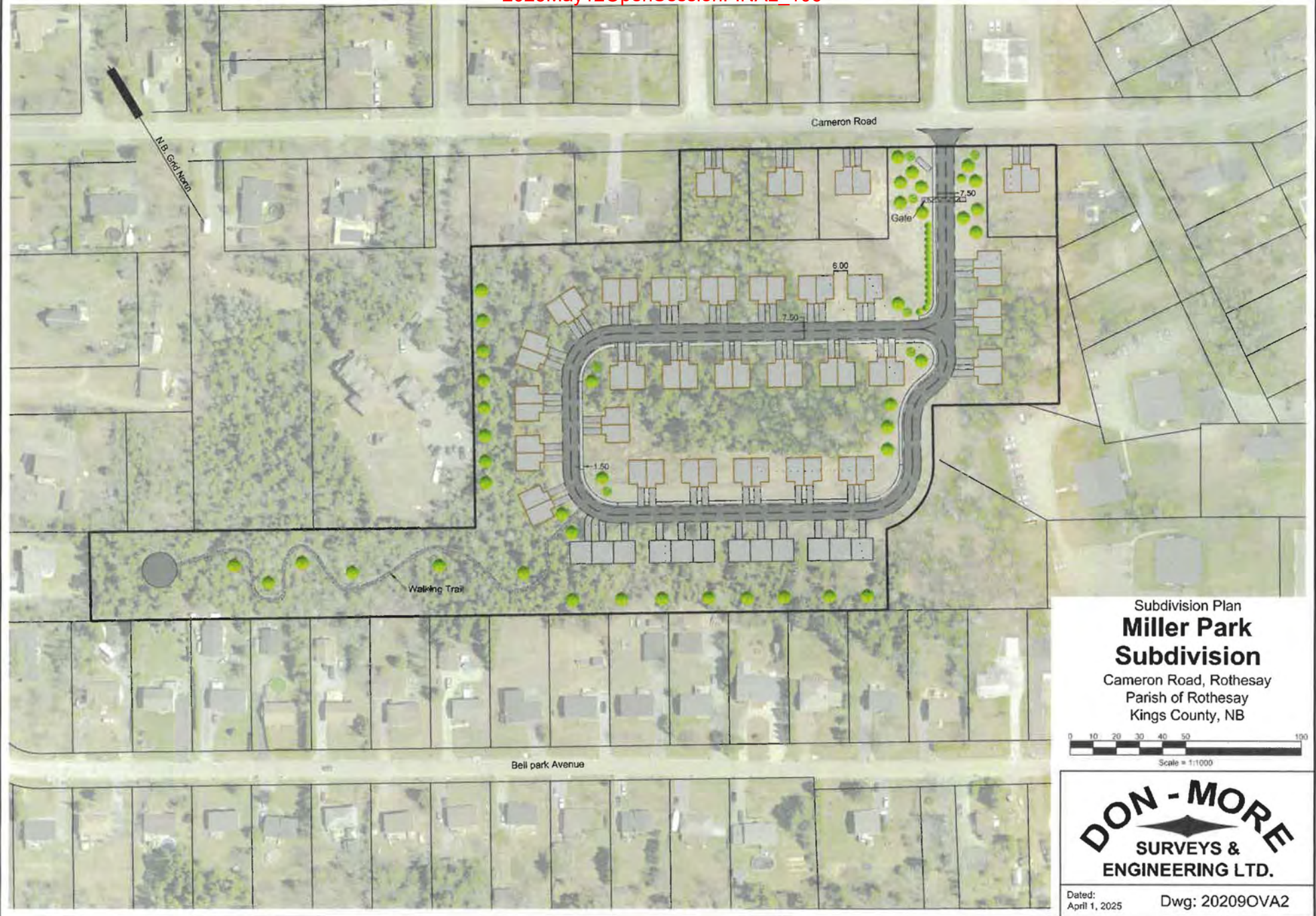
- A. Recommend that Rothesay Council schedule a public hearing to consider the rezoning of a portion of 7,9, and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] to Rezoning to Two Family Residential [R2].

Attachments:

Map 1	Aerial Photo Location Map
Map 2	Future Land Use Map - Municipal Plan
Map 3	Zoning Map
Attachment 1	Proposed Site Plan
Attachment 2	Tentative Subdivision Plan
Attachment 3	Conceptual Building Plan



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP
Date: Tuesday, April 29, 2025



Subdivision Plan
**Miller Park
Subdivision**
Cameron Road, Rothesay
Parish of Rothesay
Kings County, NB



DON - MORE
SURVEYS &
ENGINEERING LTD.

Dated:
April 1, 2025

Dwg: 20209OVA2

Approvals

Signature of Owners

Title Data

Plan 20094402, 00245888, 00054337, 30018590, 00064345, 00064359, 00245769, 00054384
 Owner: L.T.S. Investments Inc.
 Document 25090581
 Registered: 2010-04-15
 Document 33014269
 Registered: 2014-05-31

Key Plan

Scale = 1:20,000

Legend

- SM - Standard survey marker set
- SMF - Standard survey marker found
- CALC - Calculated point
- RB - Round iron bar found
- SB - Square iron bar found
- IP - Iron pipe found
- Tabulated coordinate reference

Notes

- All computations performed and coordinates shown are based on the New Brunswick geodetic datum 1984 and the NAD83 datum as realized by Service New Brunswick's Active Control System.
- All distances shown are in metres and are grid distances calculated using a combined scale factor utilizing geoid model GCG2013a.
- All directions are New Brunswick grid azimuths established using GNSS.
- Document and plan numbers referred to are those of the land office or county registry office.
- Confirmation is not made as to legal title, being the domain of a lawyer, nor to the zoning and setback bylaws or regulations, being the domain of a Development Officer.
- Confirmation is not made as to convenience set out in the document(s) and the location of any underground services and/or features permanent or otherwise.
- Particular information and adjacent owner information was derived from Service New Brunswick records unless otherwise noted.
- Field survey was completed in Month, 2023.
- Survey markers not set at road deflections to avoid landowner confusion.

Purpose of Plan

- To create 5 new residential lots.
- To create 1 Private Road.

Subdivision Plan

Miller Park Subdivision

Cameron Road, Rothesay
 Parish of Rothesay
 Kings County, NB

Scale

Scale = 1:5,000

DON-MORE SURVEYS & ENGINEERING LTD.

TENTATIVE

Dated: April 1, 2023

ANDREW K. TOOLE, N.B.S. #279

Dwg: 20209SDT



BAYFIELD

Unit A 971 SQ. FT. 28'-0"W x 56'-0"

Living Room	15'-1" x 12'-0" / 13'-8"
Kitchen	10'-4" x 9'-0"
Dining	15'-1" x 8'-0"
Master Bedroom	12'-0" x 12'-6"
Bedroom #2	12'-4" x 9'-0"
Garage	12'-0" x 22'-0"

All dimensions are approximate

Unit B 1059 SQ. FT. 28'-0"W x 54'-0"D

Living Room	14'-7" x 13'-4"
Kitchen	11'-7" x 10'-0"
Dining	11'-7" x 8'-0"
Master Bedroom	12'-1" x 12'-9"
Bedroom #2	10'-0" x 9'-0" / 10'-8"
Garage	12'-20" x 22'-0"

All dimensions are approximate



Unit A
971 Sq.Ft.

Unit B
1059 Sq.Ft.

NOTE: Artist's renderings do not reflect actual home specifications.



2025May12OpenSessionFINAL_109

BUILDING PERMIT REPORT

4/1/2025 to 4/30/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
04/29/2025	BP2023-00045	66 GREEN RD	ADDITION	\$90,000.00	\$652.50
04/14/2025	BP2025-00010	193 GIBBON RD	RENOVATION	\$2,900.00	\$21.75
04/08/2025	BP2025-00023	15 WILLIE ST	DETACHED GARAGE	\$30,000.00	\$217.50
04/15/2025	BP2025-00024	75 FRENCH VILLAGE RD	DETACHED GARAGE	\$40,000.00	\$290.00
04/16/2025	BP2025-00025	92 PARK DR	RENOVATION	\$32,958.00	\$239.25
04/16/2025	BP2025-00026	1 JOHN ST	RENOVATION	\$29,550.00	\$217.50
04/08/2025	BP2025-00028	59 GIBBON RD	FENCE	\$17,800.00	\$130.50
04/23/2025	BP2025-00029	2865 ROTHESAY RD	RENOVATION	\$180,000.00	\$1,305.00
04/22/2025	BP2025-00030	11 SHIPYARD RD	DETACHED GARAGE	\$35,000.00	\$253.75
04/15/2025	BP2025-00031	14 CALISTOGA RD	IN GROUND POOL	\$100,000.00	\$725.00
04/29/2025	BP2025-00032	10 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$181,976.00	\$1,319.50
04/15/2025	BP2025-00035	202 GONDOLA POINT RD	FENCE	\$2,000.00	\$20.00
04/16/2025	BP2025-00036	11 VICTORIA CRES	FENCE	\$1,000.00	\$20.00



BUILDING PERMIT REPORT

4/1/2025 to 4/30/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
04/17/2025	BP2025-00037	52 DONLYN DR	FENCE	\$3,200.00	\$29.00
04/29/2025	BP2025-00038	16 VALPY DR	DECK	\$10,000.00	\$72.50
04/23/2025	BP2025-00039	49 MALISEET DR	WINDOWS	\$12,000.00	\$87.00
04/30/2025	BP2025-00041	79 HAZEN AVE	RENOVATION	\$55,000.00	\$398.75
04/30/2025	BP2025-00045	65 GONDOLA POINT RD	RENOVATION	\$100,000.00	\$725.00
Totals:				\$923,384.00	\$6,724.50
Summary for 2025 to Date:				\$3,367,042.13	\$24,469.00

2024 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,520,000.00	\$11,560.00
Summary to Date:	\$5,226,262.00	\$38,450.25



2025 May 120 Open Session FINAL_111

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : April 23rd, 2025
RE : Private Lanes Policy Amendment

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, April 23rd, 2025

MOVED by C. VanBuskirk and seconded by S. Rosenberg to recommend that Council proceed with adoption of the Private Lanes Policy with an amendment to include three or more houses and accompanying motion to allow the two existing private lanes that do not fit the criteria are to be grandfathered to receive services in perpetuity, or until such time as the configuration of the lanes including the number of homes changes.

CARRIED.

Topic	:	Municipal Services to Properties Fronting Private Lanes
Application	:	Street Maintenance, Solid Waste Collection, Water & Sewer Utilities
Prepared	:	8 May 2025
Adopted	:	

POLICY:

It is Rothesay policy that:

1. solid waste collection and basic road maintenance services will be provided to the private lanes listed in Appendix A;
2. In Appendix A - Olsson Roadway and Madill Lane will be grandfathered to maintain the services they currently receive in perpetuity, or until such time as the configuration of the lanes including the number of homes changes.

BACKGROUND:

Typically private property is accessed by a public road under the ownership/control of the municipality. The public road network provides owners with access to their property and routes by which public services are provided. Services such as snow clearing, solid waste collection, road repairs, emergency response and management of surface water drainage and, where applicable, the collection of sewerage and distribution of potable water are all, to some extent, dependant on an effective road network.

Prior to Amalgamation in 1998, the Town of Rothesay, the Villages of Renforth, East Riverside, Fairvale and the Local Service District of Wells¹ each provided winter & summer maintenance services to a number of privately owned lanes. Through the amalgamation process Rothesay adopted this existing convention and has continued to provide winter & summer maintenance services to some private lanes. Since amalgamation, garbage pickup has been provided by the Town. In 2013 compost and recycling pickup were added and these services provided on private lanes receiving garbage collection.

Currently Town development control processes require new development to be served by streets built to municipal standards and vested in the Town. There may be occasional circumstances where exceptions are made to the Town standards by agreement with a developer but if so, there will be clear requirements dealing with how municipal services are provided.

Some new private lanes have been created since amalgamation in 1998, however Rothesay does not provide winter and summer maintenance services or garbage pickup for these nor is uniform service provided for some private lanes in place at amalgamation. This two-tiered approach to private lane maintenance has caused inequity in the service that Rothesay delivers and has prompted concern among residents who own property fronting on private lanes created since 1998.

¹ Road maintenance provided by Dept. of Transportation prior to amalgamation.

This policy serves to identify private lanes, categorize their unique characteristics and apply a standardized set of criteria in order to clearly determine which private lanes will receive Town services and which lanes will not.

CRITERIA:

The following criteria are recommended by the Works & Utilities Committee as acceptable reasons to provide winter & summer maintenance service and garbage, compost and recycling pickup for private lanes of sufficient width and existing surface conditions to be maintainable without causing damage to Town equipment or that of its contractors (not all need apply):

- a. service to the lane was provided prior to amalgamation in 1998; and
- b. **three** or more single family homes front on the lane; and
- c. the lane is purely single family residential (R1B zoning) in nature; and
- d. the lane serves single family residential homes that are not part of a condominium complex, business or institutional use; **OR**
- e. extensive municipal sewer and/or water pipework exists in the lane right-of-way or the imputed ROW; **OR**
- f. service to the lane forms part of a historic "exchange of services" agreement;

SERVICE DELIVERY:

Private lanes that meet the Policy Criteria shall receive maintenance services which consist of the following:

- i. winter snow plowing;
- ii. winter sanding/salting to provide traction;
- iii. winter snow removal if necessary to provide continual service;
- iv. summer grading and gravel/stone top-up
- v. annual ditching (if required) to promote adequate drainage; and
- vi. bi-weekly garbage, compost and recycling pickup at each individual driveway location.

NOTE - resurfacing of hard-surfaced private lanes or large scale drainage improvements are **NOT** provided by the Town.

Private lanes not meeting these criteria (regardless of historic service provision) will not have Town services provided. It should be noted that lanes with poor surface conditions may not be suitable for emergency services vehicles and equipment.

TRANSITIONAL:

Council may refer requests to categorize a lane from Appendix B to Appendix A to the Town Works & Utilities Committee for a recommendation.

2025May12OpenSessionFINAL_114

Appendix A - maintenance services to be provided (proposed)

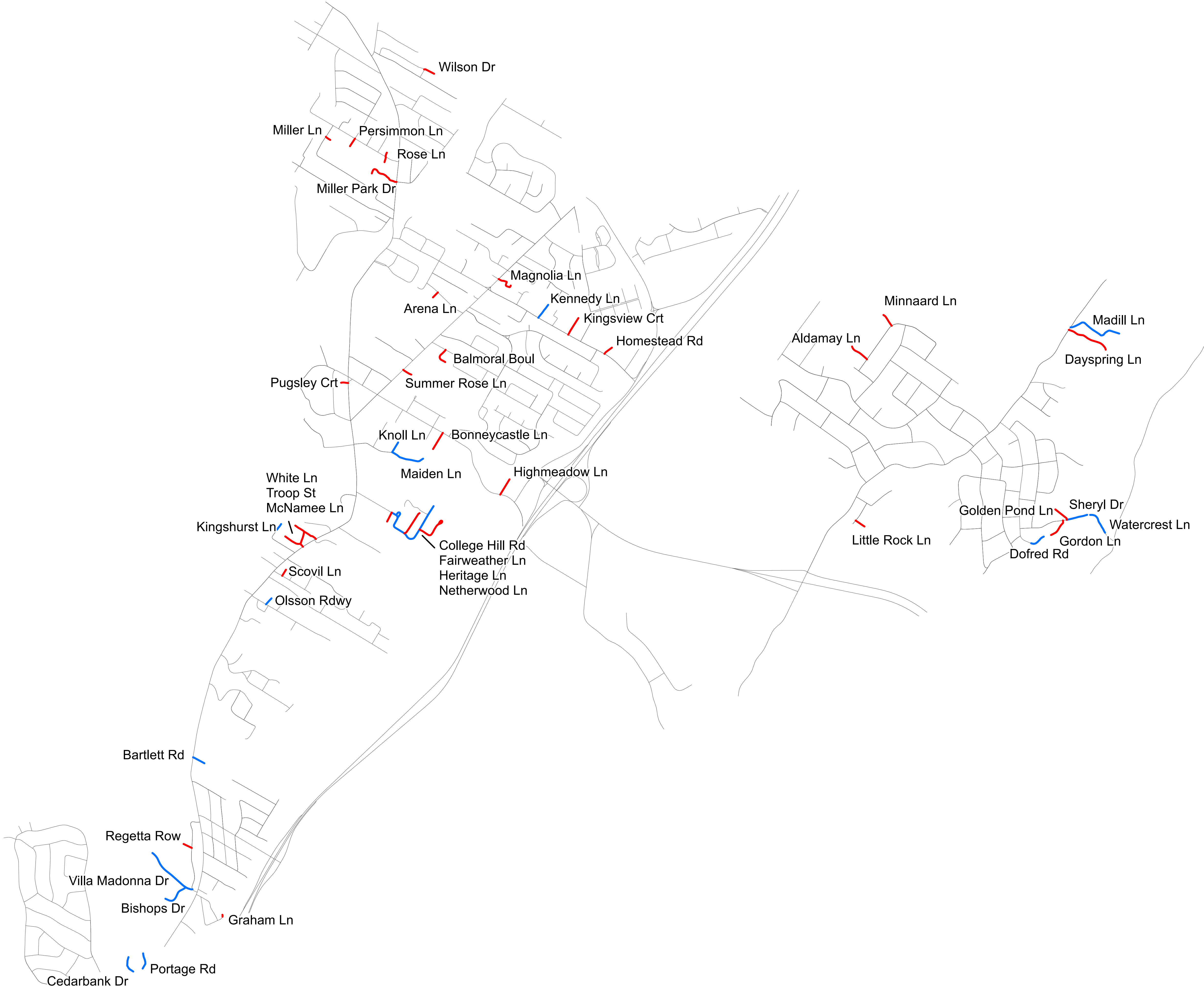
		Length (m)	Ride Index	Condition Index	Number of residences	Use
Sheryl Dr		170.86	2.64		11	Residential
Villa Madonna Dr		450.74	3.40	62	5	Institutional - historic agreement
Bishops Dr		218.24	3.51	89	1	Residential - historic agreement
Maiden Lane (End)		271.90	4.31		5	Residential
Cedar Bank		269.16	5.88		1	Residential - historic agreement
Watercrest Lane		202.74	5.89		10	Residential
Kingshurst Lane		57.22	7.12	95	4	Residential
Portage Rd	124	7.23	7.23		2	Residential - historic agreement
Dofred Rd		124.10	8.01	59	5	Residential
College Hill Rd- on campus		600.00	8.43		5	Institutional - historic agreement
Kennedy		132.48	9.53		6	Residential
Olsson Roadway *		65.65	7.89		1	Residential
Madill Lane *		455.77	8.05		1	Residential
* Grandfathered						

Appendix B - no maintenance services to be provided (proposed)

Persimmon Lane		73.54	1.50	95	1	Residential
Heritage Lane		127.51	1.75	100		Institutional
Highmeadow Lane		144.92	4.37	7	2	Residential
Arena Lane		57.39	4.68		24	2 - 12 unit apt bldgs
Summer Rose		76.30	4.83	95	1	Residential
Homestead Rd		79.13	4.87	81	1	Commercial
Miller Park Dr		258.51	5.16	66	51	51 apartment units
McNamee Lane		201.18	5.45	67	6 (semi-detached)	Condominium
Bonneycastle Lane		153.23	5.78		2	Residential
Golden Pond Lane		128.89	5.84		3	Residential
Gordon Lane		161.63	5.87		3	Residential
Kingsview Crt		158.11	6.03	44	22	22 aptment units
Dayspring Lane		351.92	6.21		3 +1	Residential + Institutional
Troop St		134.82	6.37	52	2 (semi detached)	Condominium
Regatta row		73.91	6.69	45	1	Institutional
White Lane		142.72	7.19	53	6 (semi detached)	Condominium
Fairweather Lane		82.16	7.39	33	3	Residential
Rose Lane		80.49	7.77		2	Residential
Wilson Dr		90.18	7.82	100	1	Residential
Miller Lane		44.40	8.39	6	2	Residential
Minnaard Lane		111.17	8.86		1	Residential
Pugsley Crt		57.89	9.88		2	Residential
Graham Ln		15.94	12.32		1	Residential
Aldamay Lane		163.09			1	Residential
Balmoral Blvd		129.70		95	10 (semi detached)	Condominium
Little Rock Ln		86.17			1	Residential
Scovil Lane		58.07			2	Residential
Magnolia Lane		150.44		95	37	37 apartment units
Netherwood Lane		301.80	6.68		10	Residential
Bartlett Rd		103.71	11.31	5	5	Residential
Knoll Lane		92.4	6.59	8	4	Residential

Pavement Condition Index (PCI) is a score from 0 - 100 (100 is the best) that describes the surface condition of the road. The assessment methodology is based on an international standard whereby the field data collector assesses the road for distresses, their severity, and estimated extent. The score is calculated based on the combination of distresses/severity/extent following the calculation steps laid out in the standard. International Roughness Index (IRI) is a score of road roughness measured in meters of vertical deflection per km driven. A perfectly smooth surface would have an IRI of 0m/km, and the number will increase as road roughness increases: the higher the IRI the rougher (worse) the road. The benefit of PCI is that it gives you a comprehensive high level 0-100 score that is easy to understand, as well as individual distress information behind the score that enable technical staff to drive treatment recommendations. IRI is great because it provides you with an objective measure of what road users feel as they are driving, which is normally the 111 reason folks will complain. IRI is also a key determinant in road user safety and cost. Sub SO PCI roads would all be candidates for costly major rehabilitation/reconstruction, they would likely no longer be eligible for preventive maintenance.





Appendix
A
B






70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
May 12, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: May 7, 2025

SUBJECT: Contract T-2025-001A: Asphalt Resurfacing

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract T-2025-001A: Asphalt Resurfacing to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$3,889,904.90 (including HST), as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2025 General Fund Capital Budget and Utility Fund Capital Budget include funding for the resurfacing of asphalt streets, the installation of a new watermain on Turnbull Court and the installation of new sidewalk along Carriage Way.

BACKGROUND

Brunswick Engineering has designed and issued a public tender for asphalt resurfacing of the following streets:

- Joshua Street,
- Willie Street,
- Bel-Air Avenue,

- Brock Court – including storm drainage,
- Carriage Way – including sidewalk,
- Turnbull Court – including watermain,
- Rothesay Road – Fox Farm Road to City of Saint John limits.

The scope of work in the tender also included the installation of water, sanitary, storm and sidewalk along Villa Drive as part of the Legacy Village seniors housing development project. This work was bid separately from the work listed above. The work will only proceed if federal funding is received through the Canada Housing Infrastructure Fund (CHIF) and the balance of the project cost is covered by Saint John Not-For-Profit as the Owner representative for Legacy Village. The cost of the Villa Drive work is not included in the bid prices reported under the **Tender Results** section of this report.

TENDER RESULTS

The public tender was advertised on the New Brunswick Opportunities Network (NBON) on April 26, 2025. The tender closed on May 6, 2025 and three (3) bids were submitted. All three (3) submitted bids were deemed compliant by the Tender Opening Committee. The results were as follows:

1. Galbraith Construction Ltd., Saint John, NB	\$ 3,889,904.90
2. Debly Enterprises Ltd., Saint John, NB	\$ 3,958,731.25
3. NRB Construction Company, Saint John, NB	\$ 4,472,545.50

The engineer's estimate was \$3,921,500.00.


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

FINANCIAL IMPLICATIONS

The 2025 General Fund Capital Budget and Utility Fund Capital Budget included a combined amount of \$3,601,000.00 for asphalt resurfacing and related work along Turnbull Court and Carriage Way. The anticipated completion cost of the project is as follows:

	Including HST	HST rebate	Subtotal	2025 Budget	Remaining budget
Design and Construction Management fees	225,154.75	20,972.67	204,182.08		
Construction	3,889,904.90	362,336.18	3,527,568.72		
Total	4,115,059.65	383,308.85	3,731,750.80	3,601,000.00	-130,750.80

The budget overrun (the total of which is based on estimated quantities and includes contingency) will be managed within the overall approved General Fund and/or Utility Fund Capital Budget envelopes dependent upon allocation of the costs.

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
May 12, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: May 12, 2025

SUBJECT: R2025-004: Wells Pickleball Courts

RECOMMENDATION

It is recommended that Mayor and Council award contract R-2025-004: Wells Pickleball Courts in the amount of \$97 099.91 including hst) to Pro Sport Surfacing 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 \$80,000 for conversion of the two existing tennis courts at the Wells Recreation Park to four pickleball courts.

BACKGROUND

This project will convert two tennis courts into four pickleball courts to meet the growing demand for pickleball facilities in the community. This initiative aligns with the town's Recreation Master Plan, which emphasizes enhancing recreational amenities and expanding access to popular sports like pickleball.

Pickleball has seen a significant rise in popularity among all ages. By converting the existing tennis courts, the town can efficiently accommodate more players within the same space, as one tennis court can be transformed into multiple pickleball courts.

This project is part of Rothesay's broader efforts to continue to enhance Wells Recreation Park, ensuring that recreational facilities meet current community needs and preferences.

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A tender was issued through the New Brunswick Opportunities Network (NBON) on April 9th, 2025 with a closing date of April 24th, 2025.

Tender Results

The tender closed on April 24th, 2025 with two bids submitted. Results of the compliant bids including HST below:

Pro Sport Surfacing Inc.	Tracadie, N.B.	\$97 099.91
Play Tech Inc.	Dieppe, N.B.	\$137 597.50

The submission from Pro sport Surfacing Inc. met the requirements set out in the tender.

FINANCIAL IMPLICATIONS

The 2025 General Fund Operating Budget includes a line item in the amount of \$80,000.00 for conversion of the two existing tennis courts at the Wells Recreation Park to four pickleball courts. Assuming award of the project, the completed cost of this portion of the budgeted work is expected to be \$95,354.70 including the Town's eligible HST rebate.

Item	Cost	Net HST	Total	Budget	Remaining Budget
Conversion of Tennis courts(2) to Pickleball courts(4)	84,434.70	3,620.00	88,054.70		
Glenn Group (project consultant)	7,000.00	300.00	7,300.00		
Total	91,434.70	3,920.00	95,354.70	80,000.00	-15,354.70

The 2025 Recreation Capital Budget included funding relating to this project in the amount of \$80,000

After deducting the HST rebate payable to the Town the net cost of the project, should the proposal be accepted, is approximately \$95,354.00 or \$15,354.000 more than budgeted. The additional funds can be obtained from existing capital reserves.

Report Prepared by: 
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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)