



Committee of Whole Meeting Agenda

March 18, 2025

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. Correspondence: na**
- 5. Staff Presentations:**
 - a. Marianne Langille: Monthly Report (Program and Event Coordinator)**
 - i. Advertising Opportunities at 4-Season Complex**
 - b. Procurement of light Duty Trucks (Fire Department)**
 - c. Draft Financial Policies**
 - i. Update**
 - d. Municipal Boundary Alteration Proposal**
 - i. Information Session**
- 6. Call for Next Regular Meeting: April 15, 2025, at 7:30 pm at ST. Martins Community Centre**
- 7. Motion to Adjourn**



Village of Fundy-St. Martins

Program and Event Coordinator

Monthly Report March 2025

Program and Event Planning	
Recreation Programs and Events	<ul style="list-style-type: none"> • Free skate for pre school and Senior every Wednesday • Meeting with Amy Allen to discuss the website. • Used Canva to make posters for the social media and the website. • Purchased 4 Badminton nets to put on Badminton one night a week for ages starting at 13 and up
Tourism Programs and Events	Zoom meeting with Fundy Partnership on how to use Driftscape and promote Fundy-St. Martins
Cultural Programs and Events	<ul style="list-style-type: none"> • I will be attending a meeting with all 6 municipalities for the review of Fundy Winterfest and review its strengths and weakness for the following year.

Facilities Management	
Facility Rentals	<ul style="list-style-type: none"> • Every Wednesday a free skate for pre-school and senior (adult) at the 4 Season Complex. Running from 10am -11am and 11am -12pm • Continuing to take rentals for the Community Center and 4 Season Complex
Facility Planning and Operations	<p>Managed the bidding and sale of the old Zamboni</p> <p>Worked with Fougere Graphics on cost for advertising material for 4 Season Complex. *Please see attached sheet for details.</p> <p>Working on the community hall to make it more desirable for renters. The stage curtain has been fixed, and the curtain now slides freely.</p>

Collaboration and Communication	
Promotion and awareness	Attended a meeting with Fundy Partnership to promote Driftscape. Driftscape is a worldwide tourism app, that will show tourists local business and event happening in the area. In my opinion we should be on Driftscape to help promote events in our area, and to add our website for more information.
Community Engagement	<ul style="list-style-type: none"> • Working with the Activate team on planning their March 15 meeting with Wards, 3 and 4 and a portion of ward 2. This meeting will get a good idea of what strengths the community has to offer to help make more activities for the community and tourists. I will have more information on the outcome in April's notes. • Set up Community Center for people to watch the Canada vs USA hockey game when the power was off.

Other Projects and Activities	
	<p>For next month being worked on this month</p> <ul style="list-style-type: none"> • Information on babysitting and hunter safety course • Attending training for Zoomers on the Go • Working on selling advertisement for the 4 Season Complex • Making the community center more desirable to rent. • Communities in Bloom information and working with the school and the seniors to see about running this project.



Good afternoon, friends of the 4 Season Complex in Fundy-St. Martins!

The 4 Season Complex in Fundy-St. Martins serves as a hub of activity for our community, providing a space for recreation, sports, and entertainment. This year, we are launching a sponsorship program as a means to provide promotional opportunities for local businesses and to generate incremental revenues that can be used to support upgrades and improvements to the 4-Seasons Complex.

For your business, the sponsorship opportunities provide excellent exposure to a large and diverse audience. With thousands of visitors annually, including players, families, and event-goers, your brand will be seen by a large number of individuals from all around the province. More specifically, the opportunities include;

- **Zamboni Decals:** Your company's logo or message will be prominently displayed on our Zamboni, which is seen by all visitors during events and rink maintenance.
 - **Pricing:** Please see attached diagram
- **Indoor 4' x 8' Signage:** We will place large, eye-catching signs with your company's branding in high-traffic areas inside the rink. These signs will be visible to everyone entering or attending events.
 - **Pricing:** \$750/season (+HST)

To support those who are interested in longer term opportunities, we offer a **discounted rate** for a **3-year sponsorship term**. This discounted rate supports ongoing commitments and recognizes that commitments also reduce our cost of offering these opportunities.

If you are interested in learning more about these sponsorship opportunities, please do not hesitate to contact me at 1 506 271 8805 or mariannelangille@fundystmartins.ca . Thank you for considering this partnership, and we look forward to the opportunity of working together to continue providing a valuable resource to our community.

Warm regards,

Marianne Langille
Program and Events Coordinator
Village of Fundy-St. Martins

Zamboni Signage

Location	1 year commitment	3-year commitment
A	\$500	\$1100
B	\$440	\$1040
C	\$500	\$1100
D	\$475	\$1075
E	\$385	\$ 985
F	\$475	\$1075
G	\$330	\$ 930
H	\$330	\$ 930
I	\$340	\$ 940
J	\$350	\$ 950
K	\$340	\$ 940



4' x 8' Indoor Rink Signage

1 year commitment	3-year commitment
\$750	\$1750



Light Duty Truck Procurement

March 2025

Background

- As part of the 2025 Operating Budget, VOFSM allocated funds to purchase 2 light duty trucks (1/2 ton for Simonds, ¾ ton for St. Martins)
- In order to establish a multi-year payment arrangement, approval must be grant from the Municipal Capital Borrowing Board.
- The following provides an outline of the financing arrangement requested from MCCB

Light-duty Truck Procurement (Options)

Lease Option (Approved in 2025 Budget)

5-year lease agreement with buy-out

	Purchase Price	Monthly Payment	Lease Cost (annual)	Buy-out Cost
F-150	\$69K	\$1040	\$12,480	\$15K
Ram 2500	\$74K	\$1200	\$14,400	\$20K
			\$26,880/yr	\$35K

Light-duty Truck Procurement (Options)

For context, Province of NB provided information on alternate financing options for light duty truck purchases (MCCB Financing), which are outlined in the following slides.

Light-duty Truck Procurement (Options)

Finance Option (Used)

3-year financing on 2-year old truck (MCCB Financing)

	Purchase Price	Annual Cost
F-150	\$60K	\$22K (@5%)
Ram 2500	\$70k	\$27K (@5%)
TOTAL		\$49K/yr

Risk: Lifespan of used truck

Light-duty Truck Procurement (Options)

Finance Option (New)

5-year financing (MCCB Financing)

	Purchase Price	Annual Financing
F-150	\$69K	\$17K (@5%)
Ram 2500	\$74k	\$19K (@5%)
TOTAL		\$36K/yr

Risk: Higher annual cost

Light-duty Truck Procurement (Options)

Purchase from operating

Eliminates financing. Would require change to budget (\$143,000 from operating budget)

	Purchase Price
F-150	\$69k
Ram 2500	\$74k
	\$143K/yr

Next Steps

- MCCB Submission and approval
 - Council requires approval from the MCCB for any financial agreements that extend beyond one fiscal year
 - CAO to prepare documents for April Council meeting for Council Approval
- Procurement process
 - Following submission of documents and approval, CAO would complete procurement process

Questions/Discussion



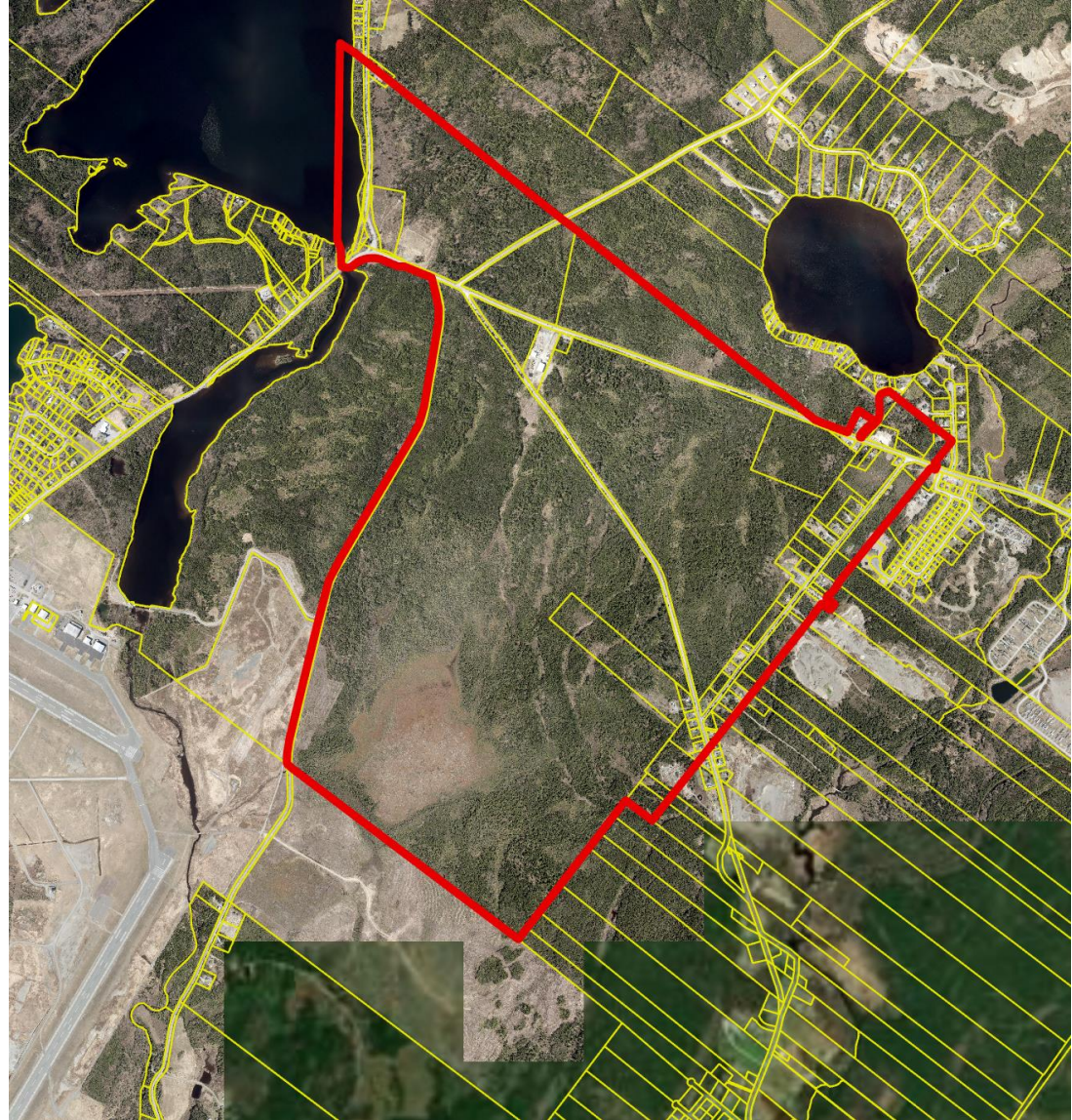
Municipal Boundary Alteration proposal to
Local Governance Commission

March 2025

Background

- Proposal submitted to Local Governance Commission in August of 2024
- Primary motivation for requesting change to boundary is that Simonds Fire Hall is currently outside municipal boundary of VOFSM
- Secondary motivation would be to amend boundary to include all properties in the community of Simonds

Background



Process Overview

1. Proponent submits proposal to Local Governance Commission
 - a) LGC Determines if proposal meets legislative requirements. If yes,
 - b) LGC informs Provincial Minister, other Municipalities, Regional Service Commission

2. Proponent conducts a public engagement process, including;
 - a) Notifications to affected residents
 - b) Public Notices
 - c) Public meetings

3. Proponent completes and submits report on results of Public Engagement to LGC. If LGC determines the report meets legislative requirements, LGC will;
 - a) Notify Provincial Minister, affected municipalities, Regional Service Commission
 - b) Provide Notice of report in Royal Gazette
 - c) Post notice of report on LGC Website for 30 Days and accept feedback on report

4. LGC has 45 days to review report before making a recommendation to Provincial Minister (who determines whether to proceed)

Public Engagement Process

1. August 2024 proposal to LGC (accepted) outlines the following activities within the Public Engagement process;
 - a) Written notification to all affected property owners
 - b) Public notices on Website and Social media
 - c) Public meeting to collect input on proposal Boundary Alteration (March COTW)

Factors to consider

In reviewing the proposed boundary alteration, the following factors were specifically considered. This information will be shared with local residents during the public engagement process

Waste Collection: VOFSM provides waste collection for residents on Route 825, Range Road and Clover Valley Road. No changes are expected

Road Maintenance: Department of Transportation and Infrastructure provides snow clearing and road maintenance (repairs, paving) for Route 825, Range Road and Clover Valley Road. No changes are expected

Emergency Services: Fire Services in Simonds are provided through the SJ Fire Department (Mutual Aid Agreement) and through the Simonds Fire Department. If this boundary alteration proposal is adopted, Council may wish to request a similar change to the Fire Service Boundary.

Factors to consider (cont'd)

In reviewing the proposed boundary alteration, the following factors were specifically considered. This information will be shared with local residents during the public engagement process

Property Taxes: Tax rate for Village of Fundy-St. Martins (Ward 1) is \$0.67/\$100 of Assessment (plus the provincial portion of \$0.4115/100 of assessment. City of Saint John, tax rate is \$1.55/\$100 of Assessment. Some changes expected (lower property tax rate)

SJ Energy : Existing SJ Energy customers may continue to access SJ Energy Rates as the boundary for SJ Energy's services is set through the NB Electricity Act and will not be affected by the municipal boundary alteration.

Questions/Discussion