



Council Meeting Agenda

March 4, 2025

Regular Council Meeting

Location: Simonds Fire Hall

Regular Meeting: 7:30pm

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Disclosure of Conflict of Interest**
- 4. Delegations:**
 - 1) Cpl Curtis McCann, RCMP: Update**
 - 2) Brian Hunter, Simonds Fire Dept Report**
 - 3) Carey Gray, St. Martins Fire Dept Report**
 - 4) Jay Isaac, Glyphosate Petition**
- 5. Correspondence: na**
- 6. Approval of Minutes**
 - 1) approval of Minutes: Regular Council Meeting, February 4, 2025**
- 7. Old Business:**
 - 1) Municipal Boundary Alteration Proposal**

8. Update from Commissions & Committees:

- 1) Financial – Greg Moran**
- 2) Communications & Active Living – Shawn Brown**
- 3) Special Projects – Greg Moran & Brad Brown**
- 4) Emergency Management & Public Safety – George Cyr**
- 5) Tourism Committee – Jim Bedford**

9. New Business:

- 1) Dog Control By-Law – 1st reading of Village of Fundy-St. Martins Dog Control By-Law # 13**
- 2) Councillor Brown is requesting that Council send a letter to NB Power requesting information on the power outage of February 20th, 2025**
- 3) Village of Fundy-St. Martins Capital Investment Plan – Canada Community Building Fund**
- 4) Softball Field Tender Award**
- 5) Fire Service Review (Request for Proposals)**
- 6) Dog Control By-Law – 2nd Reading of Village of Fundy-St. Martins Dog Control By-Law #13**

10. Approval of Bills – Resolution of Council

11. Call for next Committee of the Whole Meeting: March 18, 2025 at Simonds Fire Hall at 7:30 pm

12. Call for Next Regular Meeting: April 1, 2025 at 7:30 pm at St. Martins Community Centre

13. Motion to Adjourn

Village of Fundy-St. Martins
73 Main Street, Unit 2
St. Martins NB E5R 1B4
email: info@fundystmartins.ca



Council Report

Topic: **Herbicide Spraying Petition**

Date: **March 4, 2025**

Author: **Andrew Fry (CAO)**

Request/Recommendation

Mr. Jay Issac has asked to present a petition at the March 4th 2025 Council meeting regarding Herbicide Spraying in the Village of Fundy-St. Martins. Following the presentation to Council, Mr. Issac intends to bring his petition to MLA John Herron (as he is the Minister of Natural Resources).

Mr. Isacc is asking for Council to consider passing a resolution to make the Village of Fundy-St. Martins an Herbicide Free Zone.

Resolution/Motion

Council has a number of options with regard to this petition and request;

- a) **Pass a resolution to make the Village of Fundy-St. Martins a Herbicide Free Zone**
I _____do hereby put forth a motion to make the Village of Fundy-St. Martins an Herbicide Fee Zone

- b) **Receive and file the petition**
I _____do hereby put forth a motion to receive and file the petition.

Background and Considerations

- Council received a presentation from Jay Issac regarding herbicide spraying at the October 1st, 2024 Council meeting
- This issue spans multiple jurisdictions, with approvals for chemicals used in herbicide applications being a Federal responsibility and Forest Management practices being Provincial responsibility.
- Further research would be required to fully understand the jurisdictional, economic and environmental implications of such a proposal and such research would require consultations with other levels of government.

Attachments or supporting documentation

- Herbicide Petition (Background Information)
- Herbicide Petition (List of Signatures)



Stop the Spray of Herbicides in Fundy-St Martins

Started
Petition to

February 3, 2025
[Government of New Brunswick](#) and [1 other](#)

334

Signatures

500

Next Goal

 Support now

Sign this petition

Why this petition matters



Started by [jay isaac](#)

[Media inquiries](#)

Fundy-St. Martins is a rural community located outside of Saint John, New Brunswick. We are fortunate to have a wide variety of natural attractions, vast forests, and clean air even though we are relatively close to the city of Saint John, which has a large amount of polluting industry. The people who live in Fundy-St. Martins appreciate the fact that they can live rurally, have gardens, extra space, clean air and live 30 minutes outside of a city.

Last year, JD Irving Limited, who "owns" a large amount of land in New Brunswick and leases large amounts of crown land, clear cut several areas along Route 111, the main road between the Saint John airport and the coastal village of St. Martins. The clear cuts are unsightly and were done with little consideration to the values and needs of the community. Fundy St. Martins is not an industrialized area of New Brunswick, and it was discouraging to see the large clear cuts and destroyed habitat all in the name of maximizing profits for an already highly profitable company.

Irving plans to spray these recently clear cut areas with Glyphosate, a broad spectrum herbicide that kills undesirable vegetation and allows profitable soft wood to grow more efficiently. Glyphosate is determined by some scientists to be safe

when used correctly. Other scientists believe this is not the case and it contributes to various health issues in humans and contributes to the destruction of biodiversity. There are many articles and large amounts of information about the dubious nature of glyphosate and I encourage anyone to research it.

There is much conflicting information about the safety of this chemical and until there is conclusive proof that glyphosate is not harmful to humans, animals and the environment, it is important that a full moratorium on herbicide spraying happens in our community.

 Support now

[Sign this petition](#)

We the undersigned demand that the community of Fundy-St. Martins is not subjected to the questionable practice of herbicide spraying on clear cut forests for the sake of maximizing profits.

This petition will be presented to John Herron, Minister of Natural Resources asking for his leadership in our community to stop this unnecessary and harmful practice. Prior to being presented to Mr. Herron, the petition will be presented to municipal council to ask for their support. It is important that as many people in our community sign this petition to make our voice heard. Please feel free to share it widely.

The government of New Brunswick will only take action if enough people start speaking out. Irving will only stop spraying, as stated by them, if the government changes the rules. They are a corporation and profit is the primary incentive. Community health and wellbeing is not a priority when it comes to big business.

Let's make sure that the spray does not happen this summer and ask the government of New Brunswick to step in and take action to ensure the safety of its citizens.

Name	City	Province	Postal Cod	Country
jay isaac	Rowley		E2S 2C9	Canada
Jay Isaac	Rowley		E2S 2C9	Canada
Caitlin Lapena	Rowley		E2s2c9	Canada
Brenda Gamble	66 West Quaco rd, West Quaco, NB		E5R-1M4	Canada
Carla Clawson	Garnett Settlement		E2S 1Y1	Canada
Cory Collrin	Saint John		E2L	Canada
Kimberly Donovan	Gardner Creek		E2S	Canada
Linda Hayward	Willow Grove N.B		E2S1J3	Canada
Wanda Weston	Charlottetown		C1B	Canada
Alastair MacFarlane	Moncton		E1C	Canada
Irene Schouwenaar	Fundy-St. Martins		E5R1P2	Canada
Tina Daigle	Fundy-St.Martins		E2s1g6	Canada
Michelle Weston	Fundy-St. Martins		E2S2A1	Canada
Anik Powell	Bains Corner		E5R1P2	Canada
Adrianna Primerano	New Brunswick		E4B	Canada
Lorraine Cochrane	Fredericton		E3C	Canada
Dan Moriarty	Bains Corner		E5R 1S9	Canada
Courtney Morrell	Halifax		B3M	Canada
Michelle Morrell	Orange Hill		E5R1J5	Canada
Stephanie Henderson	St Martins		E5R1E4	Canada
Teena Fry	Fredericton		E3B	Canada
Laurie Zabolotny	Gardner creek		E2s2c1	Canada
ANN MARIE Nickerson	Quispamsis		E2E	Canada
Randy Wood	Rowley		E2s2c7	Canada
Amanda Clayton	Quispamsis		E2E	Canada
Rebecca Baxter	Dieppe		E1A	Canada
Dave Brown	Saint John		E2K	Canada
Tanya Barbour	Fundy albert		E4h	Canada
Lori Risch	Memramcook	Ontario	E4k	Canada
Stephen Richards	Amherst		B4H	Canada
Preston Richards	Rowley		E2S	Canada
Jocelyn Richards	Rowley		E2S	Canada
Cherri Wilson	St.martins NB		E5R2G3	Canada
Ashley Hopey	St. Martins North		E5R 1Z7	Canada
Irene Brown	Fairfield N.B		E5R 1A3	Canada
ANGEL LEWIS	Summerside		C1N	Canada
joanne tower	hopewell hill		e4h3k4	Canada
WANDA ELLIS	FAIRFIELD		E5R 1Y9	Canada
Kim Corbett	Willow Grove		E2S1K2	Canada
Sandy Spinney	Bains Corner		E5R 1V2	Canada
James Mannett	Fundy st. Martins nb		E5r-1z6	Canada
Tammy LeBlanc	West Quaco		E5R1N1	Canada
Rick Lambert	Bains corner		E5r1r6	Canada
Chantal Khoury	Montreal		H2L	Canada
Jillian Legere	Rowley		E2S 2C7	Canada
robert cuthbertson	Quispamsis		E2E	Canada

Molly Aiken	Riverview	E1B5G8	Canada
Kate Beresford	Saint John	E2L	Canada
Laura Ferguson	St.Martins	E5R 2B2	Canada
Kari Gallant	Quispamsis	E2E	Canada
Shirley Geldart	Saint John	E2s1I8	Canada
Makayla Hunter	Saint John	E2M	Canada
Michaela Krupickova	Bains Corner	E5R 1R9	Canada
Janelle Bowland	St Martins North	E5r1z6	Canada
Isaac Burke	Toronto	M5A	Canada
Sherry Macdonald	Fairfield, NB	E5R	Canada
Megan Doughty	Fredericton	E3B	Canada
Angela Humphrey	Harvey Station	E6K	Canada
Katherine Yates	Quispamsis	E2E	Canada
maxime vautour	Quispamsis	e2g-1k2	Canada
Beatrice Breau	Dieppe	E1A	Canada
Melissa Loughery	Saint John	E2J 3N4	Canada
Margot Stafford	Fredericton	E3B	Canada
Katlyn Brown	St Martins	E5R1E4	Canada
Jennifer Cyr	Baxters Corner	E2S2S8	Canada
Jamie Urquhart	Charlottetown	C1B	Canada
Tomas Krupicka	bains corner	e5r1r9	Canada
Monica Wood	Saint John	E2G	Canada
Wendy Grozik	Saint John	E2J	Canada
Terri Robichaud	St Martins	E5R1M4	Canada
Denise Macdonald	St.john	E5R1C4	Canada
Megan Richard	Quispamsis	E2E	Canada
Lucy connell	Fredericton	E3b1x7	Canada
Andrew Hall	Kingston	K7L1R9	Canada
Kate Thorne	Quispamsis	E2E	Canada
Angie Gillcrist	Black River	E2S	Canada
Tiffany Brown	St martins	E2j	Canada
jean baker	Willow Grove	e2s1I3	Canada
Emma Maynard	New Brunswick	E2S	Canada
Jonathan Chouinard	Quispamsis	E2E	Canada
Jennifer Hebert	Oxford	B0M	Canada
Stephanie Somers	Fredericton	E3B	Canada
Jenn Allaert	Quispamsis	New Bruns E2E	Canada
Kayla Dumas	Quispamsis	E2E	Canada
Sherry Cyr	Saint John.NB	C1B	Canada
Sara Parks	Antigonish	B2G	Canada
Sylvia Bradshaw	Quispamsis	E2E	Canada
Karen Kmccavour	Saint John	E5S	Canada
Patrick Somers	Rowley	E2S	Canada
Sarah Rogers	Baxters Corner	E2S	Canada
Kelsey Scribner	Quispamsis	E2E	Canada
Bill Fournier	Saint John	E2K	Canada
TeresA Chase	Quispamsis	E2E	Canada

Nathaniel Brewer	Fredericton	E3B	Canada
Graham Lewis	Highfield Nb	E4c1I7	Canada
Michael Michael davis	Fredericton	E3B	Canada
Kimberly Charlton	Willow Grove	E2S1G3	Canada
Chloe Lundrigan	St. John's	A1C	Canada
Brady Meehan	Bains Corner	E5R	Canada
Ann Lynch	Saint John	E2K	Canada
Jessica Spragg	Willow grove	E2S1P7	Canada
Ashley Morton	Bains Corner	E5R1N4	Canada
Nancy Millar	Hampton	E5N	Canada
Mireille Allen	Upham	E5N	Canada
Alan Vegter	Tynemouth Creek	E5R 1V6	Canada
Melyssa MacPhee- Crawley	Saint John	E2J3W6	Canada
Margaret Schubert	Quispamsis	E2E	Canada
Nancy Maynard	Saint John	E5R1V6	Canada
Alicia Gailey	New Brunswick	E5N	Canada
Anne Desylva	Saint John	E2L	Canada
Debra Donaldson	St. Martins	E2J1P7	Canada
Sherrie Bartlett Smith	Saint Martins	E5R1B4	Canada
Twila Brown	Fredericton	E3B	Canada
Morgan MacDonald	St. Martins	E5R	Canada
Kelsi Littler	Fairfield	E5R1A8	Canada
Tina Worden	Fairfield	E5r1x9	Canada
Tammy Brien	Saint John	E2L	Canada
Chantal Morin	Norton	M4K	Canada
Paul Martin	Saint John	E2L	Canada
Kim Jones	St. Martins	E5R 1C7	Canada
Adam Bouchard	Quispamsis	E2E	Canada
Chelsey Weston	Saint John	E2L	Canada
jeff chatterton	saint john	e5r1r9	Canada
Bruce Coleman	Saint John	E2L	Canada
Phil Gorman	St. Martins	E5r2e6	Canada
Michael Garnett	St. Martins	E5R1G3	Canada
Catherine Thompson	Kingston	E5N	Canada
Tracy Bartle	Saint john	New Bruns E3B	Canada
Keri Ann Dallon	Simonds	E2S 2A8	Canada
Neil Withers	Gardner Creek	E2S2B8	Canada
Todd Fougere	Orange Hill	E5r 1H2	Canada
Nicole Horne	Saint John	E2L	Canada
Katie Herrington	Willow Grove	E2S1I5	Canada
Scott Saad	Fredericton	E3A 5W6	Canada
Brenda Backus	Quispamsis	E2E	Canada
Matt Green	West Quaco	E5R1M6	Canada
Jeff McCann	Saint John	E2n 1m6	Canada
Jessica Comeau	Fredericton	E3B	Canada
Mark Denault	Hinton	T7V	Canada
Mitch Hunter	Saint john	E2s1n9	Canada

Shannon McGaffey	Grand Bend		N0M	Canada
Beth Doyle	Saint John		E5r1x6	Canada
Proud Canadian				Canada
Cheryl Smith	St Martins		E5R 1Z9	Canada
Jeneca Tompkins	Salisbury		E4J 2H4	Canada
Jennifer Blount	Saint John	New Bruns	E2N 1L6	Canada
Wanda BROWN	St. Martins Nb		E5R 1B6	Canada
Mariah Raithby	Saint John		E2L	Canada
Jeff Cyr	Hampton		E3B	Canada
Kristi Nickerson	Saint John		E2K	Canada
Coleman Melissa	Fredericton		E3A	Canada
Cortney Spragg	Saint John		E2L 2R5	Canada
Rebecca Henderson	Saint John		E5S	Canada
Stan Gillcrist	Bay View		E5R1J8	Canada
Mika Montyr	Saint John		E2J	Canada
Ruth Withers	Fairfield		E5R	Canada
Kayla March	Quispamsis		E2E	Canada
Charlotte Loughery	Quispamsis		E2E1K1	Canada
Sarah MacIntyre	Saint John		E2L	Canada
Keltie Tonge	Moncton	New Bruns	E1C	Canada
Jordan Fudge	Moncton		E1G	Canada
Margaret Lambert	Shanklin		E5R 2C2	Canada
Lisa Vincent	Fairfield		E5r1a3	Canada
Brittany Gallant	St John		E2j4g1	Canada
Margaret Macphee	Moncton		E1C	Canada
Cindy Hillier	Elgin		E4Z2K7	Canada
Jennifer Cyr	Halifax		B3M	Canada
Ashley Macfarlane	Saint John		E2J	Canada
Andrea Villanovich	Alliston		L9R	Canada
Aiden LeBlanc	Saint John		E2K	Canada
Niomi Macartney	Saint martins		E5r 1b4	Canada
Georgia Barg	Middle Musquodoboit		B0N 1X0	Canada
Ben Manzer	Bains Corner		E5R	Canada
Stephen Richards	Saint john		E2s2b9	Canada
Debra Bennett	Point de Bute		E4L	Canada
Gillian Bennett	Saint John		E2J	Canada
Haley Haley	Moncton		E1C	Canada
Norma Dykeman	Fredericton		E3B	Canada
Kirk Collins	Hampton		E5N	Canada
Kaysie Meehan	Bains Corner		E5R1S5	Canada
Trevor Stcoeur	Hampton		E5n3w2	Canada
Jacque Daigle	Dieppe		E1A	Canada
Erin O	Picton		K0K	Canada
Laurie Roy	Quispamsis		E2s2w6	Canada
veronica speight	Saint John		E2P1H5	Canada
Levi Kolody	Quispamsis		E2E	Canada
Kevin MacNeill	Saint John		E2L 3A4	Canada

Carolyn Rydwansky	Crapaud	C0A	Canada
Kendra Adams	Saint John	E2K	Canada
Krista Walls	Quispamsis	E2G 1T9	Canada
Terri-Ann Richards	Saint John	E2L	Canada
Sherry Savoie	Saint John	E2L	Canada
Bonnie Wilson	Orange Hill	E5R 1H1	Bahamas
Stephanie Bradley	Fairfield	E5r1y8	Canada
Dana Smyth	Fort McMurray	T9K	Canada
Chrissy Lefrancois	New brunswick	E5r1v2	Canada
Jennifer Cook	Saint John	E2M	Canada
Shevawn Sparks	Willow Grove NB	E2S1K4	Canada
Stephen Doyle	Willow grove	E2s	Canada
Barbara Wentzell	Pembroke	K8A	Canada
Eileen Wagorn	Summerside	C1N	Canada
Shayla Mcaarty	Salt Springs	E5N 4H6	Canada
Samantha Jones	Quispamsis	E2E 1W4	Canada
Paula Partridge	Saint John	E2N	Canada
Lynda Smith	Bath	K7M 0E5	Canada
Nathanial Murchison	Fredericton	E3B	Canada
Matt Harrison	Fredericton	E3B	Canada
Dawn Branscombe	Saint John	E2N	Canada
Bette Ferris	St. Martins	E5R1B3	Canada
Chris Smith	Saint John	E2L	Canada
Sacha Brown	Montreal	H1W	Canada
karla moore	Black River	e2s 1z1	Canada
Teena Collins	Saint John	E2K	Canada
emily MacFarlane	Black River	E2S	Canada
Laura Phillips	Quispamsis	E2E	Canada
Melissa Kolody	St. Martins	E5R	Canada
David Haley	Saint John	E2L	Canada
Aidan Hicks	Fredericton	E3A	Canada
Avi Diggle	Clifton Royal	E5S 2B3	Canada
Max Kerr	Halifax	B3K	Canada
Brenda Saab	Saint John	E2L	Canada
Madelyn Gillcrist	Edmonton	T5Y	Canada
Norman Mckee	Saint John	E2J	Canada
Lisa Richard	St Martins	E5R 2G3	Canada
Edward Le Blanc	Quispamsis	E2E	Canada
Clio Windust	Toronto	M4N	Canada
cheryle salesse	Saint John	E2K	Canada
Jake Craig	Saint John	E2K	Canada
Shawna Ewing	Tynemouth Creek	E5r1v8	Canada
Pam Ewing	Tynemouth Creek	E5r0a7	Canada
Brooke Weaver	Gardner creek	E2S 2B1	Canada
Justin Henderson	Quispamsis	E2E	Canada
Jacqueline Mccarthy	Saint John	E5r	Canada
Jennelle Clarke	Halifax	B3M	Canada

Gail Durant	Truro	B2N	Canada
Matthew Mccarthy	Fairfield	E5r	Canada
Scott Weber	Quispamsis	E5r1a9	Canada
Christine Ball	Kitchener	N2E	Canada
Kim Melvin	Halifax	B3M	Canada
Cassie MacDougall	Quispamsis	E2E	Canada
Darlene Silversilver	Saint John	E2J	Canada
Karma Clarke-Davis	Berlin	10119	Germany
Matthew Murdie	Grand bay	E5k2n2	Canada
Df Flinn	Surrey	V3W	Canada
Steven Richardson	Hampton	E5n3w5	Canada
Beth Moores	Quispamsis	E2E	Canada
Simoni kapa	Athens		Greece
Jen Cohoon	Quispamsis	E2E	Canada
Maria van Geel.	Poznan		Poland
Sylvi Christiansen	Sarpsborg		Norway
Kim Brown	Quispamsis	E2E	Canada
Tom Raithby	Saint John	E2N	Canada
Kelly Marino	Saint John	E2J	Canada
Robbyn Simon	Quispamsis	E2E	Canada
Lia Dewolfe	West River, NB	E4H 2L1	Canada
Kurt Hachey	Sussex Corner	New Bruns E4e 3b3	Canada
Karen Doyle	Fairfield	E5R 1A8	Canada
Sarah Nesbitt	Canaan Station	E1C	Canada
Judy Brittain	Saint John	E2K	Canada
Yolanda Schultes	Wittenbach	9300	Sweden
Kimberley horton	Rothesay	E2E2M5	Canada
Andréa Branco	Sao Paulo	4110	Brazil
vernet yvette		7015	Australia
Natasha Parsons	Los Angeles	California 90060	United Sta
Gerrit Jonker	Halifax	B3K	Canada
Ursula Cole	Hattiesburg	Mississippi 39402	United Sta
Angela Taylor	Saint John, NB	C1A	Canada
david forgie	Hampton	E5N	Canada
Robert Boath	Auchterarder	PH3	United Kin
roger mills	baxters corner	e2s2t2	Canada
atilla demir	muğla		Türkiye
Ruth Gregg	Newtownabbey	Northern I BT36	United Kin
Elizabeth Collrin	Surrey	V3T 5K6	Canada
Angie Dougay	Baxters Corner	E2S 2M1	Canada
Rose Moore	Yale	Michigan 48097	United Sta
Sybil Lamb	Windsor	N9B	Canada
monty foley	warren	Pennsylvania 16365	United Sta
Joanne Haines	Quispamsis	E2E	Canada
Charity Reardon	Saint john	E2J1J9	Canada
Tracy Richardson	Saint John	E2L	Canada
Jennifer Oneill	Quispamsis	E2E	Canada

Michelle Austin	Athens	10433	Greece
Brandy Dempster	Rowley	E2s2g7	Canada
Rosi Zang	Aschaffenburg	63743	Germany
Alicia Smith	Hopewell Hill	E4H 3M8	Canada
Kari Moore	Rowley	E2S 2C9	Canada
Jeremy Lackie	North Wiltshire	C0A	Canada
Taylor Springer	Saint John	E2J	Canada
Paulette Campbell	Niagara Falls	L2G	Canada
m c	advocate	b0m1s0	Canada
Debbie Christie	Riverside-Albert NB	e4h4c1	Canada
Christopher Wright	Toronto	M5A 3N1	Canada
Janice Green	Quispamsis	E2E	Canada
Dawn Clarke	Sarnia	N7S	Canada
Jennifer Holloway	Saint John	E2K	Canada
Joe Speight	Bains corner	E5r1p1	Canada
Brent Boyle	Saint John	E2K	Canada
Gilles Hachey	Saint John	E2M4K1	Canada
Garret McKee	Willow Grove	E2S	Canada
Djamila Grouci	Nanteuil les meaux	77100	France
Cathy M	Sherwood Park	T8A	Canada
Crystal Ayer	Black river	E2s 1z6	Canada
Amanda Nicol	Garnett Settlement	E2S	Canada
Brandon Miller	St john	E2s2b4	Canada
Christine Riley	Willow Grove	E2s1k5	Canada
Melissa Hawkes	Prince Edward	K0K	Canada
Leon Patenaude	Fort McMurray	T9H	Canada
Bonny Culley	Baxters Corner	E2s2R5	Canada
Diane Howarth	Willow Grove, NB	E2S 1L3	Canada
Jan McAuley Dubinski	Victoria Harbour	B0P 1E0	Canada
Janice Wells	Halifax	B3M	Canada
Debbie Murphy	Dartmouth	B2W	Canada
Barb Hull	Halifax	B3M	Canada
Dana Garland	Rothesay	E2S 1A3	Canada
Emily Forrest	Fairfield	E5R	Canada
Ashley Lambert	Bains Corner	E5R1R6	Canada
Linda Fanning	Guysborough	B0H 1L0	Canada
Heidi Ross	Saint John	e2n 1g4	Canada
Amanda Weaver	Saint John	E2J	Canada
Jim Caldwell	Gladwyn	E7H3H8	Canada
Amanda Suutari	Hampton	V5L	Canada
Ben Morrisey	Bacolod City	E2H 2H9	Philippines
gary savoie	Saint John	E2L	Canada
Mike Miller	Calgary	T2R	Canada
Robert Rowe	Hamilton	L8E 3V6	Canada
Anya Schecter	Quispamsis	E2E	Canada
Mark McLean	Willow grove	E2s1r8	Canada
Michelle Peacock	Rowley	E3B	Canada

Ontario

Diane Hicks	Saint John	E2M	Canada
Tracy Mckinnon	Moncton	New Bruns EiC4S3	Canada
Oleg Martynenko	North York	M3J1V5	Canada
Sydney Meehan-Richards	Rowley	E2S	Canada
Free M	Toronto	M5A	Canada

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2025-02-27

Village of Fundy-St. Martins
73 Main Street, Unit 2
St. Martins NB E5R 1B4
email: info@fundystmartins.ca



Council Report

Topic: Dog Control By-law

Date: March 4, 2025

Author: Andrew Fry (CAO)

Request/Recommendation

Recommend adopting By-Law #13 Dog Control (Village of Fundy-St Martins 2025) in order to create a single Dog Control By-law which applies to the entire municipality.

Dog Control By-law will be enforced through a contract with the NBSPCA.

Resolution/Motion

Dog Control By-law (First Reading)

I _____do hereby put forth a motion to recommend the First Reading of By-law #13 the Dog Control By-law for the Village of Fundy-St. Martins by title

Dog Control By-law (Second Reading)

I _____do hereby put forth a motion to recommend the Second Reading of By-law #13 the Dog Control By-law for the Village of Fundy-St. Martins by title

Background and Considerations

- Provincial Dog Regulation was adopted alongside a 5-year contract with the NBSPCA which both expired on February 1, 2025. VOFSM was asked by the Province of NB to establish our own contract with the NBSPCA and to adopt/extend our Dog Bylaw to include areas outside the former village beginning in 2025.

- Responsibility for Dog Control Bylaws in Villages, Towns or Cities rests entirely with these municipalities as the Provincial Dog Regulation only applies to LSDs and rural areas that are not part of an incorporated municipality
- Former Village of St. Martins had a Dog Regulation (1977) but no By-law exists for VOFSM outside the former village.
- Adoption of a new Dog Control By-law will support effective and efficient implementation of NBSPCA's operations throughout VOFSM.
- This updated version of the Bylaw includes input from the NB SPCA and from Sara Pridham (Stoneybrook Veterinary Clinic) including;
 - By-law reformatted to be a stand-alone by-law of the municipality and not a by-law by reference
 - Registration of dogs with dog tags has been changed to a recommendation as this more accurately reflects the application of this piece of the by-law (no intention of SPCA to confiscate dogs simply because they are not wearing a dog tag, but strongly encouraged)
 - Change to requirement that dogs wear a collar – now recommends owners have a means for their dog to be identified; either have their dog wear a collar with dog tags installed or have a microchip identifying the owner and their contact information
 - Removal of references related to destroying seized dogs for all cases except biting (SPCA says this is not something they do, except in cases of dogs attacking people or other dogs)
 - Removal of references related to impounding dogs that bite (dogs with aggression issues are not placed in shelters due to risk of attacking other dogs)

Attachments or supporting documentation

- VOFSM Dog Control By-law (2025)
- Village of St. Martins Dog Regulation By-law (1977)



BY-LAW NO. 13

DOG CONTROL BY-LAW

A BY-LAW RESPECTING DOG CONTROL IN THE VILLAGE OF FUNDY-ST. MARTINS

The Council of the Village Fundy St. Martins, under the authority vested in it by the Local Governance Act, SNB 2017, c18;

WHEREAS Section 10(1)(k) of the Local Governance Act states that a local government may make by-laws for municipal purposes respecting wild, domestic, and exotic animals and activities in relation to them, including dog control activities;

AND WHEREAS Sections 10(2)(c) and (d) of the Local Governance Act state that a local government shall make by-laws imposing a requirement that animals be vaccinated against rabies, and

prescribing requirements for the proof of vaccination of dogs or requirements for the assessment of the effectiveness of a previous vaccination;

BE IT ENACTED by the Council of the Village of Fundy-St. Martins as follows:

1) TITLE

a) This by-law shall be cited as the “Dog Control By-law”

2) PURPOSE

- a) This by-law is enacted for the purpose of dog control.

3) DEFINITIONS

- a) "Dog at large" means an unleashed dog
 - I. in a public place,
 - II. on private property other than the owner's, or
 - III. in a forest or wooded area while not in the company or under the supervision of the owner.
- b) "Dog Control Officer" means the person(s), group, or organization appointed by the Council to administer this by-law.
- c) "Owner" means a person who
 - I. is in possession of a dog,
 - II. harbours a dog,
 - III. tolerates that a dog remain about the person's residence or premises, or
 - IV. registers a dog under this Regulation.
- d) "Society" means the NB Society for the Prevention of Cruelty to Animals
- e) "Council" means the municipal council Fundy-St. Martins
- f) "Municipality" means The Village of Fundy-St Martins, also know as the Village.

4) APPLICATION

- a) This by-law applies to all residents of the Village of Fundy-St. Martins.

5) OPERATIONS

- a) The Village of Fundy-St. Martins will engage the services of a Dog Control Officer to carry out the operations of the control of animals in the Village of Fundy-St. Martins.
- b) The Dog Control Officer shall follow the Village of Fundy-St. Martins Dog Control By-law #13 and its revisions and updates, when it conducts the control of dogs within the Village of Fundy-St Martins.

6) REPEAL OF EXISTING BY-LAWS

- a) The enactment of this by-law repeals the following by-laws:
 - i) By-law #5 Village of St Martins Dog Regulation
- b) The repeal of the above by-laws shall not affect any penalty, forfeiture or liability, incurred before such repeal, or any proceeding for enforcing the same completed or pending at the

time of repeal; nor shall it repeal defeat, disturb, invalidate, or prejudicially affect any matter or thing whatsoever completed, existing, or pending at the time of repeal.

7) REGISTRATION AND LICENSES

7 (1) The owner of a dog is encouraged to ensure that it is registered in accordance with subsection (3) or (7)

7 (2) A person who becomes the owner of a dog may register the dog with the society or a dog control officer within 30 days by completing the form provided by the society and paying a fee referred to in subsection **(3)**.

7 (3) An owner may pay to the society or a dog control officer one of the following fees:

- a) if registration is for a one year period, \$15;
- b) if registration is for a two year period, \$25; or
- c) if registration is for a three year period, \$35.

7 (4) A registration shall expire at the end of the period referred to in paragraph (3)(a), (b) or (c), as the case maybe.

7 (5) An owner may renew a registration of a dog before the registration expires, and the provisions of this section apply with the necessary modifications to the renewal.

8) PROOF OF REGISTRATION

8 (1) On registration or renewal of a registration of a dog, the society or the dog control officer shall issue to the owner a certificate or receipt of registration and a tag showing the number under which the dog is registered.

8 (2) On receiving a registration tag, an owner shall attach and keep attached the tag to the collar of their dog.

8 (3) On application by the owner and on payment of a fee of \$5, a registration tag which is lost may be replaced by the society or a dog control officer.

9) IDENTIFICATION OF DOGS

9 (1) An owner of a dog shall ensure that either;

- a) the dog wears a collar displaying the registration tag at all times, other than when the dog is in an enclosure such as a kennel or the owner's residence, or,
- b) that the dog has been fitted with a microchip allowing the Dog Control Officer to identify and contact the owner

10) VACCINATED AGAINST RABIES

10 (1) An owner of a dog that has not been vaccinated against rabies shall cause the dog to be vaccinated against rabies within 10 days after;

- a) acquiring the dog if the dog is three months of age or more, or
- b) the dog has reached the age of three months.

11) SEIZURE OF DOG AT LARGE

11 (1) A dog control officer shall seize and impound any dog at large and

- a) if the owner is known, notify the owner that the dog is seized and impounded, or
- a) if the owner is not known or if the owner is known but cannot be located, give public notice, including by or through the website of the society or by any other public information media, that the dog is seized and impounded.

11 (2) A notice under paragraph (1)(a) or (b) shall state that the dog has been impounded and may be sold or placed for adoption 72 hours from the time of giving the notice, unless the owner, or anyone on the owner's behalf, claims the dog and pays the costs set out in subsection **(3)**.

11 (3) Before releasing a dog that has been seized in accordance with this Regulation, as the case may be, a dog control officer shall collect from the owner the sum of \$15 for each day or part of a day during which the dog has been impounded and maintained.

11 (4) If an owner, or anyone on behalf of the owner, does not claim a dog within 72 hours from the time of giving the notice under paragraph (1)(a) or (b) or does not pay the costs set out in subsection (3), a dog control officer may sell or place for adoption the dog.

11 (5) When a dog control officer sells a dog or places a dog for adoption, the dog control officer shall collect from the person who purchases or adopts the dog, at the time of the sale or adoption, the total of all costs of seizing, impounding and maintaining the dog.

12) DOG KNOWN OR SUSPECTED OF BEING RABID

12 (1) A dog that is known to be or suspected of being rabid shall be considered dangerous.

12 (2) Despite section 9, a dog control officer shall seize immediately any dog that is known to be rabid.

12 (3) A dog control officer who seizes a dog under subsection (2) shall notify as soon as possible the owner, if the owner is known.

13) DOG ALLEGED TO HAVE BITTEN

13 (1) A dog control officer may seize a dog that is alleged to have bitten or to have attempted to bite a person and to prescribe mandatory restrictions such as muzzling, on leash at all times, not to be

tethered outside unless in a fenced in area, and any other appropriate measures to ensure the public's safety until the proceedings under subsection (2) have taken place.

13 (2) A judge of the Provincial Court before whom a complaint has been laid alleging that a dog has bitten or attempted to bite a person may summon the owner to appear and show cause why the dog should not be destroyed and may, if from the evidence produced it appears that the dog has bitten a person, make an order directing;

- a) that the dog be destroyed, or
- b) that the owner of the dog keep the dog under control.

14) TRANQUILIZING DEVICES AND MANNER OF DESTROYING DOGS

14 (1) In the course of carrying out their duties under this Regulation, a dog control officer is authorized to make use of tranquillizing devices on dogs.

14 (2) When destroying a dog under this Regulation, a dog control officer shall do so in a humane manner in accordance with the standards specified in Schedule B of New Brunswick Regulation 2000-4 under the *Society for the Prevention of Cruelty to Animals Act*.

15) PROHIBITIONS

15 (1) An owner shall not

- a) allow their dog to be at large,
- b) allow their dog to chase or run after pedestrians or motor vehicles, or
- c) allow their dog to defecate on any public or private property, other than the property of the owner. The owner shall remove such defecation immediately. This subsection does not apply to seeing-eye dogs.
- d) allow their dog to bark incessantly to the extent that annoyance is caused to the public.

15 (2) No person shall

- a) interfere or attempt to interfere with a dog control officer while the officer is seizing or impounding a dog in accordance with the Act or this Regulation, or
- b) not being the owner, remove a collar or registration tag from a dog.

16) OFFENCES

16 (1) A person who violates or fails to comply with subsection 7(1) or 8(2), section 9 or 10 or paragraph 15(1)(a), (b) or (c) or 15(2)(a) or (b) commits an offence punishable under Part 2 of the *Provincial Offences Procedure Act* as a category B offence.

16 (2) For greater certainty, section 146 of the Act applies when a person violates or fails to comply with an order made under subsection 13(2).

17 ENACTMENT

17 (1) IN WITNESS WHEREOF the local government of the Village of Fundy-St. Martins has caused its corporate seal to be affixed to this by-law.

READ FIRST TIME: _____

READ SECOND TIME: _____

READ THIRD TIME AND ENACTED: _____

Mayor—Jim Bedford

Clerk/Treasurer—Jean McCumber

BY-LAW #5
VILLAGE OF ST. MARTINS
DOG REGULATION

SHORT TITLE

1. This Regulation may be cited as the Village Dog Regulation.

INTERPRETATION

2. This Regulation applies to any area within the territorial limits of the Village of St. Martins.

INTERPRETATION

3. In this Regulation
 - (a) "dog" includes bitch;
 - (b) "owner" means (with reference to a dog) a person who
 - (i) is in possession of it,
 - (ii) harbours it,
 - (iii) suffers it to remain about his residence or premises, or
 - (iv) registers it under this Regulation.
 - (c) "Dog Officer" means the person appointed by the Council to carry out the functions of this Regulation.
 - (d) "Running at large" means to be unleashed
 - (i) in a public place,
 - (ii) on private property other than the owner's, or
 - (iii) in a forest or wooded area while not in the company and control of the owner; and
 - (e) "Dog Officer" means the person designated by the Council to issue the licenses and collect the license fee under this Regulation.

REGISTRATION AND LICENSING

4. (1) Subject to subsection (3), every owner of a dog shall before the last day of January in each year
 - (a) register with the Dog Officer each dog which he owns;
 - (b) pay to the Dog Officer a license fee of
 - (i) ten (\$10.00) dollars for a female dog, and
 - (ii) five (\$5.00) dollars for a male or spayed female dog.
- (2) A person who becomes an owner of a dog after the last day of January in any year shall register the dog within thirty days of becoming the owner and shall pay the license fee prescribed in subsection (1).
- (3) An owner who keeps dogs for breeding, boarding, or any other like purpose may, subject to section 4A, be issued a kennel license which, subject to subsection (5), shall apply to each and every dog in the kennel and until the dog is sold or otherwise leaves the kennel.
- (4) A kennel license fee is twenty-five (\$25.00) dollars.
- (5) A license issued under this regulation expires on the last day of the calendar year in which it is issued.
- (6) The Dog Officer, at the time of registration of a dog, shall issue to the owner a license tag showing the number under which the dog is registered and the year of registration.
- (7) A license tag which is lost after it has been issued may be replaced by the Dog Officer upon application by the owner and the payment of twenty-five cents.

KENNELS

- 4A (1) Prior to the issuance of a kennel license as envisaged herein, the Dog Officer shall satisfy himself by inspection that the kennel is so constructed and is being so operated that in his reasonable opinion

BY-LAW #5
VILLAGE OF ST. MARTINS
DOG REGULATION

page two

- it adequately provides for the health, safety, hygiene, and comfort of the dogs at any time housed therein; and no kennel license shall issue until the Dog Officer is so satisfied.
- (2) At any time during the existence of an issued kennel license, the Dog Officer may during daylight hours inspect the kennel in respect of which the kennel license has been issued for the purpose of satisfying himself that in his reasonable opinion the kennel is being operated so as to adequately provide for the health, safety, hygiene, and comfort of the dogs at any time housed therein; and in the event that the Dog Officer is not so satisfied he shall require that the operations of the kennel be so conducted as in his reasonable opinion to forthwith adequately provide for such health, safety, hygiene, and comfort of such dogs; failing which the Dog Officer may cancel the kennel license.

RABIES

5. (1) The owner of a dog which has not been vaccinated against rabies shall cause his dog to be so vaccinated
- (a) within ten days of acquiring the dog if it is more than three (3) months of age; or
 - (b) within ten days after it has reached the age of three (3) months.
- (2) When a dog is more than six months of age on the coming into force of this regulation, and it has not been vaccinated against rabies, the owner shall cause such dog to be vaccinated against rabies within one month.
- (3) An owner who neglects or refuses to have his dog vaccinated under this section is guilty of an offence and is punishable upon conviction to a fine of not less than twenty-five dollars and not more than two hundred dollars.
- (4) The Dog Officer shall seize and cause to be destroyed immediately any dog which is known to be or suspected of being rabid.

SEIZING AND IMPOUNDING

6. (1) A judge of the Magistrates Court, upon complaint being made to him that a dog has bitten or attempted to bite any person and upon being satisfied that the dog is dangerous, may make an order
- (a) directing the owner or keeper of the dog to keep it under control; or
 - (b) directing the owner or keeper of the dog or some other person to destroy the dog.
- (2) A person failing to comply with an order under subsection (1) is liable to a fine not exceeding five dollars for every day that he fails to do so.
- (3) A dog suspected of being rabid shall for the purposes of this section be considered dangerous.
- (4) The Dog Officer shall seize and impound any dog found running at large and
- (a) if the owner of such dog is known, notify him that his dog is impounded; or
 - (b) if the owner of such dog is not known, or being known cannot be located, post the notice as required by subsection (5); and after the requirements of subsection (5) are satisfied, may sell or destroy such dog which has not been claimed by the owner or anyone on his behalf.

BY-LAW #5
VILLAGE OF ST. MARTINS
DOG REGULATION

page three

- (5) Before the Dog Officer sells or destroys a dog which is impounded, he
 - (a) shall post a notice in the public places of the Village stating that such dog has been impounded and will be sold or destroyed within forty-eight hours from the time of posting unless the owner, or anyone on his behalf, claims the dog and pays the costs set out in subsection (6); and
 - (b) subject to subsection (4) of section 5, may sell or destroy such dog after forty-eight hours have expired from the time of posting.
- (6) The Dog Officer shall collect from the owner before releasing the dog the sum of five (\$5.00) dollars for each day or part thereof during which the dog has been impounded and maintained, or from the purchaser at the time of the sale of the dog the total of all costs of seizing, impounding, and maintaining the dog.
- (7) The Dog Officer is authorized to make use of tranquilizer guns and other tranquilizing devices on dogs in the course of carrying out his duties hereunder.
- (8) When destroying any dog under this section which has not been claimed by the owner or anyone on his behalf, the Dog Officer shall do so in a humane manner acceptable to the Minister of Municipal Affairs.

OFFENCES

7. (1) The owner of a dog commits an offence under this regulation if
 - (a) he permits his dog to run at large;
 - (b) he refuses or neglects to register his dog under section 4 of this regulation;
 - (c) he refuses or neglects to attach and keep attached a licensed tag to the collar of his dog;
 - (d) he refuses or neglects to cause his dog to wear a collar at all times other than when it is in the kennel or residence;
 - (e) he permits his dog to chase or run after pedestrians or motor vehicles; or
 - (f) he permits his dog to bark incessantly so that annoyance is caused to the public.
- (2) Any person commits an offence under this regulation if
 - (a) he interferes or attempts to interfere with the Dog Officer while he is exercising his functions under this regulation; or
 - (b) he, not being the owner, removes a collar or licensed tag from the dog.
- (3) Notwithstanding anything herein contained, the Dog Officer may, either before or after the institution of proceedings against a person for any alleged violation hereunder, accept from the person alleged to have been guilty of such violation the payment of a sum equal to the minimum fine prescribed for such violation together with legal costs of proceedings to that date, if any; and thereupon the Dog Officer shall issue a receipt therefor and shall forthwith forward to the Council the amounts so received.
- (4) A payment made under subsection (3) shall constitute a full satisfaction, release, and discharge of all penalties and imprisonments incurred by such person for such violation, and for the purposes hereof shall have

BY-LAW #5
VILLAGE OF ST. MARTINS
DOG REGULATION

page four

the same effect as if a judge had duly convicted the person of the violation for which the amount was paid, and a certificate signed by the Council to the effect that the sum has been paid in respect of a specific violation shall be prima facie evidence in all courts of the conviction.

PENALTY

8. (1) Unless otherwise provided for herein, a person convicted of an offence under this regulation is punishable by a fine of not less than ten dollars and not more than fifty dollars and in default of payment is liable to imprisonment in accordance with subsection 31(3) of the Summary Convictions Act.
- (2) When an owner of a dog is convicted under clause (b) of subsection (1) of section 4, the judge may in addition to the fine order the owner to pay the license fee required.

IN EFFECT

9. This Regulation is deemed to have come into force on 1 January 1977.

First Reading:

July 5, 1976

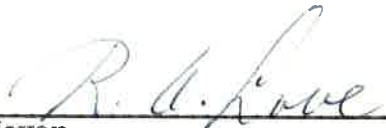
Second Reading:

July 5, 1976


Third Reading:

December 16, 1976

And Enacted:



Mayor



Clerk

Village of Fundy-St. Martins
73 Main Street, Unit 2
St. Martins NB E5R 1B4
email: info@fundystmartins.ca



Council Report

Topic: Canada Community Building Fund – Community Investment Plan (2024-2028)

Date: March 4, 2025

Author: Andrew Fry (CAO)

Request/Recommendation

As part of the reporting requirements for the Canada Community Building Fund, VOFSM is required to submit a Community Investment Plan (CIP) to the NB Department of Environment and Local Government each year. This submission must be endorsed by a Council Resolution, which is why this document is coming back to Council at this time.

Resolution/Motion

VOFSM CCBF Capital Investment Plan 2024-2028

“I _____ recommend that the document entitled Village of Fundy-St. Martins Five-Year Capital Investment Plan for the Canada Community Building Fund (CCBF) 2024 - 2028 be adopted.”

Background and Considerations

- The 5-year Community Investment Plan demonstrates that the VOFSM has a list of planned investments that will make use of CCBF funding for eligible projects.
- Between 2024 and 2028, the VOFSM will receive \$1,204,308 from the Canada Community Building Fund and that figure is reflected as the total investment of CCBF Funds between 2024-2028 in this document.

- The CCBF Community Investment Plan was originally presented to Council in August of 2024 as a draft. Since that time, staff have worked to update project cost estimates and to refine the list of projects to align with the funding provided through the CCBF.
- This document has been reviewed with Luc Theriault from the Province of NB to ensure that it aligns with the submission requirements.

Attachments or supporting documentation

- VOFSM Capital Investment Plan 2024-2028 (CCBF) (pdf)



VILLAGE OF FUNDY ST. MARTINS

**2024-2028 Capital Investment Plan for the Canada
Community-Building Fund (CCBF)**

INTRODUCTION

The *Village of Fundy-St Martins* has prepared a Five-Year Capital Investment Plan for the years 2024 – 2028 respecting the **Agreement on the Canada Community-Building Fund with Local Governments**. Each project will contribute towards achieving the following program benefits:

- a) beneficial impacts on communities of completed eligible projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes.

CAPITAL INVESTMENT PLAN CONTENT

The capital investment plan for the Canada Community Building Fund (CCBF) includes the following:

1. Certified copy of the resolution from Council adopting the CCBF Five-Year Capital Investment Plan of the local government.
2. Each project will include the following information: project name, category, description, geo-location, proposed output and outcome indicators, projected start and end dates, proposed funding sources, and indicate if the project enables housing. Also indicate if an Environmental Impact Assessment (EIA) or a tender are required for each project

VILLAGE OF FUNDY - ST. MARTINS
FIVE-YEAR CAPITAL INVESTMENT PLAN
FOR THE CANADA COMMUNITY BUILDING FUND (CCBF)

2024 - 2028

RESOLUTION

202X - XXX Moved by councilor _____ and seconded by councilor _____ "that the document entitled Village of Fundy-St. Martins _____ *Five-Year Capital Investment Plan* for the Canada Community Building Fund (CCBF) 2024 - 2028 be adopted".

Motion Carried

I certify that the above resolution of the council of _____ was adopted while in *regular/special* session XXXXXX, 202X.

(SEAL)

CLERK
Village of Fundy-St. Martins

PROJECTS

1) Construction of new Fire Hall

Select the project category: **Fire Hall**

Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

The Village of Fundy - St. Martins manages two Fire Halls; one in Simonds and one in St. Martins. The St Martins Fire Hall will not meet future community needs (the fire hall does not meet current standards) A new fire hall is planned for new location (to be determined) The project would fire hall that meets future operating requirements.

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				
2251 NB-111	45.34813800	-65.55571100		

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output
Fire_Hall	Size of increased or improved facilities and installations

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome
Fire_Hall	Number of increased or improved emergency responses

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:
YYYY-MM-DD

Projected End Date:
YYYY-MM-DD

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024								\$ -
2025								\$ -
2026	\$ 378,497.00	\$ 3,500,000.00	\$ 2,000,000.00					\$ 5,878,497.00
2027								\$ -
2028								\$ -
Grand Total	\$ 378,497.00	\$ 3,500,000.00	\$ 2,000,000.00	\$ -	\$ -	\$ -		\$ 5,878,497.00

Environmental Impact Assessment Required

Tender Required

PROJECTS

2) Fire Truck Replacements

Select the project category: **Fire Hall**
 Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

The municipality has two fire trucks that have reached the end of their life and needs replacement. Project would include replacement of two fire trucks (one in 2027 and one in 2028)

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location Project location (e.g street location)	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude
2551 NB-111	45.34813800	-65.55571100		

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output
Fire_Hall	Size of increased or improved facilities and installations

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome
Fire_Hall	Number of increased or improved emergency responses

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:
 YYYY-MM-DD

Projected End Date:
 YYYY-MM-DD

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024								\$ -
2025								\$ -
2026								\$ -
2027	\$ 218,000.00		\$ 500,000.00					\$ 718,000.00
2028	\$ 220,000.00		\$ 530,000.00					\$ 750,000.00
Grand Total	\$ 438,000.00	\$ -	\$ 1,030,000.00	\$ -	\$ -	\$ -		\$ 1,468,000.00

Environmental Impact Assessment Required

Tender Required

PROJECTS

3) Lighthouse Park Phase 2

Select the project category: **Tourism Infrastructure**

Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

After millions of dollars in upgrades to lighthouse park and the installation of a new, two-lane covered bridge adjacent to the Harbour in St. Martins, the final remaining upgrade to this section of the main street is the installation of a sidewalk adjacent to the harbour to permit pedestrians to travel between the harbour and the beach and additional upgrades to parking, trails, viewpoints and interpretation signage.

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				
East Main Street, St. Martins	45.35864200	-65.53208100	45.35685500	-65.53063300

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output
Tourism_Infrastructure	Length of increased or improved tourism linear infrastructure

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome
Tourism_Infrastructure	Numbers of days open to the public

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:
YYYY-MM-DD

Projected End Date:
YYYY-MM-DD

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024								\$ -
2025	\$ 100,000.00	\$ 347,320.00	\$ 66,900.00			\$ 347,320.00	ACOA	\$ 861,540.00
2026								\$ -
2027		\$ -						\$ -
2028				\$ -	\$ -	\$ -	0	\$ -
Grand Total	\$ 100,000.00	\$ 347,320.00	\$ 66,900.00	\$ -	\$ -	\$ 347,320.00		\$ 861,540.00

Environmental Impact Assessment Required

Tender Required

PROJECTS

4) Beach Street Sidewalk

Select the project category: **Local Roads and Bridges**

Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

A sidewalk was not included in the street's reconstruction due to a lack of funds. The street is home to multiple businesses with high pedestrian traffic, and a sidewalk would improve the safety of the street for both vehicles and pedestrians.

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				
Beach Street (Village Core)	45.35272400	-65.53827000	45.35372300	-65.53931000

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output
Local_Roads_and_Bridges	Length of increased or improved roads, highways, bridges, tunnels, and active transportation corr

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome
Local_Roads_and_Bridges	Increase in estimated service life of infrastructure

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:
YYYY-MM-DD

Projected End Date:
YYYY-MM-DD

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024								\$ -
2025								\$ -
2026								\$ -
2027								\$ -
2028	\$ 134,308.00		\$ 147,292.00					\$ 281,600.00
Grand Total	\$ 134,308.00	\$ -	\$ 147,292.00	\$ -	\$ -	\$ -		\$ 281,600.00

Environmental Impact Assessment Required

Tender Required

PROJECTS

5) Baseball Field Reconstruction

Select the project category: **Recreation Infrastructure**

Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

The community baseball field has reached the end of its useful life and is in need a complete reconstruction. This project will see construction of new infield, dugouts, parking area and fencing to bring the baseball field to a modern standard.

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location) 73 Main St. St. Martins	45.35330700	-65.55269500		

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output
Recreation_Infrastructure	Size of increased or improved public buildings and installations

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome
Recreation_Infrastructure	Number of increased or improved public events

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:
YYYY-MM-DD

Projected End Date:
YYYY-MM-DD

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024								\$ -
2025	\$ 47,400.00	\$ 31,600.00						\$ 79,000.00
2026								\$ -
2027								\$ -
2028								\$ -
Grand Total	\$ 47,400.00	\$ 31,600.00	\$ -	\$ -	\$ -	\$ -		\$ 79,000.00

Environmental Impact Assessment Required

Tender Required

PROJECTS

6) Construction of new Soccer Field

Select the project category: **Recreation Infrastructure**

Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

Construction of new soccer field to support development of local soccer programs

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				
2551 Highway 111	45.34723300	-65.55818300		

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output
Recreation_Infrastructure	Size of increased or improved public buildings and installations

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome
Recreation_Infrastructure	Numbers of days open to the public

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:
YYYY-MM-DD

Projected End Date:
YYYY-MM-DD

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024	\$ 35,103.00	\$ 158,000.00	\$ 242,000.00					\$ 435,103.00
2025								\$ -
2026								\$ -
2027								\$ -
2028								\$ -
Grand Total	\$ 35,103.00	\$ 158,000.00	\$ 242,000.00	\$ -	\$ -	\$ -		\$ 435,103.00

Environmental Impact Assessment Required

Tender Required

PROJECTS

7) Fire Service Review

Select the project category: **Capacity Building**

Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

As a result of Municipal Governance Reform, VOFSM now operates two fire departments (Simonds FD, St. Martins FD). A Fire Service Review would provide the municipality with an strategic and operating plans for the provision of Fire Service in the region. In particular, it would inform capital spending for large items such as Fire Trucks and replacement of the Fire Hall.

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location) VOFSM Municipal Office and Fire Hall	45.353307	-65.55269500		

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output
Capacity_Building	Number of new or improved asset evaluations, assessments and reports

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome
Fire_Hall	Number of increased or improved emergency responses

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:
YYYY-MM-DD

Projected End Date:
YYYY-MM-DD

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024								\$ -
2025	\$ 36,000.00	\$ 24,000.00						\$ 60,000.00
2026								\$ -
2027								\$ -
2028								\$ -
Grand Total	\$ 36,000.00	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -		\$ 60,000.00

Environmental Impact Assessment Required

Tender Required

PROJECTS

8) Main Street Crosswalks

Select the project category: **Local Roads and Bridges**

Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

Installation of additional crosswalks on Main Street in St. Martins to improve pedestrian safety

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				
200 Main Street St.	45.352988,	-65.54186900		

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output
Local_Roads_and_Bridges	Length of increased or improved roads, highways, bridges, tunnels, and active transportation corridors

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome
Local_Roads_and_Bridges	Increase in estimated service life of infrastructure

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:
YYYY-MM-DD

Projected End Date:
YYYY-MM-DD

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024								\$ -
2025	\$ 35,000.00							\$ 35,000.00
2026								\$ -
2027								\$ -
2028								\$ -
Grand Total	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 35,000.00

Environmental Impact Assessment Required

Tender Required

PROJECTS

9) (Insert name of the project)

Select the project category:

Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:

Projected End Date:

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024								\$ -
2025								\$ -
2026								\$ -
2027								\$ -
2028								\$ -
Grand Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Environmental Impact Assessment Required

Tender Required

PROJECTS

10) (Insert name of the project)

Select the project category:

Please see APPENDIX A for reference.

Project Description: (Brief and to the point description)

Please identify the location of the project:

For several projects, this will be the latitude/longitude coordinates of the capital asset. For projects with linear infrastructure, this will be a series of coordinates indicating the linear path of the asset.

Project location Project location (e.g street location)	Unique location or Starting point		End (when linear project only)	
	Latitude	Longitude	Latitude	Longitude

Please indicate proposed output indicator(s) and proposed outcome indicator(s) below. It is important to note that all project categories must correlate with the project category selected below the project name.

Proposed Output Indicator(s):

An Output is an immediate, easily measured result of a project. Outputs typically consist of tangible capital assets that are built, improved, or have materialized as a direct result of project funding. It indicates things that have been constructed, produced, bought, delivered; it answers the 'what' question, and ideally the 'where' is provided in the geodata column. The output indicator is the data point collected in order to measure and report on the tangible asset.

Project Category	Output

Proposed Outcome Indicator(s):

An outcome is a statement of an expected result, impact or benefit. The outcome indicator is the data point collected in order to measure and report on the result.

Project Category	Outcome

Check box if this project enables housing:

Housing units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development.

Identify projected start and end dates:

Projected Start Date:
YYYY-MM-DD

Projected End Date:
YYYY-MM-DD

Project Funding Allocations

Please indicate a projected amount in the proper year under each applicable funding source.

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Source of Other	Total Cost
2024								\$ -
2025								\$ -
2026								\$ -
2027								\$ -
2028								\$ -
Grand Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Environmental Impact Assessment Required

Tender Required

Project Funding Allocations Summary Table

For internal use

	CCBF Contribution	Provincial	Municipal	Private Sector	CCBF Interest	Other	Total Cost
Grand Total	\$ 1,204,308.00	\$ 4,060,920.00	\$ 3,486,192.00	\$ -	\$ -	\$ 347,320.00	\$ -

Village of Fundy-St. Martins
73 Main Street, Unit 2
St. Martins NB E5R 1B4
email: info@fundystmartins.ca



Council Report

Topic: Fire Service Review (Request for Proposals)

Date: March 4, 2025

Author: Andrew Fry (CAO)

Request/Recommendation

Recommend;

- approving Request for Proposals for Fire Service Review
- authorizing staff to issue Request for Proposals
- establishing Committee to Review Proposals and to bring a recommendation for award of contract to Council

Resolution/Motion

Approve Request for Proposals, issue RFP and review proposals

I _____ do hereby put forth a motion to approve the Request for Proposals document for the Fire Service Review and to authorize staff to issue the RFP and to work with the Committee to review the submitted proposals and to make a recommendation for award of the contract to Council.

Background and Considerations

- At the January Committee of the Whole meeting, staff presented an overview of the Fire Service Review process to Council.
- Staff have worked with Council, other local municipalities and with the Fire Chiefs to develop a Request for Proposals for the Fire Service Review process

- Once Council approves the RFP, staff would work with the Committee to issue the RFP to identified consultants, to receive and evaluate proposals and to bring a recommendation for award of the Contract back to Council

- Proposed Fire Service Review Committee would be composed of the following individuals
 - Mayor Jim Bedford
 - Councillor Tom Raithby
 - Fire Chief Carey Grey
 - Fire Chief Brian Hunter
 - CAO Andrew Fry

- Funding has been secured from the Province of NB to support this project;
 - PNB to contribute 40% of project cost (estimated project cost \$60,000)
 - Balance of funding to come from Canada Community Building Fund (\$36,000)

- Project timeline is projected to be as follows;
 - Issue RFP/Receive Proposals/Make Recommendation to Council (April/May 2025)
 - Award of RFP/Project implementation: May – July 2025
 - Presentation of Recommendations to Council: Sept/October 2025

Attachments or supporting documentation

- VOFSM Fire Service Review (Request for Proposals – DRAFT)



Fire Service Review

Request for Proposals

February 2025

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DRAFT

CONFIDENTIALITY NOTICE

This Request for Proposal contains confidential information, which is proprietary to the VOFSM. This information is provided for the sole purpose of permitting the Proponent to evaluate the Village's requirements for Fire Services within the community over the next ten (10) years.

In consideration of the receipt of this document, the Proponent agrees to maintain the information contained in this Request for Proposals in confidence and not reproduce or otherwise disclose this information to any person outside the group directly responsible for the evaluation of its contents.

The VOFSM reserves the right to have the Proponent return all copies of the Request for Proposal at the conclusion of the Village's evaluation process and in any event, the Proponent shall immediately return all materials to the Village should the Proponent elect not to submit a Proposal.

RFP CONTACT INFORMATION

Questions regarding this Request for Proposals should be directed to:

Andrew Fry
Chief Administrative Officer
(506) 271-2633
andrewfry@fundystmartins.ca

DEFINITIONS

All references, throughout this document, to the following terms have the meanings set out below:

- Proposal: Refers to the written submission by an interested Proponent in response to this Request for Proposals.
- Proponent: Refers to the individual company or firm submitting a Proposal.
- VOFSM: Means the Village of Fundy-St. Martins, New Brunswick.
- Department: Means the Fire Service in Fundy-St. Martins, which includes the St. Martins Fire Department and the Simonds Fire Department.

SCOPE OF WORK

The purpose of this Request for Proposals is to identify and engage a consultant (proponent) with the experience and ability to undertake a fire service review that considers the risk profile of the community and applicable NFPA and related standards. The review must also map out a fire service strategy and applicable fire service level(s) for the Village of Fundy-St. Martins and its Fire Services Areas for the next 10 years.

BACKGROUND

The Village of Fundy-St. Martins is a rural municipality formed as a result of provincially mandated local governance reform in 2023. The municipality is home to just over 5000 residents and has an area of 802km².

The Village of Fundy-St. Martins Fire Service includes two Fire Departments each having their own organizational structure and their own operating budget.

Simonds Fire Department

The Simonds Fire Department is located at the western end of the VOFSM on Range Road in Simonds. Established in 1976, the Simonds Fire Department is a volunteer fire department operating with a Chief, two (2) Deputy Chiefs, three (3) Lieutenants and 20 volunteer fire fighters.

In 2024, the Simonds Fire Department responded to 141 calls and dedicated 894.5 hours to incident response and 1,997.2 hours to in-house training. The range of emergencies includes medical response calls providing first aid and support until the arrival of paramedics, structure fires, motor vehicle accidents, remote and water rescues, and safety hazards such as downed power lines and hazardous materials spills. In addition, the department dedicated 221 hours to community engagements and community outreach.

The department's fleet includes 3 engines, a tanker, a rescue truck, a Ford F-150, a trailer, a side-by-side UTV, a Zodiac rigid hull boat and a mobile command unit.

St. Martins Fire Department

The St. Martins Fire Department is located at the eastern end of the VOFSM and is operates from a main station on Main Street in St. Martins as well as from a small Fire Hall at 1674 Route 111 in Bains Corner.

Established in 1967, the St. Martins Fire Department is a volunteer fire department operating with a Chief, one Deputy Chief, one assistant Deputy Chief, (7) Lieutenants and 23 volunteer fire fighters.

In 2024, the St. Martins Fire Department responded to 44 calls and dedicated 1152 hours to incident response and 3,106 hours to in-house training and maintenance. The range of emergencies includes medical response calls providing first aid and support until arrival of paramedics, structure fires, motor vehicle accidents, remote off road and water rescues, and safety hazards such as downed power lines and hazardous materials spills and mutual aid to neighbouring departments.

In addition, the department dedicated 297 hours to community engagements and community outreach.

The department's fleet includes 2 engines, a tanker, a rescue truck, a Dodge D-150, a mobile command center (enclosed trailer), a side-by-side UTV and a Zodiac rigid hull boat.

PROJECT OBJECTIVES

The Fire Service Review will contain three sub-sections which reflect the project objectives;

1. A review of the **Current State of the Fire Service** and a **Community Risk Assessment**
2. Completion of a **Fire Service Review and Recommendations**, specifically;
 - a. Recommendations for Services to be Provided, including recommended Fire Service equipment/infrastructure and human resources
 - b. Cost projection for Services to be Provided, including staffing costs, operating costs and capital costs
 - c. Recommendations for Fire Service Deployment relative to established industry standard (NFPA, CSA),
 - d. A Human Resources Assessment
3. Development of **Fire Service Implementation Plan**, including;
 - a. Development of a 10-year plan to guide implementation of the review, including
 - i. Development of contingency plans or Service Level options
 - ii. Development of a Performance Management Plan to track progress.

PROJECT DELIVERABLES

1. **Current State of Fire Service and Community Risk Assessment**
 - a. Current State of the Fire Service: Complete a review of the Current State of the Fire Service including but not limited to:
 - i. Organizational design and governance;
 - ii. History, formation, and general description of the fire department;
 - iii. Service area and general demographics of the population;
 - iv. A description of the current service delivery infrastructure;
 - v. A review of the Department's Standard Operating Guidelines in relation to current operating practices as well as municipal bylaws, policies and procedures.
 - vi. A review of the Department's Records Management practices and tracking procedures.
 - vii. Review any current or draft performance goals, objectives, and measures.
 - b. Community Risk Assessment: Complete a Community Risk Assessment focusing on mandatory risk profiles to include but not limited to:
 - i. Geographic Profile;
 - ii. Building Stock Profile;
 - iii. Critical Infrastructure Profile;
 - iv. Demographic Profile;

- v. Hazard Profile;
- vi. Public Safety Response Profile;
- vii. Community Services Profile;
- viii. Economic Profile; and
- ix. Past Loss and Event History Profile.
- x. As part of the community risk assessment the proponent must present a risk level matrix (probability and consequences) pertaining to the Village of Fundy-St. Martins Fire Service areas, including strategies around prevention, mitigation, response, and recovery / resiliency. The proponent is also welcomed to provide any other assessment tool(s) or best practices to facilitate the assessment.

2. Fire Service Review and Recommendations

- a. Recommendations for Services to be Provided: Identification of all services to be provided by the Department, including;
 - i. An outline of why each service is provided by the Department,
 - ii. whether the service provided is identified as a core or optional service,
 - iii. risks, if any, of discontinuing option services
 - iv. an explanation of how services provided align with the risk profile of the area served, and,
 - v. whether there are services better suited or economically advantageous to be provided outside the Department,
- b. Cost projection for Services to be Provided: Recommendations/details for the cost of providing each of the services described above. The costs shall include, but not be limited to, staff costs (pay, benefits, etc.), specialized apparatus and or equipment costs and training that may be required for each of the services. Costs should include estimated initial and life cycle costs. Results shall be presented in a tabular form with explanatory notes. A historical record of fire service cost shall be provided as part of the findings
- c. Recommendations for Department's Deployment: Recommendations will include, at minimum; a review of current service delivery compared to industry benchmarks using the applicable NFPA standards, community risk profile and geographical restrictions of the Village of Fundy-St. Martins the successful proponent shall examine the current apparatus and response profile and make recommendations related to;
 - i. Optimal apparatus types and placement/distribution
 - ii. Optimal station locations and future response utilization and options (automatic aid, mutual aid, alternative personnel models, organizational design, etc.). that will provide an acceptable level of service to the community while sustaining fire service costs.
 - iii. Availability of water supply
 - iv. Analysis of neighbouring departments and resources for mutual and automatic aid and how those arrangements could integrate into the overall strategy
 - v. Selection and deployment of apparatus by type
 - vi. Deployment of special units or resources including department's role as medical first responders

- vii. Distribution – Initial attack (first due) resources for risk-specific intervention
 - viii. Concentration – effective response force assembly, or the initial resources necessary to stop the escalation of the emergency for each risk type
- d. Human Resource Assessment: Complete a review of the Department’s human resources which will include, at a minimum;
- i. Proponent will conduct interviews (group or individual) with a majority of the Department’s members. The purpose of the interviews is
 1. To aid in collection of information to inform the human resource assessment
 2. To provide opportunity for Fire Service members to provide input to the broader Fire Service Review and Recommendations
 - ii. An assessment of the general wellbeing of firefighters and their satisfaction with the Department and its operations.
 - iii. Review of training strategy and qualifications.
 - iv. Review of duties and provide recommended changes to ensure efficiency and distribution of workload.
 - v. Review of honorarium structure and other retention methods currently in place. Suggestion of additional or alternative methods is encouraged.
 - vi. Review of time commitment of volunteers and assessment of real or potential burnout.
 - vii. Identify strategies to ensure human resource support, recruitment and retention
 - viii. Identify gaps or areas for improvement.
 - ix. Identify redundancies and opportunities for increase efficiency.

3. Fire Service Implementation Plan

Implementation Plan: Develop a 10-year Implementation Plan to chart implementation of recommended options identified in the previous sections including the identification of the fire service level that citizens and Council may expect from year 1 to 10.

- a. Contingency Planning: The Implementation Plan should have inherent flexibility allowing the municipality to expand or adapt the plan to align with community and operational realities.
 - i. Provision of three to five Fire Service Level options for Council consideration with current level of service being the median.
 - ii. Options to be outlined with estimated financial impacts based on percentage of (plus or minus) current expenditures
 - iii. Consultant will conduct at least two public engagement sessions (one at Simonds Fire Hall, one at St. Martins Community centre) in order to provide residents with the opportunity to learn about the Fire Service Review process and to respond/ask questions regarding recommendations from the Fire Service Review.
- b. Performance Management: The Implementation Plan will include a performance management plan which will position the Department for success in the implementation and monitoring of the 10-Year Strategic Plan, to include:
 - i. Illustrate the degree of benefit to be gained through its implementation

- ii. Extent to which it achieves established performance targets
- iii. Potential negative consequences
- iv. Assignment of oversight responsibilities
- v. Schedule of assessments
- vi. Review requirements

PROJECT SUBMISSION REQUIREMENTS

1. Project Timetable

The RFP timetable is tentative and may be changed by the VOFSM at any time.

- Issue date of RFP Friday, March XX, 2025
- Deadline for Questions Friday, March XX, 2025, 4:00 p.m., AST
- Deadline for issuing Addenda Monday, March XX, 2025, 4:00 p.m., AST
- Submission Deadline Monday, April XX, 2025, 11:00 a.m. AST
- Anticipated deadline for issuing work order to successful proponent Monday April XX, 2025

2. Proposals shall be submitted as follows:

- a. One (1) PDF copy to be delivered by email to andrewfry@fundystmartins.ca before 2:00pm on the submission deadline date per above table.
- b. Proposals submitted after the Submission Deadline will be rejected.
- c. An officer of submitting firm must sign the Proposal.
- d. Proponents may amend their proposals prior to the Submission Deadline by submitting a new proposal clearly indicating to remove any previously submitted proposals from consideration.
- e. Proponents may withdraw a submitted proposal prior to the Submission Deadline by submitting a notice of withdrawal to be signed by authorized representative.
- f. Proponents are requested to submit their Proposals that conform to the following section headlines and requirements. Failure to conform will impair the Proposal review process, possibly to the detriment of the Proponent.
 - i. A letter of transmittal signed by an authorized officer;
 - ii. An "Introduction" giving a brief description of the Proponent's relevant experience and education/certifications for both the Firm and individual team members, comments on the proposed scope of work, overall approach to the work and identification of any sub-contractors;
 - iii. A "Work Plan" demonstrating that the requirements of the scope of work will be met and showing the assignment of specific study team members to tasks and the number of hours that each team member will spend on each task.. The use of specialized services should also be shown. The Proponent shall define the methodology to be used for needs, analysis, surveys and informant interviews within the Proposal;
 - iv. Include an organizational chart and description of the methods to be used to ensure that the work is done in a manner that satisfies the objectives of quality, time and cost;
 - v. A "Study Costs" section showing the estimated costs based on person-hours and corresponding charge-out rate for each member of the study team plus the cost of distributions such as photographs, travel, accommodation, printing of reports and long-distance telephone calls.

- This information should be shown on a chart, preferably in the same form referred to in the Work Plan, above;
- vi. A “Study Schedule” section showing the estimated Schedule for completion of work by the proponent. Schedule to assume a start date of **XXXXXX**;
 - vii. Show in an appendix the curricula vitae of professional staff of the Proponent and any sub-consultants;
 - viii. If the Proponent is employing a sub-consultant, include a copy of the sub-consultant’s proposal and qualifications to perform their portion of the work;
 - ix. At least three (3) references indicating the name of the contact person, phone number, and

3. Proposal Regulations

- a. The VOFSM reserves the right to accept or reject any or all Proposals and to waive irregularities and informalities at its discretion.
- b. The VOFSM reserves the right to accept a Proposal other than the lowest without stating reasons of the acceptance.
- c. By the act of submitting its Proposal, the Proponent waives any right to contest in any legal proceeding or action the right of the VOFSM to award the service to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the VOFSM deems appropriate.
- d. Without limiting the generality of the foregoing, the VOFSM may consider any factor and capability to perform the service that it deems in its sole discretion to be relevant to its decision including but not limited to the following:
 - i. Ability of the firm to meet functional expectations defined herein;
 - ii. Reputation of service to existing customers;
 - iii. Technical qualifications related to study subject;
 - iv. Availability of personnel resources; and,
 - v. Cost
- e. The VOFSM reserves the option to request proponents to present their proposals to aid in the decision-making process. Presentations would be virtual.
- f. All Proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.
- g. The Proponent must be prepared to include all oral or written representations that are made prior to signing the final agreement including the entire response to this Request for Proposal, or parts thereof.
- h. No fees or other payments will be made to Proponents for any cost incurred in the preparation and submission of Proposals, or for participation in the Request for Proposal process.
- i. The Request for Proposal and its support documents must be considered as proprietary and confidential.
- j. Proponents not submitting a Proposal to the VOFSM in response to this Request for Proposal are required to immediately return this Request for Proposal document to the VOFSM.
- k. The VOFSM may, at its discretion, select any one (1) Proposal or reject all Proposals, and in so doing develop additional evaluation criteria. In selecting any Proposal, the VOFSM is not obligated to select the one with the lowest price.
- l. Incomplete Proposals will not be entertained.
- m. The VOFSM reserves the right to make any or all questions and answers available to all other Proponents at its discretion.

- n. The VOFSM will respond to requests for clarification as soon as is reasonably possible. The VOFSM will respond in writing or orally as deemed appropriate in the circumstances. Generally, only substantial questions and answers in a clarification nature will be distributed.
- o. No oral response or clarification will be binding on the VOFSM.

4. Evaluation Procedure

- a. All Proposals will be evaluated for completeness and suitability for the requirements.
- b. Proponents will be short-listed and possibly interviewed to clarify any major items in question.
- c. Further discussions will be required during the Proposal evaluation stage.
- d. Based on the analysis of the Proposals, a ranking of Proponents will be established, and a “preferred Proponent” will be selected and recommended to the Council of the VOFSM
- e. The following weighting shall be used in evaluating each Proposal submitted to the municipality:
 - Qualifications of the Firm 30 pts.
 - The Proposal & Presentation 35 pts.
 - Timing and Scheduling 15 pts
 - Cost 20 pts
 - Total 100 pts

5. Acceptance

Your response to the Request for Proposals will indicate your acceptance to the conditions outlined in this Request for Proposal.