



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, March 12, 2018
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 12 February 2018

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 The Great Race Lloyd Hodgin (See Item 9.1)

5. CORRESPONDENCE FOR ACTION

5.1 6 February 2018 Letter from St. Joseph's Hospital Foundation RE: Request for support – Saint John Dragon Boat Festival August 25, 2018

Provide in-kind support

5.2 21 February 2018 Email from Grand Bay-Westfield resident RE: Fee for transportation of uncovered garbage with attachment

Refer to the Fundy Regional Service Commission

5.3 7 March 2018 Email from Counc. Mackay French RE: Resident septic sewer concern
5 March 2018 Email from resident to Counc. Mackay French RE: Septic sewer concern

Refer to staff

6. CORRESPONDENCE - FOR INFORMATION

6.1 6 February 2018 Letter from the Hon. Jocelyne Roy Vienneau RE: Nominations for the 2018 Order of New Brunswick campaign

6.2 12 February 2018 Letter from Rothesay to Saint John RE: Amalgamation

6.2.1 21 February 2018 Letter from Grand Bay-Westfield to Premier Gallant RE: Opposition to amalgamation

6.3 14 February 2018 Letter from Rothesay to Rothesay Liberal Riding Association RE: Electoral Riding Name Change

6.4 2 March 2018 Letter from Ray Boucher RE: the Covered Bridge Preservation Association of New Brunswick

6.5 8 March 2018 Memorandum from Town Manager Jarvie RE: Fundy Regional Service Commission (FRSC) borrowing

6 March 2018 Memorandum from Treasurer MacDonald RE: FRSC Financing

2 March 2018 Letter from the FRSC RE: Landfill Containment Cell #8

6.6 7 March 2018 Memorandum from Treasurer MacDonald RE: 25 Grove Avenue Utility billing

6 March 2018 Letter from resident RE: Request for reduction in Utility expense

8 February 2018 Letter from resident RE: Utility bill

ROTHESAY

Regular Council Meeting

Agenda

-2-

12 March 2018

7. REPORTS**7.0 March 2018****Report from Closed Session**

- 7.1 22 January 2018 Fundy Regional Service Commission Board Meeting minutes
- 7.2 24 January 2017 (sic) Kennebecasis Public Library (KPL) Board Meeting minutes
January 2018 KPL Librarian's Report
January 2018 KPL Building Maintenance Report
30 November 2017 KPL Comparative Income Statement
- 7.3 24 January 2018 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
31 December 2017 KRJBPC Statement of Financial Position
23 February 2018 KRJBPC Call Report
- 7.4 31 January 2018 Draft unaudited Rothesay General Fund Financial Statements
31 January 2018 Draft unaudited Rothesay Utility Fund Financial Statements
22 February 2018 Draft Finance Committee Meeting Minutes
31 January 2018 Donation Summary
- 7.5 21 February 2018 Draft Public Works and Infrastructure Committee Meeting Minutes
- 7.6 21 February 2018 Draft Age Friendly Committee Meeting Notes
➤ Priorities and action items (5)
- 7.7 21 February 2018 Draft Utilities Committee Meeting Minutes
- 7.8 21 February 2018 Draft Heritage Preservation Review Board Meeting Minutes
- 7.9 26 February 2018 Draft Parks and Recreation Committee Meeting Minutes
- 7.10 5 March 2018 Draft Planning Advisory Committee Meeting Minutes
➤ Land for Public Purposes – 8 Acadia Avenue
- 7.11 February 2018 Monthly Building Permit Report
- 7.12 8 March 2018 Capital Projects Summary

8. UNFINISHED BUSINESS**TABLED ITEMS****8.1 Water By-law** (Tabled June 2015)*No action at this time***8.2 Rothesay Arena**

2 January 2018

Memorandum from Counc. Shea RE: Rothesay Arena

*No action at this time***9. NEW BUSINESS****9.1 BUSINESS ARISING FROM DELEGATIONS****The Great Race**

7 March 2018

Letter from the Great Race RE: Application for temporary closure of Church Avenue for a special event (*see Item 7.8 P&R Committee minutes*)

ROTHESAY

Regular Council Meeting

Agenda

-3-

12 March 2018

PLANNING & DEVELOPMENT

9.2 Contract Award – Citizen Satisfaction Survey Recommendation

3 March 2018

Report prepared by DPDS White

9.3 Municipal Plan Review – Progress Report

2010

Rothestay Municipal Plan By-law 1-10

ADMINISTRATION

9.4 Information/Communications Technology Updates

6 March 2018

Memorandum from Town Clerk Banks

9.5 Local Improvement By-laws for Capital Projects

8 March 2018

Memorandum from Town Manager Jarvie

6 March 2018

Memorandum from Town Clerk Banks

RECREATION

9.6 R2018-EQ01: Tractor/Backhoe/Loader

20 February 2018

Report prepared by DRP Jensen

OPERATIONS

9.7 Maiden Lane/Goldie Court/Brock Court Drainage Study

7 March 2018

Report prepared by DO McLean

March 2018

Dillon Consulting Flood Risk Assessment of Maiden Lane and surrounding area

9.8 Fleet Vehicle Purchase – Works Department

7 March 2018

Report prepared by DO McLean

9.9 Water Treatment Facility – Membrane Replacement

7 March 2018

Report prepared by DO McLean

9.10 “Man Down” Safety Devices

7 March 2018

Report prepared by DO McLean

10. NEXT MEETING

Regular meeting

Monday, April 9, 2018

Public Hearing – Bridlewood Estates

TBD

11. ADJOURNMENT

PRESENTS



Saint John Dragon Boat Festival
Régate de Barques-dragons de Saint John

February 6, 2018

Mayor Nancy Grant
Town of Rothesay
Rothesay NB E2E 5L5



Dear Mayor Grant,

I am writing on behalf of St. Joseph's Hospital Foundation to request your continued support of the 14th Annual Saint John Dragon Boat Festival. This year's festival is scheduled for August 25, 2018. This will be the final festival supported by the Foundation and we intend to celebrate our collective success at this year's event.

For 2018 the Foundation has committed to supporting the Breast Health Program at St. Joseph's Hospital with the purchase of a new 3D Mammography Machine. St. Joseph's plays an important role in the New Brunswick Breast Screening program providing over 11,000 mammograms every year. With the support of our community the Foundation purchased the current machines in 2006

The new mammography will provide many new features that include 3D Tomosynthesis. Tomosynthesis captures multiple image slices and is extremely beneficial for detecting small or early cancer-earlier, better detection results in positive outcomes. The high-resolution quality of the 3D imaging is similar to that of a CT scan. For patients this **new technology is more comfortable, less time consuming and provides treatment right here at home.**

It is our hope that no one ever has to hear that a loved one has been diagnosed with breast cancer, however it is comforting to know that the Breast Health Center at St. Joseph's is here should you need it. The center serves as a resource where leading edge technology and attentive physicians focus on early detection and support for patients diagnosed with Breast Cancer. Emphasis is placed on timely evaluation, rapid diagnosis and providing the best options to those with the disease. Our ultimate goal is to place current technology at the clinician's fingertips - **resulting in optimal patient care, reduced wait times and improved patient experience and outcomes.**

Nancy, the town of Rothesay has been an outstanding partner in supporting the Festival. I hope you will agree that supporting the Breast Health Program is a worthy investment for our community. I look forward to hearing from you, if you have any questions please feel free to contact me at (506) 632-5596 or alternatively at Laurie.Flood@Horizonnb.ca.

Sincerely,

Laurie A. Flood
Executive Director

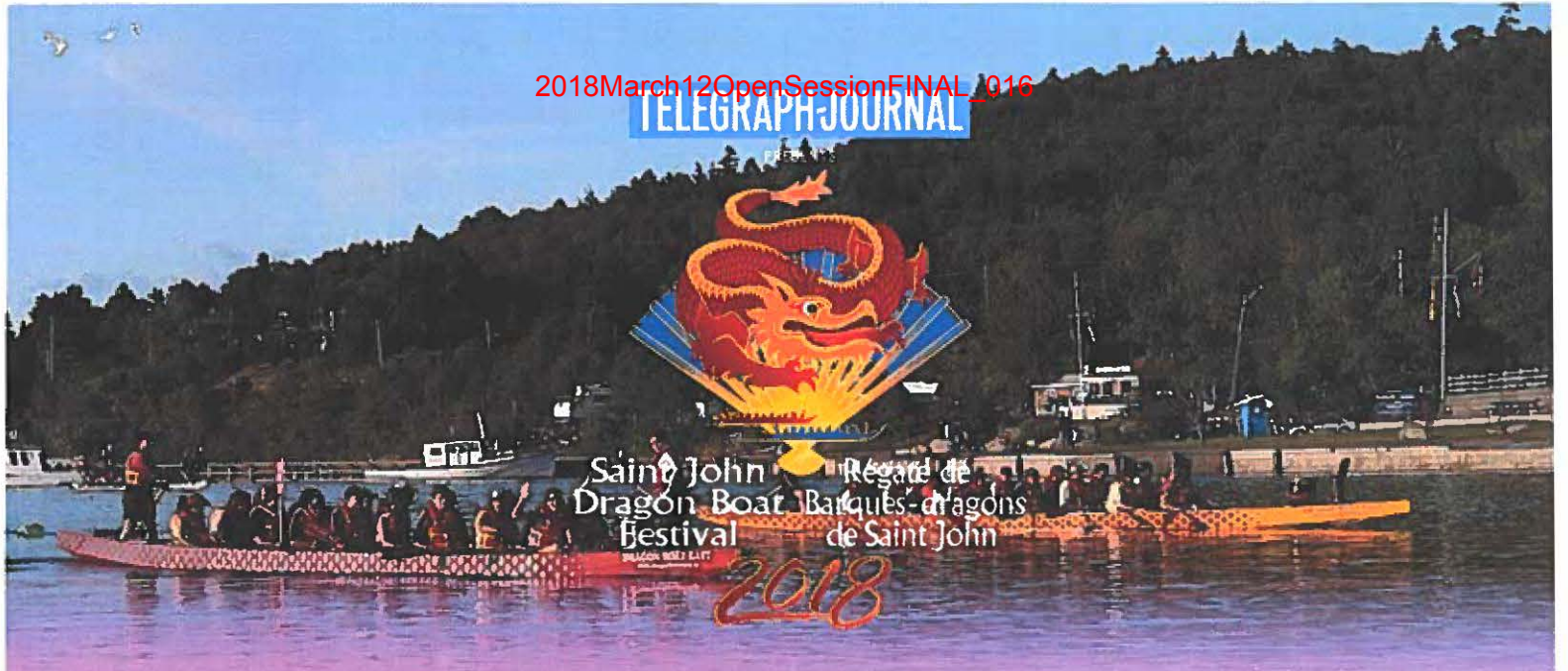
Nancy - As in past year's we are asking for the Town's support of the Festival for the best year ever.

Laurie

St. Joseph's Hospital Foundation

130 promenade Bayard Drive, Saint John, New Brunswick / Nouveau-Brunswick E2L 3L6

Tel: (506) 632-5497 Fax: (506) 632-5594 E-Mail: dragonboatfestival@horizonnb.ca WEB: www.sjdragonboat.ca



Saint John Dragon Boat Festival
Régate de Barques-dragons de Saint John

2018

Come celebrate one of New Brunswick's most anticipated summer events – The Saint John Dragon Boat Festival. Held on the beautiful Kennebecasis River, the races are a sight to behold with over 1,000 paddlers and thousands of spectators.

In addition to the thrilling Dragon Boat races the Festival offers something for everyone:

- **Live Multicultural Entertainment**
- **Fun and Crafts in the Children's Village**
- **Tantalizing Cuisine in the Festival Marketplace**

.....and so much more.

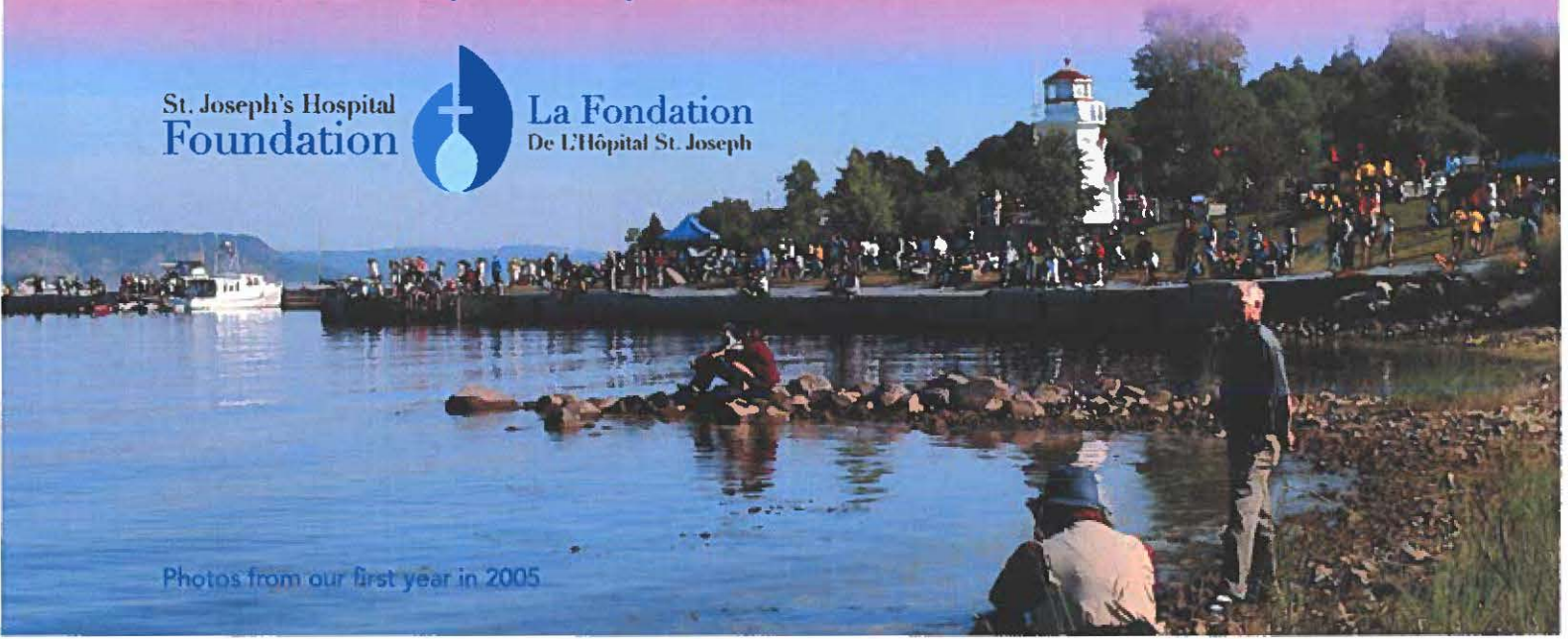
Be a part of the excitement and join us as we host the 14th Annual Saint John Dragon Boat Festival in support of St. Joseph's Hospital Foundation.

To secure your sponsorship call 632-5595.

St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph



Because She's my everything! St. Joe's... It's personal.

In addition to being one of New Brunswick's most anticipated summer events, the Saint John Dragon Boat Festival brings together our community in support of St. Joseph's Hospital and excellence in healthcare for all of us. This year the festival will support the Foundation's Annual Campaign supporting 3D Mammography for St. Joseph's.

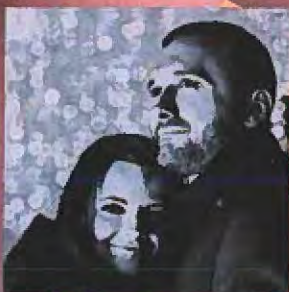
Breast cancer is the most commonly diagnosed cancer among New Brunswick women and is a leading cause of cancer-related death.

It is our hope that you never have to hear that a loved one has been diagnosed with breast cancer, but please know that the Breast Health Center at St. Joseph's Hospital is here should you need it.

St. Joseph's Breast Health Center plays an important role in the New Brunswick Breast Screening Program providing approximately 11,000 mammograms per year. The Breast Health Center serves as a resource where leading edge technology and attentive physicians focus on early detection and support for Breast Cancer patients. Emphasis is placed on timely evaluation, rapid diagnosis and providing the best options for those with this disease. Our ultimate goal is to treat each patient with skill and compassion and return them home to their families.

The new mammography will provide many new features that include 3D Tomosynthesis. Tomosynthesis captures multiple image slices and is extremely beneficial for detecting small or early cancer - earlier, better detection results in positive outcomes. The high resolution quality of the 3D imaging is similar to that of a CT scan. For patients this new technology is more comfortable, less time consuming and provides care right here at home. Our ultimate goal is to place current technology at the clinician's fingertips resulting in optimal patient care, reduced wait times and improved patient experience and outcomes.

With the support of our partners, the Saint John Dragon Boat Festival has empowered St. Joseph's Hospital Staff to go beyond standard care and deliver excellence to you, your loved ones and the entire community. Supporting the festival will provide corporate exposure and recognition throughout the community of your commitment to excellence in healthcare. Please consider joining us for the 2018 Saint John Dragon Boat Festival.



Join us!
August 25, 2018
Renforth Park

2018 SAINT JOHN DRAGON BOAT FESTIVAL SPONSORSHIP BENEFITS

The Saint John Dragon Boat Festival offers a variety of partnership opportunities. Community minded businesses may partner at any of the following levels:

Sponsorship Level	Pacer	Paddler	Drummer	Steers	Presenting
Investment	\$1,000	\$2,500	\$5,000	\$10,000	\$30,000
Alternative Investment	or \$2,000 in kind	or \$1,500 cash & \$2,000 in kind	or \$3,000 cash & \$4,000 in kind	or \$6,000 cash & \$8,000 in kind	or \$15,000 cash & \$20,000
Name inclusion in event logo					
Audio recognition Radio Ads					
Welcome letter in Souvenir Program					
Signage at Team Captains Meeting					
Opening Ceremonies Involvement					
Closing Ceremonies Involvement				Yes	Yes
Complimentary team entry				Yes	Yes
*Logo on print collateral				Yes	Yes
Souvenir program insert opportunity				Yes	Yes
Title of Race Category/Activity				Yes	1st Overall
*Logo on Festival Banners			Yes	Yes	Yes
Special on-site promotional opportunities			Yes	Yes	Yes
Industry exclusivity guaranteed			Yes	Yes	Yes
Promotional tent on site (sponsor supplied 10'x10')			1	1	2
Title of Industry Heat (first round)		Yes	Yes		
*Logo on volunteer t-shirts		Name	Yes	Yes	Yes
Banners on site (sponsor supplied 3' x 10')		1	2	3	5
*Logo on event posters	Name	Yes	Yes	Yes	Yes
Ad in Souvenir Program	1/8 page	1/4 page	1/2 page	Full Page	Back Cover
Public Address/ Main Stage Announcements	2	3	4	6	10
Recognition on Festival Print Advertising	Name	Yes	Yes	Yes	Yes
Recognition on Festival Web site	Name	Yes	Yes	Yes	Yes
Use of Saint John Dragon Boat Logo	Yes	Yes	Yes	Yes	Yes
Complimentary VIP Pass	2	4	4	6	10
VIP Parking Pass	1	1	2	2	4
*Above items subject to cut off dates					

Thank You
We're proud to announce that the Telegraph Journal has joined us for our Fourteenth year!

Thank you for your consideration of the Saint John Dragon Boat Festival.

We look forward to having you onboard.

For more information please contact St. Joseph's Hospital Foundation
at 506-632-5595 or DragonBoatFestival@HorizonNB.ca

sjdragonboat.ca

2018March12OpenSessionFINAL_019

From: [REDACTED]
To: [REDACTED]
Subject: FW: Covering of garbage on its way to Crane Mountain landfill
Date: March-09-18 8:45:37 AM
Attachments: [Landfill.docx](#)

From: [REDACTED]
Sent: February-21-18 1:58 PM
To: gclarke@quispamsis.ca
Cc: mayor@towngbw.ca; Rothesay Info; quispamsis@quispamsis.ca; service@saintjohn.ca
Subject: Covering of garbage on its way to Crane Mountain landfill

Attached is a letter concerning the transportation of uncovered garbage on its way to Crane Mountain landfill and a possible solution to discarded garbage.

[REDACTED]
10 Crestwood Drive
Grand Bay-Westfield, N.B.
E5K 2T2

February 21, 2018

Good day;

This morning as I was driving back home after taking my wife to work, I couldn't help noticing the number of lost bags of garbage either lying on the side of the road or in the ditch. As well with the melting snow and ice, many other pieces of garbage which have fallen off loads are starting to show their ugly faces as well.

While driving past the entrance to Crane Mountain yesterday, there were two half-ton trucks turning in towards the landfill hauling their loads of garbage bags in the back completely uncovered.

On Saturday mornings there is a lineup of vehicles going from Grand Bay-Westfield as well as those turning off the highway coming from the city and beyond. Many of these are either half-ton trucks or other vehicles hauling trailers, of which the vast majority are uncovered loads. The use of a tarp or netting would greatly reduce the loss of their loads either by accident or by way of undue attention or care.

If the Landfill operation were to assess these uncovered loads an extra charge of from \$5-10 per load for the refusal to use a tarp or netting, perhaps that would cut down on the amount of lost garbage along our highways, leading to a less than appealing drive. The user would be recorded on video using cameras already installed and the attendants could charge them the extra amount. The assessment should not exceed an amount that would drive some individuals to just dump their garbage by the wayside. I think the extra amount charged would encourage people who use the landfill to take the extra effort, thereby increasing the enjoyment and beautification of our highways.

The extra fees coming from this venture could then be used for more beautification projects for the region.

Thank you

[REDACTED]

Grand Bay-Westfield

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Subject: FW: storm sewers
Date: March-07-18 12:07:45 PM

From: Tiffany Mackay French
Sent: March-07-18 10:31 AM
To: John Jarvie; Nancy Grant; Matthew Alexander; Miriam Wells; Bill McGuire; Peter Lewis; Grant Brenan; Don Shea; Mary Jane Banks
Subject: Fwd: storm sewers

I am forwarding now the second email that I am receiving from [REDACTED] concerning his issue. Could the appropriate person please contact him and get this sorted out? I would really appreciate these 2 letters be dealt with and reported back to council next week at our March council meeting.

Thank you so much,

Tiffany

Get [Outlook for iOS](#)

From: [REDACTED]
Sent: Monday, March 5, 2018 9:27 PM
Subject: storm sewers
To: Tiffany Mackay French [REDACTED]

Hello Tiffany:

A month has now gone by since your last correspondence, and as expected I have heard nothing from anybody.

Considering I pay \$370 a year for septic sewer service one might have hoped those involved would have some obligation to deal with potential problems, but my plumber, who serves the whole KV area, says this is in fact typical. I was sorry to hear him say that, whereas the staff at Quispamsis are always quick to help out in such situations, Rothesay officials are quite the opposite.

It is not a question of whether the hazard is real, because in addition to what the Moncton workers showed me, I had a video made at my own expense which clearly documents the potential obstruction. I understand there is in fact a committee composed of council members and others to monitor the system, and I wonder if they would be willing to hear my story.

With best regards,

[REDACTED]



Order of New Brunswick
Ordre du Nouveau-Brunswick

February 6, 2018

Your Worship:

As the 2018 Order of New Brunswick campaign begins, in my capacity as Chancellor of the Order, I encourage you to advise your colleagues about the existence of the Order and to encourage them to submit nominations for individuals they believe to be qualified for this important honour. The deadline date for nominations is April 15, 2018.

As the highest honour awarded in our province, the Order of New Brunswick recognizes individuals who have demonstrated excellence and who have made outstanding contributions to the province's social, cultural or economic fabric.

Those who are nominated for the Order of New Brunswick must be Canadian citizens who are present or former long-term residents of New Brunswick and they must have contributed significantly to the social, cultural and/or economic well-being of the province and its residents by demonstrating excellence and achievement in a given area.

Representatives presently serving in the House of Commons, the Senate, the Provincial Legislature and judges of any court are not eligible for nomination.

You will find information pertaining to the Order of New Brunswick and the nominating process on our website at www.gnb.ca/onb.

If you have any questions, please contact Lana Tingley Lacroix, our Chief of Protocol and Secretary to the Order of New Brunswick Advisory Council at 506-238-4702.

Sincerely,

The Honourable Jocelyne Roy Vienneau, O.N.B.
Lieutenant-Governor of New Brunswick



2018 March 12 Open Session FINAL 023

ROTHESAY

150 Years Proud 1860-2010



12 February 2018

Common Council, City of Saint John
15 Market Square
PO Box 1971
Saint John, NB
E2L 4L1

Attention: City Clerk

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mayor Darling and Common Councillors:

Re: Greater Saint John Region – Amalgamation

We have read with great interest City Manager Jeff Trail's letter to Premier Gallant requesting a study of amalgamation in the Greater Saint John Region. We note that the issue was not discussed beforehand with the Fundy region towns, nor was the letter copied to the towns. Nevertheless we believe it is most appropriate to respond to the origin of the letter.

We wish to make it clear that Rothesay Council does not favour amalgamation, or indeed another study on this issue.

Firstly, we do not believe that amalgamation would solve Saint John's problems; and historically, amalgamation does not save money. The real problem is New Brunswick's broken property tax system, and that is where we believe the energies should be focused. Ideally, the City and the Towns should be able to strengthen the case for tax reform by working together in our approach to the Province.

Secondly, as I have indicated on several occasions to the media, Rothesay indeed does pay its fair share of Saint John expenses; in the four years 2014-2017, Rothesay contributed \$2,746,592 to the regional facilities, and through donations, to other Saint John-based causes. Also, there are a good number of Rothesay residents who, in addition to paying residential taxes to Rothesay, pay non-residential taxes to Saint John, on their business and rental properties.

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John

Thirdly, we believe that our residents are happy with the level and cost of services they receive. These services are less expensive than those in Saint John; historically, with amalgamation, service costs rise to the highest level in the mix- in this case, they would rise to Saint John levels. Rothesay residents, while they enjoy low tax rates, have very high tax burdens because of their high assessments; further tax increases would simply be untenable

We suggest that, if the City is in fact looking to 'foster a culture of cooperation rather than competition' with the surrounding municipalities, perhaps a local discussion is the place to start.

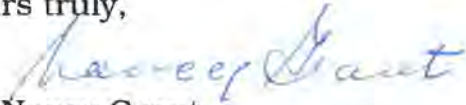
Rothesay shares Common Council's concerns with the New Brunswick property tax system. We agree that property tax reform should be very high on the provincial agenda: the double taxation and equalization system that exists is unfair. The Town receives no equalization funds from the Province and the average single-family homeowner in Rothesay paid a tax bill more than \$400 higher than the average single family homeowner in Saint John last year (a tax bill that was the 2nd highest in the province). With the residential component of the tax base making up more than 90% in Rothesay, our residents are paying directly for the services they receive in a system which is not progressive i.e. a function of income.

There are other aspects of Mr. Trail's letter with which we could take issue including some considerations which are omitted. However we do not wish to simply perpetuate and accentuate our disagreements. Rather we invite you to suggest constructive measures for cooperation in the Region to which we would be pleased to respond. Enclosed is an article from Municipal World discussing the concept of amalgamation in Saint John with which some may be familiar. Perhaps the findings are still relevant.

In Rothesay we believe that a key task for the current and future provincial governments is reform of the property tax system. We would welcome an opportunity to discuss how Rothesay could work with the City toward this objective.

We look forward to your response.

Yours truly,



Dr. Nancy Grant
Mayor

Enc. *Amalgamation & Its Alternatives*, September 2016,
Municipal World

Cc : Premier Gallant
 : Mayor Clark, Quispamsis
 : Mayor Losier, Grand Bay/Westfield
 : Rothesay Council

Amalgamation & Its Alternatives

Case Study of Saint John, NB

Greater Saint John is one of the smaller Census Metropolitan Areas (CMAs) in Canada. The city has a population of 70,063 and the metropolitan region has a population of 127,761 (as per the 2011 Canadian census). It is an industrial and port city in southern New Brunswick.

Greater Saint John is a metropolitan region characterized by municipal fragmentation, with suburban municipalities (Quispamsis, Rothesay, and Grand Bay-Westfield) guarding their independence, citing better public administration, quality of services, and low taxes as reasons for remaining autonomous from the City of Saint John. Where the suburban municipalities are relatively affluent, the industrial city is tied with Toronto for the highest rate of child poverty in Canada (as per a coalition of community groups basing their analysis on the Statistics Canada After-Tax Low-Income measure).

This debate – over amalgamation versus municipal independence, over the public administration pressures of suburbanization – were the subject of my Ph.D. dissertation, recently completed at the University of New Brunswick. Upon invitation of Saint John mayor Mel Norton and city council, I had the opportunity to present this research to the Saint John city council.

This article focuses on two important themes coming out of the research: the debate over local government and amalgamation in Greater Saint John; and its implications more broadly across Canada. The theme of greater municipal control is touched on as well. In all this,

the importance of smaller city regions will be central to the analysis.

Reports: From Goldenberg to Cormier ...

The 1950s and 1960s saw the advent of suburbanization in Greater Saint John, with the growth of adjacent municipalities, Lancaster and Simonds. Lancaster was incorporated as a city; and, in Simonds, there were widespread demands for a similar incorporation. This raised concerns about a fragmented region with potentially three competing cities in a small metropolitan area.

In light of a failure of the municipalities in the region to agree on a path going forward, the province stepped in, commissioning a report chaired by lawyer H. Carl Goldenberg that recommended amalgamation. This recommendation was implemented by the province in 1967 with the City of Saint John, the City of Lancaster, and a portion of Simonds being incorporated into the City of Saint John.

The following decades, however, saw population growth outside the boundaries of the amalgamated city, especially in the Kennebecasis Valley, renewing concerns about a fragmented metropolitan region. This highlighted the growing policy importance of urban and suburban regions in Greater Saint John – and in New Brunswick as a whole.

While impoverished rural county governments were a primary focus of local government reform in New Brunswick (the Equal Opportunity reforms centralized power with the

provincial government), this continued suburbanization in Greater Saint John and the pressures faced by the city highlighted the growing attention needed for urban and suburban areas.

A series of provincial government reports – concerning the province and Saint John – in the 1990s and 2000s highlighted the growing policy importance of urban and suburban regions. Particularly noteworthy is the 1997 Cormier Report on Greater Saint John, which recommended amalgamation for the Greater Saint John region. This report was stiffly resisted in the suburban municipalities – leading the provincial government to back off full regional amalgamation.

This was a turning point, as amalgamation was essentially taken off the table in Greater Saint John. This is a contrast to 1967, when regional amalgamation was carried out with (comparatively) less controversy. The 2008 Finn Report did not recommend regional amalgamation for Greater Saint John.

In addition to the issue of amalgamation, the issue of local control is also worth raising, especially in light of the radical centralization of authority brought on by the Equal Opportunity



HASSAN ARIF recently completed his Ph.D. in sociology at the University of New Brunswick in Fredericton. He has previous degrees in law and political science. Hassan has worked as a newspaper columnist and policy consultant. You can follow him on Twitter: @HassanNB

reforms in the 1960s. Another report from the 1990s worth noting is the Municipalities Act Review Advisory Committee (MARAC). This report recommended reforming the *Municipalities Act* to allow more permissive authority for municipalities to act. This was not acted on by the province.

On many issues of obvious local authority – for example, demolishing dilapidated buildings – New Brunswick municipalities must seek permission of the province, creating a layer of bureaucracy that makes it difficult for local governments to fulfill their mandates. With cities – including Saint John – as economic engines in the 21st century, the shortcomings of this structure become obvious. Where the Equal Opportunity reforms were based on a distrust of local governments, because of the corruption and ineffectiveness of many local governments in the 1960s, this bureaucratic structure is inadequate for cities and city regions in the 21st century.

Finding a Common Regional Interest

As part of the dissertation research, I conducted interviews with policy leaders in Greater Saint John (elected officials and community activists). The interviews revealed a city-suburban divide on amalgamation – with widespread support in the city, and strong (though not unanimous) opposition in the suburbs. However, there was agreement on the existence of a common regional interest: that the City of Saint John was the employment hub of the region.

Academics such as Richard Florida have written on the appeal of dense and mixed-zoned urban centres. Saint John has a dense and mixed-use urban centre (Uptown) with a distinctly urban feel. Such a neighbourhood is a draw for younger people who increasingly prefer urban centres, for baby boomers looking to downsize to condos and apartments, and for start-ups, where the urban loft is gaining popularity over the suburban office park.

It is noteworthy that, in the last Canadian census, the City of Saint John grew after decades of population decline.

Furthermore, a healthy city centre with good infrastructure and services is good for the image of the region overall, serving as an attraction to new residents and investment, and benefiting the region as a whole (city and suburbs).

Could this common regional interest be the basis of regional governance?

Regionalist Thought

Regionalist thought is illustrative in giving context to the amalgamation debate; in particular, it highlights that, while amalgamation is one solution, it is by no means the only solution to the issue of metropolitan fragmentation.

Old regionalists favour the province or state stepping in to consolidate a metropolitan region.

ALTERNATIVES, cont'd on p. 44

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2017

FEBRUARY

1

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3

METRO TORONTO
CONVENTION CENTRE



The severe cuts to public libraries in Newfoundland and Labrador that were announced in the 2016 provincial budget are the most striking recent example of a restraint measure with major local cultural impacts. According to the Newfoundland and Labrador Library Board, over half of the province's libraries will be forced to close unless the municipalities can take over responsibility for them.⁸ The president of the Municipalities of Newfoundland and Labrador deplored the move, saying that many small communities do not have the resources to take over libraries and that often in these communities the library is the only place where poor people can get access to the internet.⁹ In addition, the 2016 budget raised ticket prices and hourly rental fees at arts and culture centres and introduced a provincial sales tax on books. All told, these measures are expected to limit access to cultural products and services for low income groups in communities across the province.

The cultural sector must compete with health care, education, housing, and transportation for limited municipal dollars, even though the total amount it receives from the public purse is usually much less. Most of the sector operates close to the line so that even minor expenditure reductions or freezes by provincial and territorial governments can mean the difference between a full season of concerts or exhibitions and a series of "dark" nights or closed doors. Municipalities have both economic and social reasons to maintain vibrant and accessible cultural scenes; but, in the face of fiscal downloading from other orders of government, they may need to be more assertive about these benefits. MW

8 CBC News, "More than half of N.L. libraries closing in wake of budget cuts," April 27, 2016 <www.cbc.ca/news/canada/newfoundland-labrador/newfoundland-labrador-library-closures-1.3555133>.

9 Peter Cowan, "Downloading libraries to towns 'unfair,' says head of MNL," CBC News, May 12, 2016 <www.cbc.ca/news/canada/newfoundland-labrador/mnl-library-cuts-unfair-1.3578971>.

An advocate of this approach is former Albuquerque mayor David Rusk, who called for "elastic cities," where municipal boundaries grew with suburbanization. The 1967 amalgamation of Saint John with Lancaster and a portion of Simonds is an example of this.

New regionalists, by contrast, advocate bringing together local stakeholders to seek a common forum for metropolitan cooperation, usually falling short of full regional amalgamation. This could be a potential approach for Greater Saint John in the aftermath of the reaction to the 1997 Cormier Report.

It is important to consider the range of solutions to the concern of fragmentation of metropolitan regions and to acknowledge that amalgamation is not the only solution (and may not even be the best solution).

Wider Lessons

Saint John is illustrative of the debates over amalgamation, especially where there is strong suburban resistance. It is also a case study for local control, given the provincially centralizing nature of the Equal Opportunity reforms.

Furthermore, on both issues – local control and amalgamation – as well as the broader spectrum of urban policy, Saint John illustrates that "urban issues" are not just the territory of large cities. Issues of sprawl and suburbanization, of walkable and dense downtowns, of transit and public administration, are important for smaller and medium-size cities as well. New Brunswick is a province that is considered "rural," but it is urbanizing and suburbanizing (as seen by the population growth in both Saint John and suburban Quispamsis in the last census).

In the broader spectrum of the amalgamation debate, Saint John illustrates a case where amalgamation is highly contentious, where it could be worth considering other solutions – including new regionalist-inspired solutions, where a forum for greater cooperation and coordination is considered. In British Columbia, regional districts facilitate a common forum for municipalities

to meet and share services. The regional districts do not constitute another tier of government and offer a means of metropolitan administration short of full amalgamation.

Maybe something similar could work in Saint John? Currently, there *are* Regional Service Commissions; but, they have little authority and the Fundy Regional Service Commission covers a broad swath of southern New Brunswick beyond metropolitan Saint John.

Maybe a "regional district" approach can work in other Canadian city regions as well. It would still be old regionalist, in the sense it would be a "forced cooperation," but new regionalist in that it offers avenues other than full amalgamation.

On the issue of local control, Saint John (and New Brunswick as a whole) demonstrates the need to recognize the economic and social role of cities. This involves an appropriate level of local control. The province's centralizing Equal Opportunity reforms were a huge accomplishment in combating rural poverty (providing a system of financial equalization benefiting poorer municipalities) and in providing equitable services in areas such as education.

There is a benefit to provincial oversight, in forcing change where municipalities cannot agree and in centralization of some services. In the American state of Michigan, the problems of excessive decentralization (with a lack of equalization) are seen in the City of Detroit, which faces higher taxes, poor quality services, and bankruptcy, while existing alongside affluent suburban municipalities.

Nonetheless, areas of appropriate local control need to be considered. The benefits and shortcomings of New Brunswick's system of local government illustrate this. Overall, examining the debates over amalgamation and local control in Greater Saint John provides an illustration of the public administration pressures of urbanization and suburbanization and shows that smaller city regions are important to consider in the urbanist discussion in Canada. MW

2018 March 12 Open Session FINAL 029

Town of Grand Bay-Westfield

Mayor's Office

Mayor Grace Losier
609 River Valley Drive • P.O. Box 3001 • Grand Bay-Westfield, N.B. • E5K 4V3
Tel: (506) 738-6433 • Fax: (506) 738-6424 • mayor@towngbw.ca

February 21, 2018

COPY

Office of the Premier
Chancery Place
P.O. Box 6000
Fredericton, NB
E3B 5H1



Dear Mr. Premier:

On behalf of Town of Grand Bay-Westfield Council, this is to advise of the unanimous opposition of our Elected Officials to the amalgamation of the Greater Saint John Region into a single Saint John Municipality as well as our opposition to another study on this issue.

We believe attempting to solve the City of Saint John's issues by increasing its size is illogical since its territory is already too large resulting in high operating costs. We speak from experience as the amalgamation of Westfield to Grand Bay resulted in a municipal unit twice the size in territory and overall increased service costs for tax payers.

Grand Bay-Westfield has consistently supported the importance of an economically prosperous and strong City of Saint John. Since 1998 our municipality has contributed annually to the Regional Facilities Commission, Enterprise Saint John, and made contributions to P.R.O. Kids, the Saint John Theatre Company, Saint John Field House, St. Joseph's Hospital Foundation, Saint John Sea Dogs, Hospice Saint John, The Chamber Saint John, Saint John Pro Basketball, Boys & Girls Club Saint John, Saint John Harbour Lights, Saint John & District Crime Stoppers, Saint John Community Loan Fund, UNBSJ, YMCA, Saint John Transit, and numerous other entities.

Our Municipal Plan provides for managed growth to ensure we can meet our service needs, which are significantly lower than those of the City of Saint John. As a neighbor to Saint John we have not sought major industrial and commercial businesses as we recognize these businesses generate the broad tax base upon which the City can draw significant revenues.

Our residents have been supportive of our regional cooperation however, as made abundantly clear in 1997/1998, they are adamantly opposed to amalgamation with the City of Saint John. Accordingly, we believe it's ill-advised to proceed with a related study particularly in light of the significant resources and costs associated with the exercise and the divisiveness it creates.

We trust serious consideration will be given to our strong opposition to the City of Saint John's request.

Sincerely



Grace Losier
Mayor

GL/hs



2018 March 12 Open Session FINAL_031

ROTHESAY

150 Years Proud 1860-2010



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

14 February 2018

Rothesay Liberal Riding Association
c/o 122 Horton Road
Rothesay, NB
E2H 1P8

Attention: Nathan R. Davis, Acting President

Dear Mr. Davis:

Re: Electoral Riding Name Change

Your letter of January 23rd was received by Council at its meeting Monday evening and referred to me for a response.

As you are no doubt aware the names of electoral districts are determined by the Electoral Boundaries and Representation Commission. In accordance with the Electoral Boundaries and Representation Act the next Commission is to be appointed mid-2020. In the meantime a name change would require an amendment to Regulation (2013-46) which could only be made by Cabinet based on a recommendation of the Legislative Administration Committee of the New Brunswick Legislature. Perhaps you could choose to direct your request to that body.

I trust this adequately responds to your request.

Yours truly,

John Jarvie, MCIP, RPP
Town Manager

Cc : Rothesay Council

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John

From: [REDACTED]
To: [REDACTED]
Subject: FW: Covered Bridges
Date: March-05-18 2:22:49 PM
Attachments: [image.png](#)
[image.png](#)

From: Raymond Boucher [mailto:mouseboucher@gmail.com]
Sent: March-02-18 4:22 PM
To: Rothesay Info
Subject: Covered Bridges

Nancy Grant,

HELP SAVE OUR COVERED BRIDGES



© Cartoon by Jack MacMellon for Times-Transcript, 1955

Used with permission from the family of the late Mr. MacMellon

It is hard to believe that in 1950 there were over 300 covered bridges in our province.

Only 59 of these covered beauties are still standing today.

In September of 2017 a core group of individuals met to discuss the resurrection of the Covered Bridges Preservation Association. Its prime purpose is to put pressure on the provincial government to adopt a policy of

2018March12OpenSessionFINAL_033

restoration and preservation for these historic structures.

Our next meeting is being held:

MARCH 17TH

3:00 PM

COMMUNITY ROOM at SOBEYS

138 MAIN ST., SUSSEX

AN INVITATION

We would love to have a member of your community who is interested in saving our covered bridges to attend this meeting. If you cannot attend yourself please pass this invitation on to someone who may be able to do so. We need your help.

For more information you can contact us by email:
mouseboucher@gmail.com

Many thanks,

A handwritten signature in blue ink, appearing to read 'Ray Boucher', is centered below the text 'Many thanks,'.

Ray Boucher

For the: **Covered Bridge Preservation Association of New Brunswick**



INTEROFFICE MEMORANDUM

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	8 March 2018
RE	:	Information re Borrowing by Fundy Regional Service Commission

The Regional Service Delivery Act (S.N.B. 2012, c. 37) states as follows:

Notice to members and Minister

28 A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote

Attached is a letter from the Fundy Regional Service Commission providing the notice for borrowing for development of a new cell. Also included is a memorandum with observations of the Treasurer. Please note his caution regarding a possible increase in tipping fees.

Staff have no information sufficient to recommend that the borrowing not be supported and will confer with staff of the Commission during preparation of the 2019 budget to identify any projected cost increases to Rothesay.



ROTHESAY MEMORANDUM



TO : John Jarvie
FROM : Doug MacDonald
DATE : March 6, 2018
RE : FRSC Financing

I have reviewed correspondence submitted by the Fundy Regional Services Commission ("FRSC") regarding a proposal to submit a debt application to MCBB by the commission.

Analysis:

The planned FRSC financing arrangement has no direct consequence to the Town or our ability to obtain financing. However, there could be an indirect effect, in that the financing costs would be part of their ongoing budget which is funded by the tipping fees.

Historically the FRSC has funded capital reserves for cell construction costs in some years as resources were available. It appears reserves of approximately \$900,000 will be utilized as the total project cost is estimated as \$4.5 million and debt requested in the amount of \$3.6 million.

Theoretically borrowing funds for cell construction reduces the capacity to fund similar future reserves.

The proposed amortization period of 4 years will result in annual financing costs of approximately \$1 million. Additional input as to the life of the new cell and appropriate financing term may be useful.

It seems, and they suggest, there is upward pressure on tipping fees given declining tonnage being processed so an increase in 2019 seems likely.

Conclusion:

A more thorough analysis can only be provided with the provision of the long-term asset management plan however, as cell construction is a necessary component of the operation, I would support the financing application.



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

PO Box / CP 3032, Grand Bay-Westfield NB E5K 4V3

T. 506 738-1212 • F. 506 738-1207
hotline@fundyrecycles.com

March 2, 2018

John Jarvie, Town Manager
Town of Rothesay
70 Hampton Road
Rothesay NB E2E 5L5



Dear Mr. Jarvie:

At the meeting of the Board of the Fundy Regional Service Commission held February 26, 2018 the following motion was adopted.

Be it resolved that the Commission intends to proceed with the Landfill Containment Cell#8 and that staff distribute written notice of the intent to borrow with the 45 days notice requirement to Municipalities and the Minister as per the Act, and submit an application to the Municipal Capital Borrowing Board for authorization to borrow for a capital expense for the following purpose, amount and term:

Purpose: Solid Waste Services (Environmental Health)
Amount: \$ 4,610,000
Term: Temporary borrowing in the amount of \$ 990,000 and \$ 3,620,000 for a term not to exceed 4 years.

Attached you will find the engineering estimates for Cell#8 for your review. Cell#8 construction was started in 2017 using capital from operating and it will replace Cell#7 which is projected to be at capacity in October 2018. This borrowing is scheduled and accounted for as per the approved 2018 Budget. Gemtec Engineering estimates a four-year life on the cell resulting in the borrowing duration. The need to borrow has resulted from the significant decrease in tipping fee revenue from lower volumes and static tip fees since 2008. There are upward pressures on future tip fees, however, they will be determined during the annual budgeting process of which you will have notice. Your representative is scheduled to vote at the April 23, 2018 meeting.

If you require any further information or have any questions please do not hesitate to contact me.

Sincerely,

Marc MacLeod
Executive Director

February 2, 2018

File: 9042.25 – L01

Fundy Regional Service Commission
10 Crane Mountain Road
Saint John, New Brunswick
E2M 7T8

Attention: Mr. Marc MacLeod, Executive Director

**Re: Containment Cell 8 - 2018 Construction Cost Estimate
Crane Mountain Landfill, Saint John, New Brunswick**

This letter details the anticipated construction costs associated with the construction of Containment Cell 8 at Crane Mountain Landfill in 2018.

The different contracts required for this project and their associated estimated costs are detailed below:

- **Contract 2017-02 – Containment Cell 8 – Subbase, Drains, and Berms**
 - Tendered August 2017, Awarded to Keel Construction Ltd.
 - Total Estimated Value (Inc. HST) - \$1,253,569.00
 - Total Value Completed in 2017 (Inc. HST) - \$500,004.56
 - Total Estimated Value Remaining in 2018 (Inc. HST) - [REDACTED]
- **Contract 2017-06 – Supply of Clayey Material (Cell 8)**
 - Tendered December 2017, Awarded to L. Halpin Excavating Ltd. (pending funding)
 - All work to be conducted in 2018
 - Total Estimated Value (Inc. HST) - [REDACTED]
- **Contract 2018-xx – Containment Cell 8 – Liner and Leachate Collection System**
 - To be tendered in April 2018.
 - All work to be conducted in 2018.
 - Total Engineer's Estimate Value (Inc. HST) - [REDACTED]
- **Contract 2018-xx – Containment Cell 8 - Civil, Electrical, Mechanical (Lift Station 5)**
 - To be tendered in April 2018
 - All work to be conducted in 2018
 - Total Engineer's Estimate Value (Inc. HST) - [REDACTED]
- **Contract 2018-xx – Cell 8 Frost Cover Materials**
 - Anticipated to be tendered in fall of 2018
 - All work to be completed in 2018
 - Total Engineer's Estimate Value (Inc. HST) - [REDACTED]

Based on the above estimated contract values, the total estimated costs (including HST) for 2018 for the construction of Containment Cell 8 at Crane Mountain Landfill is **approximately \$4,467,945**.

This estimated value should be taken for preliminary budgeting purposes only. Only two (2) of the five (5) contracts have been tendered at the time of this estimate calculation. Actual costs will be based on the tender results and quantities used during construction.

We trust this meets your requirements at this time. Please do not hesitate to contact the undersigned if you have any questions or require further information.

Sincerely,

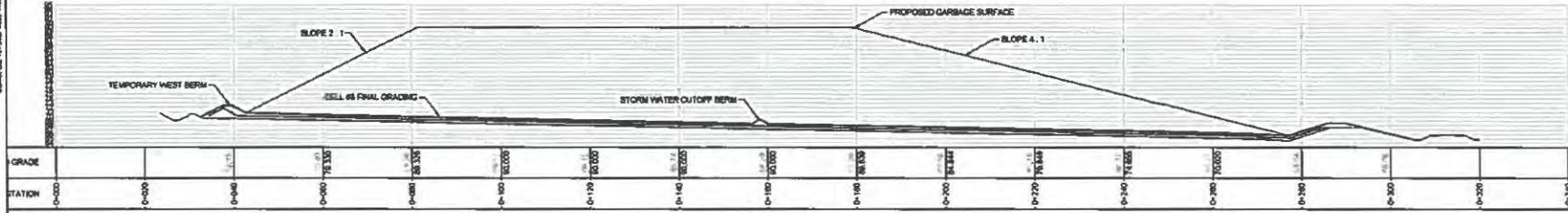


Marco Sivitilli, P. Eng.

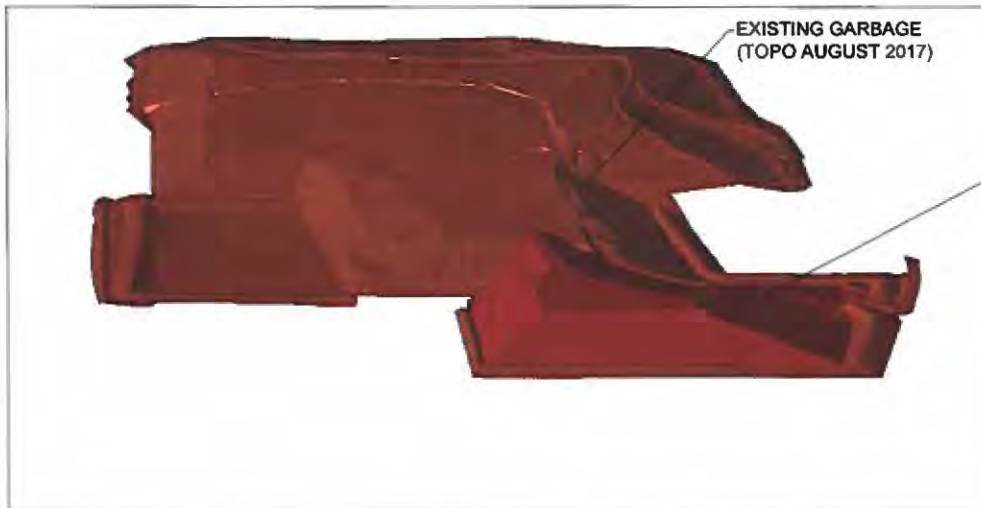
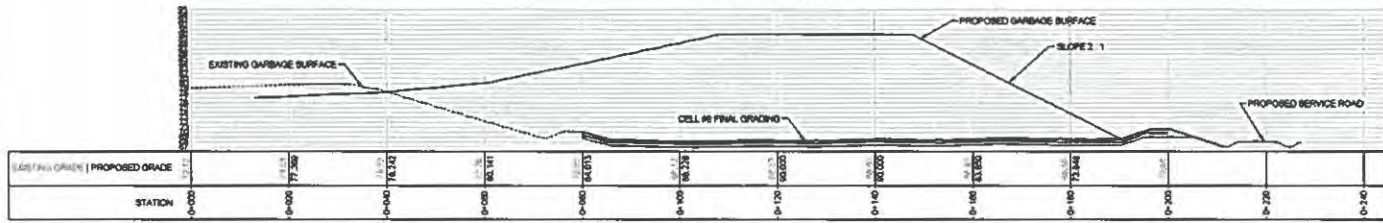
MLS/bjs

N:\Files\9000\9042.25\Budget Estimates\2018\mcs0202-L01 (Cell 8 Construction Estimate).docx

G1 PROFILE



G2 PROFILE

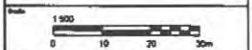


PROPOSED CELL 8
GARBAGE SURFACE
TOTAL GARBAGE VOLUME = 379,206 cu.m

1	Issue for Tender	20180308
Number	Issue	PPY18000
Designer's Stamp		

Drawn By: LK
Checked By: M.S.
FUNDY REGIONAL
SERVICE COMMISSION
CRANE MOUNTAIN LANDFILL
CONTAINMENT CELL # 8

CELL 8 GARBAGE CROSS SECTIONS



No. 90422515
Sheet: D15



2018 March 12 Open Session FINAL_040

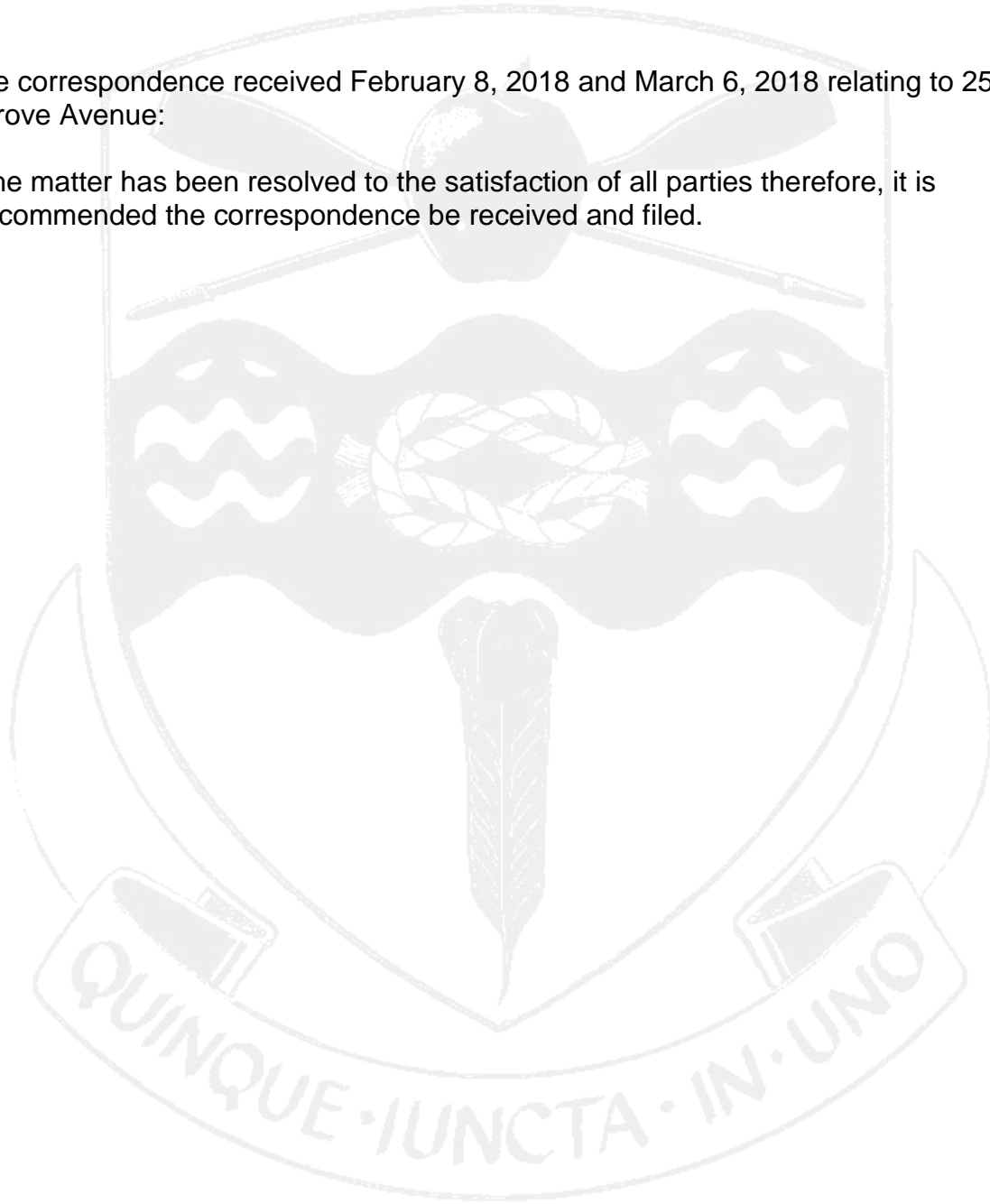
ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : March 7, 2018
RE : Correspondence (25 Grove Avenue)

Re correspondence received February 8, 2018 and March 6, 2018 relating to 25 Grove Avenue:

The matter has been resolved to the satisfaction of all parties therefore, it is recommended the correspondence be received and filed.





Town of Rothesay,
70 Hampton Road,
Rothesay, N.B.
E2E 5L5.

March 6, 2018

Re: Utility 25 Grove Avenue,
[REDACTED]
LANGARD LTD.

This property was purchased from LANGARD Ltd. on May 18, 2016 by [REDACTED] and I was unaware of any outstanding balance with the Town at that date. This only came to my Attention by telephone call from Doug Mac Donald in February, 2018.

Purchased on May 13, 2016. Permit from the Town for demolition was requested on June 28, 2016 and the Town of Rothesay removed the meter. The old house was not torn down immediately as request was made to leave standing as the Fire Department might use for Training purposes. After Fire Department training, the building was demolished.

The taxes were paid by me in years 2016 , 2017.

It was explained to me in February by Doug MacDonald that invoices had been sent to LANGARD with no response and the Town of Rothesay was not aware of my ownership Until February, 2018.

I am writing to inquire if any reduction can be made in the total owing.

Your consideration is appreciated.

[REDACTED]
Rothesay, N.B.
E2E5X3
Telephone: [REDACTED]

Utility Statement Adjustment

██████████ ██████████
25 Grove Avenue

The property was demolished July 5, 2016.
Therefore the fixed water charge and the sewer charge
should not have been invoiced past this date.

The owner of the lot changed in April 2016 to ██████████
No transfer agreement was completed therefore the account was not settled.
A new account was created for 25 Grove and this file should be reassigned
to 27 Grove Avenue.

The following represents the amended balance owing.
(includes interest @ 1.25% per month compounded monthly)

		Balance
31-Mar-16 Fixed water charge	\$ 50.00	\$ 50.00
Annual sewer charge	\$ 175.00	\$ 225.00
30-Apr-16 Interest	\$ 2.81	\$ 227.81
31-May-16 Interest	\$ 2.85	\$ 230.66
30-Jun-16 Fixed water charge	\$ 50.00	\$ 280.66
Interest	\$ 2.88	\$ 283.54
31-Jul-16 Interest	\$ 3.54	\$ 287.09
31-Aug-16 Interest	\$ 3.59	\$ 290.68
30-Sep-16 Interest	\$ 3.63	\$ 294.31
31-Oct-16 Interest	\$ 3.68	\$ 297.99
30-Nov-16 Interest	\$ 3.72	\$ 301.71
31-Dec-16 Interest	\$ 3.77	\$ 305.48
31-Jan-17 Interest	\$ 3.82	\$ 309.30
28-Feb-17 Interest	\$ 3.87	\$ 313.17
31-Mar-17 Interest	\$ 3.91	\$ 317.08
30-Apr-17 Interest	\$ 3.96	\$ 321.05
31-May-17 Interest	\$ 4.01	\$ 325.06
30-Jun-17 Interest	\$ 4.06	\$ 329.12
31-Jul-17 Interest	\$ 4.11	\$ 333.24
31-Aug-17 Interest	\$ 4.17	\$ 337.40
30-Sep-17 Interest	\$ 4.22	\$ 341.62
31-Oct-17 Interest	\$ 4.27	\$ 345.89
30-Nov-17 Interest	\$ 4.32	\$ 350.22
31-Dec-17 Interest	\$ 4.38	\$ 354.59
31-Jan-18 Interest	\$ 4.43	\$ 359.03
28-Feb-18 Interest	\$ 4.49	\$ 363.51

[REDACTED]
27 Saint Peters' Ct, Saint John, NB. E2K 5N4 | [REDACTED] |

8 February 2018

Town of Rothesay
Council
70 Hampton Road
Rothesay, N.B., E2E 5L5



SUBJECT: 25 GROVE AVENUE SEWER AND WATER BILLS

Dear Town Council,

For a couple of years, I have been receiving water and sewer bills for a vacant lot on Grove Avenue. This house on 25 Grove Avenue was unoccupied and abandoned at least 2 years before I took ownership of it. When I took ownership, the services were disconnected. We never used water or sewer anytime since the purchase, nor did anyone occupy the house. We demolished the building in the spring of 2016.

Since we have never used the water nor the sewer, and the building has been demolished for a couple of years, I would really appreciate if you would stop billing us for something we have never used.

Your truly,

[REDACTED]



**Regular Monthly Meeting
January 22, 2018**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, January 22, 2018, held by Teleconference.

1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 10:01 a.m.

2. Record of Attendance

BOARD MEMBERS

Gary Clark, Chairperson, Mayor, Quispamsis
Glen Baxter, Vice Chairperson, Local Service District Representative
Bette Ann Chatterton, Mayor, St. Martins (Absent)
Don Darling, Mayor, Saint John
Grace Losier, Mayor, Grand Bay-Westfield
Nancy Grant, Mayor, Rothesay
Brenda Rathburn, Local Service District Representative
Jim Bedford, Local Service District Representative
Sandra Speight, Local Service District Representative

OTHERS

Marc MacLeod, Executive Director, FRSC
Anne-Marie Poirier, Recording Secretary, FRSC

3. Approval of Order of Business

The Chairperson asked for approval of the agenda of the regular meeting as presented.

Point of Order: Director Grant asked if a teleconference is a legitimate meeting according to the Commission's by-laws.

Executive Director MacLeod stated that teleconferencing has been used in the past for meetings with small agendas and recommended the meeting proceed. However, Executive Director MacLeod committed to reviewing the by-laws and to possibly seek a legal opinion regarding the legitimacy of these meetings with any required remedy.

Motion: To approve the January 22nd, 2018 agenda as presented.

Moved: Director Losier
Seconded: Director Grant
Vote: Motion Carried

4. Disclosure of Conflict of Interest

None

5. Approval of the December 18th, 2017 minutes

Motion: To approve the minutes of December 18th, 2017 as circulated.

Moved: Director Grant
Seconded: Director Rathburn
Vote: Motion Carried

6.Tenders

6.a) Aggregate – Tender 2017-06

Motion: To award Tender 2017-06 Supply of Clayey Material for the construction of Cell 8 to Lloyd Halpin Excavating at \$599,380.00 including HST to be funded from the operating budget pending approval of borrowing from the Municipal Capital Borrowing Board.

Integrity of the material was discussed. It was confirmed that the engineers tested it to be above expectations and will also test during construction as required by the government. There was also a discussion about the estimate and whether it will have the potential for additional costing. Executive Director MacLeod explained that the volume estimate and subsequent cost is based on engineering drawings. There is not expected to be a redesign and therefore the volume is expected to be accurate with a 10% contingency.

Moved: Director Losier
Seconded: Director Baxter
Vote: Motion Carried

7. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 10:14 am.

Moved: Director Losier
Seconded: Director Speight
Vote: Motion Carried

APPROVED (date) Feb. 26. 2018



Gary Clark, Chairperson



Anne-Marie Poirier, Recording Secretary

Agenda

Kennebecasis Public Library Board

Wednesday, January 24, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. February Fundraising Event
 - b. Summer Student Applications/ELF partnership

A meeting of the Board of Trustees, Kennebecasis Public Library was held on January 24, 2017 at 6:00pm at the Library.

In Attendance: Mr. K Winchester, Chair; Mrs. J. Miller, Vice-Chair; Mrs. A. Watling, Treasurer; Councilor Mr. D. Shea; Ms. L. Corscadden; Mrs. L. Hansen; Councilor Mr. P. Rioux; Ms. E. Greer; Ms. J. MacGillivray

Regrets: N/A

Absences: N/A

Call to Order: Mr. Winchester called the meeting to order at 6:00pm

Disposition of Minutes

It was moved by Mrs. Miller to approve the minutes of the November 15th regular meeting, Mr. Shea seconded, and the motion carried.

Approval of Agenda

It was moved by Mr. Shea to approve the agenda as presented. Ms. Miller seconded, and the motion carried.

Mr. Winchester introduced the new board members; Ms. Elizabeth Greer, and Ms. Jane MacGillivray. Mr. Winchester suggested going around the table to make introductions.

Communications

Ms. Corscadden presented letters from the towns approving the 2018 budget.

Report of the Librarian

Ms. Corscadden presented the Librarian's Report. Ms. Corscadden outlined new programs at the library, which focus on STEAM and afterschool programming to support the New Brunswick Public Libraries' strategic plan. Discussion Ensued.

Ms. Corscadden discussed the new iPads that the library purchased at the end of 2017. She's currently developing procedures for them; they will either be in locked stations, or patrons will be able to sign them out with their library card at the desk (for in-library use only). Discussion ensued. Ms. Corscadden mentioned that strict procedures will have to be put in place if the iPads are signed out on library cards. Ms. Corscadden said that she will do more research, and get back to the board.

Mr. Winchester suggested that statistics and performance indicators be included in the librarian's report. Ms. Corscadden agreed, and will try to include such statistics in future reports.

Mr. Shea moved acceptance of the Librarian's Report. Mr. Rioux seconded, and the motion carried.

Financial Statement

Mrs. Watling related to the board that due to the year-end financial activities, the December statements would be presented at the February board meeting. Ms. Watling went over the financial statement ending November 30th, 2017. Ms. Corscadden explained that the 2017 annual audit would be taking place February 7th-9th.

Ms. Hansen moved to approve the financial report. Ms. Miller seconded, and the motion carried.

Facilities Management

Ms. Corscadden orally presented the January Facility Manager Report on behalf of Mr. Shedd. Ms. Corscadden outlined how with Ms. Donna Hennessey no longer on the board, a new board member would have to be designated for this task. Mr. Winchester suggested that vacant positions be addressed in the "New and Unfinished Businesses" section of the meeting.

Ms. Corscadden talked about the December power bill; it was much higher than usual, however Mr. Shedd reported no issues with the building that would affect the power bill. Mr. Shedd suggested that abnormally cold weather in December would affect the bill.

Ms. Corscadden related to the board that the new video camera system is installed and working quite well. There is a much higher quality picture, and the new system will archive the video for much longer than previously. Ms. Corscadden also mentioned new humidifier filters that were installed in 2017 as well. Discussion ensued.

Mrs. Miller inquired about the price for the humidifiers; Ms. Corscadden explained that Mr. Shedd was able to negotiate a lower quote for the work completed.

Ms. Miller moved to approve the Facility Manager Report as presented. Mr. Shea seconded, and the motion carried.

Marketing Advisory Committee

Mrs. Watling expressed that there are no new updates. Mrs. Watling mentioned profiles of the board members is still underway. Mrs. Watling suggested that another board member would be assigned to the marketing advisory committee. Mr. Winchester suggested this vacant position be addressed later in the meeting.

Ms. Corcadden suggested ~~2018 March 20 purchase with the public relations section of the budget this year, included a button maker, and a table cloth with the library logo for outreach activities. Discussion ensued~~

Mr. Shea mentioned the 50+ expo/Senior's Wellness fair at the QPlex. Ms. Corcadden related that she has booked a booth for the library at the expo. Discussed ensued.

Mr. Shea suggested that the library reach out to the town of Rothesay, to have the library included on digital information kiosks placed around the community. Ms. Corcadden said she would touch base with the town. Discussed ensued.

Ms. Hansen moved to approve the Marketing Advisory Committee report as presented. Ms. MacGillivray seconded, and the motion carried.

New and Unfinished Business

February Fundraising Event

Mr. Rioux suggested having the event in October. Ms. Corcadden mentioned that October is Canadian Library Month, so having the event in October would be appropriate. This year is also the fifth anniversary since the renovations to the building were completed. Discussed ensued. Mr. Rioux suggested that the board recruits sponsors for the event. Discussion ensued. Mr. Winchester suggested that a committee be formed to manage the event. Ms. Hansen, Mr. Shea, and Mr. Rioux volunteered to be on the committee. Ms. Corcadden also volunteered to be involved. Discussed ensued.

Summer Student Applications

Ms. Corcadden is in the process of filling out the application for Canada Summer Job Students. Ms. Corcadden mentioned the partnership with ELF from last year, and how based on the report that came from that partnership, she thinks it would be good to partner with ELF again this year. Discussion ensued. Mrs. Miller talked about the selection process for literacy students. Discussion ensued. Mr. Shea asked about promotion about the summer reading program. Ms. Corcadden outlined how the Summer Reading program is promoted province wide. Discussion ensued.

Vacant Positions

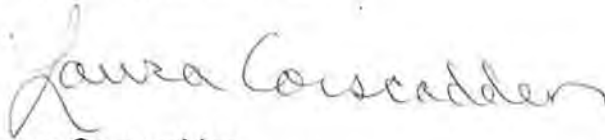
Mr. Winchester outlined that there are two vacant positions currently; a board member to be responsible for the library facility manager, and a position on the marketing advisory committee. Mr. Winchester outlined what the responsibilities for the facility manager would be. Discussed ensued. Ms. MacGillivray volunteered for the position.

Ms. Walting and Ms. Corcadden outlined what the marketing advisory committee does. Discussion ensued. Ms. Greer volunteered for the position.

Adjournment: As there was no other business, Ms. Hansen moved that the meeting be adjourned at 7:11 pm. 2018 March 20 Open Session Final_031

Next Meeting: The next meeting is scheduled for February 21st, 2017 at 6:00pm at the Library.

Respectfully submitted,



Laura Corscadden
Library Director and Secretary to the Board

Librarian's Report January 2018

Staffing and Volunteers

On Saturday, January 27th, our winter/spring session of our Volunteers program will begin. Staff members Victoria Laskey and Andrea Kaleem will be training the new volunteers.

Programs

Ongoing programs offered in December and January included:

- Scrabble Club, Mondays at 2pm
- Fractured Fables Club, Tuesday January the 23rd at 3:30pm***
- Preschool Storytime, Wednesdays at 10:30am
- Wednesday Welcome Coffee Hour, December Wednesdays at 10:30am
- Wednesday Painter's Circle, Wednesdays at 10:00am
- Babies in the Library, Wednesday, at 2:30pm (program finished December 13th, another session will be in March)
- Daycare Afternoon, Thursdays at 2:00pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am
- Volunteers, Saturdays at 10am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Dec. 14 and Jan. 18 at 10:30am
- Crafternoon, Friday Dec. 15rd at 3:30pm***
- Movie Matinees, Dec. 5, 12, 19, and Jan. 17th at 2:30pm
- Puppet Shows, Fri. Dec. 8th and Fri. Jan. 26th at 10:30am & 3:30pm***

***These STEAM and afterschool programs have been added to the schedule to support the New Brunswick Public Library Service Strategic Plan.

Additional programming in December and January included:

- Tree ornament workshop on Wednesday, December 20th, at 3:30 (there were over 30 participants!)
- We have a new partnership with the Saint John Multicultural and Newcomers Resource Centre. We are now offering an “English Social” program twice a week at the library for newcomers. It is a chance for newcomers to meet new people, socialize, and develop their English language skills.

Collections and Spaces

- In December work was completed on the children’s spaces in the library. The Children’s programming room and the upstairs playroom were painted, and a new wall paper mural was installed as well.
- Work has also been completed in the Teen/Young Adult area of the library. A new video game area has been installed, and library patrons will be able to use our new Xbox One and assorted games.
- Also in December new tablets were purchased for the library, which will be made available for public use in the near future.

Respectfully Submitted,



Laura Corcadden,

Library Director and Secretary to the Board

Building Maintenance Report January 2018

Past month has seen the continuation of spot repairs and painting.

The humidity systems have been repaired and are operating as required.

The new video camera system has been installed and is working. The new system gives a better image than before with all the abilities to record and play back.

The children activity room and wash room had the walls repaired than painted. The children theme mural was installed.

Electricity cost up some due to very cold December. System working well

New stand for television was assembled

Yours

Philip Shedd CET

Kennebecasis Public Library Inc.		2018 March 12 Open Session FINAL_055					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending November 30, 2017	a	b	c	b - c	d	b - d	
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>	
REVENUE							
Library service - Rothesay		79,175	79,175	0	86,373	(7,198)	
Library service - Quispamsis		118,536	118,536	0	129,312	(10,776)	
Room Rentals, Printer and copies		3,631	3,575	56	3,899	(268)	
Grants		7,114	0	7,114		7,114	
Donations	824	0	0			0	
Donation from Friends of KPL	3,064	0	0				
Miscellaneous Income		417	0	417	0	417	
Previous Year's Surplus		902	902	0	984	(82)	
TOTAL REVENUE	3,888	209,776	202,188	7,587	220,568	(10,792)	
EXPENSE							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	389					0	
Books, restricted fund	861					0	
Books and Materials - OPERATING		34	0	(34)	0	(34)	
Small Equipment and Furniture		7,443	7,576	133	8,265	822	
Total Capital Expenditures	1,250	7,477	7,576	99	8,265	788	
<u>Wages</u>							
Total Wages & Casual Labour		20,562	19,265	(1,297)	22,550	1,988	
<u>General & Administration Expenses</u>							
Building Maintenance		57,905	64,752	6,846	70,638	12,733	
Grounds Maintenance		15,860	17,347	1,487	20,000	4,140	
Office		8,624	8,341	(283)	9,100	476	
Utilities		48,204	47,503	(701)	52,703	4,499	
Accounting, audit and legal		8,796	9,400	604	10,660	1,864	
Professional Development		575	1,833	1,259	2,000	1,425	
Insurance		6,630	6,616	(15)	7,217	587	
Public Relations		2,104	2,750	646	3,000	896	
Communications		8,090	8,007	(83)	8,735	645	
Miscellaneous Expense		498	1,700	1,202	2,700	2,202	
Program Exp		2,164	2,750	586	3,000	836	
Total General & Admin Expenses		159,449	170,999	11,549	189,753	30,304	
TOTAL EXPENSE	1,250	187,488	197,840	10,352	220,568	33,080	
NET INCOME (Deficit)	\$ 2,638	\$ 22,288	4,349	17,939	0	22,288	



2018 March 12 Open Session FINAL_056
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

ADDRESS ALL CORRESPONDENCE TO:

**126 MILLENNIUM DRIVE
QUISPAMISIS, N.B.
E2E 6E6**

**TELEPHONE: (506) 847-6300
FAX: (506) 847-6313
E-MAIL: krpadmin@nbpolice.ca**

**Dr. Matt Alexander
Chairperson**

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMISIS, NEW BRUNSWICK
ON WEDNESDAY, JANUARY 24, 2018
AT 3:30 P.M.**

REGULAR MEETING

PRESENT:

**Matt Alexander, Chair (Rothesay)
Libby O'Hara, Vice-Chair (Quispamsis)
Richard MacPhee, (Rothesay)
Peter Bourque (Rothesay)
Richard Arbeau (Quispamsis)
Tiffany Mackay French (Rothesay)
Bob McLaughlin (Quispamsis)
Linda Sherbo (Provincial Representative)
Chief Wayne Gallant
Deputy Chief Jeff Giggey
Cherie Madill – Secretary Treasurer of the Board
Debi Stewart – Secretary**

ABSENT:

Emil Olsen (Quispamsis)

The Chairman brought the Regular Meeting to Order and requested an approval of the Agenda for January 24, 2018. **MOVED Libby O'Hara and Seconded by Peter Bourque. MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
January 24, 2018
Page 2**

REGULAR MEETING

A Motion was requested by the Chair for the Approval of the Minutes of the Regular Meeting of November 22, 2017. **MOVED by Tiffany Mackay French and Seconded by Libby O'Hara. MOTION CARRIED.**

A Motion was requested by the Chair for the Approval of the Minutes of the Regular Meeting of December 20, 2017. **MOVED by Bob McLaughlin and Seconded by Richard MacPhee. MOTION CARRIED.**

Declaration of Conflict of Interest – Mr. McLaughlin declared a conflict in regards to anything dealing with the building and Mr. Arbeau declared a conflict in regards to insurance.

Secretary-Treasurer's Report

Ms. Madill provided the Secretary-Treasurer's report for the period ending November 30, 2017. She reviewed the statement of financial position to that period.

Financial Assets: Cash balance is \$725,000. She advised she did ask the bank about some comparison accounts (GIC's Business Investments Accounts) and we are in good shape at present because we can access our funds right away. Most of the suggestions she received were to lock the funds in for a period of time (3 months etc.). She advised that the prime +2% is 1.2 at December 21 and a GIC gets 1.44 and is locked in and a cashable rate is the same 1.2.

Sick Pay Retirement Investments – Market Value increased and at the end of the year the market value will be recorded in these financial statements because that is one of the public sector accounting rules.

Accounts Receivable are the secondments (2 months' worth) of the two secondments presently in effect, as well as HST and accounts payables. This statement reflects the current accounts payable is the money paid out which does not include the payroll. These figures are all November and Cherie advised that a lot happened in December.

Statement of Operations - Secondments are the reason the revenue is under budget because we budgeted for three secondments and we only have two resulting in a loss of revenue. The expenditures, mostly because of salary and benefits, we also had some equipment which hasn't been spent as of yet. As the Chief pointed out previously a lot of this have been covered in December.

**Kennebecasis Regional Joint
Board of Police Commissioners
January 24, 2018
Page 3**

REGULAR MEETING

The Crime Control section was \$298,000 under budget and that is mostly due to salary, benefits and some of the categories already covered by the Chief.

Vehicles - Presently under budget. The second car is not included and will be reflected in December. She further advised that fuel and maintenance and repairs will be under budget.

Building - Presently this category is under budget by approximately \$20,000 due to maintenance, power and grounds.

Administration- Presently under budget by approximately \$43,000 due to mostly to the sick pay retirement fund which is a year-end matter and will be a percentage of the salaries at the end of the year which is put into the Sick Pay Fund for future retirees.

Cherie advised she expects the surplus to be under \$100,000 at the end of the year at this point.

The Chair requested a Motion to accept the Secretary Treasurer's Report as circulated.
MOVED BY Libby O'Hara and SECONDED by Peter Bourque. MOTION CARRIED.

CHIEF'S REPORT

The Chief's Report was covered in Committee.

Libby O'Hara began a conversation concerning the up-coming Marijuana Legislation coming forth July 1. She asked the Chief if there are any measures in place in this regard. Chief Gallant advised that John Jarvie as well as Suzanne Deuville also have concerns in relation to the costs associated with this. He further advised that the picture remains relatively unclear and he advised that his first NB Chief's Meeting will be February 6-8 and a briefing is supposed to be provided at that time from the Provincial level. The Canadian Association of Chiefs of Police also have a number of concerns that have not been adequately addressed. Chief Gallant advised that there is no approved screening device yet from the perspective of driving. This is still relying on drug recognition experts which is still training that is provided in the United States. He advised that we presently have an officer attending this training. The Deputy Chief as

**Kennebecasis Regional Joint
Board of Police Commissioners
January 24, 2018
Page 4**

REGULAR MEETING

well as a representative from Quispamsis will be going to Toronto attending a Conference on the Implications for Municipalities.

He will advise the Board once he has more information available.

COMMITTEE REPORTS

Personnel – Chief Gallant spoke on the matter of the Commissionaires and combining the Board secretarial position with the ½ position in reception. Mrs. Russell does not want to continue in a full time capacity. He further advised that 3 or 4 different persons have filled this position and no one has stayed for any length of time. Chief Gallant advised that he and the Management Team have met with the Corps of Commissionaires and for the same rate of pay they can offer the service to fill the reception in the afternoon and potentially some other tasks.

Building and Grounds – The Chief advised that we have developed a check list for the cleaner and the Chief has advised him that the Board has extended his services for 6 months. He further advised that he will be meeting with the cleaner and providing him with this document.

Mr. Arbeau advised that he noticed that the building has lost a few shingles. Chief Gallant advised that he feels that it is time that he brings in a plan at some point in time into the Board advising of building maintenance matters (i.e. painting, carpets etc.). There was a discussion in regard to asset management and the Chief asked if there was a template and if this was something that he should be doing or the Committee. It was agreed that it would be the Committee and they could obtain the necessary information from the two Towns.

Insurance – Mr. Bourque advised that anytime there is any type of investigation of an outside police force, we can be called upon to do the investigation. Our liability policy does cover us for doing these. For instance if Miramichi called and asked us to do an investigation of one of their officers and as a result of the report completed by our member the individual who was investigated would sue the Miramichi Police and because we were involved we would be named. He explained that the ramifications of this could be very high defense costs. He advised that he had spoken to the Chief and they were of the understanding that there may be some type of agreement between

**Kennebecasis Regional Joint
Board of Police Commissioners
January 24, 2018
Page 5**

REGULAR MEETING

policing agencies for this purpose. Chief Gallant advised that at present there is nothing in effect. He had spoken to the President of the NB Chief's and he will be putting this on the Agenda for the next NB Chief's meetings in February.

Mr. Bourque advised that there was a question from the members with respect to insulin pump coverage. **Moved by Peter Bourque and Seconded by Linda Sherbo to advise Managed Health Care this would be a cost share arrangement and the employer would pay 50% up to a maximum of \$3,500 every 5 years and would only be for active members at this time. MOTION CARRIED.**

MOVED by Bob McLaughlin that a committee be formed to meet with Todd Stephen and review the collective agreement and to come up with a solution for this issue. Seconded by Libby O'Hara. MOTION CARRIED.

Transportation Committee – Nothing to report.

Communications Committee – Nothing to report.

Policy Committee - Libby O'Hara mentioned that she noticed that Deputy Chief Giggey was in attendance at the meeting. She advised that in the procedural by-laws it is the Chief who attends and she is wondering if this could be changed to include the Deputy Chief.

Regional Service Commission – Nothing to report.

Correspondence - Nothing to report.

NEW BUSINESS

Chief Gallant advised he had an item that he feels would probably be discussed during negotiations. A member, presently on disability forwarded an e-mail and is pointing out to the Chief as well as the Board that he is essentially taking an approximate \$7,000 pay reduction as a result of having a bad back. As a result of being on disability the income that he does received is tax free. The Chief advised him of this. The Chief advised the board that there are pension implications as well. He just wanted to bring this to the Board's attention and that this is not a work related injury and the Chief feels

**Kennebecasis Regional Joint
Board of Police Commissioners
January 24, 2018
Page 6**

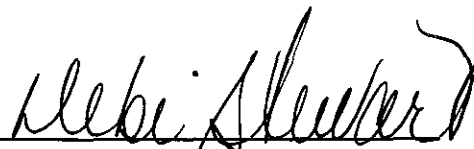
REGULAR MEETING

that this is not an uncommon issue for a police officer to have. This is not the first time this has happened in this organization.

**MOVED BY Libby O'Hara and Seconded by Richard MacPhee to adjourn.
MOTION CARRIED.**



CHAIRPERSON



SECRETARY

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
PSAB STATEMENT OF FINANCIAL POSITION
As at December 31, 2017

	<u>2017</u>	<u>2016</u>
-----Financial assets-----		
Cash - General	\$540,130	\$401,443
Sick Pay/ Retirement Investments	829,562	853,324
Accounts Receivable	43,646	112,310
Sales tax recoverable	52,035	60,300
	<u>\$1,465,372</u>	<u>\$1,427,377</u>
----Liabilities-----		
Accounts payable and accrued	407,044	437,735
Vested sick leave/retirement accrual	773,553	777,458
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	554,700	749,100
Debenture payable	1,080,000	1,210,000
	<u>2,828,595</u>	<u>3,187,592</u>
NET ASSETS (DEBT)	<u>-1,363,223</u>	<u>-1,760,215</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,842,882	3,776,370
Accumulated amortization	-1,597,202	-1,426,406
	<u>2,245,680</u>	<u>2,349,964</u>
Unamortized Debenture costs	8,943	10,115
Prepaid expenses	15,396	60,745
	<u>2,270,019</u>	<u>2,420,824</u>
ACCUMULATED SURPLUS	<u>906,796</u>	<u>660,610</u>
Assets	3,735,390	3,848,202
Liabilities	3,735,390	3,848,202

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

SCHEDULE OF TANGIBLE CAPITAL ASSETS

December 31, 2017

2017

2016

	-----TANGIBLE CAPITAL ASSETS-----			Balance end of year	
	Balance beginning of year	Additions	Disposals		
Millennium Drive					
Land	194,248			194,248	194,248
Building - Roof	42,677			42,677	42,677
Mechanical	250,628			250,628	250,628
Electrical	330,543			330,543	330,543
Other	520,640			520,640	520,640
Structure	1,106,997			1,106,997	1,106,997
	2,251,484	0		2,251,484	2,251,484
Accumulated amortization	-756,117	-66,022		-822,139	-756,117
Net book value of Building	1,495,367	-66,022	0	1,429,346	1,495,367
Paving	52,600			52,600	52,600
Accumulated amortization	-30,245	-2,630		-32,875	-30,245
Net book value of paving	22,355	-2,630	0	19,725	22,355
Landscaping	3,268			3,268	3,268
Accumulated amortization	-3,268			-3,268	-3,268
Net book value of landscaping	0	0	0	0	0
Furnishings	198,387			198,387	198,387
Accumulated amortization	-102,491	-9,919		-112,410	-102,491
Net book value of furnishings	95,896	-9,919	0	85,977	95,896
Machinery & equipment	88,300			88,300	88,300
Accumulated amortization	-49,781	-4,426		-54,207	-49,781
Net book value of equipment	38,519	-4,426	0	34,093	38,519
Information technology equipment	340,913	46,877		387,790	340,913
Accumulated amortization	-167,998	-54,098		-222,096	-167,998
Net book value of IT equipment	172,915	-7,221	0	165,694	172,915
Vehicles	647,169	95,538	-75,903	666,804	647,169
Accumulated amortization	-316,506	-85,232	51,531	-350,207	-316,506
Net book value of vehicles	330,663	10,306	-24,372	316,597	330,663
Total Tangible Capital assets	3,776,370	142,415	-75,903	3,842,882	3,776,370
Total Accumulated amortization	-1,426,406	-222,327	51,531	-1,597,202	-1,426,406
Net Book Value	2,349,963	-79,912	-24,372	2,245,680	2,349,963

Additions:**Information Technology**

Interview Room video camera equip	46,877
	46,877

Vehicles with equipment

2018 Dodge Charger	39,142
2018 Dodge Charger	39,644
2017 Can-AM MAX 650 XT ATV	16,752
	95,538

Total additions 142,415**Disposals:****Vehicles with equipment**

		sold for
2013 Dodge Charger	37,949	2,100
2013 Dodge Charger	37,954	1,900
Total disposals	75,903	4,000

PrePSAB

STATEMENT OF OPERATIONS

TWELVE MONTHS ENDING DECEMBER 31, 2017

	----- TWELVE MONTHS -----			
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-BUDGET-</u>
REVENUE:				
Fees	64,131	7%	\$104,250	\$60,000
Taxi & Traffic Bylaw	4,529	-9%	7,942	5,000
Interest income	6,859	37%	5,568	5,000
Retirement investment income	23,838	25%	27,753	19,000
Retirement gains/-losses	-2,411			
Secondments	219,802	-25%	362,211	294,000
	<u>316,748</u>	<u>-17%</u>	<u>507,724</u>	<u>383,000</u>
EXPENDITURE:				
CRIME CONTROL				
Salaries	3,238,270	-6%	\$3,363,568	\$3,456,334
Benefits	574,062	-17%	605,225	691,267
Training	48,808	21%	35,078	40,500
Equipment	72,203	261%	97,098	20,000
Equip repairs & IT support	4,084	2%	4,168	4,000
Communications	60,374	-27%	56,589	82,200
Office function	15,422	-4%	12,027	16,000
Leasing	14,282	16%	12,028	12,300
Policing-general	57,021	75%	64,482	32,500
Insurance	13,344	15%	11,287	11,639
Uniforms	75,749	110%	58,589	36,000
Prevention/p.r.	9,547	36%	7,975	7,000
Investigations	43,610	50%	34,507	29,000
Detention	26,104	0%	26,064	26,100
Taxi & Traffic Bylaw	1,114	123%	1,041	500
Auxillary	709	-53%	1,223	1,500
Public Safety	33,107	-2%	32,327	33,943
	<u>4,287,810</u>	<u>-5%</u>	<u>4,423,276</u>	<u>4,500,783</u>
VEHICLES				
Fuel	89,571	-15%	86,706	105,000
Maint./repairs	64,927	-24%	66,560	85,000
Insurance	22,810	9%	20,317	20,928
New vehicles	91,538	20%	156,077	76,000
Equipment	3,212	-46%	11,515	6,000
	<u>272,060</u>	<u>-7%</u>	<u>341,175</u>	<u>292,928</u>

TWELVE MONTHS ENDING DECEMBER 31, 2017

EXPENDITURE continued:	-----TWELVE MONTHS-----			
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-BUDGET-</u>
BUILDING				
Maintenance	39,494	5%	32,235	37,500
Cleaning	22,988	-4%	23,077	24,000
Electricity	37,257	-21%	40,436	47,000
Taxes	46,232	0%	44,152	46,360
Insurance	5,649	1%	5,432	5,595
Grounds	7,854	-29%	10,714	11,000
Interest on Debenture	29,952	0%	31,476	30,000
Debenture Principal	130,000	0%	128,000	130,000
	<u>319,426</u>	-4%	<u>315,522</u>	<u>331,455</u>
ADMINISTRATION				
Salaries	717,312	7%	652,553	671,698
Benefits	149,156	10%	117,061	135,123
Professional Fees	36,416	-11%	41,534	41,000
Travel/Training	3,948	-70%	9,720	13,000
Board Travel/Expenses	4,961	-1%	6,124	5,000
Insurance	1,254	-3%	1,254	1,292
Labour Relations	44,902	199%	44,891	15,000
Sick Pay/Retirement	44,129	-27%	35,559	60,250
Retirement int & dividends	21,427	13%	27,753	19,000
2nd prior year (surplus) deficit	-114,007		(112,687)	(114,007)
	<u>909,499</u>	7%	<u>823,762</u>	<u>847,356</u>
	5,472,046	-2%	5,396,011	5,589,522
CONTRIBUTED BY MEMBERS	<u>5,589,523</u>		<u>5,470,643</u>	<u>5,589,522</u>
SURPLUS (DEFICIT)	<u>117,477</u>		<u>\$74,632</u>	<u>\$0</u>
TELECOM FUND				
City of SJ telecomm services	337,108	0%	320,074	337,108
Data Networking charges	9,869		9,770	10,273
Retirees health insurance	-1,452		(1,032)	1,500
2nd prior year (surplus) deficit	97	0%	2,161	97
	<u>345,622</u>		<u>330,973</u>	<u>348,978</u>
CONTRIBUTED BY MEMBERS	<u>348,978</u>		<u>334,014</u>	<u>348,978</u>
SURPLUS (DEFICIT)	<u>3,356</u>		<u>\$3,041</u>	<u>\$0</u>
Total surplus (deficit)	120,833		\$77,673	

NOTES TO THE FINANCIAL STATEMENTS
 DECEMBER 31, 2017

STATEMENT OF FINANCIAL POSITION

BANK balance		540,130	at December 31
ACCOUNTS PAYABLE balance	407,044		
Debenture costs to be paid in December	0		

Current Accounts Payable		407,044	Paid in January

Extra (Shortfall) in bank account		133,086	

Prepays include Managed Health Care's deposit of \$13,500

STATEMENT OF OPERATIONS

Revenue:

* Secondments - budgeted for three secondments for the whole year
 Two of the secondments done April 1/17 - one restarted June 1/17

Crime Control:

* Salaries - two vacancies (one being filled by temporary term)
 * Benefits Health insurance 2017: \$122,777 2016: \$152,475
 Retirees health insurance 2017: \$-2,749 2016: \$369
 The retirees paid \$2,749 more than the actual costs in 2017

Overtime costs at December 30, 2017	\$41,218
OT	\$30,339
Call out OT	\$3,134
Court OT	\$7,745
 Overtime costs at December 31, 2016	 \$44,596
OT	\$26,964
Call out OT	\$3,534
Court OT	\$14,098
 Change over prior year	 OT \$3,375
	Call out OT -\$400
	Court OT -\$6,353

	-\$3,378

Administration:

* Benefits Health Insurance 2017: \$40,443 2016: \$32,477

Telecom:

* Retirees health insurance 2017: \$-1,452 2016: \$-1,032
 This year with only one retiree the costs are less

~~2017~~ ~~BOARD OF POLICE COMMISSIONERS~~
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 PSAB & preAudit **STATEMENT OF OPERATIONS**

TWELVE MONTHS ENDING DECEMBER 31, 2017

	--ACTUAL--		----- BUDGET-----		
			PRIOR YR	PSAB	CASH
REVENUE:					
Fees	64,131	36%	\$104,250	\$47,000	\$47,000
Taxi & Traffic Bylaw	4,529	-9%	7,942	5,000	5,000
Interest income	6,859	14%	5,568	6,000	6,000
Retirement interest & dividends	21,427	19%	27,753	18,000	18,000
Unrealized gains/losses	19,148	-61%	49,199	49,199	
Secondments	219,802	-23%	362,211	284,000	284,000
	<u>335,895</u>	<u>-18%</u>	<u>556,923</u>	<u>409,199</u>	<u>360,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	3,238,270	-4%	3,363,568	\$3,377,418	\$3,377,418
Benefits	417,821	-25%	467,159	557,418	695,484
Training	48,808	28%	35,078	38,000	38,000
Equipment	25,326	27%	13,857	20,000	20,000
Equip repairs & IT support	4,084	2%	4,168	4,000	4,000
Communications	60,374	4%	56,589	58,300	58,300
Office function	15,422	-9%	12,027	17,000	17,000
Leasing	14,282	35%	12,028	10,600	10,600
Policing-general	57,021	75%	37,877	32,500	32,500
Insurance	13,344	19%	11,287	11,200	11,200
Uniforms	75,749	110%	58,589	36,000	36,000
Prevention/p.r.	9,547	6%	7,975	9,000	9,000
Investigations	43,610	50%	34,507	29,000	29,000
Detention	26,104	1%	26,064	25,860	25,860
Taxi & Traffic Bylaw	1,114	123%	1,041	500	500
Auxillary	709	-53%	1,223	1,500	1,500
Public Safety	33,107	18%	32,327	28,000	28,000
Equipment amortization	58,525	13%	51,610	51,610	
	<u>4,143,217</u>	<u>-4%</u>	<u>4,226,974</u>	<u>4,307,906</u>	<u>4,394,362</u>
VEHICLES					
Fuel	89,571	-19%	86,706	110,000	110,000
Maint./repairs	64,927	-24%	66,560	85,000	85,000
Insurance	22,810	10%	20,317	20,724	20,724
New vehicles					114,000
Equipment	3,212	-85%	11,515	21,500	21,500
Amortization	85,232	-8%	92,885	92,885	
Loss (Gain) on sale of vehicles	20,372	3256%	607	607	
	<u>286,125</u>	<u>-13%</u>	<u>278,590</u>	<u>330,716</u>	<u>351,224</u>

TWELVE MONTHS ENDING DECEMBER 31, 2017

EXPENDITURE continued:	--ACTUAL--		----- BUDGET-----		
			PRIOR YR	PSAB	CASH
BUILDING					
Maintenance	39,494	5%	32,235	37,500	37,500
Cleaning	22,988	-4%	23,077	24,000	24,000
Electricity	37,257	-21%	40,436	47,000	47,000
Taxes	46,232	1%	44,152	45,925	45,925
Insurance	5,649	6%	5,432	5,328	5,328
Grounds	7,854	-21%	10,714	10,000	10,000
Interest on Debenture	28,780	-17%	30,304	34,828	36,000
Debenture Principal					115,000
Amortization	79,743		79,217	79,217	
	<u>267,997</u>	-6%	<u>265,567</u>	<u>283,798</u>	<u>320,753</u>
ADMINISTRATION					
Salaries	717,312	18%	652,553	605,842	605,842
Benefits	110,997	27%	89,126	87,176	115,110
Professional Fees	36,416	-24%	41,534	48,000	48,000
Travel/Training	3,948	-70%	9,720	13,000	13,000
Board Travel/Expenses	4,961	-1%	6,124	5,000	5,000
Insurance	1,254	1%	1,254	1,244	1,244
Labour Relations	44,902	349%	44,891	10,000	10,000
Sick Pay/Retirement	44,129	-26%	35,559	59,800	59,800
Retirement int & dividends	21,427	13%	27,753	19,000	19,000
2nd prior year (surplus) deficit	-114,007		-112,687		(112,687)
	<u>871,339</u>	3%	<u>795,827</u>	<u>849,062</u>	<u>764,309</u>
	5,232,783	-2%	5,010,035	5,362,283	5,495,773
CONTRIBUTED BY MEMBERS	<u>5,589,523</u>		<u>5,470,643</u>	<u>5,470,648</u>	<u>5,470,648</u>
SURPLUS (DEFICIT)	<u>356,740</u>		<u>460,608</u>	<u>\$108,365</u>	<u>(\$25,125)</u>
TELECOM FUND					
City of SJ telecomm services	337,108	5%	320,074	320,074	320,074
Data Networking charges	9,869		9,770	10,273	10,273
Retirees health insurance	-1,452		(1,032)	1,500	1,500
2nd prior year (surplus) deficit	97		2,161		2,161
	<u>345,622</u>		<u>330,973</u>	<u>331,847</u>	<u>334,008</u>
CONTRIBUTED BY MEMBERS	<u>348,978</u>		<u>334,014</u>	<u>334,008</u>	<u>334,008</u>
SURPLUS (DEFICIT)	<u>3,356</u>		<u>\$3,041</u>	<u>\$2,161</u>	<u>\$0</u>
Total surplus (deficit)	360,096		\$463,649	\$110,526	

2018 CALL SUMMARY

	Jan	Feb 23, 2018	YTD Feb 23, 2018
TOTAL CALLS FOR SERVICE	852	592	1444
911 Hangup CAD	25	21	46
Alarm CAD	62	31	93
Animal Complaint	8	4	12
Impaired Driving Complaint CAD	8	5	13
Parking/Driving Complaints CAD	34	26	60
Police Medical Call	14	8	22
Police Fire Call	11	5	16
Vehicle Stops	167	120	287
POPA TICKETS	95	52	147
Bylaw Tickets	7	8	15

TOTAL FILES CREATED	185	135	320
Alarm	1	0	1
Ammo/Flare Disposal & Found	1	1	2
Animal Call	1	1	2
Arson	1	0	1
Assault	8	8	16
Assist General Public	17	19	36
Assist Other Agency	9	2	11
Break & Enter	1	3	4
Harrasement	2	0	2
Disturbance	3	1	4
Domestic Call	5	1	6
Driving While Disqualified	3	0	3
Drug Complaint	0	1	1
Fail to Stop or Remain	2	4	6
Lost/Found Property	3	3	6
Fail/Refuse Breath Sample	0	1	1
Fight In Progress	0	1	1
Fraud	5	1	6
Impaired Operation of MV	1	3	4
Loud Party/Noise Complaint	0	1	1
Medical Call	2	2	4
Mental Health Call	7	8	15
Mischief	3	4	7
Missing Person	4	2	6
MVA	31	32	63
Non Criminal Domestic Dispute	7	3	10
Obstruct Police Officer	1	0	1
Other Provincial Statutes	1	1	2
Possession of Weapons	1	0	1
Breach of Probation	1	0	1
Public Relations	9	2	11
Sexual Assault	2	1	3
Shoplifting	4	2	6
Sudden Death	2	1	3
Theft from MV	1	0	1
Theft Under \$5000	5	4	9
Traffic Check Stop	1	1	2
Traffic/Parking Complaint	6	4	10
Uttering Threats	0	1	1
Warrants/Execution of Warrant	0	1	1

Town of Rothesay

General Fund Financial Statements

January 31, 2018

Includes:

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9
Variance Report	G10

Town of Rothesay

Balance Sheet - Capital General Fund 1/31/18

ASSETS

Capital Assets - General Land	4,405,176
Capital Assets - General Fund Land Improvements	7,807,424
Capital Assets - General Fund Buildings	5,201,476
Capital Assets - General Fund Vehicles	1,877,070
Capital Assets - General Fund Equipment	3,191,957
Capital Assets - General Fund Roads & Streets	37,051,033
Capital Assets - General Fund Drainage Network	18,624,607
Capital Assets - Under Construction - General	-
	<u>78,158,742</u>
Accumulated Amortization - General Fund Land Improvements	(2,507,159)
Accumulated Amortization - General Fund Buildings	(2,079,182)
Accumulated Amortization - General Fund Vehicles	(1,236,327)
Accumulated Amortization - General Fund Equipment	(930,882)
Accumulated Amortization - General Fund Roads & Streets	(17,964,076)
Accumulated Amortization - General Fund Drainage Network	(6,174,905)
	<u>(30,892,530)</u>
	<u><u>\$ 47,266,212</u></u>

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(660,000)
Total Long Term Debt	7,992,000
	<u>\$ 7,332,000</u>
Total Liabilities	
Investment in General Fund Fixed Assets	39,934,212
	<u><u>\$ 47,266,212</u></u>

Town of Rothesay
Balance Sheet - General Fund Reserves
1/31/18

ASSETS

BNS General Operating Reserve #214-15	798,336
BNS General Capital Reserves #2261-14	1,628,297
BNS - Gas Tax Reserves - GIC	3,948,787
Gen Reserves due to/from Gen Operating	439,586
	<u>\$ 6,815,007</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,192,313
Invest. in General Capital Reserve	1,467,885
General Gas Tax Funding	189,555
Invest. in General Operating Reserve	805,983
Invest. in Land for Public Purposes Reserve	107,499
Invest. in Town Hall Reserve	51,773
	<u>\$ 6,815,008</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 1/31/18

CURRENT ASSETS

Cash	1,226,852
Receivables	574,933
HST Receivable	383,731
Inventory	27,527
Gen Operating due to/from Util Operating	1,512,690
Total Current Assets	<u>3,725,733</u>
Other Assets:	
Projects	<u>40,953</u>
	<u>40,953</u>
TOTAL ASSETS	<u><u>3,766,686</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,764,261
Other Payables	355,609
Gen Operating due to/from Gen Reserves	439,586
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	15,700
Accrued Pension Obligation	142,000
Accrued Retirement Allowance	355,325
TOTAL LIABILITIES	<u><u>3,732,482</u></u>

EQUITY

Retained Earnings - General	(117,309)
Surplus/(Deficit) for the Period	<u>151,513</u>
	<u>34,204</u>
	<u><u>3,766,686</u></u>

2018March12OpenSessionFINAL_074

Town of Rothesay

Statement of Revenue & Expenditure
1 Months Ended 1/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,292,771	1,292,771	1,292,771	1,292,771	0		15,513,249
Sale of Services	38,888	39,046	38,888	39,046	(159)		391,055
Services to Province of New Brunswick	5,000	5,000	5,000	5,000	0		60,000
Other Revenue from Own Sources	4,239	4,785	4,239	4,785	(546)		117,425
Unconditional Grant	10,133	10,133	10,133	10,133	0		121,594
Conditional Transfers	0	0	0	0	0		21,500
Other Transfers	43,217	43,217	43,217	43,217	(0)		1,050,177
	<u>\$1,394,247</u>	<u>\$1,394,952</u>	<u>\$1,394,247</u>	<u>\$1,394,952</u>	<u>-\$705</u>		<u>\$17,275,000</u>
EXPENSES							
General Government Services	274,593	303,126	274,593	303,126	28,533		2,129,216
Protective Services	357,283	355,432	357,283	355,432	(1,851)		4,810,037
Transportation Services	335,737	355,076	335,737	355,076	19,340		3,405,473
Environmental Health Services	48,663	48,250	48,663	48,250	(413)		613,000
Environmental Development	43,401	51,052	43,401	51,052	7,652		638,122
Recreation & Cultural Services	182,463	212,399	182,463	212,399	29,936		1,999,348
Fiscal Services	596	350	596	350	(246)		3,679,803
	<u>\$1,242,735</u>	<u>\$1,325,686</u>	<u>\$1,242,735</u>	<u>\$1,325,686</u>	<u>\$82,952</u>		<u>\$17,275,000</u>
Surplus (Deficit) for the Year	<u>\$151,513</u>	<u>\$69,266</u>	<u>\$151,513</u>	<u>\$69,266</u>	<u>\$82,247</u>		<u>\$ (0)</u>

Town of Rothesay

Statement of Revenue & Expenditure
1 Months Ended 1/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	4,365	2,500	4,365	2,500	1,865		30,000
Town Hall Rent	4,133	4,167	4,133	4,167	(33)		50,000
Arena Revenue	29,698	32,000	29,698	32,000	(2,302)		238,200
Community Garden	0	0	0	0	0		1,300
Recreation Programs	692	380	692	380	312		71,555
	<u>38,888</u>	<u>39,046</u>	<u>38,888</u>	<u>39,046</u>	<u>(159)</u>		<u>391,055</u>
Other Revenue from Own Sources							
Licenses & Permits	1,364	2,917	1,364	2,917	(1,553)		95,000
Recycling Dollies & Lids	26	25	26	25	1		300
Interest & Sundry	2,649	1,083	2,649	1,083	1,566		13,000
Miscellaneous	200	760	200	760	(560)		9,125
	<u>4,239</u>	<u>4,785</u>	<u>4,239</u>	<u>4,785</u>	<u>(546)</u>		<u>117,425</u>
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	0	0	0		20,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>21,500</u>
Other Transfers							
Surplus of 2nd Previous Year	43,217	43,217	43,217	43,217	(0)		43,217
Utility Fund Transfer	0	0	0	0	0		940,000
Additional Unconditional Grant	0	0	0	0	0		66,960
	<u>43,217</u>	<u>43,217</u>	<u>43,217</u>	<u>43,217</u>	<u>(0)</u>		<u>1,050,177</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,488	3,092	2,488	3,092	604		37,100
Councillors	8,357	8,862	8,357	8,862	505		106,343
Regional Service Commission 9	0	0	0	0	0		6,138
Other	25	708	25	708	683		8,500
	<u>10,870</u>	<u>12,662</u>	<u>10,870</u>	<u>12,662</u>	<u>1,792</u>		<u>158,081</u>
Administrative							
Office Building	6,335	7,288	6,335	7,288	954		140,000
Solicitor	0	4,167	0	4,167	4,167		50,000
Administration - Wages & Benefits	69,452	71,625	69,452	71,625	2,173		1,013,400
Supplies	2,832	9,667	2,832	9,667	6,835		116,000
Professional Fees	0	4,167	0	4,167	4,167		50,000
Other	17,941	20,430	17,941	20,430	2,489		109,156
	<u>96,560</u>	<u>117,343</u>	<u>96,560</u>	<u>117,343</u>	<u>20,783</u>		<u>1,478,556</u>

2018March12OpenSessionFINAL_076

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	306	2,750	306	2,750	2,444		33,000
Civic Relations	0	333	0	333	333		4,000
Insurance	166,508	166,872	166,508	166,872	364		166,872
Donations	350	3,167	350	3,167	2,817		38,000
Cost of Assessment	0	0	0	0	0		242,707
Property Taxes - L.P.P.	0	0	0	0	0		8,000
	<u>167,164</u>	<u>173,122</u>	<u>167,164</u>	<u>173,122</u>	<u>5,957</u>		<u>492,579</u>
	<u>274,593</u>	<u>303,126</u>	<u>274,593</u>	<u>303,126</u>	<u>28,533</u>		<u>2,129,216</u>
Protective Services							
Police							
Police Protection	191,501	191,619	191,501	191,619	118		2,299,424
Crime Stoppers	2,800	2,800	2,800	2,800	0		2,800
	<u>194,301</u>	<u>194,419</u>	<u>194,301</u>	<u>194,419</u>	<u>118</u>		<u>2,302,224</u>
Fire							
Fire Protection	150,325	146,319	150,325	146,319	(4,006)	1	1,951,482
Water Costs Fire Protection	0	0	0	0	0		380,000
	<u>150,325</u>	<u>146,319</u>	<u>150,325</u>	<u>146,319</u>	<u>(4,006)</u>		<u>2,331,482</u>
Emergency Measures							
911 Communications Centre	11,819	11,819	11,819	11,819	0		141,831
EMO Director/Committee	80	1,250	80	1,250	1,170		15,000
	<u>11,899</u>	<u>13,069</u>	<u>11,899</u>	<u>13,069</u>	<u>1,170</u>		<u>156,831</u>
Other							
Animal & Pest Control	757	792	757	792	34		9,500
Other	0	833	0	833	833		10,000
	<u>757</u>	<u>1,625</u>	<u>757</u>	<u>1,625</u>	<u>868</u>		<u>19,500</u>
Total Protective Services	<u>357,283</u>	<u>355,432</u>	<u>357,283</u>	<u>355,432</u>	<u>(1,851)</u>		<u>4,810,037</u>

2018March12OpenSessionFINAL_077

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	135,550	150,310	135,550	150,310	14,761		1,860,563
Workshops, Yards & Equipment	52,724	42,125	52,724	42,125	(10,599)	2	537,500
Engineering	298	625	298	625	327		7,500
	<u>188,573</u>	<u>193,060</u>	<u>188,573</u>	<u>193,060</u>	<u>4,488</u>		<u>2,405,563</u>
Street Cleaning & Flushing							
Street Cleaning & Flushing	529	3,333	529	3,333	2,805		40,000
Roads & Streets	1,502	5,667	1,502	5,667	4,164		68,000
Crosswalks & Sidewalks	298	1,724	298	1,724	1,426		19,410
Culverts & Drainage Ditches	1,470	6,250	1,470	6,250	4,780		75,000
Snow & Ice Removal	122,374	121,250	122,374	121,250	(1,124)		500,000
	<u>126,174</u>	<u>138,224</u>	<u>126,174</u>	<u>138,224</u>	<u>12,050</u>		<u>702,410</u>
Street Lighting							
Street Lighting	11,492	12,167	11,492	12,167	674		146,000
Traffic Services							
Street Signs							
Street Signs	104	1,250	104	1,250	1,146		15,000
Traffic Lanemarking							
Traffic Lanemarking	0	0	0	0	0		25,000
Traffic Signals							
Traffic Signals	838	1,667	838	1,667	828		20,000
Railway Crossing							
Railway Crossing	1,409	1,500	1,409	1,500	91		18,000
	<u>2,352</u>	<u>4,417</u>	<u>2,352</u>	<u>4,417</u>	<u>2,065</u>		<u>78,000</u>
Public Transit							
Public Transit - Comex Service							
Public Transit - Comex Service	0	0	0	0	0		64,000
KV Committee for the Disabled							
KV Committee for the Disabled	7,000	7,000	7,000	7,000	0		7,000
Public Transit - Other							
Public Transit - Other	146	208	146	208	62		2,500
	<u>7,146</u>	<u>7,208</u>	<u>7,146</u>	<u>7,208</u>	<u>62</u>		<u>73,500</u>
Total Transportation Services	<u>335,737</u>	<u>355,076</u>	<u>335,737</u>	<u>355,076</u>	<u>19,340</u>		<u>3,405,473</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	17,484	16,083	17,484	16,083	(1,401)		193,000
Solid Waste Disposal Compost	1,228	2,083	1,228	2,083	855		25,000
Solid Waste Collection	21,864	21,667	21,864	21,667	(197)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,917	7,566	7,917	351		95,000
Clean Up Campaign	521	500	521	500	(21)		40,000
	<u>48,663</u>	<u>48,250</u>	<u>48,663</u>	<u>48,250</u>	<u>(413)</u>		<u>613,000</u>
Environmental Development Services							
Planning & Zoning							
Administration							
Administration	28,559	28,359	28,559	28,359	(200)		401,000
Planning Projects							
Planning Projects	4,511	12,083	4,511	12,083	7,572		145,000
Heritage Committee							
Heritage Committee	0	208	0	208	208		2,500
	<u>33,070</u>	<u>40,651</u>	<u>33,070</u>	<u>40,651</u>	<u>7,580</u>		<u>548,500</u>
Economic Development Comm.							
Economic Development Comm.	7,202	7,202	7,202	7,202	0		86,422
Tourism							
Tourism	3,129	3,200	3,129	3,200	71		3,200
	<u>10,330</u>	<u>10,402</u>	<u>10,330</u>	<u>10,402</u>	<u>71</u>		<u>89,622</u>
	<u>43,401</u>	<u>51,052</u>	<u>43,401</u>	<u>51,052</u>	<u>7,652</u>		<u>638,122</u>

2018March12OpenSessionFINAL_078

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	18,925	18,071	18,925	18,071	(854)		253,717
Beaches	0	0	0	0	0		53,419
Rothesay Arena	27,268	27,072	27,268	27,072	(196)		329,680
Memorial Centre	2,433	4,083	2,433	4,083	1,651		57,000
Summer Programs	215	0	215	0	(215)		60,862
Parks & Gardens	18,412	37,438	18,412	37,438	19,027		581,700
Rothesay Common Rink	12,304	13,118	12,304	13,118	814		45,005
Playgrounds and Fields	557	9,167	557	9,167	8,609		110,000
Regional Facilities Commission	94,616	94,616	94,616	94,616	0		378,465
Kennebecasis Public Library	7,080	7,042	7,080	7,042	(39)		84,500
Special Events	652	1,667	652	1,667	1,015		43,500
Rothesay Living Museum	0	125	0	125	125		1,500
	<u>182,463</u>	<u>212,399</u>	<u>182,463</u>	<u>212,399</u>	<u>29,936</u>		<u>1,999,348</u>
Fiscal Services							
Debt Charges							
Interest	596	350	596	350	(246)		227,303
Debenture Payments	0	0	0	0	0		1,009,000
	<u>596</u>	<u>350</u>	<u>596</u>	<u>350</u>	<u>(246)</u>		<u>1,236,303</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,433,500
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,443,500</u>
	<u>596</u>	<u>350</u>	<u>596</u>	<u>350</u>	<u>(246)</u>		<u>3,679,803</u>

Town of Rothesay

Variance Report - General Fund

1 month ending January 31, 2018

Note #	Actual	Budget	Better/(Worse)	Description of Variance
Revenue				
			\$ -	
			Total \$ -	
			Variance per Statement \$ (705.00)	
			Explained 0.00%	
Expenses				
General Government				
Protective Services				
1	\$ 150,325	\$ 146,319	\$ (4,006)	Budget correction
Transportation				
2	\$ 52,746	\$ 42,125	\$ (10,621)	Vehicle repairs
Environmental Health				
			\$ -	
Environmental Development				
			\$ -	
Recreation & Cultural Services				
			\$ -	
			\$ -	
Fiscal Services				
			\$ -	
			Total \$ (14,627)	
			Variance per Statement \$ 82,952	
			Explained -17.63%	

Town of Rothesay

Utility Fund Financial Statements

January 31, 2018

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Town of Rothesay
Capital Balance Sheet
As at 1/31/18

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	2,650,356
Capital Assets Utilities Land	178,555
Capital Assets Utilities Buildings	1,646,579
Capital Assets Utilities Equipment	55,891
Capital Assets Utilities Water System	26,000,316
Capital Assets Utilities Sewer System	16,683,992
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	85,374
	<u>47,563,105</u>
Accumulated Amortization Utilites Buildings	(381,180)
Accumulated Amortization Utilites Water System	(6,122,510)
Accumulated Amortization Utilites Sewer System	(7,571,316)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(5,376)
Accumulated Amortization Utilites Equipment	(19,586)
Accumulated Amortization Utilites Roads & Streets	(7,341)
	<u>(14,149,340)</u>
TOTAL ASSETS	<u><u>33,413,765</u></u>

LIABILITIES

Current:

Util Capital due to/from Util Operating	674,040
Total Current Liabilities	<u>674,040</u>

Long-Term:

Long-Term Debt	8,530,077
Total Liabilities	<u>9,204,117</u>

EQUITY

Investments:

Investment in Fixed Assets	24,209,646
Total Equity	<u>24,209,646</u>
TOTAL LIABILITIES & EQUITY	<u><u>33,413,763</u></u>

Town of Rothesay
Utility Reserve Balance Sheet
As at 1/31/18

ASSETS

Assets:	
Bank - Utility Reserve	871,220
Due from Utility Operating	93
TOTAL ASSETS	<u>\$ 871,313</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	550,628
Invest. in Utility Operating Reserve	101,142
Invest. in Sewage Outfall Reserve	219,543
TOTAL EQUITY	<u>\$ 871,314</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 1/31/18

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	568,143
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>569,343</u>
Other Assets:	
Projects	343,602
	<u>343,602</u>
 TOTAL ASSETS	 <u>\$ 912,945</u>

LIABILITIES

Accrued Payables	47,201
Due from General Fund	1,512,690
Due from (to) Capital Fund	(674,040)
Due to (from) Utility Reserve	93
Deferred Revenue	18,685
Total Liabilities	<u>904,630</u>

EQUITY

Surplus:	
Opening Retained Earnings	11,808
Profit (Loss) to Date	(3,493)
	<u>8,315</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 912,945</u>

Town of Rothesay
Utilities Operating Income Statement
1 Months Ended 1/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	0	0	0		1,000,000
Meter and non-hookup fees	0	0	0	0	0		35,000
Water Supply for Fire Prot.	0	0	0	0	0		380,000
Local Improvement Levy	0	0	0	0	0		59,000
Sewerage Services	0	0	0	0	0		1,610,000
Connection Fees	0	5,000	0	5,000	(5,000)	1	60,000
Interest Earned	6,220	4,167	6,220	4,167	2,053		50,000
Misc. Revenue	300	406	300	406	(106)		4,875
Surplus - Previous Years	21,125	21,125	21,125	21,125	(1)		21,125
TOTAL RECEIPTS	27,645	30,698	27,645	30,698	(3,053)		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	0	0	0		374,000
Audit/Legal/Training	13	833	13	833	820		13,000
Purification & Treatment	8,536	26,333	8,536	26,333	17,798	2	336,000
Transmission & Distribution	7,570	8,000	7,570	8,000	430		96,000
Power & Pumping	3,884	3,583	3,884	3,583	(301)		43,000
Billing/Collections	117	417	117	417	299		5,000
Water Purchased	106	42	106	42	(64)		500
Misc. Expenses	0	1,542	0	1,542	1,542		18,500
TOTAL WATER SUPPLY	20,226	40,750	20,226	40,750	20,524		886,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	0	0	0		566,000
Audit/Legal/Training	477	1,500	477	1,500	1,023		25,000
Collection System Maintenance	1,848	2,667	1,848	2,667	819		64,000
Sewer Claims	566	1,667	566	1,667	1,100		20,000
Lift Stations	2,609	3,333	2,609	3,333	724		40,000
Treatment/Disposal	4,859	4,167	4,859	4,167	(692)		56,000
Misc. Expenses	552	619	552	619	68		7,431
TOTAL SWGE COLLECTION & DISPOSAL	10,912	13,953	10,912	13,953	3,041		778,431
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		25,000
Interest on Long-Term Debt	0	0	0	0	0		286,217
Principal Repayment	0	0	0	0	0		547,352
Transfer to Reserve Accounts	0	0	0	0	0		60,000
Capital Fund Through Operating	0	0	0	0	0		637,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,555,569
TOTAL EXPENSES	31,138	54,703	31,138	54,703	23,565		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(3,493)	(24,005)	(3,493)	(24,005)	20,511		(0)

Town of Rothesay

Variance Report - Utility Operating
1 Month Ended January 31, 2018

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Connection Fees	-	5,000	(5,000)	No new connections to date
Expenditures					
Water					
2	Purification /Treatment	8,536	26,333	17,797	Maintenance not done yet
Sewer					

TOWN OF ROTHESAY

FINANCE COMMITTEE

February 22, 2018

In attendance:

Councillor Grant Brenan, Chair

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:31a.m. The agenda as accepted with the addition of 4(A) Rink Funding. (NG/DS) There was some discussion on the accuracy of the minutes of December 11, 2017 and approval was deferred until elected members supply the revised wording. The minutes of January 18, 2018 were accepted as presented. (DS/NG).

January Financial Statements

Treasurer MacDonald explained that the statements for January show little activity and variances, and there were no surprises. Councillor Shea questioned the two amounts for Gas Tax on the General Fund Reserve balance sheet and Treasurer MacDonald explained one was the interest earned only. The statements for both funds were accepted as presented. (DS/NG)

Donations

The summary was reviewed. The Junior Achievement amount was actually for a scholarship.

We spent \$360 last year on tickets for The Amazatorium and the Mayor distributed them to the three elementary schools in Rothesay. It was agreed to do the same this year.

Compliance Report – Verbal

Treasurer MacDonald confirmed the HST and payroll remittances had been filed. He also confirmed we received what we calculate for HST.

Rink Funding

Chairman Brennan requested that all communications with the Province regarding the rink should be made public. He said the article in the newspaper last week with the quote from the Mayor regarding the total costs of \$9-\$11m, resulted in some discussion and confusion among Councillors and at the coffee shop. The Mayor indicated she did not quote the costs of \$9-\$11m. After some discussion on Hartland, and the possibility of a feasibility study, it was agreed to leave the matter for now.

There was also brief mention of Saint John's Field House and the possibility of the project needing borrowing, and a request might appear from Regional Facilities. If so, Town Manager Jarvie would like the LSD's and Unconditional Grants included in the calculation.

Next Meeting

The next meeting is set for Thursday, March 29, 8:30. This is predicated on the audited financial statements being available. We expect a clean audit. Chairman Brennan will be available by phone/FaceTime.

The meeting adjourned at 9:10.

Grant Brennan, Chairman

Ellen K. Steeves, Recording Secretary

Town of Rothesay

1/31/18 219500-60

Donations/Cultural Support

Budget 2018	Paid to date
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KV3C	2,500.00	in kind
NB Medical Education Trust	5,000.00	
SJRH	2,500.00	
KV Food bank	6,000.00	
YMCA Camp Glenburn	2,500.00	
Fairweather Scholarship	1,000.00	
KV Oasis	2,500.00	
Saint John Theatre Company	1,000.00	
YMCA	10,000.00	5 year commitment started in 2015
sub	<u>33,000.00</u>	

Other:	5,000.00	
Junior Achievement		300.00 Futures Unlimited banquet
Anglican Parish of Fundy & the Lakes		50.00 In memory of Doug Graves' father

sub	5,000.00	350.00
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	<u>38,000.00</u>	<u>350.00</u>
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Mayor's Expense

Cell	7,500.00	20.86
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	<u>7,500.00</u>	<u>20.86</u>
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Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
KV Committee for the Disabled	7,000.00	7,000.00	Transportation
PRO Kids	7,500.00		Recreation

	<u>62,800.00</u>	<u>10,170.86</u>
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ROTHESAY

Public Works and Infrastructure Committee Meeting

Wednesday, February 21, 2018
Rothesay Town Hall – Sayre Room
8:30 a.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIR
COUNCILLOR MIRIAM WELLS, VICE CHAIR
PETER GRAHAM
IVAN HACHEY
SHAWN PETERSON
SCOTT SMITH

TOWN MANAGER JOHN JARVIE (*arrived at 8:40 a.m. and left at 9:20 a.m.*)
DIRECTOR OF OPERATIONS BRETT MCLEAN
RECORDING SECRETARY LIZ POMEROY

Chairperson Alexander called the meeting to order at 8:30 a.m.

1. APPROVAL OF AGENDA:

MOVED by Counc. Wells and seconded by I. Hachey the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES:

2.1 Regular meeting of January 17, 2018.

MOVED by Counc. Wells and seconded by I. Hachey the minutes of January 17, 2018 be adopted as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

Chairperson Alexander noted the 2018 Eriskay Drive project has been put out to tender. Counc. Wells questioned when a response is expected with respect to the funding application submitted for the 2018 Designated Highway Funding program. DO McLean advised typically a response is expected in either April or May. He explained the project is for a portion of Hampton Road. There was general discussion with respect to potholes along Rothesay Road. DO McLean advised Town staff use the asphalt recycler daily to repair potholes however repairs may not last as long as expected if completed in poor weather conditions. He added signs are also used to warn motorists of potholes. Counc. Wells indicated community members are encouraged to notify Town staff of the location of potholes.

5.2 Solid Waste Tonnage Report

Chairperson Alexander inquired if Town staff have investigated the possibility of redirecting yard waste to the Crane Mountain landfill compost program rather than Urban Organics to reduce costs.

DO McLean advised the matter was investigated and it was determined Urban Organics is the preferred option. He noted some residents collect yard waste in plastic bags and Urban Organics will open the bags and sort the materials whereas materials collected in plastic bags are automatically assumed to be garbage at Crane Mountain. S. Smith suggested a recommendation be included during the announcement of the Fall Clean-Up dates that suggests all yard waste or compostable materials be placed in either paper bags or other acceptable materials. Council Wells suggested stickers be used to notify residents materials will not be collected unless in proper bags. DO McLean advised restrictions may deter residents from collecting yard waste. He added this can create additional maintenance expenses for the Town if residential yard waste is not collected and ends up on Town streets.

Town Manager Jarvie arrived at the meeting.

5.3 Update on Gondola Point Road pipe

DO McLean explained there is a significant portion of water directed into an 8 inch pipe on Church Avenue. Disconnecting the existing pipe, installing a 20 inch pipe along Church Avenue, and connecting the 8 inch pipe to the new pipe, will provide sufficient drainage in the area and eliminate issues created by an overwhelmed system. He added: the water will exit into the river in the approximately the same area by creating a straight path as opposed to travelling through multiple turns in the existing system; the proposal was investigated in 2016 and a cost of roughly \$900,000 was estimated; the item will be proposed for consideration during 2019 budget deliberations; there is sufficient space to install the 20 inch pipe in a Town right-of-way behind the curb alongside the Common; and if paved, the right-of-way will widen Church Avenue and create more space for two-way traffic if cars are parked on the street. He clarified that widening the street will not increase the amount of parking spaces on Church Avenue. Council Wells expressed concern that there may be opposition from the public if green space is reduced on the Common. DO McLean explained the right-of-way is not part of the Common. In response to an inquiry, DO McLean estimated roughly 9-10 feet may be required within the right-of-way. There was general discussion. Chairperson Alexander noted if the project is to be considered for the 2019 budget deliberations there is ample time to discuss the details.

S. Peterson questioned if there is a difference in the cost of installing the pipe in the Town right-of-way alongside the Common compared to beneath Church Avenue. DO McLean advised both locations have cost implications however installing the pipe beneath Church Avenue requires disturbing existing infrastructure and could result in additional costs. S. Peterson questioned if both the 8 inch pipe and the 20 inch pipe will be utilized. DO McLean advised both pipes will be used. He noted the 8 inch pipe is in good condition however the “winding” path of the existing system reduces the overall capacity of the system.

S. Smith questioned if parking for the Common remained an issue. Town Manager Jarvie noted parking on Gondola Point Road was reduced to one side and no further comments have been received. He indicated residents may be becoming accustomed to the change. There was general discussion with respect to space available for motor vehicles to travel along Church Avenue.

5.4 Update on Brock Court/Goldie Court drainage

DO McLean advised a final report is expected to go to Council at the March meeting; and after the report is reviewed by Council it will be provided to the Committee. He noted the initial findings of the report indicate: the proposed developments for 20 Goldie Court and 3188 Rothesay Road are not expected to cause negative impacts to surrounding properties if proper stormwater management systems are constructed on the properties; the stormwater system at the intersection of Maiden Lane and Rothesay Road is overwhelmed by stormwater contributions from the area; and to reduce the impact on newer infrastructure in the area it is recommended the 8 inch pipe on Maiden Lane be “twinned” and installed behind the sidewalk to redirect the water across Rothesay Road.

DO McLean further noted the report indicated the stormwater causing concerns on Brock Court is from surrounding properties; therefore it is a private matter to be resolved by surrounding property owners. Counc. Wells commented on a significant puddle of water that forms on Rothesay Road near Maiden Lane. DO McLean advised the 24 inch pipe on Rothesay Road was inspected via video camera and a significant blockage was found. He noted the pipe will be flushed to clear the blockage. Counc. Wells questioned if the 20 Goldie Court and 3188 Rothesay Road proposals will be discussed by the Planning Advisory Committee (PAC) prior to the March Council meeting. DO McLean advised it is expected the proposals will be discussed at the April PAC meeting after Council has reviewed the Dillon Report in March. In response to an inquiry, DO McLean advised a copy of the Dillon Report will be provided to the Committee at the next meeting.

5.5 Update on request for guardrails on Bradley Lake Road

DO McLean advised once the ground has thawed guardrails will be installed in appropriate areas on Bradley Lake Road within the Town boundary. He added since the remaining area is located in Saint John he will inform city staff of the request. In response to an inquiry, DO McLean advised the resident will be notified once the Committee minutes have been reviewed by Council.

6. CORRESPONDENCE FOR ACTION:

- 6.1 6 February 2018 Email to resident RE: Eriskay Drive – Speeding/Dangerous Crosswalk
- 6 February 2018 Email from resident RE: Eriskay Drive – Speeding/Dangerous Crosswalk
- 21 September 2017 Letter from resident RE: Dangerous Traffic Issues on Eriskay Drive

Chairperson Alexander noted the issue has been investigated in the past. The driveway is school property and action cannot be taken without permission from the Province. DO McLean advised Town staff have contacted representatives from both Rothesay Elementary School and the Province however discussions were to no avail. Counc. Wells suggested parents and residents in the area be encouraged to petition the Province for action with respect to reconfiguring the driveway of Rothesay Elementary School. It was agreed the Province may be more inclined to take action if a collective group of residents voice their concerns.

There was general discussion with respect to signage and speeding in the area. Counc. Wells suggested the flashing speed signs located on Hampton Road across from Rothesay High School be relocated to Eriskay Drive to deter speeding. She noted the signs will help slow down motorists and create habits of driving the correct speed in the area. Concern was expressed that some motorists ignore signage. Chairperson Alexander indicated installing signage to deter speeding may be shifting the onus to the Town to eliminate speeding. He noted it is the responsibility of the Kennebecasis Regional Police Force to deter speeding. S. Smith commented that more enforcement is needed with

respect to deterring speeding. He suggested the KRPF issue more tickets. He explained motorists are likely to stop speeding if monetary penalties are issued. Town Manager Jarvie advised he will contact the KRPF to notify the department of the issue.

7. NEW BUSINESS:**7.1 Speeding Concerns on River Road**

DO McLean advised a resident contacted him stating they witnessed an altercation between a homeowner on River Road and a police officer. According to the resident a homeowner in the area stopped a police vehicle that was speeding through the neighborhood and requested the officer slow down. The resident suggested action be taken by the Town to deter speeding and prevent similar situations. DO McLean advised he has received concerns in the past with respect to motorists speeding on River Road. He noted River Road will be included on the list of areas to relocate the flashing speed signs. Counc. Wells suggested additional flashing speed signs be purchased and put into rotation. DO McLean advised the cost of a pair of flashing speed signs is roughly \$8,000. S. Smith inquired if traffic cameras could be mounted to the signs. DO McLean noted this is possible however the data from both devices will not be synced and will have to be reviewed separately. There was general discussion with respect to traffic cameras and the issuance of speeding tickets. In response to an inquiry, DO McLean advised the data from the speed signs can be reviewed at any time however it is typically done when the signs are relocated. Counc. Wells suggested flashing speed signs be relocated to different areas in Town on a regular basis. DO McLean advised challenges arise if the ground is frozen. He added the signs can be moved if the ground is not thawed however it may require additional resources. Counc. Wells noted she is in favour of purchasing two additional flashing speed signs.

Town Manager Jarvie left the meeting.

Chairperson Alexander noted he will speak with the Police Chief and notify him of the concerns on River Road. I. Hachey questioned the benefit of placing a "Complete Stop: Free, Rolling Stop: \$172.50" sign in Chapel Hill. He noted the sign may not be warranted in the area. DO McLean advised the sign belongs to the KRPF. There was general discussion with respect to bilingual signs. DO McLean advised it is not mandatory for all signage to be bilingual, however a proactive measure is taken by Town staff to order bilingual signs for the replacement of older signs.

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

It was noted the next meeting is scheduled for March 21, 2018.

CARRIED.

10. ADJOURNMENT

MOVED by Counc. Wells and seconded by I. Hachey the meeting be adjourned.

CARRIED.

The meeting ended at 9:25 p.m.

ROTHESAY

Public Works and Infrastructure Committee

Minutes

2018March12OpenSessionFINAL_093

-5-

21 February 2018

DRAFT

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY



DRAFT

AGE FRIENDLY ADVISORY COMMITTEE MEETING

Wednesday, February 21, 2018
10:00 a.m.

Present: John Gahagan Jean Mowatt
 Judith Grannan Michael Boyle
 Jeff Kitchen Jenny Robinson
 Julie Atkinson Diane O'Connor
 Shirley Malcolm Eugene Belliveau
 Cara Coes Counc. Wells
 Counc. Shea Mayor Grant
 Town Manager Jarvie
 (arrived later)

Absent: Eric Phinney Heather Stilwell
 Scott Cochrane Jocelyn Daye
 Sarah Thompson Shawn Jennings

Chairperson Wells called the Meeting to order at 10 a.m.

1. APPROVAL OF AGENDA:

MOVED by J. Gahagan and seconded by Counc. Shea to approve the Agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by Counc. Shea and seconded by Jean Mowatt to approve the Minutes of January 17, 2018 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

4.1 Town Council – Counc. Wells:

Counc. Wells reported the following:

- ✓ deadline for application for Age Friendly designation is March 31, 2018;
- ✓ electronic bulletin boards are up but not live yet;
- ✓ traditional bulletin board are now up an example of which can be seen at East Riverside/Kingshurst Park; and
- ✓ funding for accessible washrooms at Town Hall has been received. These should be in place by fall.

Mayor Grant commented that the Committee has taken big strides to accomplish all that they have within 14 months. She encouraged everyone to spread the word about our efforts and that volunteers are welcome.

4.2 Seniors Resource Centre Funding – Town Manager Jarvie:

This has been deferred.

4.3 Seniors Forum – Diane O'Connor:

Diane O'Connor reported their sub-committee had their first meeting. The following points were discussed:

- ✓ how to get information out to the general senior public;
- ✓ asset mapping;
- ✓ Age Friendly Directory accessible to the general senior public;
- ✓ how to advertise that Age Friendly meetings are open meetings;
- ✓ volunteers for Seniors Resources Centre, i.e. students and a possible staff person to manage the Centre; and
- ✓ name and mandate of their committee.

There was a discussion on the public meeting/seniors forum. A date needs to be formalized before the town submits their application by Mar. 31. All agreed it should be during daylight hours sometime in the spring, perhaps in April. The Bill McGuire Centre was suggested as a good location. D. O'Connor and her sub-committee will focus on organizing the seniors forum.

4.4 Survey Sub-Committee – John Gahagan:

John Gahagan reported that 289 surveys were received. After a comprehensive review of all the surveys by the YMCA, the following are some of the comments and suggestions expressed by those who participated in the survey:

- ✓ deer in Rothesay is a huge problem;
- ✓ major issues seem to be lighting and care of the sidewalks in ice/snow/loose gravel. 48 people commented on this;
- ✓ benches to rest on would be ideal;

- ✓ more washrooms around trail/walking areas;
- ✓ transportation – walking and cycling may be better utilized if lighting/sidewalks were better;
- ✓ housing – yard maintenance/snow clearing – access to help would allow seniors to remain in their home longer;
- ✓ having a Town “Craig’s List” with names of those who could help with home repairs, snow removal, etc.;

After a discussion it was agreed that most comments and suggestions tie in to having access to a seniors resource centre.

5. UNFINISHED BUSINESS:

N/A

6. NEW BUSINESS:

6.1 Setting priorities and action items:

MOVED by J. Gahagan and seconded by D. O'Connor that the following action items be recommended to Council:

- ✓ Create a Seniors Resource Centre;
- ✓ Form a sub-committee to examine housing options for seniors and propose recommendations for modifications to the town plan;
- ✓ Ask the Parks and Recreation Committee to look at the number and location of benches and washrooms where residents walk and coordinate with the Communications Sub-Committee on how to inform residents on the placement of benches and washrooms and how they can notify the Town of any concerns they may have;
- ✓ Plan and execute a Seniors Forum and make public the results of the survey; and
- ✓ Establish an outreach program.

CARRIED.

A brief discussion followed. Jeff Kitchen agreed to chair the Housing Sub-Committee and J. Robinson expressed her interest to sit on the Sub-Committee.

7. CORRESPONDENCE FOR ACTION:

N/A

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

March 21, 2018

10. ADJOURNMENT:

MOVED by J. Robinson and seconded by E. Belliveau to adjourn the meeting.

CARRIED.

Meeting adjourned at 11.20 a.m.

Chairperson

Recording Secretary



ROTHESAY

2018 March 12 Open Session FINAL_098
Utilities Committee Meeting
Wednesday, February 21, 2018
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR MATT ALEXANDER
PAUL BOUDREAU
BLAINE JUSTASON
MARK MCALOON

TOWN MANAGER JOHN JARVIE
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY

ABSENT: STEPHEN WAYCOTT

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

1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. P. Boudreau nominated Deputy Mayor Alexander as Chairperson. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

Chairperson Alexander called three times for nominations from the floor for Vice Chairperson. M. McAloon nominated P. Boudreau as Vice Chairperson. There being no other nominations, P. Boudreau was elected Vice Chairperson by acclamation.

2. 2018 MEETING DATE SCHEDULE

Deputy Mayor Alexander noted the dates of the 2018 Utilities Committee meetings were included in the agenda packages.

3. CODE OF ETHICS

Deputy Mayor Alexander requested Committee members sign and return the included form to staff.

4. APPROVAL OF AGENDA:

MOVED by P. Boudreau and seconded by M. McAloon the agenda be approved as circulated.

CARRIED.

5. ADOPTION OF MINUTES:

5.1 Regular meeting of October 18, 2017.

MOVED by B. Justason and seconded by P. Boudreau the minutes of October 18, 2017 be adopted as circulated.

CARRIED.

6. DELEGATIONS:

N/A

7. REPORTS & PRESENTATIONS:

N/A

8. UNFINISHED BUSINESS

8.1 Capital Projects Summary

Chairperson Alexander noted there is an upcoming project for Eriskay Drive that includes road repaving, sidewalks, and storm sewer and sanitary sewer upgrades. Town Manager Jarvie advised Town staff investigated the cost to connect properties in the area to municipal water. He noted the cost may not be favorable to property owners. He further noted options to approach homeowners with respect to connecting to Town water will be presented to the Committee at the next meeting. DO McLean advised the expected completion date of the project is September 30, 2018. He noted a notice will be sent to residents in the area notifying them of the upcoming construction.

8.2 Wastewater Treatment Pumping Stations (ERK washrooms)

DO McLean advised the East Riverside-Kingshurst pumping station is nearing completion. Some minor finishing touches are required. He noted once the stations are commissioned the washrooms will be operational; and it is expected the pumping stations will be commissioned by the end of March.

B. Justason commented on the completion of the East Riverside-Kingshurst structure. DO McLean advised Town staff are waiting until the freshet has ended to install a glass railing on the structure to ensure the freshet does not have a negative impact on the railing. He added temporary wooden railings were installed in the meantime.

9. CORRESPONDENCE FOR ACTION:

N/A

10. NEW BUSINESS:

10.1 Meter Testing Report

DO McLean advised: as a result of the recommendations from the Ernst and Young Internal Review the meters removed from residences were tested to determine if accuracy declines as the device ages; meters are typically replaced because of damage and not age; records were not kept indicating the age of the replaced meters however the serial numbers can help determine the age of each device; the majority of damaged meters tested with a high accuracy indicating age does not impact the accuracy of a device; and the intention of the Ernst and Young Internal Review recommendation was to determine if it is cost effective to replace meters after a certain period of time. In response to an inquiry, DO McLean advised there are typically no security measures, such as locks, to deter individuals from tampering with the meter. Town Manager Jarvie advised if there is a discrepancy the issue will be investigated and could result in a high cost and penalty for the individual. There was general discussion. DO McLean advised a test sample will be completed to provide a more representative sample of more than just meters that have been replaced because of damage. In response to an inquiry, DO McLean advised the meters are all digital, not pulse. He added the budget includes replacement of 100 meters annually however all 100 are not always required. In response to an inquiry, DO McLean advised the manufacturer does not provide a recommended replacement period for the meters. DO McLean further noted the average cost to replace a meter is \$300 each. Town Manager Jarvie advised at the time of amalgamation several meters were installed thus a significant cost may be expected if they require replacement at the same time.

11. CORRESPONDENCE FOR INFORMATION:

- 11.1 12 January 2018 Letter to Environmental Trust Fund RE: Support for Hammond River Angling Association Funding Application
- 27 November 2017 Letter from HRAA the RE: Wetland Ecosystem Services Protocol for Atlantic Canada (WESP-AC) analysis

P. Boudreau questioned if this project is similar to the project last year. Town Manager Jarvie noted the two projects are different however the request of the municipality is similar. The Committee received the correspondence for information.

12. DATE OF NEXT MEETING:

It was noted the next meeting is scheduled for March 21, 2018.

CARRIED.**13. ADJOURNMENT**

MOVED by B. Justason and seconded by P. Boudreau the meeting be adjourned.

CARRIED.

The meeting ended at 5:55 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

Heritage Preservation Review Board Meeting
2018 March 12 Open Session FINAL - 101
Wednesday, February 21, 2018
Rothesay Town Hall – Sayre Room
7:00 p.m.



DRAFT

PRESENT: COUNCILLOR TIFFANY MACKAY FRENCH
JAMES GALLAGHER (*arrived at 7:20 p.m.*)
JON LEHEUP
CATHARINE MACDONALD
GREG MURDOCK
RAHA MOSCA

DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
RECORDING SECRETARY LIZ POMEROY

ISABELLA HORSWILL, ASSOCIATION HERITAGE NEW BRUNSWICK
**PowerPoint Presentation attached*

GUEST: ROGER BROWN, ROTHESAY LIVING MUSEUM COMMITTEE

ABSENT: KATHERINE GRANT

DPDS White called the meeting to order at 7:00 p.m.

1. ELECTION OF OFFICERS

DPDS White called three times for nominations from the floor for Chairperson. J. LeHeup nominated G. Murdock as Chairperson. There being no other nominations, G. Murdock was elected Chairperson by acclamation.

Chair Murdock called three times for nominations from the floor for Vice Chairperson. Counc. Mackay French nominated J. LeHeup as Vice Chairperson. There being no other nominations, J. LeHeup was elected Vice Chairperson by acclamation.

2. 2018 MEETING DATE SCHEDULE

Chairperson Murdock noted the dates of the 2018 Heritage Preservation Review Board meetings were included in the agenda packages.

Chairperson Murdock noted he is unable to attend the April meeting, and J. LeHeup added he may be unable to attend the meeting in May.

3. CODE OF ETHICS

Chairperson Murdock requested Board members sign and return the included form to staff.

Chairperson Murdock welcomed new Board member Catharine MacDonald and the Board gave brief introductions.

4. APPROVAL OF AGENDA:

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

CARRIED.

5. ADOPTION OF MINUTES:

5.1 Regular meeting of November 22, 2017.

MOVED by Counc. Mackay French and seconded by R. Mosca the minutes of November 22, 2017 be adopted as circulated.

CARRIED.

6. DELEGATIONS:

6.1 Association Heritage New Brunswick Isabella Horswill

Chairperson Murdock welcomed Ms. Horswill to the meeting. Ms. Horswill gave a brief background history of the Association Heritage New Brunswick (AHNB) noting AHNB is a Provincial organization focused on conserving New Brunswick’s unique history through museums and built heritage. AHNB also works alongside the National Trust to preserve and advocate for the conservation of heritage on a national level. An AHNB membership includes membership in the National Trust for Canada at no extra cost.

Ms. Horswill described the economic, cultural, social, and environmental benefits of heritage conservation. She noted compared to new construction, refurbishing a heritage building creates twice as many local jobs, keeps more money in the local economy, and has distinct benefits for local tourism and local artisanship. Ms. Horswill highlighted the following: the renovation of heritage buildings creates local jobs, prolongs existing jobs due to required labour needs, and reduces material expenses because of adaptive reuse of materials; specialized training is required to renovate heritage buildings; heritage preservation maintains community attractiveness; in 1981 the United States of America introduced a 25% tax credit for the restoration of heritage sites and resulted in a 5:1 return on investment ratio; heritage buildings maintain their market value longer than regular homes; maintaining historic significance of buildings adds to a buyer’s affinity to purchase a property; and 37% of global tourism is related to heritage tourism.

J. Gallagher arrived at the meeting.

Ms. Horswill gave a brief description of the concept of deconstruction. She noted deconstruction allows heritage styles to be preserved by maintaining elements of heritage buildings and reusing them. Deconstruction also has less of an environmental impact than demolition by reducing landfill contributions and eliminating hazardous chemical exposure experienced in demolitions. She added heritage tourism has become more and more popular throughout the years and not just among an older demographic. Heritage tourism has social, cultural, and health benefits, acts as a strong marketing tool for communities, and promotes diversity. Ms. Horswill gave a brief summary of the roles of different levels of government with respect to heritage conservation. She noted grants are available to encourage heritage preservation. She reported that Bill C-23 was not approved however it identified the need for tax incentives for heritage preservation.

J. LeHeup inquired about who is responsible for designating a heritage building, and if an inventory of heritage buildings exists. Ms. Horswill noted a heritage building can be registered either provincially or through a municipality. She noted a catalogue of heritage buildings does not exist however it is one of the goals of AHNB.

There was general discussion with respect to the Algonquin Resort and the Shadow Lawn Inn as heritage buildings.

Ms. Horswill concluded noting the National Trust Conference 2018 will be held in Fredericton, New Brunswick on October 17-20, 2018 in association with the Canadian Association of Heritage Professionals. She invited all to attend.

7. REPORTS:

N/A

8. NEW BUSINESS:

N/A

9. OLD BUSINESS:

DPDS White advised an application is expected for 2 Grove Avenue at the next meeting.

Chairperson Murdock inquired if the agenda packages for the Board could be sent to members a week in advance to allow ample time to review applications. DPDS White advised he will investigate the request.

10. CORRESPONDENCE FOR INFORMATION:

10.1 1 December 2017 Letter from Dr. Forgie RE: 2 Hampton Road

DPDS White advised the letter from Dr. Forgie is intended to update the Board on the progress of the project. J. Gallagher inquired about the remaining items left to complete the project. DPDS White advised the applicant intends to replace the vinyl siding with wood siding and dentil work on the original building. In response to an inquiry, DPDS White advised paving the parking lot did not require Heritage Board approval.

11. DATE OF NEXT MEETING:

It was noted the next meeting is tentatively scheduled for March 21, 2018.

CARRIED.

12. ADJOURNMENT

MOVED by J. LeHeup and seconded by Counc. Mackay French the meeting be adjourned.

CARRIED.

The meeting ended at 7:45 p.m.

CHAIRPERSON

RECORDING SECRETARY

Heritage Matters

Association Heritage New Brunswick

Overall View

Why is the conservation of our heritage, and especially heritage buildings, important?

What is already being done?

How do we move forward?



- Job Creation and Labour productivity
- Local scope & Regional payoff
- Heritage Tourism
- Beneficial Market impacts

Engaging Heritage's Economic

Benefits



Driving Job Creation and Labour

Heritage Conservation impacts the creation of jobs

Posses a longer timeframe and can more easily extend into winter time

Jobs relate to a wider variety of skills which can help ensure traditional tradesmanship skills are not lost

Maintenance of neighbourhood attractiveness to provide more amenability to living there



Property Value and Impacts

Heritage Properties consistently will either gain or maintain their market value, even in the midst of a downturn

Heritage buildings are usually in well placed locations, improving viability of a safe investment

In Saint John, while the 2016 Real Estate sales increased by 14%, historic uptown Saint Johns saw sales increase by 45%

Well maintained heritage buildings generate their own demand, especially with established historic significance



communities/ Repurposing our heritage buildings

2018 March 12 Open Session FINAL 109

- “It is heritage that gives economic value, not economics that gives value to heritage”
- (HCF, 2001).
- 37% of global tourism has cultural motivations



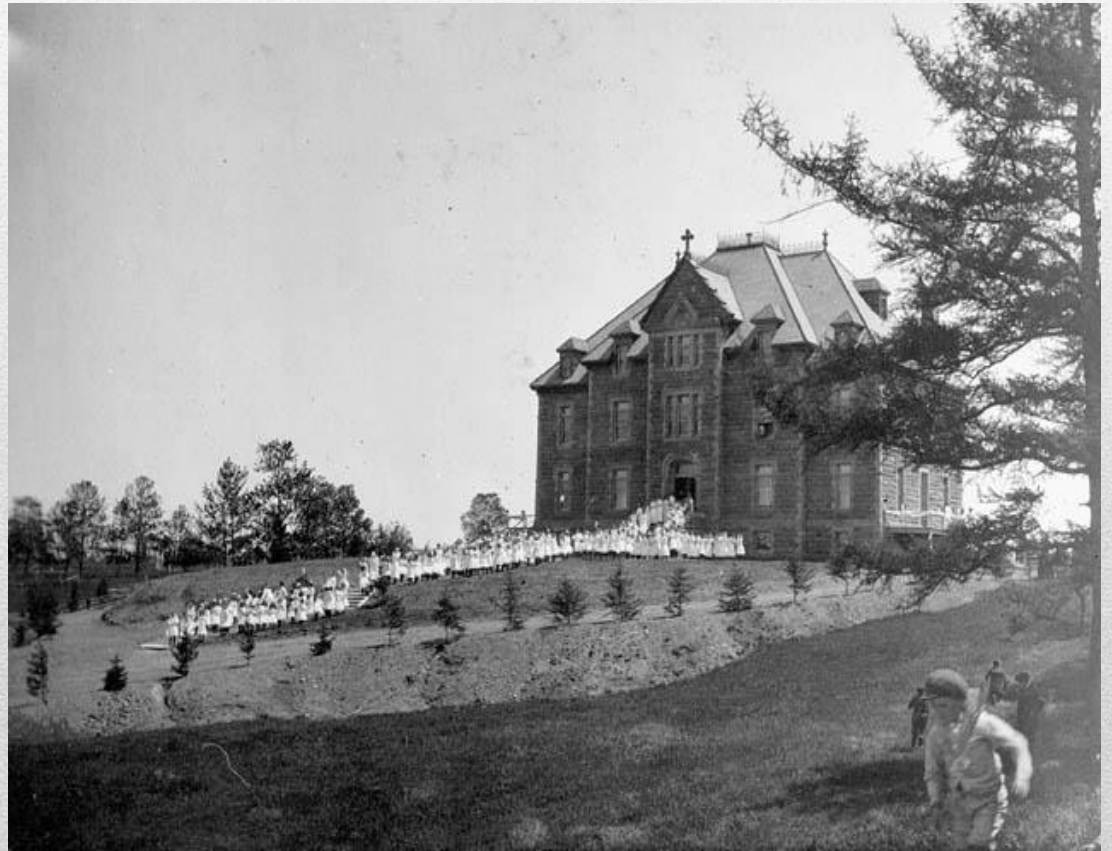
Localized Benefits

- Reports have shown that it is both more sustainable and less expensive to renovate an existing structure
 - If demolition is needed, deconstruction rather than demolition has bigger economic impacts for a local community
 - Investment in local historic places correlates to higher leverage with private investment
 - Money is staying within the local area



Maintaining our Canadian Heritage

- Heritage buildings provide a tangible link to art and iconography of a period. Establishing a centuries old link to the landscape



Impacting the Environment

- Positive-deconstruction lessens waste to landfills, energy use minimized/retained, less construction of new materials
 - Uses already available utilities, services and infrastructure maintainable onsite.
 - Many buildings were built to last and infrastructure is retained
 - Negative
-



Heritage Tourism

- Research has shown heritage tourists are a vital demographic in preserving our heritage
- Statistically, over half of all tourists who partake in cultural or entertainment activities while travelling, will visit a historic site, museum, or art gallery.
- Many tourists choose to travel for this reason alone, making it an important thing to highlight in location tourism campaigns
- Demographically, these tourists are known to spend more, stay longer, and tend to be of older age bracket.



The Social and Cultural benefits Heritage brings

- Community Engagement
- Walkable neighbourhoods
- Maintaining a sense of where you are from
- Enhances quality of life
- Retention of traditional skills
- Education
- Inclusion and Diversity
- Architectural integrity



Supporting and Encouraging Heritage Conservation in New Brunswick

- Municipal Government role
 - Heritage Review Boards
 - Implementing Heritage By-laws
- Provincial Government
 - -The Heritage Conservation Act
 - Incentives from the Province
 - -The Community Cultural Places Grant
 - -Canada Cultural Spaces Fund
 - -The Heritage Place Conservation Act
 - -The Heritage Places Property Tax Abatement



Heritage Conservation Act

- Provides provincial protections for our heritage buildings
 - The Act details who may designate something “heritage” how they can do it, and all of the laws, regulations, and stipulations surrounding this designation
 - It provides municipalities, individuals or the Minister the ability to designate a place as a historic site
 - Municipalities are afforded the right to create their own heritage review boards, of which many communities have already done so
 - This includes creating their own protections and regulations for their jurisdiction.
-



Agency of Municipalities



- The ability to create their own heritage review boards and heritage By-laws to preserve the uniqueness of their area
- Fredericton, Caraquet, Sackville, Moncton, Saint John, St. Andrews, Rothesay and Sussex have implemented review boards, and in some cases By-laws
- Further, this allows municipalities to provide their own grant structure for preserving their own built heritage
- The uniqueness of a town is showcased with its preserved buildings and streets

Improving Preservation of Our Built Heritage

- Establishment of a Heritage Advocacy Group is a great first step
- Getting approved designation
- Improve legislation- ensuring 'Heritage First' and 'Deconstruction over demolition'
- Creating Heritage Review Boards
- Improving or creating both provincial tax incentives and Municipal grant programs
- Increase of funding and the improvement of existing programs to better reflect current needs





ROTHESAY

~~2018 March 20 Open Session FINAL - 119~~
Parks and Recreation Committee Meeting
Monday, February 26, 2018
Rothesay Town Hall – Common Room
6:30 p.m.



DRAFT

PRESENT: COUNCILLOR MIRIAM WELLS
COUNCILLOR BILL McGUIRE
MARY ANN GALLAGHER
BRENDAN KILFOIL
NATHAN DAVIS
JANE MacEACHERN

TOWN MANAGER JOHN JARVIE
DIRECTOR OF RECREATION CHARLES JENSEN
RECORDING SECRETARY LIZ POMEROY

LLOYD HODGIN, THE GREAT RACE

ABSENT: MAUREEN DESMOND
CHUCK McGIBBON
KATE GOODINE
GARY MYLES
FACILITIES COORDINATOR RYAN KINCADE
RECREATION COORDINATOR ALEX HOLDER

The meeting was called to order at 6:30 p.m.

1. ELECTION OF OFFICERS

DRP Jensen called three times for nominations from the floor for Chairperson. Counc. McGuire nominated Counc. Wells as Chairperson, and J. MacEachern seconded the nomination. There being no other nominations, Counc. Wells was elected Chairperson by acclamation.

Chairperson Wells called three times for nominations from the floor for Vice Chairperson. J. MacEachern nominated Counc. McGuire as Vice Chairperson, and B. Kilfoil seconded the nomination. There being no other nominations, Counc. McGuire was elected Vice Chairperson by acclamation.

2. 2018 MEETING DATE SCHEDULE

Chairperson Wells noted the dates of the 2018 Parks and Recreation Committee meetings were included in the agenda packages. She questioned if the Committee wished to change the start time of the meetings. There was consensus to continue scheduling the meetings for 6:30 p.m.

3. CODE OF ETHICS

Chairperson Wells requested Committee members sign and return the included form to staff.

4. APPROVAL OF AGENDA:

MOVED by Counc. McGuire and seconded by J. MacEachern the agenda be approved as circulated.
CARRIED.

5. ADOPTION OF MINUTES:

5.1 Regular meeting of November 21, 2017.

MOVED by Counc. McGuire and seconded by J. MacEachern the minutes of November 21, 2017 be adopted as circulated.

CARRIED.

6. DELEGATIONS:**6.1 The Great Race 2018**

Lloyd Hodgkin

Chairperson Wells welcomed Mr. Lloyd Hodgkin and invited him to address the Committee. Mr. Hodgkin gave a brief description of the Great Race from its start 35 years ago to the upcoming event in Buffalo, New York on Saturday, June 23, 2018. He noted: the Great Race will bring 120 of the world's finest antique automobiles across 2,300 miles from Buffalo, NY to Halifax, Nova Scotia June 23rd – July 1, 2018; the race includes teams and cars from Japan, England, Germany, Canada, and the United States with vehicles dating as far back as 1916; the race is not based on speed but rather a time/speed/distance rally; the vehicles, each with a driver and navigator, are given precise instructions each day that detail every move down to the last second; they are scored at secret checkpoints along the way; each stop on the Great Race is free to the public and spectators will be able to visit with the participants and view the vehicles; cars built in 1972 and earlier are eligible; and the Great Race has stopped in hundreds of cities and towns and attracted many spectators.

Mr. Hodgkin suggested a noon stop for the race be held at the Rothesay Common on June 29, 2018. Required would be picnic tables, food, electricity, traffic control officers, washrooms, a large tent, a singer for the national anthem, American flags, a contact person, and a temporary closure of Church Avenue to allow sufficient parking for race vehicles. He noted due to the timing of the race it is expected a maximum of 60 cars will be parked along Church Avenue from roughly 1 p.m. – 4p.m. Chairperson Wells questioned if measurements were taken to ensure there is sufficient space along Church Avenue. Mr. Hodgkin noted he paced the street and determined there is adequate space; and race vehicles will angle park to ensure there is sufficient room for emergency vehicles, property owners, and individuals traveling to the post office to access the road.

Mr. Hodgkin indicated he is in contact with the local car club that has offered to supply a large tent and possibly provide meals. There was general discussion with respect to options to accommodate the request including suggestions to use St. Paul's Church, Rothesay Park School, Gondola Point Road, the Rothesay arena, or the Bill McGuire Centre for the event. Mr. Hodgkin noted public spaces such as parks are typically preferred for the event. He added host municipalities are compensated with a half page advertisement in the Hemming Motor News program. In response to an inquiry, Mr. Hodgkin noted the success of event depends on advertising which is a responsibility of the Great Race coordinators.

The Committee made the following comments: temporarily closing Church Avenue may be challenging; there is no room in the budget to assist with the \$3000 cost for meals; cooperation is required from St. Paul's Church or the School District; the local car club should be contacted to determine if there is an interest in providing a contact person for the event; and a contingency plan is needed in case a funeral occurs and requires the use of churches in the area.

The Committee suggested Mr. Hodgkin contact the local car club, the Kennebecasis Regional Police Force, and representatives from St. Paul’s Church and Rothesay Park School to discuss the logistics of the event further. Mr. Hodgkin noted he will contact the suggested organizations and apprise the Committee through DRP Jensen. It was noted the deadline to include an advertisement in the program is March 16th. Chairperson Wells commented that the request was already presented to Saint John. She questioned if preference would be given to Saint John if both municipalities agreed to the event. Mr. Hodgkin indicated since Saint John has not responded his attention is focused on other potential locations. DRP Jensen noted he will be in touch with Mr. Hodgkin to provide the Committee with an update on the progress of the event.

Chairperson Wells thanked Mr. Hodgkin, and he left the meeting.

7. REPORTS & PRESENTATIONS:

N/A

8. UNFINISHED BUSINESS

8.1 Renforth Wharf Day

DRP Jensen gave a brief history of Renforth Wharf Day and noted the event has occurred annually for the past three years. He advised the Chair of the Renforth Wharf Day Committee indicated his intention to step down from the Committee and has asked if the Town wished to take over the event. There was general discussion with respect to resources available, other events such as the Dragon Boat Festival and Canada Day, and the “shelf-life” of events. There was consensus to decline the request. It was noted the event could be reconsidered in the future. DRP Jensen noted he will contact the Chair of the Organizing Committee with respect to the request.

8.2 Community Garden in K-Park

DRP Jensen advised he spoke with the resident to discuss the matter further. The resident indicated there was some interest in the idea however the idea should be considered by a larger audience. Chairperson Wells suggested residents be polled through the Town’s social media. N. Davis suggested an acceptable number of responses be determined to ensure enough interest is expressed to warrant the initiative. DRP Jensen noted the resident indicated an interest in being the contact person for the initiative. M. Gallagher noted she will follow up with including the item in ‘Short and Sweet’ the K-Park community Facebook page. DRP Jensen noted he will follow up with the school as a possible location.

8.3 Additional signage at recreation fields

Chairperson Wells reported the item was discussed by Council and it was suggested the item return to the Committee for further discussion. Counc. McGuire suggested “hand-washing” stickers be placed on signs at recreational fields to recommend residents wash their hands after using the fields.

There was a brief discussion with respect to the geese issue. DRP Jensen will follow up with the appropriate department to discuss options. It was noted the issue does not become prominent until the fall.

9. CORRESPONDENCE FOR ACTION:

9.1 2 February 2018 Email from resident RE: Pickle ball courts

Chairperson Wells gave a brief summary of the request and expressed concern the Renforth area may not provide sufficient shelter from the wind during games. She noted it was suggested a pickle ball court be designated at the Wells Recreation Park. Counc. McGuire noted members of the Wells Recreation Park Committee indicated there is roughly \$2500 of funds that remain. He suggested the funds could be used to paint lines, construct a wind screen, and buy equipment for a pickle ball court. Chairperson Wells noted the funds could be used for pickle ball nets as well. She suggested pickle ball lines be taped onto a tennis court in Renforth for a trial period to determine overall interest before committing to a court in Wells. There was consensus to create a temporary pickle ball court in Renforth, and discuss the possibility of using excess funds to create a pickle ball court in the Wells Recreation Park.

10. NEW BUSINESS:

10.1 Parks and Recreation Update

DRP Jensen informed the Committee of the successful turnout for Winterfest despite the less than ideal weather conditions. He reported more residents responded to signing up for the Learn to Curl event at Riverside Country Club in advance rather than on the day of the event. This was the first Winterfest held at the Rothesay Common and due to its success it may be advantageous to use the Common again for the event in the future. DRP Jensen noted the popularity of the Speaker Series events can vary depending on the topics. Topics so far include: Wine Tasting, Photography, Fitness, and Moose Calling. He added attendance records indicate the Moose Calling event has been the most popular among community members.

DRP Jensen updated the Committee noting: the new trail in the Wells Recreation Park is almost complete, the application for participation in the SEED program has been submitted, and the Rothesay arena will close for the season on May 13, 2018. DRP Jensen reported a need for additional lifeguards. In response to an inquiry, DRP Jensen noted Town lifeguards are compensated comparably to the Aquatic Centre lifeguards. However, returning Town lifeguards receive a pay increase each year they return. Chairperson Wells noted Council has scaled back the arena project and is now focused on building a new arena. She encouraged Committee members to contact their MLA's and MP's to promote the need for a new arena. B. Kilfoil questioned if the field house is included in the new design. Counc. McGuire noted the new design is for a new arena within a budget of \$8 million dollars without a field house.

DRP Jensen noted the capital budget includes the replacement of a tractor that will likely come before Council in March. He added he has spoken to some residents with respect to a possible trail connection between Rothesay and Quispamsis. He noted he will apprise the Committee of the progress.

10.2 Booking of Town Public Spaces

DRP Jensen advised Town public spaces cannot be booked by individuals. He noted in the past Town staff have informed inquiring residents, as a courtesy, of events that may conflict. He further noted a misunderstanding in the past resulted two events occurring at the same time and individuals mistreating Town staff. There was general discussion. It was suggested residents be informed that Town public spaces cannot be booked, and if they choose to use the space for a formal event it is at their own discretion.

M. Gallagher inquired about the possibility of using the rink in Kennebecasis Park as a volleyball court. There was discussion with respect to grade of the area, amount of days the rink was used, and other potential areas. DRP Jensen advised he would investigate the matter further.

11. CORRESPONDENCE FOR INFORMATION:

N/A

12. DATE OF NEXT MEETING:

It was noted the next meeting is scheduled for Tuesday, March 20, 2018.

CARRIED.**13. ADJOURNMENT**

MOVED by Counc. McGuire and seconded by B. Kilfoil the meeting be adjourned.

CARRIED.

The meeting ended at 7:50 p.m.

CHAIRPERSON

RECORDING SECRETARY

ROTHESAY

PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall

Monday, March 5, 2018

5:30 p.m.



PRESENT: COLIN BOYNE, CHAIRPERSON
CRAIG PINHEY, VICECHAIRPERSON
COUNCILLOR PETER LEWIS
COUNCILLOR DON SHEA
HILARY BROCK
ELIZABETH GILLIS
ANDREW MCMACKIN

TOWN MANAGER JOHN JARVIE
TOWN CLERK MARY JANE BANKS
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
ASSISTANT DEVELOPMENT OFFICER DARCY HUDSON
TOWN PLANNER STIRLING SCORY
RECORDING SECRETARY LIZ POMEROY

ABSENT: JOHN BUCHANAN

Chairperson Boyne called the meeting to order at 5:30 p.m.

1. APPROVAL OF THE AGENDA

MOVED by Counc. Lewis and seconded by Counc. Shea to approve the agenda as circulated, with the following addition:

Item 5.1 Municipal Plan Review

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of February 5, 2018

MOVED by Counc. Lewis and seconded by C. Pinhey the Minutes of 5 February 2018 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1 2 Grove Avenue

Jeff Kitchen

OWNER:

693279 NB Ltd.

PID:

00257717

PROPOSAL:

Conditional Use (Office) + Similar or Compatible Use
(Licensed Café)

Mr. Jeff Kitchen was in attendance. DPDS White gave a brief summary of the application noting the proposal is to change the residential use of the building to 635 square feet (ground floor) of professional real estate office space and 432 square feet (ground floor plus seasonal patio) of coffee shop/café with a dining room liquor license. The property is zoned Special Area Zone [SA] which is a mixed use (residential/commercial/institution) zone that applies to the area around the Rothesay Common. He noted buildings in this zone will be reviewed for compatibility with

ROTHESAYPlanning Advisory Committee
Minutes

-2-

5 March 2018

architectural character of adjacent development and the Heritage Preservation Review Board may impose conditions on building design required to ensure compatibility. DPDS White gave a brief history of the property noting: the building was constructed in 1850 originally as a gardener's cottage for a larger estate property (26 Hampton Road); an addition was built onto the house in order to provide a kitchen; and the property once housed a store owned by Mrs. Ethel Starr. DPDS White advised the property owner has requested permission from the Heritage Preservation Review Board to undertake a major renovation of the property to replace exterior cladding including siding and trim, the installation of new windows, to change the configuration of the existing dormer windows on the second story and to remove the existing garage. He displayed renderings of the proposal and noted the applicant intends to install culverts to permit parking across the water course on the property. He added cedar shingles and wood style windows will be used for the renovations. Subject to the approval of the Heritage Preservation Review Board, staff support the proposal.

Mr. Kitchen noted he is excited to renovate the building and maintain a heritage style in the area. He commended the Town on the successful Rothesay Common project and noted the café will allow residents to further enjoy the public space.

Counc. Shea requested clarification with respect to the location of the patio. Mr. Kitchen noted the plan includes one patio located on the southwest corner of the building. In response to an inquiry, Mr. Kitchen noted the building will provide barrier free access.

C. Pinhey inquired as to what specific liquor license the applicant intended to acquire, the hours of operation, and outside music. Mr. Kitchen indicated the coffee shop/café will have a dining room liquor license similar to one acquired by the Commons Creperie, operational hours will be reasonable and not run late into the evening, and there will be no outside music. Counc. Lewis inquired about the colour of the siding. Mr. Kitchen indicated the cedar shingles will be prefinished and resemble a golden brown. H. Brock questioned if the patio will wrap around to the rear of the building. Mr. Kitchen noted the patio will be located on the front of the building and a ramp will be constructed on the rear of the building to provide accessibility.

MOVED by Counc. Lewis and seconded by E. Gillis the Planning Advisory Committee hereby approves a change of use from residential to a commercial office as a conditional (primary) use subject to the approval by the Heritage Preservation Review Board for the proposed renovations and commercial signage at 2 Grove Avenue (PID 00257717).

CARRIED.

MOVED by Counc. Lewis and seconded by C. Pinhey the Planning Advisory Committee hereby approves a licensed coffee shop/café operation as a similar and compatible (secondary) use subject to the approval by the Heritage Preservation Review Board for the proposed renovations and commercial signage at 2 Grove Avenue (PID 00257717).

CARRIED.

ROTHESAYPlanning Advisory Committee
Minutes

-4-

5 March 2018

she was unaware of the LPP requirement until after the property was surveyed. She further noted resurveying the proposed new lot to accommodate the LPP will require a significant expense. DPDS White advised if the applicant wishes to change the proposal a new plan of subdivision is required. He noted at the applicant's request the proposal can be deferred to the Committee's April meeting pending the submission of a new plan of subdivision or withdrawn and resubmitted. Mr. Soontiens noted he was informed the land must be surveyed for the application however he was not informed of the LPP requirement until after the survey was complete and the cost was incurred. He added resurveying the property to accommodate the LPP will add a significant additional expense. DPDS White advised the Committee and Council cannot make changes to a plan of subdivision; if the proposal is approved by the Committee it will go before Council as presented.

There was a lengthy discussion with respect to the layout of the LPP. Counc. Lewis questioned if the application could move forward with the change requested by the applicant since the LPP has not been surveyed. DPDS White advised if the final configuration of the proposal does not match the plan of subdivision there may be legal ramifications. He added the Committee and Council can only vote on the plan of subdivision as submitted.

There was general discussion with respect to cash in lieu of LPP, and the assessed value of the new lot. Mrs. Soontiens noted the assessed value of Lot 2018-01 (approximately 3 acres) is \$180,000. Counc. Lewis commented that the assessed value of \$180,000 for a 3 acre property in French Village is unreasonable. He noted the applicant has the option of obtaining an appraisal of the land. Town Manager Jarvie noted an appraisal may have a similar cost to resurveying the land. There was general discussion with respect to zoning, the condition of the property, and the size of the proposed LPP. DPDS White noted the area is zoned rural to prevent large scale subdivision. Since a rural zoned property requires 10 acres for a subdivision, the proposal requires variances thus staff recommended a 1 acre parcel to maintain a typical rural contribution for LPP.

Counc. Shea requested clarification with respect to the proper process to advance the application. DPDS White noted the Committee can vote on the existing proposal and if approved the application will be discussed by Council, the application can be tabled pending a new plan of subdivision, or the applicant can withdraw the application and resubmit the proposal with a revised plan of subdivision. Mrs. Soontiens requested the Committee vote on the existing application. It was noted the proposed Lot 2018-01 area was calculated in the report without the LPP thus 13,300 m² is incorrect. The correct area is 12,300 m² with a variance of 69.25%.

Chairperson Boyne called for those wishing to speak in favour or against the proposal.

Ernest Johnson, 4 Cossey Lane; Philip Webster, 1 Seaman Drive; and Margaret Winchester, 7 Seaman Drive inquired about the location of the driveway for the proposed lot, the size of buffer expected to be maintained between neighboring properties, snow removal, and the possibility of flooding due to stormwater retention. Concern was expressed constructing a driveway behind properties on Seaman Drive may reduce privacy for neighbouring properties.

ROTHESAY

Planning Advisory Committee
Minutes

5 March 2018

DPDS White advised the applicant indicated an interest in constructing a driveway off Seaman Drive if possible with an alternate access point through a right-of-way on 8 Acadia Avenue. There was a brief discussion with respect to the condition of the property, common driveways, and concern that there is insufficient space to provide proper snow removal for an additional property. Mrs. Soontiens indicated an interest in maintaining a natural vegetation buffer between the driveway and neighbouring properties. Counc. Lewis noted it is not required that property owners maintain a natural buffer; however the applicant is amenable to ensuring privacy is maintained. ADO Hudson noted stormwater concerns would be addressed when the applicant applies for a building permit.

Mrs. Winchester requested clarification with respect to whether the access road on Seaman Drive will be a driveway or a public road. Mrs. Soontiens indicated the access point will be a driveway fronting on Seaman Drive.

Counc. Shea questioned if the property size variance will impact septic tank requirements. ADO Hudson advised since the proposed new lot will be a residential property no issues are expected. He added it is the responsibility of the Department of Environment to ensure septic tank requirements are followed.

MOVED by Counc. Lewis and seconded by E. Gillis the Planning Advisory Committee grants a variance for Lot 2018-01 being a lot with 20.3 meters of public road frontage from the subdivision of 8 Acadia Avenue (PID 00232448).

NAY vote recorded from Counc. Shea.

CARRIED.

MOVED by Counc. Lewis and seconded by E. Gillis the Planning Advisory Committee grants a variance for Lot 2018-01 being a lot with a total area of 12,300 m² from the subdivision of 8 Acadia Avenue (PID 00232448).

NAY vote recorded from Counc. Shea.

CARRIED.

MOVED by Counc. Lewis and seconded by C. Pinhey the Planning Advisory Committee recommends Council give assent to the land for public purposes, as shown in Tentative Plan T-0685, prepared by Kierstead Quigley and Roberts Ltd. dated February 26, 2018.

CARRIED.

DPDS White noted the application will go before Council at its regular March meeting. Mrs. Winchester inquired as to how many residential buildings are expected to be constructed on the new lot. Mrs. Soontiens indicated one residential building will be constructed.

3.3	5 Maple Crescent	Jane Conrad
	OWNER:	Jane Conrad
	PID:	30022826
	PROPOSAL:	Home Occupation (Hair Salon)

ROTHESAY

Planning Advisory Committee
Minutes

5 March 2018

Ms. Conrad was in attendance. ADO Hudson gave a brief summary of the application highlighting the following from the staff report:

Home Occupation Standards Section 5.3 Zoning By-law 2-10	Staff Analysis/Comment
Not more than 1 person is engaged in all home occupations operating on the premises other than members of the family residing in the dwelling unit	The owner of the property is the sole employee.
No part of any home occupation is located in accessory buildings or structures	The proposed business will be located within a spare room in the front of the proposed home.
All equipment or material is kept exclusively in the dwelling unit	The business requires only office equipment and hair styling tools, and a small amount of storage is available and is fully located within the small storage room in the proposed dwelling.
The floor area devoted to home occupations does not exceed the greater of 20% of the dwelling unit floor area, or 40 m ² .	The proposed office space will occupy 31.59m ² in area and approximately 3.3m ² for product storage.
No separate street-side entrance for the exclusive use of the home occupation shall be permitted.	There is no separate side-street entrance for the use of the home occupation.
No change in the exterior appearance of the dwelling unit or other visible evidence of the conduct of the home occupation.	The lot is currently vacant. The design of the proposed house indicates no visible evidence of a home occupation.
A home occupation shall not create noise, dust, heat, smoke, odor, vibration, electrical interference, glare, light or radio or television transmission interference that exceeds levels normally associated with single-family dwellings. The production, dumping or storage of combustible, toxic or other hazardous substances shall be expressly prohibited on the site of the home occupation.	The nature of the business is a Hair Salon; nuisance factors are not anticipated with this type of business.
In order not to increase traffic in residential areas, a home occupation shall not: <ul style="list-style-type: none"> - generate more than 12 round-trip vehicular trips per day, - attract business-related vehicular and pedestrian visits between the hours of 8:00 P.M. and 8:00 A.M - result in parking in the public right of way 	The proposed business will operate during normal daytime business hours (5 days a week). The amount of proposed client visitation to the residence is both infrequent and negligible.
No commercial vehicle or equipment and no vehicle bearing a sign with respect to the home occupation shall be parked in the front or flankage yard.	No commercial vehicle with or without signage is proposed.
One off-street parking space is provided for the purposes of the home occupation.	The applicant's proposed home would have sufficient space to accommodate her customers without the need of using on street parking.

Counc. Shea inquired about the accessibility of the building. DPDS White advised the building code requirements will be discussed when the applicant applies for a building permit. Ms. Conrad noted she has a salon in her current residence and she was not informed of accessibility requirements prior to operating her existing business. Counc. Shea questioned if the matter should be discussed further. DPDS White advised the Committee does not have jurisdiction over building code requirements. He added in response to concerns regarding water consumption, staff recommend a well pump test be undertaken to determine if there is an adequate volume of water to accommodate the residence and salon. In response to an inquiry, Ms. Conrad noted there will be only one chair in the salon.

Chairperson Boyne called for those wishing to speak in favour or against the proposal.

ROTHESAY

Planning Advisory Committee
Minutes

5 March 2018

Thomas Walsh, 184 Gondola Point Road, expressed the following three concerns: 1. the water table in the area may not be sufficient to accommodate the residence and salon as well as other planned developments on Kirkpatrick Road; 2. the increase in traffic may be greater than expected if walk-ins are welcome and hair products are sold; and 3. additional traffic is likely to increase safety concerns for children and pedestrians in the area. He added if there is an increase in traffic it is expected customers will park on the street.

ADO Hudson advised water consumption issues will be addressed by the 24 hour well pump test. If there is an inadequate volume of water available the results will be shared with the Department of Environment and the appropriate actions will be taken.

There was general discussion with respect to traffic concerns. Ms. Conrad noted she does not anticipate more than two additional vehicles during a single appointment. Mr. Walsh questioned if there are plans in the future to install sidewalks on Maple Crescent to mitigate safety concerns. Town Manager Jarvie advised there are no plans for sidewalks in the area at this time. Counc. Lewis commented that there are multiple home businesses in the French Village area and he is not aware of any issues or traffic concerns. There was general discussion with respect to the anticipated number of customers throughout the day.

John Clack, 3 Maple Crescent, inquired about stormwater management. ADO Hudson advised the matter would be discussed during the building permit application process.

MOVED by C. Pinhey and seconded by E. Gillis the Planning Advisory Committee grants approval to operate a hair salon as a home occupation in the proposed residential dwelling to be constructed at 5 Maple Crescent (PID 30022826) subject to Section 5.3 of By-law 2-10 Home Occupation Requirements and the following condition:

- a. The property owner shall supply a copy, to the Development Officer, of the Well Driller’s Pump Test Report which indicates that there is sufficient water for a single family home and a hair salon and that the wells of neighbouring properties will not be adversely impacted.

ON THE QUESTION:

Counc. Lewis recommended the applicant drill and test the well before the house is constructed. Counc. Shea inquired if the Well Driller can provide assurances that neighboring properties will not be adversely impacted. DPDS White advised the Well Driller will provide his professional opinion on the matter.

CARRIED.

4. OLD BUSINESS

TABLED ITEMS (Tabled February 5, 2018) – no action at this time

4.1 1 Lot Subdivision - 20 Goldie Court (PID 30018964)

4.2 1 Lot Subdivision & Cash in Lieu of Public Purposes – 3188 Rothesay Road (PID

ROTHESAYPlanning Advisory Committee
Minutes

-8-

5 March 2018

30218655 & 30183644)

4.3 Subdivision Approval - 7 Lots off Appleby Drive (PID 30175467)

5. CORRESPONDENCE FOR INFORMATION**5.1 Municipal Plan Review**

DPDS White gave a brief presentation with respect to the Municipal Plan Review. He highlighted the following:

- The Municipal Plan must be reviewed every 10 years and completed within 36 months.
- The review is used to determine the effectiveness of the Municipal Plan.
- The review will provide opportunities to address common issues that arise such as home occupations etc.
- The Municipal Plan is used for long-term planning for the development of the community.
- The Zoning By-law vs. the Municipal Plan.
- A description of the Future Land Use Map.
- Different zones in Rothesay, the majority of properties being residential (82%).
- The Secondary Plan.
- Policy development.
- Opportunities for public input on the Municipal Plan – upcoming workshops to be held at the Bradley Lake Community Centre, the Fairvale Outing Association, the Community Room at Superstore, the Riverside Country Club, and the Bill McGuire Centre.
- A background report will be prepared summarizing demographics, population projections, economy etc.
- CoUrbanize website platform used as a tool to encourage public feedback.
- Staff will update the Committee on the progress of the Municipal Plan review.

DPDS White distributed copies of the first 30 pages of the Municipal Plan for the Committee to review and provide feedback. C. Pinhey inquired as to the expected completion date of the review. DPDS White advised it is expected the review will be completed in 24 months. H. Brock commented that she understood the completion date was in six months. DPDS White advised six months is the anticipated completion date for the Secondary Plan.

6. DATE OF NEXT MEETING(S)

The next meeting will be held on **TUESDAY, April 3, 2018.**

7. ADJOURNMENT

MOVED by A. McMackin and seconded by Counc. Lewis the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:10 p.m.

CHAIRPERSON_____
RECORDING SECRETARY



2018 March 12 Open Session FINAL_132
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary, Planning Advisory Committee
DATE : March 6, 2018
RE : Motions Passed at March 5, 2018 Meeting

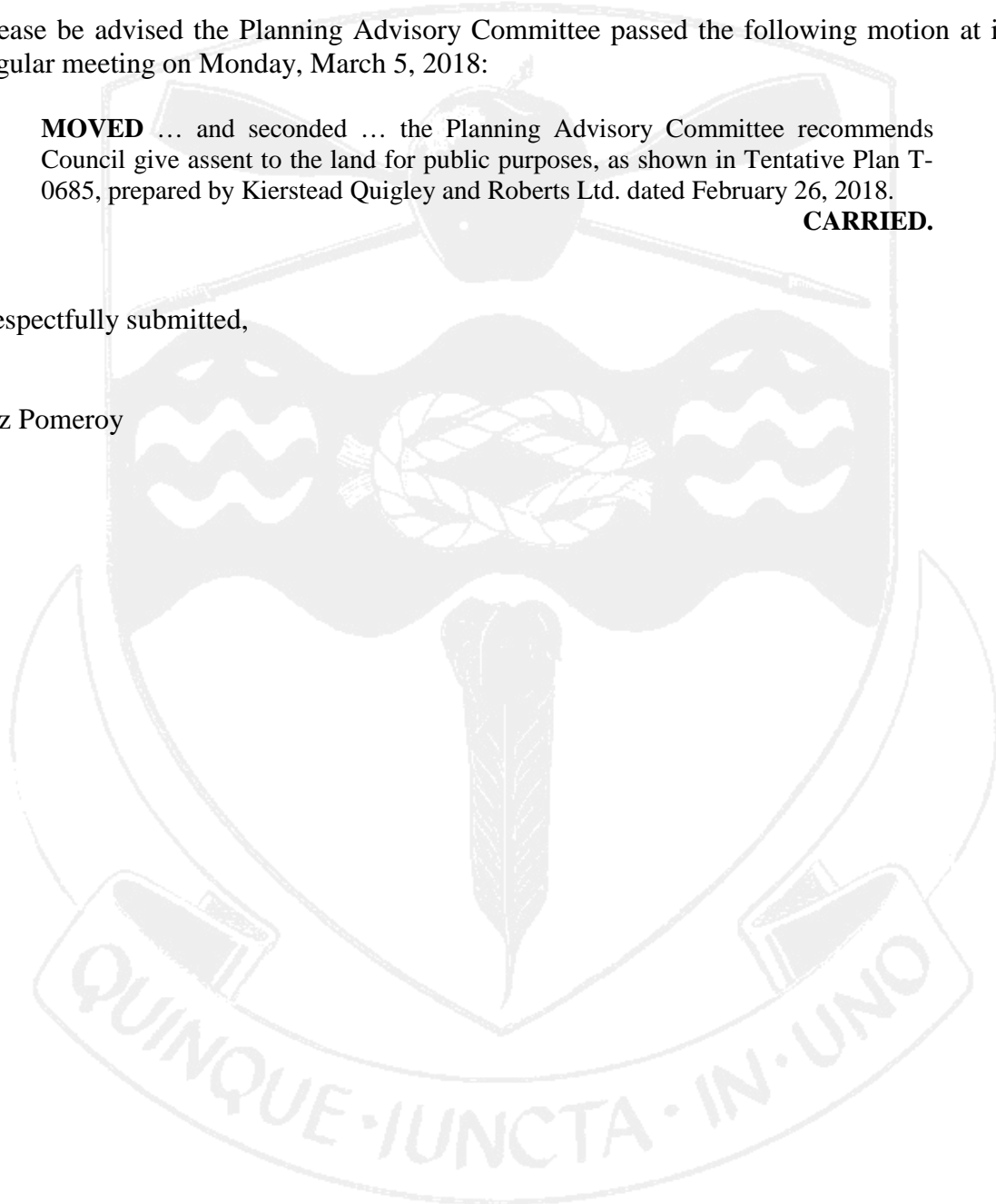
Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, March 5, 2018:

MOVED ... and seconded ... the Planning Advisory Committee recommends Council give assent to the land for public purposes, as shown in Tentative Plan T-0685, prepared by Kierstead Quigley and Roberts Ltd. dated February 26, 2018.

CARRIED.

Respectfully submitted,

Liz Pomeroy





To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, Director of Planning & Development Services
Date: Thursday, March 01, 2018
Subject: 1 Lot Subdivision – 8 Acadia Avenue (PID 00232884) Lot Variances and LPP

Applicant:	Samantha Sootiens	Property Owner:	Andrew & Samantha Sootiens
Mailing Address:	8 Acadia Avenue Rothesay, NB E2S 1A1	Mailing Address:	8 Acadia Avenue Rothesay, NB E2S 1A1
Property Location:	8 Acadia	PID:	00232884
Plan Designation:	Low Density	Zone:	Rural Zone (RU)
Application For:	1 Lot Subdivision with Variance and Land for Public Purposes		
Input from Other Sources:	Director of Recreation Services, Director of Operations		

Origin:

Ms. Samantha Sootiens is applying to subdivide a portion of her property at 8 Acadia Avenue (PID#00232884) to allow for 1 (one) new single detached home on the proposed subdivided lot.

Background:

8 Acadia Avenue (PID 00232448) is a single property that is 91,690.87 m² (22.65 acres) zoned Rural – [RU] (see Attachment A and Attachment B). The proposal to subdivide would create 1 (one) new lot; Lot 2018 – 1, with frontage on Seaman Drive (See Attachment C). The applicant is also proposing a road right of way on the existing driveway from 8 Acadia Avenue for the benefit of the proposed new lot. Accordingly, the new lot will have frontage on Seaman Drive and access across the existing driveway to Acadia Avenue via a right of way.

Staff reviewed the Tentative Plan Drawing (see Attachment C) submitted by Kierstead Quigley and Roberts Ltd. on behalf of Ms. Sootiens and have found that the proposed subdivided lot does not meet all the requirements for a single family residential home in the Rural zone.

Analysis:

Staff reviewed the minimum lot dimensions for both properties, PID 00232448 and Lot 2018 – 1 and found the following:

RU Zone Lot Dimensions	PID 00232448 Existing House and Lot	Lot 2018 – 1 New Vacant Lot
Minimum Lot Area: 40,000 m ²	Proposed new lot size 78,390.87 m ²	Proposed Lot Area 13,300 m ² Variance of 66.75%
Minimum Lot Frontage: 100 m	Acadia Avenue Frontage 18 m (no change)	Seaman Drive Frontage 20.3 M Variance of 79.7%
Minimum Lot Depth: 40 m	Side Yard lengths Greater than 100m	Side yard length is greater than 100 m

Staff are aware that Lot 2018 -1 does not meet the 40000 square meter minimum lot area and lot frontage requirements; however, Staff believe that the proposed subdivision substantially conforms to the Municipal Plan. The RU Zone was created to permit the use of agriculture, forestry and informal recreational uses, as well as single-family housing; the diversity of intended uses was a determining factor in permitting the minimum lot size for this zone. The rural designation of the property intends that the lot be subdivided in manner that would only yield two lots from the 20 acre parcel. In this manner Staff believe the application to create Lot 2018-1, is reasonable as it achieves the plan goal of maintaining a rural low density land use pattern.

An analysis of the site topography¹ points to limited development potential beyond the proposed second lot as a majority of the rear portion of the property has very steep grade of land. (see Attachment D). The proposed subdivision application maximizes the potential use of available developable land, and does so without compromising the municipal plan objectives.

Staff analyzed the housing types in the area and note that all of the homes are single-family detached residences. An analysis of the area by staff also found that the zoning types permitted in the area are a mix of R1C and RU Zoned lots. The difference in zoning provides a mix of housing options for residents in the community and the larger RU zone lots affords the possibility of having a home on a larger sized lot. These larger rural estate lots are desirable for families and achieve the goal of limiting growth in areas of the Town where growth is not desirable.

Staff are also aware that the subject property lies within the Carpenter Pond Watershed (see Attachment E). The Town's Municipal Plan identifies the need to protect this area and to maintain the existing rural density. Furthermore, Section 3.3 of the Municipal Plan states that development within the watershed must be at a distance of 75 meters or greater from any watercourse within the watershed. The statement within the Municipal Plan is supported by Section 5.12.5 (a) of the Zoning By-Law which states there will be no development within the watershed if it is in contravention of the applicable Provincial regulations. Staff did a review of the applicable Provincial watershed guidelines and confirmed that the subject property is located in Zone C of the Watershed Protection Program (see Attachment E). Under Zone C of the Provincial Watershed Protection Program it is permissible to "*Construct, use, maintain, renovate, make additions to or rebuild a single-family or multiple-family dwelling and any accessory buildings and structure;*".

Land for Public Purposes

Section 75 (1)(f) of the Community Planning Act gives Council the discretionary authority to request, as a condition of the approval of a subdivision, that land be set aside as Land for Public Purposes (LPP). The amount of land for LPP is 10 (ten) percent of the area of new lot being created. Despite the request for a variance that would create a smaller lot than permitted in the by-law, the proposed LPP represent the full 10% amount that would be granted on a full sized lot without a variance. Accordingly the applicant, Ms. Sootiens, is requesting that Council consider accepting land for public purpose in the amount of 4147 square meters which represents an equivalent amount of land (1 acre) being 10% of the required 40000 square meter (10 acres) lot size.

Polling

Polling was conducted as per the standard procedure. Letters were mailed to residents on February 23rd, 2018 for the subdivision application request by Ms. Sootiens. As of February 28th, 2018 staff have received a concern over the proposed subdivision. The concern expressed was over the impact the subdivision and the potential impact development would have on the neighbouring properties and the quality of the neighbourhood.

Conclusion:

Staff are supportive of the application and believe the variance for subdivision is reasonable and furthermore, that the impact of this one lot subdivision will have minimal impact on neighbouring properties.

¹ Topography meaning the mapping of relief or terrain, the three-dimensional quality of the land surface, and the identification of specific landforms such as hills, steep slopes, valleys, ravines, etc..

Recommendation:

Staff recommended THAT the Planning Advisory Committee consider the following Motions:

- A. Rothesay Planning Advisory Committee Hereby Grants a variance for Lot 2018 -1 being a lot with 20.3 m of public road frontage from the subdivision of 8 Acadia Avenue (PID 00232448).
- B. Rothesay Planning Advisory Committee Hereby Grants a variance for Lot 2018 – 1 being a lot with a total area of 13,300 m² from the subdivision of 8 Acadia Avenue (PID 00232448); and
- C. Rothesay Planning Advisory Committee Hereby recommends Council give Assent to the Land for Public Purposes, as shown in Tentative Plan T-0685, prepared by Kierstead Quigley and Roberts Ltd. dated February 26, 2018.



Report Prepared by: Stirling D. T. Scory, MPlan

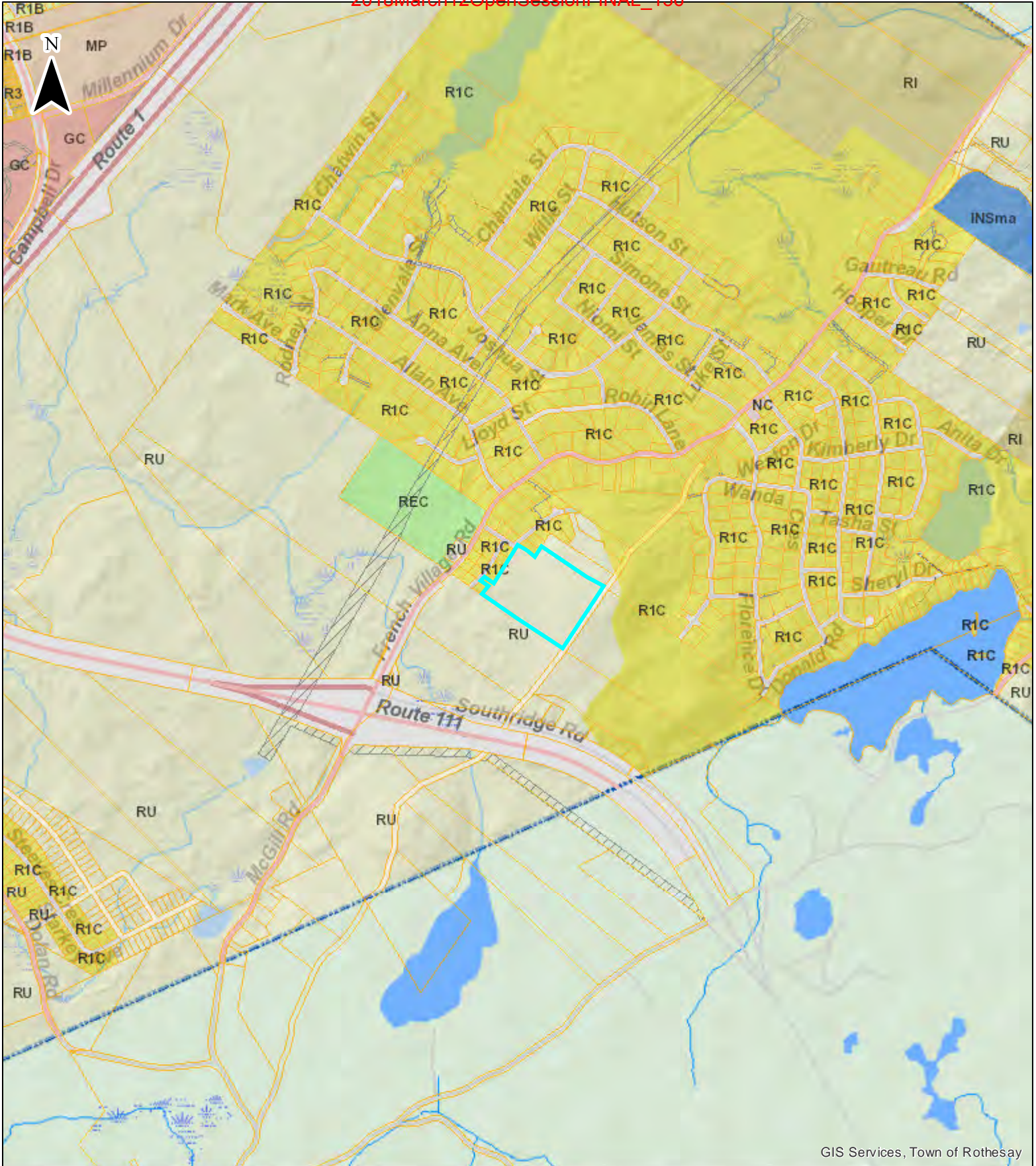
Date: Thursday, March 01, 2018

Attachments:

- | | |
|--------------|--------------------------------|
| Map 1 | Site Context |
| Map 2 | Image 1 – Site Overview |
| Attachment A | Tentative Plan of Subdivision |
| Attachment B | Contour Map |
| Attachment C | Watershed Map |
| Attachment D | Polling Results Public Comment |

Map 1 - Site Context

2018March12OpenSessionFINAL_136



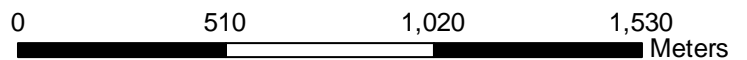
GIS Services, Town of Rothesay



Author: GIS Services

Date: 2/23/2018

Time: 10:50:34 AM



* Note - This product is for informational purposes only and has not been prepared for, nor is suitable for legal, engineering, or surveying purposes

Map 1 - Site Context

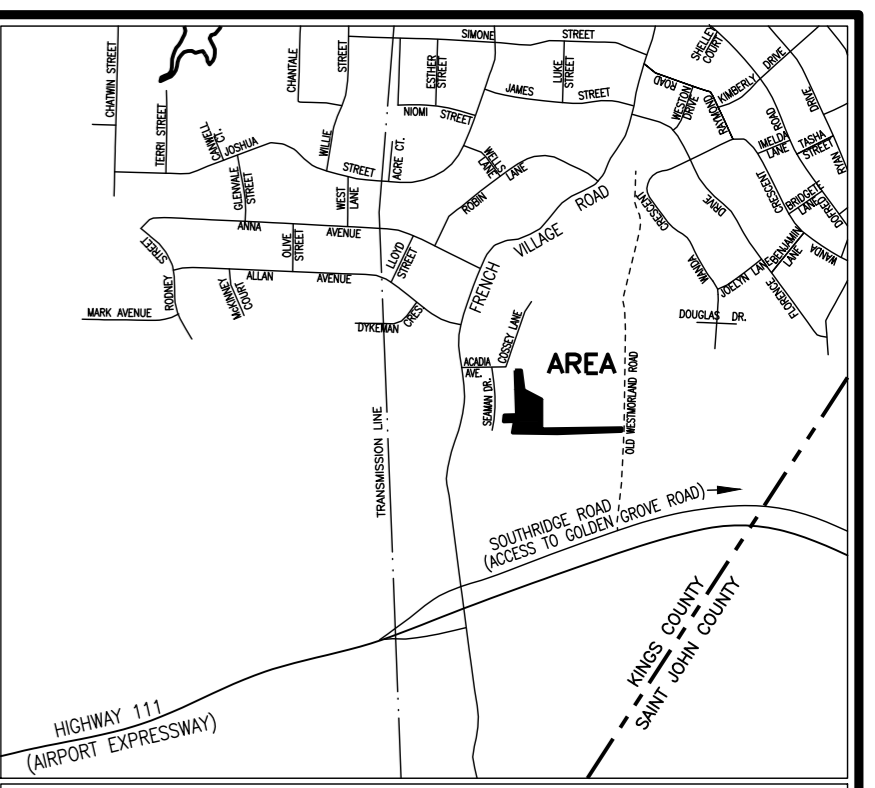
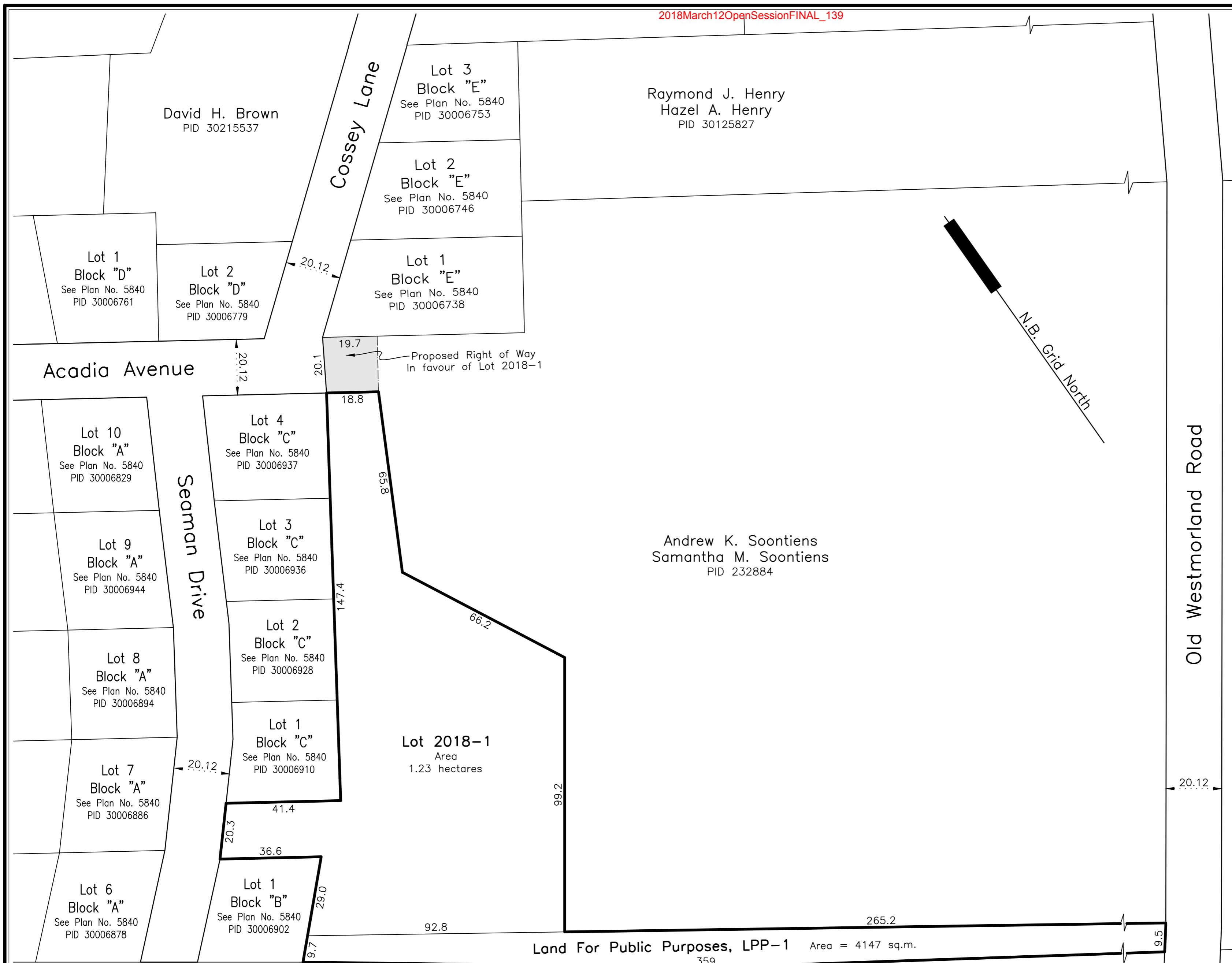
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Image 1 - Site overview

2018March12OpenSessionFINAL_138





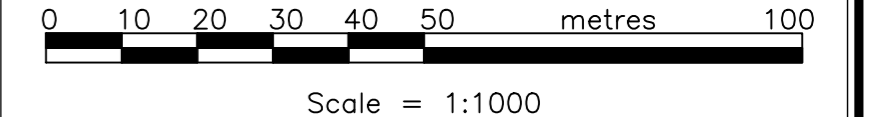
Key Plan
Scale = 1:25,000

LEGEND:
 ● SMF – Standard survey marker found
 ⊙ SMS – Standard survey marker set
 ● RIBF – Round iron bar found
 ■ IBF – Square iron bar found
 ○ IPF – Iron pipe found
 ⊙ CALC – Calculated point
 ▲ NBCM – N.B. Co-ordinate Monument
 sq.m. – Square metres
 A – Arc R – Radius
 Rad.Pt. – Radius point
 ⊕ – Centreline
 — Line not to scale
 —x— Fence
 PID – Parcel identifier number
 Adj – Adjusted network
 (100) – Tabulated co-ordinate reference
 A.N.B.L.S. – Association of N.B. Land Surveyors

NOTES:
 1. Distances are in METRES.
 2. Lands dealt with by this plan are bounded thus
 3. Peripheral information and adjacent names were derived from various sources and should be verified.
 4. All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
 5. This plan is for conceptual purposes only. Final dimensions, areas and location of property lines may vary slightly following field survey and lot calculations.

PURPOSE OF PLAN:
 ♦ To create Lot 2018-1.
 ♦ To create a Right of Way in favour of Lot 2018-1.
 ♦ To create Land For Public Purposes, LPP-1 to be conveyed to the Town of Rothesay.

Tentative Plan
Soontiens Subdivision
Lot 2018-1
 Town of Rothesay
 Kings County, N.B.



KIERSTEAD QUIGLEY
and ROBERTS Ltd.
 Saint John, New Brunswick

Dated: February 26, 2018
 Job No. 18-0003

Dwg. No. T-0685

From: [REDACTED]
To: [REDACTED]
Subject: 1 Lot Subdivision at 8 Acadia Lane (PID 00232884)
Date: 01 March 2018 11:53:59 AM

Hello Mr. Brian White,

I wanted to follow up a phone conversation you had this morning with my wife, [REDACTED] [REDACTED] regarding the proposed subdivision of property off Seaman Drive at 8 Acadia by Ms. Samantha Soontiens. We reside at 1 Seaman Drive; Lot 4 Block C on the plan map. We wanted to follow up the phone conversation to confirm we are opposed to the request for this variance.

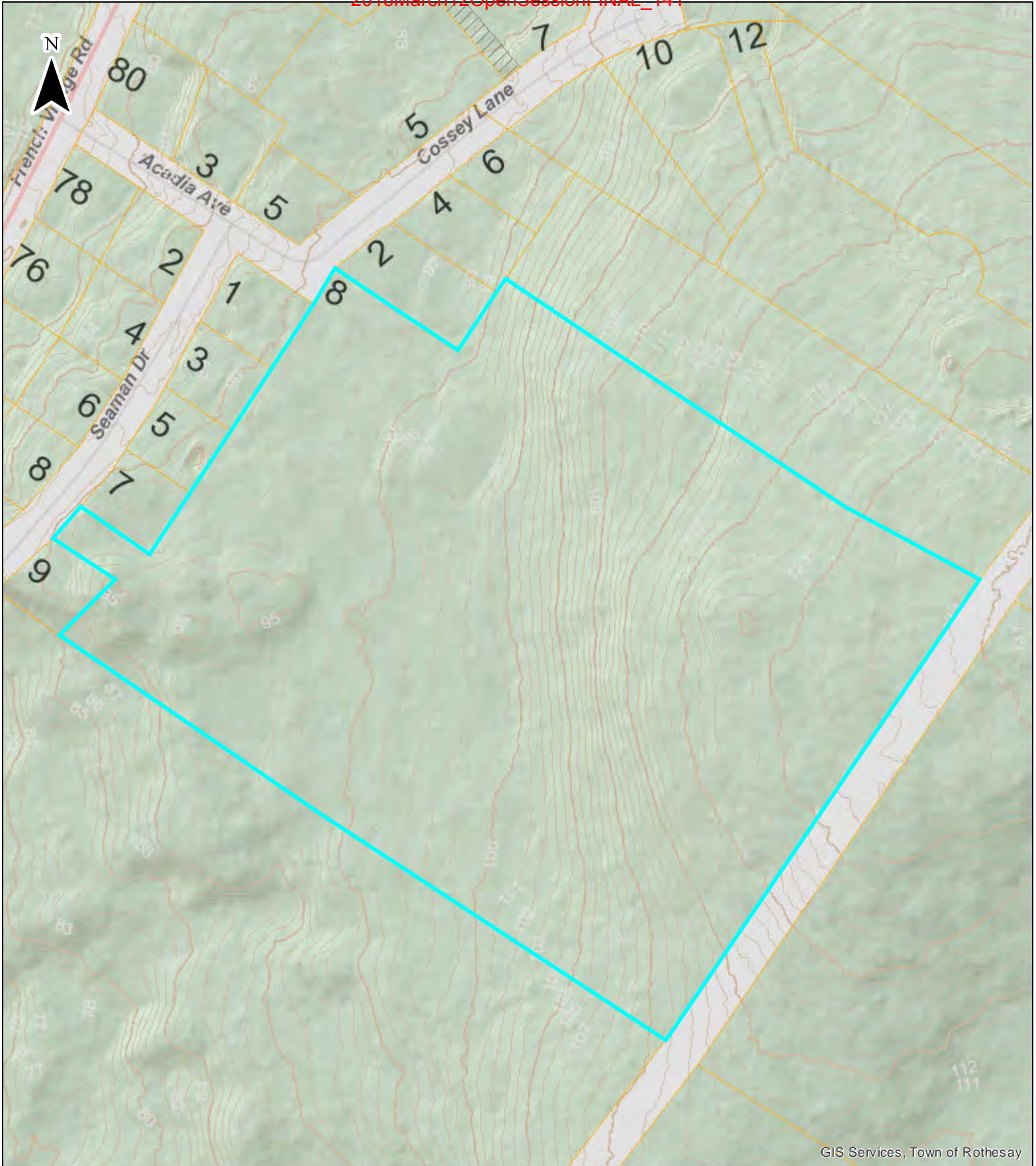
During the phone conversation you indicated that the area behind our property would be for a drive way but we have concerns that this drive way or any other type of road potential to access this lot may have a negative impact on our property. This proposal could potentially set our property up with a road of some form on three sides of our home. As well we have concerns about how the removal of tress and other natural organic material will impact the water run off along the back of our property. Over the past couple of years the runoff from the current driveway to 8 Acadia has lead to water eroding away the end of our driveway which at times has formed ruts or cuts between the roadway and our driveway. We also believe, based on the drawing on the map, what appears to be 2 access points to this proposed property that if this variance is approved could open up to additional future subdivision of the land. It is my understand that the previous property owner had attempted in the past to subdivide this land but was required to have multiple access points to the potential subdivided lots.

We understand there will be a Planning Advisory Committee meeting on Monday Mar. 5th, 2018 which we are planning to attend in person. We would be happy to discuss our concerns and objection to the proposed variance and subdivision of the property in person at this meeting. Please let me know if you have any questions or require additional information.

Sincerely,
Phillip Webster

Map 3 - Contour Map (5 m)

2018March12OpenSessionFINAL_141



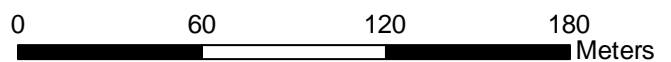
GIS Services, Town of Rothesay



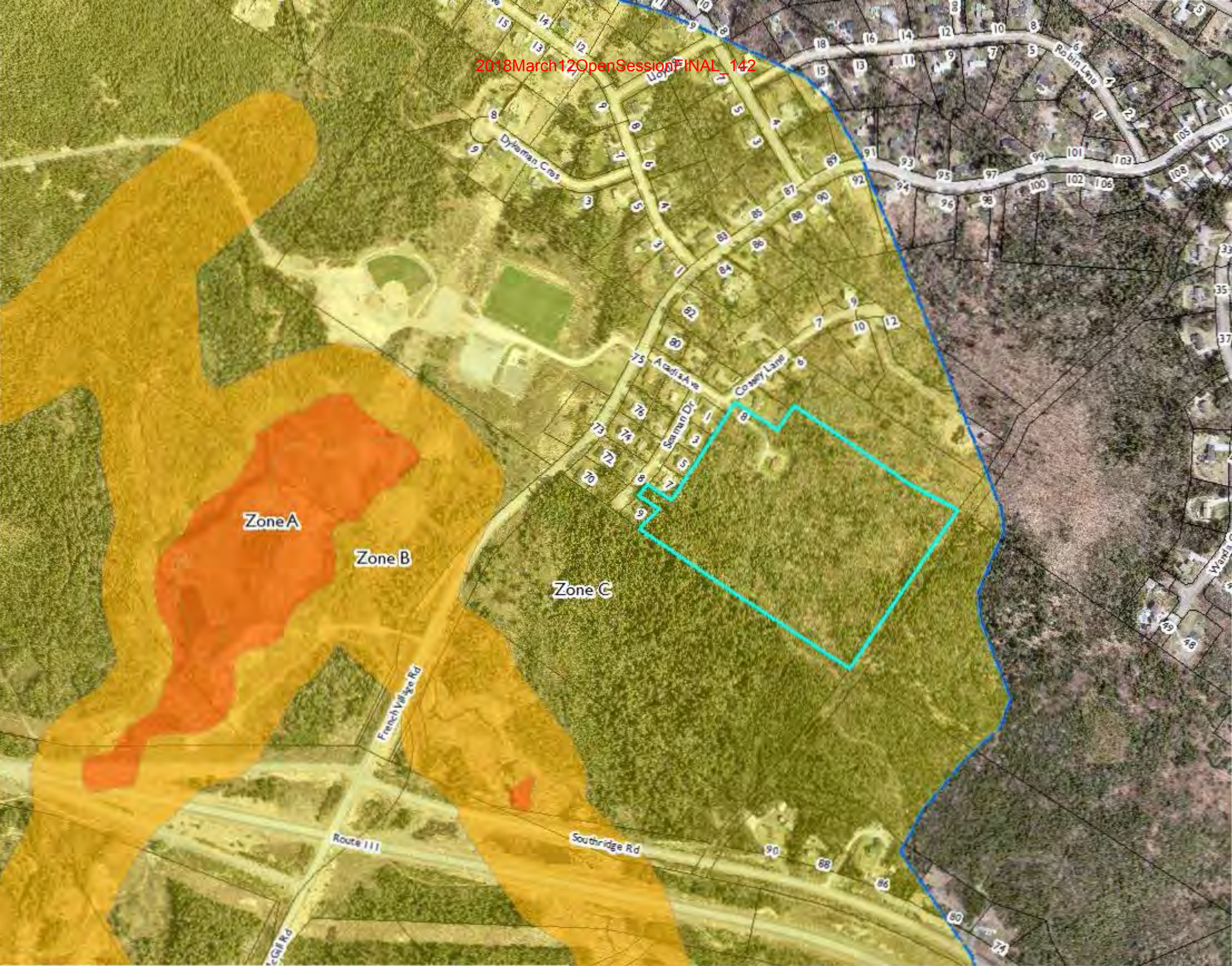
Author: GIS Services

Date: 2/23/2018

Time: 11:10:35 AM



* Note - This product is for informational purposes only and has not been prepared for, nor is suitable for legal, engineering, or surveying purposes



Zone A

Zone B

Zone C

French Village Rd

Route 111

Southridge Rd

Dyleman Crs

Acadia Ave

Conroy Lane

Robin Lane

Lloyd

Waverly



2018March12OpenSessionFINAL_143

BUILDING PERMIT REPORT

2/1/2018 to 2/28/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
02/08/2018	BP2018-00003	8 ARTHUR AVE	ELECTRICAL UPGRADE	\$1,600.00	\$20.00
02/01/2018	BP2018-00005	29 HIGHLAND AVE	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
02/01/2018	BP2018-00006	6 SALMON CRES	WINDOWS	\$2,900.00	\$21.75
02/15/2018	BP2018-00008	115 CAMPBELL DR	INTERIOR RENOVATIONS - COMMERCIAL	\$181,000.00	\$1,312.25
02/27/2018	BP2018-00009	23 MAPLECREST DR	ELECTRICAL UPGRADE	\$2,550.00	\$21.75
Totals:				\$189,050.00	\$1,395.75
Summary for 2018 to Date:				\$373,450.00	\$2,779.00

2017 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$216,569.89	\$1,615.25
Summary to Date:	\$541,769.89	\$3,997.00



ROTHESAY



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 8 March 2018
 RE : Capital Project – Status Report

The following is a list of 2018 capital projects and the current status of each along with continuing projects from 2016 and 2017.

	PROJECT	BUDGET	\$ TO 31/01/18*	COMMENTS
2016 Projects Carried	Wastewater Collection Upgrade (broken down below)	\$7.5M		Three of three tenders awarded by Council, pumps delivered, pump stations at KPark, Renforth and Tennis Court complete awaiting full commissioning.
	• WWTF Phase 1 – Forcemain	2,000,000	95%	complete
	• WWTF Phase 1 – lift stations (3)	1,600,000	85%	Work underway KPark and Renforth complete, Tennis Court on hold for commissioning of East-Riverside (9/03/18)
	• WWTF Phase 1 – lift stations (2)	3,400,00	75%	Work Underway – both buildings under construction.
	Secondary Plan – Hillside area	52,000	31%	Concepts being developed;
	Water Plant Aux Building	200,000	125%	Total will exceed original budget.
2017	General Specification for Contracts	40,000	40%	draft document under review by staff
	KVFD Capital	78,500	60%	To be claimed when purchase completed
	Technology	55,000	33%	Copier installed, website redesign complete
	Water supply development	150,000	67%	Funds reallocated to Infiltration study
	2018 Resurfacing Design	60,000	67%	Contract awarded, pipe report complete, tender issued
	Designated Highways	475,000	-	Funding request pending inc \$75,000 Town utility work
	WWTP Phase II design	1.4M ¹	-	Funding application submitted
	Fields & Trails	40,000	-	Wells rustic trails
	Water supply	300,000	-	Membrane replacement on Agenda & source development
	Hillsview/Shadow Hill Court water	450,000	-	Water main replacement
	Iona/Erisky upgrade	680,000	-	Replace sanitary, new sidewalk/drainage, contract signed, work to begin in March
	2018 street resurfacing	1.79M	-	Inc. new bulb ay Sunset Ln & Strong Crt, micro-surfacing
	Brock Court drainage study	20,000	-	Report on Agenda
	SCADA upgrade	35,000	-	New technology based on internet – in progress
	Fox Farm Rd retaining wall	125,000	-	Inc new railing
	Clark/Gondola Pt Rd intersection	90,000	-	Adjustments to grades
	2019 Resurfacing design	60,000	-	
	Town Hall repairs	47,000	-	
	Salt shed repairs	40,000	-	
	IT upgrades	90,000	-	
Fleet Replacement	620,000	-	Sidewalk plow \$190,000 & Backhoe \$200,000 - ordered; ¾T plow truck & tractor on Agenda; 1T plow truck: later	
Trail link R/Q	100,000	-	Partial estimate	
Trail & sidewalk connector Wells	1,050,000	-	Subject to grants	
Protective Services	81,500	-	KVFD	

* Funds paid to this date.

¹ Subject to Build Canada funding



TOWN OF ROTHESAY

COMMON COUNCIL

Application for a street closure for a special event

Event; Great Race Lunch Stop

A vintage car race of 120 vehicles ranging in years from 1915 to 1972.

The race begins in Buffalo NY on June 23 and finishes in Halifax NS on July 1 covering a distance of 2300 miles primarily on secondary roads.

This is the premiere vintage car race in the world, in 2017 there were 7 teams from Japan, 1 from Germany, 1 from England and 2 from Canada

Additional information is attached

Location; Church Avenue on Rothesay Common

The closure will not restrict access to the Post Office or to private residences.

There will be an on street parking ban.

A passage for emergency vehicle through traffic will be kept open.

Cars will begin arriving about 1 PM at 1 minute intervals.

Each car will remain for about 45 minutes so there will be less than 50 cars parked at any time.

Cars will be angle parked backed into the curb on the Commons side of Church Avenue.

Date; Friday, June 29, 2018

Time; 10 AM until 5PM

Site setup;

A 110 volt Electrical supply will be needed near the east end of Church Avenue for a sound system and a 4x4x16 foot advertising inflatable.

A souvenir kiosk will be setup on the Commons adjacent to the parked cars.

If there is inclement weather a food tent will be set up.

There are 4 picnic tables in the area, at least 6 more will be necessary.

Access to washrooms.

Great Race will remove all waste generated by us.



2017

HEMMINGS MOTOR NEWS

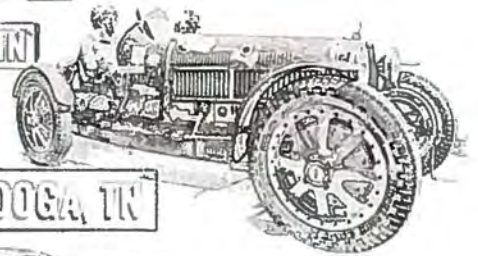
GREAT RACE



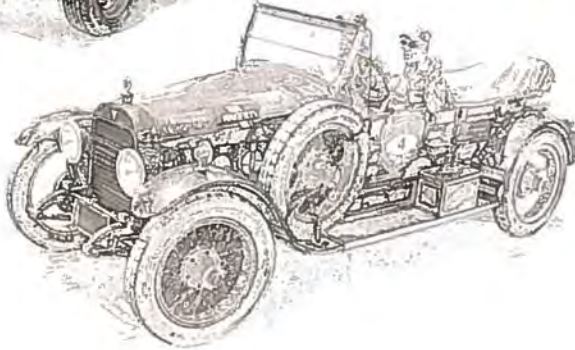
JACKSONVILLE, FL TO TRAVERSE CITY, MI

RALLY ALONG THE DIXIE HIGHWAY

PRESENTED BY HAGERTY



CHATTANOOGA, TN



JUNE 24

JULY 2, 2017

JACKSONVILLE, FL



PROGRAM

2018
HEMMINGS MOTOR NEWS
GREAT RACE
BUFFALO, NY TO HALIFAX, NS
NEW ENGLAND, NEW BRUNSWICK, PRINCE EDWARD ISLAND AND NOVA SCOTIA
PRESENTED BY
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#1
VINTAGE RALLY!



WATCH GREAT RACE ON VELOCITY!
WATCH THE 2017 GREAT RACE ON THE DIXIE HIGHWAY, NOVEMBER 11



JUNE 23 - JULY 1, 2018
A TIME-SPEED-ENDURANCE RALLY FOR VINTAGE CARS, 1972 & OLDER
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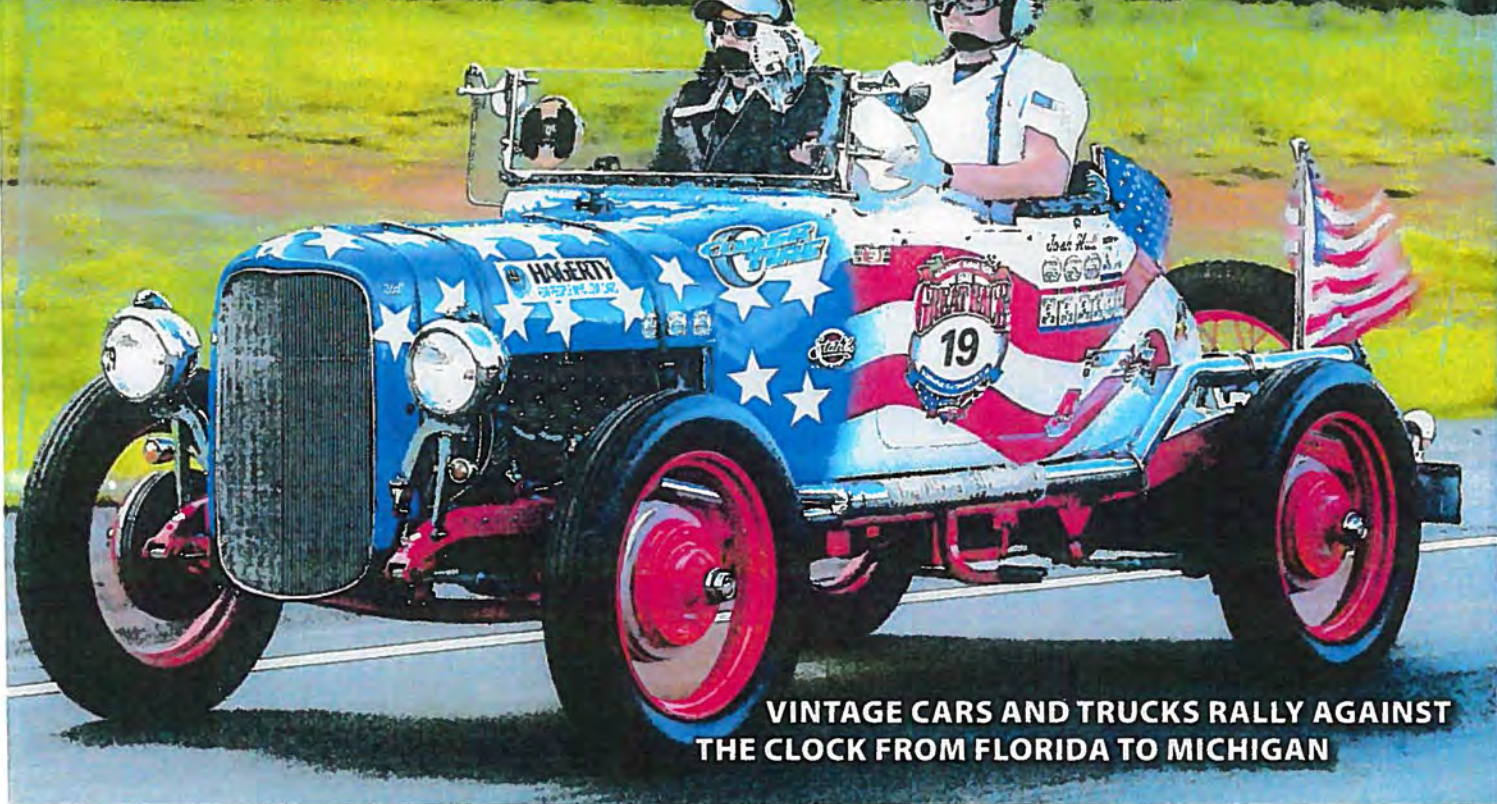
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2017 GREAT RACE



VINTAGE CARS AND TRUCKS RALLY AGAINST THE CLOCK FROM FLORIDA TO MICHIGAN



PARTS LOCATOR
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VALUE ANALYSIS
1950 Plymouth Special De Luxe
1987-'89 Aston Martin Vantage Volante

PROFILES
1972 Citroën ID21F
1973 Chevrolet Caprice

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▶2017 GREAT RACE



2017 Great Race

The Dixie Highway becomes the setting for North America's largest nine-day vintage car rally.

BY MATTHEW LITWIN • PHOTOGRAPHY BY TOMMY LEE BYRD

During the last two outings, the Hemmings Motor News Great Race presented by Hagerty traversed legendary ribbons of pavement: Route 66 and the Lincoln Highway, both of which were 2,300-mile journeys that culminated with repeat champions. In keeping with recent tradition, the 32nd running of the quintessential vintage car time/distance rally was set to follow the Dixie Highway from north Florida to Michigan on June 24–July 2, 2017, and once again the field was filled in record time.

Great Race activities began on Thursday, June 22, in Jacksonville, Florida, where 126 teams—comprised of four previous Grand Champions, 22 Expert Division racers, 54 Sportsman Division contestants, 41 Rookie

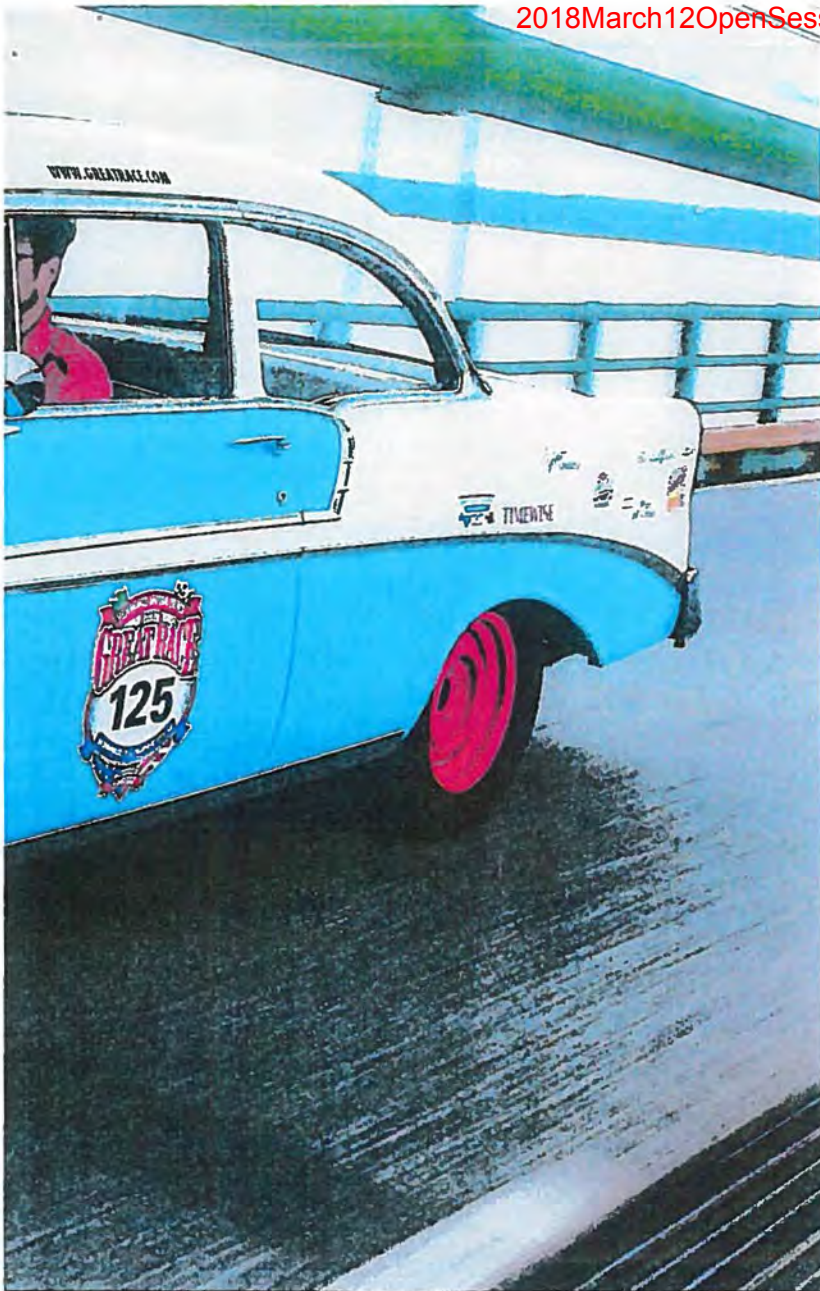
teams, and seven X-Cup teams—formally registered and subjected their vehicles to inspection. The rally also featured participants from three other countries: Canada, Japan, and the U.K.

The Hagerty Trophy Run, a preliminary rally that serves as one of the tiebreaker systems, began at 11:30 a.m. on Friday. A total of 121 teams traversed the northern Jacksonville region and, when the last car crossed the final checkpoint, timing and scoring determined Sportsman racers Erin and Brad Kaplan were the overall winners with a time of 2.94 seconds off perfect.

Thousands of spectators greeted racers on June 24 for the official 10:00 a.m. Great Race start in Jacksonville. After taking the green flag, teams made the trek to

Tifton, Georgia, where Expert contenders Jeff and Eric Fredette—driving their 1933 Ford Pickup—were announced as the day's overall winner with four Aces and a time of just 1.63 seconds behind the official Great Race clock. Fellow Expert competitors Gary and Jean Ann Martin finished second in their 1964 Chevy Nova with a time of 1.94 seconds.

Six days of rally stages passed through Tennessee, Kentucky, Indiana, Ohio, and into Michigan. Along the way there were four different Stage winners: former Grand Champions Dave Reeder/Sawyer Stone; Experts Josh Hull/Trevor Stahl; Experts Louise and Jim Feeney; and Jody Knowles/Beth Gentry, who surged ahead with three stage wins.



Thomas Bailey and Melissa Fress-Bailey pictured at speed in their 1956 Chevrolet Bel Air.

8 and Stage 9—the final two days of the Great Race—are Championship events; failure to finish either day is an official DNF (Did Not Finish) for the entire rally. These two stages were won by Experts Jeff and Eric Fredette, and Stone respectively. However, when the final scores were tabulated, the overall winner went to Jody Knowles/Beth Gentry, an emotional victory, as the couple had been driving “Pop’s Passion”—a Ford Cabriolet—since the passing of the respected Great Race veteran Joe Stone several years ago. In addition to prize money and contingency money, the pair were awarded a check for \$50,000 at the finish in Traverse City, Michigan. Making victory even sweeter was the fact

that Beth’s teenage daughters, Olivia and Genna Gentry, won the Rookie division in their first attempt.

Three other divisional winners also celebrated: In the Grand Champion ranks it was Howard and Doug Sharp; Sportsman winners were Mike Weaver/Craig Jongerius; and in X-Cup it was Team Galax of Virginia.

The 2018 Hemmings Motor News Great Race presented by Hagerty is scheduled for June 23–July 1, 2018, which will take racers from Buffalo, New York, to Halifax, Nova Scotia, with several stops throughout northern New England, New Brunswick, and Prince Edward Island. For more information, registration, and complete 2017 race results, visit www.greatrace.com.



● OVERNIGHT STOP
● LUNCH STOP



2017 GREAT RACE



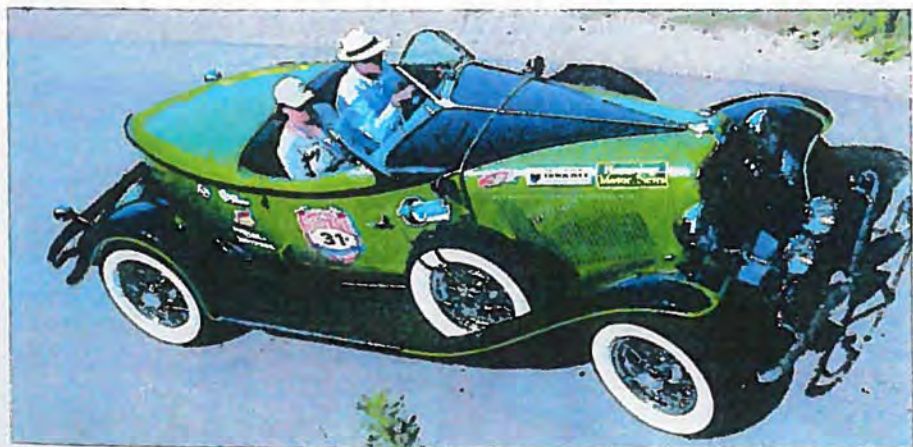
Sportsman competitors Peter and Tim Gray, of Sonoma, California, power through a bend in their 1940 Chevrolet Coupe. Their best day came on Stage 8, finishing the segment second in class and 11th overall. They would go on to finish the Great Race 26th overall and eighth in class, having accumulated four Aces along the way.

ABOUT THE GREAT RACE

First run in 1983, the Great Race was conceived as a time/distance/endurance rally initially limited to prewar vehicles. It has since followed the expansion of the hobby and is now open to all 1972 and older collectible cars, trucks, and motorcycles. The nine-day race has also evolved to include five divisions: Grand Champion, Expert, Sportsman, Rookie, and X-Cup. Here's how they are organized:

- ▶ **Grand Champions:** A driver and/or navigator who have previously won the Great Race.
- ▶ **Expert:** Driver and/or navigator who have had success in the race, but have never finished in first place overall.
- ▶ **Sportsman:** Usually the largest class of competitors, it consists of teams that have competed in the Great Race before, but have yet to find major success.
- ▶ **Rookies:** A class for first-time entrants within the Sportsman division.
- ▶ **X-Cup:** Designed to entice high school and college students to both compete in the Great Race and become involved in the collector car hobby.

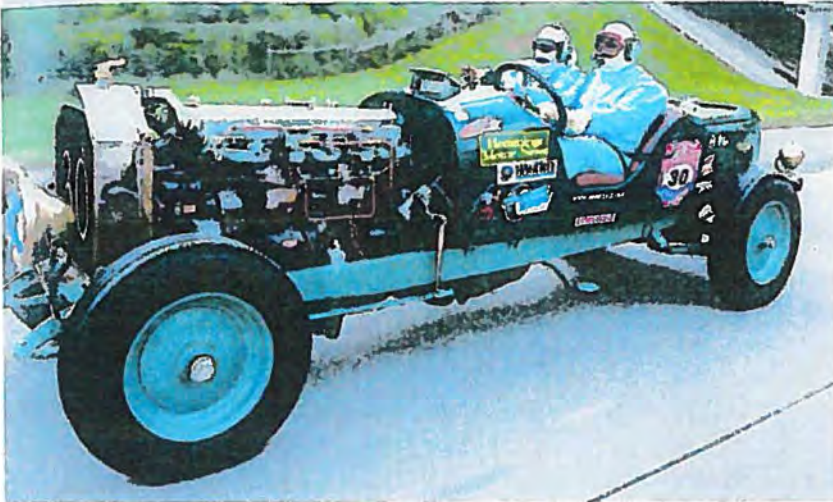
A note on scoring: With several undisclosed checkpoints along each leg, Great Race organizers know in advance how long it should take each entry to get from point A to point B every day. A perfect score for each leg would therefore be 0.00 seconds, also referred to as an Ace. To enable older vehicles to be more competitive with the mechanically improved vehicles of newer years, an age factor is calculated into each team's daily score. The older the vehicle, the greater the advantage. The 2014 Great Race marked the first and only time a postwar car has won this storied event.



Experts Chad and Jennie Caldwell returned in their 1931 Auburn Speedster. The couple from Newnan, Georgia—one of the city stops—recorded a fourth and fifth in class, but mechanical woes ended their rally on day six.



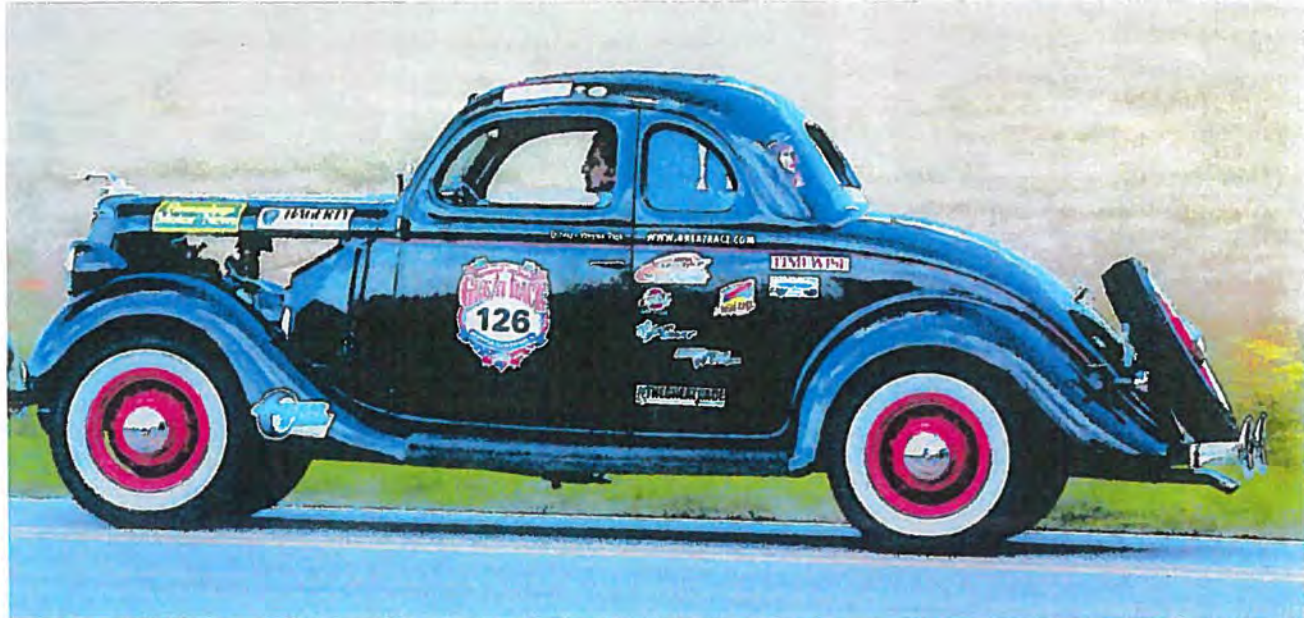
James and Louis Goode collected five Aces in their 1965 Corvette, and finished ninth in the Sportsman Division.



dering Troubadours of Finland always enter an unusual car in the Great Race. This is registered as a 1916 with parts from Studebaker and Hudson, and it's powered by a 900-cu.in. 1928 Hall Scott engine.



Teams made a quick stop at NCM Motorsports Park in Bowling Green, Kentucky, for a few spirited hot laps.



g on the open road between Ypsilanti and Frankenmuth, Michigan, are Sportsman racers Wayne and Clayton Vick in their 1935 Ford Coupe. The Georgia residents' was Stage 4, having finished 13th overall and third in class. They also scored an Ace on Stage 7, but the duo finished the rally 43rd overall.



the Team Hemmings 1932 Ford Speedster was the first car out of the gate. Waving the green flag is drag racing legend Don Garlits.



The Green Dragon — a 1917 Peerless campaigned by Hagerty's Jonathan Klinger and Davin Reckow — arrives in Traverse City, Michigan, 12th overall.



Several Volkswagen Beetles were competing again this year, including this 1961 edition entered by Bob Marak and Bruce Bernbaum. Unbeknownst to teams, the rally route went through the historic Spencerville Covered Bridge (built in 1873) in Indiana. The duo ultimately finished the Great Race 33rd overall and 16th in Sportsman.



FIGHTING AUTISM

Over the past several years, the Great Race has been involved with many charities, and for 2017 their choice was once again the VCRA's (Vintage Car Rally Association) Race for Autism that has collectively raised more than \$600,000, all of which has gone directly to assist Autism programs, schools, and centers across the country. This year, the VCRA and Hemmings united for the cause: The team that raised the most tax-deductible money would have their car featured on the cover of the issue you're reading. During the Great Race, \$130,250 was raised.

Here are the top 10 donators:

- ▶ 1. Spirit of Stahls: \$40,400
- ▶ 2. Wally Kandal, Dave Archer, Dean Booth, and Gary O'Brien: \$38,025
- ▶ 3. Brad and Dan Epple: \$15,000
- ▶ 4. Steven and Ed Tourje: \$8,325
- ▶ 5. The Maine Boyz (Peter Prescott): \$6,575
- ▶ 6. Steve, Janet, and Allie Hedke: \$4,365
- ▶ 7. Rex Gardner and Kolton Hastert: \$3,100
- ▶ 8. Jack and Zoe Hausmann: \$2,100
- ▶ 9. Bob Marak: \$1,900
- ▶ 10. Leonard Harpenau and Tom Kucera: \$1,650



Consistent finishes—including a second and fourth in class, along with six Aces—by Jim Collins and Craig Stephens in their 1960 Fiat Multipla propelled the duo to a 15th-place finish overall and second in Sportsman.



Bill and Sharon Hermann, of Arlington, Vermont, were back, competing in their 1952 GMC five-ton Pickup.



ty's second entry, a 1960 Plymouth Fury, and navigated by Rookies Shelby Buchanan and Powell. They finished ninth in class.



competitors Michael and Suzanne Gilson in several recent Great Race rallies in their warmed-over 1955 Chevrolet Bel Air.



7th overall in their right-hand drive 1952 Lotus. The Sportsman team of James and Sarah each, both of Devizes, England.



Richard Fredette and Jim Caudle feel the back tires of their 1930 Ford Roadster break loose on a gravel turn while on the course between Chattanooga, Tennessee, and Bowling Green, Kentucky. They would finish 18th overall.



One of our favorite post-race interactions each day is helping young enthusiasts experience the view behind the wheel of Hemmings' 1932 Ford Speedster, in hopes of enticing the next generation into the collector car hobby.



seven teams from Japan entered in this year's rally, including Shinji Takei and Yuki Ito in their 1968 Toyota 2000GT. The duo found momentum late and crossed the line in 56th position overall — six minutes, 31.05 seconds off perfect — with three Aces, which also placed them 31st in the Sportsman division.

▶2017 GREAT RACE



Bill and Susan Greene finished all nine stages of the trek in their 1938 Ford five-window coupe. The Sportman racers finished 88th overall, looking more like a street-legal modified of yore than what Dearborn designed it for.



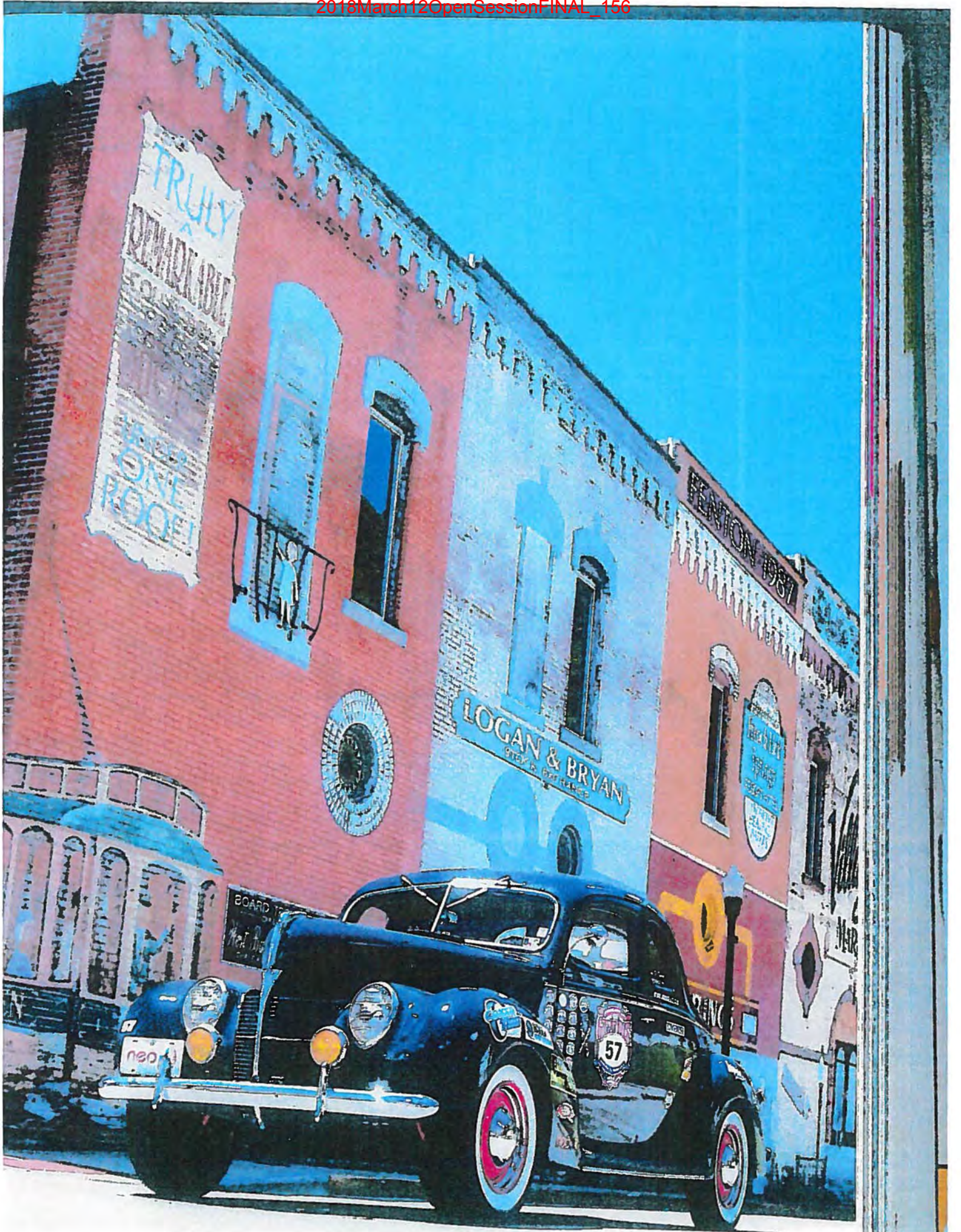
Experts Steve and Janet Hedke collected six Aces during the rally in their 1964 Studebaker Daytona.



Rookies Harold von Langsdorff and Steve McKelvie finished 34th overall in their 1972 Mercedes 350SLC.



Aided by cousin and navigator Beth Gentry, Jody Knowles — an experienced NASCAR racer — pushes their 1932 Ford Cabriolet through a corner during Stage 3 of the Great Race, which was comprised of five timed legs. They finished the day in eighth with a time of 10.53 seconds off perfect, and an Ace for the third leg. Pictured right: Steven and Ed Tourje wheeled their 1939 Ford Coupe to a 32nd place overall finish.





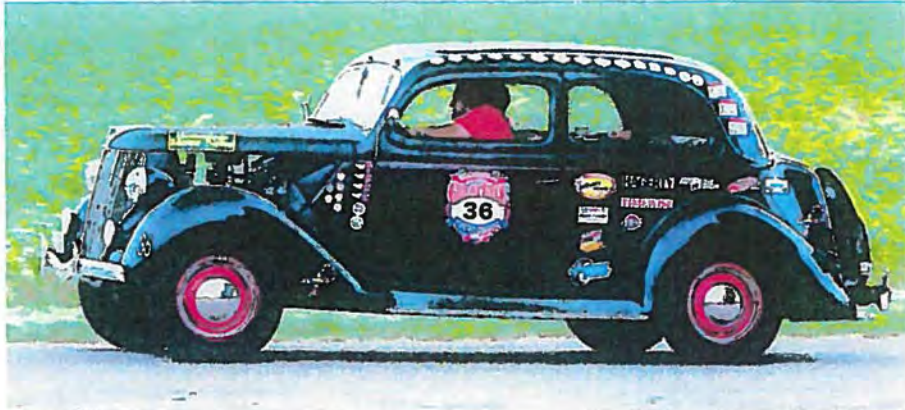
Experts Gary and Jean Ann Martin were a threat to win last year's Great Race in their 1964 Chevrolet Nova. This year they started the race off with a second-place finish and four Aces in Stage 1, and then consistently finished within the top 10 most days. Ultimately, the couple finished 14th overall with a time of 1:55.43.



Kevin and Gus O'Connell entered their 1971 Chevy Corvette Stingray in the Great Race. Like other teams, the Sportsman competitors started with high hopes; however, DNFs on Stages 1 and 2 left them down in the order. They completed the event, besting even the most experienced racers.



2017 GREAT RACE



The always jovial Charlie Brittingham muscled a 1936 Ford Tudor sedan navigated by Rich McKone. A trio of Aces and some respectable finishes couldn't overcome terminal mechanical problems during Stage 6.



Finishing second in the Rookie division were Neil Myerscough and Shanna Chatraw in their 1960 Studebaker Hawk.



Previous Great Race champions Curtis Graf and Wayne Bell finished eighth overall and third in class this year.

Impossible to miss the 1932 Ford Speedster Expert regulars Josh Hull and Trevor Stahl.



►2017 GREAT RACE



Connecticut's Larry Tribble and Rock Rookey brought this 1955 Chevrolet Bel Air to the 2,300-mile caravan of competitors. Although they amassed three Aces, they could only manage 45th overall with a time of 4:37.70.



Instead of racing their 1934 Ford, Experts Dan and Brad Epple opted to enter this 1916 Hudson Super 5



Team Murfreesboro from Murfreesboro, Tennessee, kept the X-Cup division competition interesting with their 1953 Pontiac Chieftain. Bolstered by two class wins on St 6 and Stage 8, a best overall finish of 28th and five Aces, the team ultimately crossed the Traverse City finish second in the division and 54th overall.



Experts Jeff and Eric Fredette were in championship form once again in their 1933 Ford pickup. A solid string of consistent top-four finishes overall and in class, along with a race-high 14 Aces had them within striking distance until Stage 9. They finished the Great Race second in class and overall with a time of 57.05 seconds.



Olivia and Genna Gentry are third-generation Great Racers, the 2017 event marking their first entry in the rally. Olivia, age 16, and Genna, age 14, wielded their family's vintage Dart convertible through all nine stages, finishing first in class three times while amassing six Aces, propelling them to Rookie-class champions.



A John Deere greets Team Hagerty's Green Dragon on the open road between Frankenmuth and Sault Sainte Marie, Michigan.



Two-time champions Doug and Howard Sharp negotiated their 1916 Hudson Hill-climber to a first in-class win, and third overall, with a cumulative time of 1:00.72.



Beth Gentry and Jody Knowles pose in victory lane with Great Race director Jeff Stumb (top left) and Great Race owner Corky Coker (top right) with the winner's check for \$50,000. Accompanying them above each A-pillar are Rookie champions Genna (left) and Olivia (right, wearing sunglasses). Beth and Jody also won the Expert division.




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 12, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: 5 March 2018

SUBJECT: **Contract Award - Citizen Satisfaction Survey Recommendation**

RECOMMENDATION

It is recommended that Rothesay Council:

Award the citizen satisfaction telephone survey contract to **Corporate Research Associates Inc.** for a total bid amount of \$12,610.00 with funding for the award from Planning and Development Services G/L # 26120060 as outlined in the Financial Implications section of this report.

Background

As required for by the Community Planning Act a Municipal Plan requires that a background report be generated that will serve as the basis of the plan. Staff have identified the need for a citizen satisfaction survey for the background report and accordingly have requested three competitive bids from firms qualified to complete the survey. Three proposals were submitted from the following research companies Ipsos, CRA, and MQO. The purpose of this memo is to summarize the bid offers presented and provide a recommendation.

Prior Work

Both Ipsos and MQO have stated or referred to their experience with municipalities prior to this offer. Ipsos has worked extensively with the City of Saint John, and MQO has had experience working with the City of Fredericton multiple times. CRA has worked with Halifax, the County of Antigonish, and most recently the Town of Quispamsis.

Objectives and Methodology

The purpose of the citizen satisfaction survey and its role in the upcoming municipal plan and zoning bylaw review are well understood by the three companies. Their approaches and methodologies are similar, as they are set by an industry standard, and each company offers an online survey.

Ipsos:

- Surveys will be conducted with land-line only.
- Ipsos offers a sample size of 300 people, which provides accuracy within ± 5.7 percentage points.
- The fee for an online survey is between \$5000 and \$7000 (not including tax).

- Phone calls will be either 10 minutes or 15 minutes, there is a difference in cost for each.
- The total time to complete the survey will be eight (8) weeks.

CRA:

- Surveys will be conducted through land-lines and cellphones.
- CRA offers a sample size of 300 or 400 people, which provides accuracy within ± 5.7 and ±4.8 percentage points respectively.
- The fee for an online survey is \$5,700 (not including tax).
- The total time for completion is 6 weeks.

MQO:

- Surveys will be conducted through land-lines and cellphones.
- MQO offers a sample size of 300 people, which provides accuracy within ± 5.7 percentage points.
- The fee for an online survey is \$1,695 (not including tax).
- The total completion time will be approximately 3 – 4 weeks.

Cost

Company & Service	Cost (Not Including Tax)
Ipsos: (300 Responses) 10 Minute Survey 15 Minute Survey	\$17,500 \$20,500
CRA: (12 Minute Survey) 300 Responses 400 Responses	\$11,045 \$12,610
MQO: (10 Minute Survey) 400 Responses	\$14,620

Deliverables

Ipsos	CRA	MQO
<ul style="list-style-type: none"> • Project consultation and management; • Telephone survey (landline only) and online survey • Questionnaire design; • Telephone survey (including pre-test); • Data entry and coding; • Analysis and reporting (final report), which provides findings, recommendations, and methodology 	<ul style="list-style-type: none"> • Survey design and programming (including pre-testing) • Telephone survey (landline and cell) and online survey • Data collection; • Data entry and coding; • Data tables in PDF format; • Data analysis and summary report in PowerPoint, detailing the findings, recommendations, and methodology 	<ul style="list-style-type: none"> • Survey design; • Telephone survey (landline and cell) and online survey • Data collection; • Data entry, coding, and weighting; • Online preparation and hosting • Data analysis; and • A report detailing findings, recommendations, and methodology

Recommendation

Considering the above information, Staff recommend that the Town accept the bid offer made by CRA, and that a telephone sample size of 400 persons is used, in addition to an online survey. The larger sample size will allow a greater majority of the targetable population to be sampled, and it represents excellent value for money feedback. Staff's decision is based on the cost of the service provided; CRA is the low bidder, and the service provided is equal to that of its competitors Ipsos and MQO. Furthermore, CRA is able to access landline and mobile devices, and provides an online survey service that is equal to or greater than Ipsos and MQO offerings.

Should CRA be awarded the survey work once completed the firm will analyse the data and present their

findings in a summary report. CRA's report will include:

- a. An analysis of results, with key results illustrated in graphs;
- b. An executive summary that includes high-level conclusions and recommendations from the
- c. findings to address the study's objectives;
- d. A detailed explanation of the study background and the research methodology used; and
- e. All working documents appended to the report, including the final survey and data tables.

Financial Implications

As part of the 2018 Budget approval process Council allocated \$145,000 to Planning and Development Services for the provision of a municipal plan review and secondary planning study. The anticipated budget cost for the public survey is \$12,610.00 the post HST rebate budget amount can be accommodated within the departmental budget without significant negative impact on programs.

Budget Summary:	<u>Project G/L No. 26120060</u>	
	Cumulative unallocated Budget	\$85,489.00
	Less: Survey Cost (CRA)	<u>\$12,610.00</u>
	Balance	\$72,879.00

The balance of funds will be used for the Municipal Plan Review as an anticipated projects within the 2018 work plan for Planning and Development Services.

ATTACHMENTS



Report Prepared by: Brian White, Director of Planning and Development Services



Finance Approval by: Name, Treasurer & Signature

PREFACE

This is the Municipal Plan for the town of Rothesay, New Brunswick as enabled by the Community Planning Act R.S.N.B. (1973) Chapter C-12 (the Act) and amendments thereto.

This document may be referenced as the 'Rothesay Municipal Plan'. Upon enactment this document will supersede the previous plan for the Town. The Municipal Plan is the overriding guidance document in the Town and establishes the policy framework for development in Rothesay. The regulation of development and the applicable standards are set out in the Rothesay Zoning By-law and the Subdivision By-law.

In accordance with the Act, a municipal plan shall be reviewed within five years of coming into force. The Rothesay Plan set in 2002 became the subject of a review conducted in 2007. Open houses and questionnaires were used to initiate the review process. Following receipt of completed questionnaires, the results were posted on the Town's website, www.rothesay.ca. These data were analyzed and considered in the overall review of the document. Further public consultation followed the procedure set out in the Act for public presentation and public hearings. A copy of the Plan and all amendments will be maintained on the Rothesay website along with the other documents used to direct development in the community.

TABLE OF CONTENTS

PREFACE	I
1. INTRODUCTION.....	1
2. SUSTAINABLE COMMUNITY DEVELOPMENT CONCEPT.....	2
3. ENVIRONMENT.....	4
3.1. GENERAL	4
3.2. CLEARING AND CHANGING THE SURFACE OF LAND.....	4
3.3. CARPENTER POND WATERSHED.....	5
3.4. GROUNDWATER PROTECTION.....	6
3.5. FLOOD RISK.....	6
3.6. WATERCOURSES.....	7
3.7. ENVIRONMENTALLY SIGNIFICANT AREAS	8
3.8. STEEP SLOPES.....	8
3.9. STREET TREES & BEAUTIFICATION	9
4. RURAL AREA	11
5. RESIDENTIAL DEVELOPMENT	12
5.1. GENERAL RESIDENTIAL DEVELOPMENT CONTEXT	12
5.2. LOW DENSITY RESIDENTIAL	12
5.3. MODERATE DENSITY RESIDENTIAL.....	15
5.4. MIXED RESIDENTIAL.....	17
6. SPECIAL AREAS	19
7. INSTITUTIONAL.....	21
8. COMMERCIAL DEVELOPMENT	23
8.1. COMMERCIAL DEVELOPMENT CONTEXT.....	23
8.2. CENTRAL COMMERCIAL	23
8.3. MILLENNIUM PARK.....	25
8.4. GENERAL COMMERCIAL.....	27
HIGHWAY COMMERCIAL.....	28
8.5. NEIGHBOURHOOD COMMERCIAL.....	28
8.6. HOME OCCUPATIONS.....	29
9. INDUSTRIAL.....	31
10. RECREATION.....	33
11. TRANSPORTATION	36
11.1. GENERAL	36
11.2. ROAD TRANSPORT	36
11.3. MASS TRANSIT, RAIL, AIR AND PORT SERVICES	39
12. UTILITIES	40
12.1. MUNICIPAL UTILITIES	40
12.2. WATER SERVICE	41
12.3. SEWER SERVICE.....	42
12.4. STORM SEWER SERVICE	43
12.5. THIRD PARTY UTILITIES	44
13. TOWN SERVICES & ADMINISTRATION	46
13.1. GENERAL	46
13.2. FIRE	46
13.3. POLICE	47
13.4. EMERGENCY MEASURES	47
13.5. ANIMAL CONTROL	48

13.6.	SANTTATION SERVICES.....	48
13.7.	FINANCIAL SERVICES.....	49
14.	IMPLEMENTATION.....	51
14.1.	ADDITIONAL BY-LAWS.....	51
14.2.	DETAILED PLANNING.....	52
14.3.	DEVELOPMENT CONTROL PROCESS.....	53
14.4.	AMENDMENTS.....	54
15.	SCHEDULES.....	56
15.1.	SCHEDULE A – FUTURE LAND USE.....	56
15.2.	SCHEDULE B – RECREATION & PARKS.....	56
15.3.	SCHEDULE C – ROAD NETWORK.....	56
15.4.	SCHEDULE D – WATER DISTRIBUTION SYSTEM.....	56
15.5.	SCHEDULE E – TRUNK SEWER LINES.....	56
15.6.	SCHEDULE F – ENVIRONMENTAL FEATURES.....	56
15.7.	SCHEDULE G – SECONDARY PLANNING AREAS.....	56
15.8.	SCHEDULE H. – FIVE YEAR CAPITAL PLAN.....	57
16.	REPEAL & ENACTMENT.....	58
16.1.	REPEAL OF EXISTING BY-LAWS.....	58
16.2.	ENACTMENT OF BY-LAW 1-10.....	58
17.	AMENDMENTS.....	59
17.1.	PROCEDURE.....	59
17.2.	FORM.....	59
17.3.	LIST OF AMENDMENTS.....	59

1. INTRODUCTION

This document is a new municipal plan for Rothesay and the second municipal plan since Rothesay was amalgamated in 1998. The first chapter, which follows immediately, is the overall concept for the community and sets out the general development pattern in summary terms. The next eleven chapters deal with particular aspects of development and set out how these characteristics are to be managed. Each policy section is described in terms of background context followed by the goals the section is intended to achieve and completed by a series of policies that set out the statements that will guide the Council, the Planning Advisory Committee and staff in making decisions on applications for development and on allocation of municipal resources.

Context is the narrative and provides the framework and background information in a subject area. Goals are the broad general statements of intent of what will be achieved in the subject area. The section on goals in the Rothesay Municipal Plan equates to the term 'policies' as found in the Act. Policies are the statements outlining specific and tangible measures to be undertaken by the municipality to satisfy or implement a goal. The section on policies equates to the term 'proposal' as found in the Act.

The last chapter describes how the Municipal Plan will be implemented and administered. The Plan is subject to change and the amendment process is briefly described. Schedules to the Plan add additional information and include the Future Land Use Map that illustrates the desirable development pattern in graphic terms. Other maps illustrate various features such as amenities, infrastructure and aspects of the natural environment that are considered relevant to determinations of land use and development. Where there is a perceived conflict between a map and the text of this document, the text shall be the predominant reference. The maps are provided to illustrate the text.

The implementation chapter also includes a five year capital budget that is to be updated annually by resolution of Council.

2. SUSTAINABLE COMMUNITY DEVELOPMENT CONCEPT

Sustainable development is a term which was first brought forward in 1987 in the Brundtland Report, "Our Common Future", prepared for the World Commission on Environment and Development. The term has been used in the last 20 years in a myriad of ways with the underlying concept being that the needs of today are met without compromising future generations in meeting their needs. Sustainable development is based on the concept that economics, society and environment are considered equally and none are compromised to the advantage of the others.

The support for incorporating sustainable development principles in community planning has been growing over the last 10 years. While there are several models available, the basic foundation is that the community can thrive over the long term by making decisions on development which will not compromise the future in terms of the economy, the environment, and society.

Rothesay has adopted a number of sustainable community planning principles to maximize the benefits of regional economic development while minimizing the environmental and social impacts of potentially rapid expansion. As a long term objective, this type of planning will ensure that the community has a solid foundation on which to build and grow.

The principles for sustainable community planning which have been adopted for this municipal plan are:

- Promote pedestrian movement opportunities
- Foster efficient land development
- Promote water conservation
- Promote waste reduction
- Promote energy efficiency
- Minimize environmental impact
- Foster public engagement

Throughout the Plan, these principles are reflected in various initiatives. In addition to these, the Town will consider high development standards for all new development and proposed upgrades to existing properties in the commercial areas. These guidelines will address both sustainable community principles and aesthetic appeal of any development. As well, where feasible, the guidelines will be applied to new large scale residential developments.

Specifically all commercial development proposals will be evaluated for their potential to reduce energy consumption, reduce potable water consumption, minimize direct discharges to the storm water sewer system, and to contribute to green spaces. Similarly, for new residential developments, developers will be encouraged to consider energy efficient designs and opportunities for reducing potable water consumption.

In keeping with the sustainable community principles, higher density residential development will be considered in association with commercial developments. This will take two forms: along Hampton Road higher density residential housing in association with commercial activities will be considered; and in the area along Millennium Drive there will be the opportunity also to develop higher density housing as part of an integrated development area. Similarly, future development potential in the Hill Side Development Area will be considered for higher density residential opportunities.

Further, while the historic and recognized civic gathering place for Rothesay has been the Rothesay Common, the Town Centre is the commercial area along Hampton Road. The Town will work with landowners in this area of town to enhance the aesthetic appeal of the streetscape. The objective is to create a Town Centre which is harmonious with the Rothesay Common.

Commercial development in Rothesay will continue to focus on the commercial area shared with Quispamsis at the east end of Hampton Road and on Marr Road. Development at the top of Marr Road near Campbell Drive will be a mix of commercial and light industrial uses serving the Valley. Some industrial uses are also directed to the eastern end of the French Village Road and along the eastern boundary.

The Rothesay Common will be maintained as the civic focal point of Rothesay with improvements to the recreational amenities and public open space throughout the Town. There will be an emphasis on linear parks and pedestrian walkway systems and public access to river frontage.

The Sustainable Community Development Concept also provides for protecting areas with special character such as the Rothesay Common and the Renforth Cove; and for reinforcing the architectural and landscaping character that contribute to the appeal of Rothesay's residential neighbourhoods.

A major physical feature that will play a growing role in Rothesay is the Watershed of Carpenter Pond. As the source for the municipal water system, the area will be subject to stringent development controls and environmental protection with uses limited to passive recreation and those established prior to amalgamation. The effect of this large woodland in the middle of Rothesay will be to retain the sense of a rural place. Pedestrian connections to the north side of the Mackay Highway will reinforce this impression among residents.

The land south of the Mackay Highway from Dolan Road to the City boundary is not expected to be developed during the timeframe of this Plan. This area is considered to continue as undeveloped rural land. Before this area is developed a detailed plan for the entire area and adjacent lands in the City of Saint John will be required.

In summary, Rothesay will remain a residential community interspersed with substantial natural areas and with a concentration of commerce at the eastern end of Town.

The preceding is the concept for the future land use pattern of Rothesay. Council will implement this vision through its capital spending and regulatory authorities and by advocating for adherence to its values and goals. Council will also monitor the effectiveness of the Plan and will take such steps as are necessary to reinforce a consistent direction in the development of the Town.

3. ENVIRONMENT

3.1. GENERAL

CONTEXT

Rothesay has a strong connection to its natural environment adjacent to the Kennebecasis River. The community is heavily treed with a variety of relief creating an attractive setting for residential land uses. Rothesay residents perceive the environment as important to the community and worth enhancing and protecting. In future those undertaking development should seek to enhance the natural environment and should be sensitive to natural systems. This Plan will present context, goals and policy on specific environmental concerns in the community including, flood plains, watershed protection, ground water protection, construction on steep slopes, street trees and tree planting, water courses and environmentally significant areas.

GENERAL GOALS

- To sustain, or where possible to enhance, the quality of the environment within Rothesay related to development and human activity.
- To protect areas of significant scenic, environmental and wildlife habitat as they are identified.

3.2. CLEARING AND CHANGING THE SURFACE OF LAND

3.2.1 CONTEXT

Although building structures or using land for various purposes influences the environment of the community, one of the most dramatic and sudden changes can be the removal of vegetation and altering the surface of the land itself. Levelling, grading, filling, cutting or making other changes to the surface of land may affect adjacent property by creating or redirecting run-off, eliminating privacy, modifying views, changing water tables and altering natural systems. Such actions affect neighbouring public and private land in many other ways, some of which are not apparent until after the action has taken place. Similarly cutting down trees may reduce shade, alter the microclimate, lead to erosion and reduce wildlife habitat.

In many instances these changes are, for all practical purposes, irreversible and may lead to considerable disruption, expense and protracted discussion while mitigating measures are evaluated. Such activities create uncertainty amongst neighbouring property owners and may augur poor quality or costly development practices, often leading to public infrastructure that is costly to operate and maintain. Accordingly there are policies set out in this Plan and the Zoning and Subdivision By-laws to regulate the clearing and grading of lands in various zones.

3.2.2 GOALS

- To ensure that clearing and grading of lands are consistent with the intentions of this Plan.
- To direct land development be in a manner that is sensitive to the natural topography, soil quality and existing vegetation.
- To minimize environmental impact and encourage environmentally sensitive design.

3.2.3 POLICY

- (a) Clearing or changes to the contours of land will require a grading permit under the Zoning By-law.
- (b) Council shall encourage the preservation and protection of trees and vegetation in approval of development.
- (c) Drainage plans will be required for all subdivisions as part of the Development Agreement.
- (d) All developments involving a change to the surface of the land will require a Development Permit prior to the issuance of a building permit.

3.3. CARPENTER POND WATERSHED

3.3.1 CONTEXT

The Carpenter Pond Watershed is the location of the source of water for the main Rothesay water system. This Watershed is a designated watershed under the provincial Clean Water Act. This strictly limits activities in the Watershed at a distance of 75 metres from watercourses and places land use controls on the entire Watershed. The present land use in the Carpenter Pond Watershed includes recreation, residential, transportation, utility and commercial uses. In the past the municipality has acquired undeveloped land in the Watershed in an effort to control development activity. It is anticipated that Rothesay will continue to obtain land in the Watershed when available and that this land will be managed in a manner that is beneficial to the protection of the Watershed. Council has taken measures to limit the flow of surface water from the north side of the Mackay Highway into the Watershed such that development in that area does not pose a potential risk to the Watershed. For each new development proposed on the north side of the Mackay Highway and within the original boundaries of the watershed, the developers are required to present their proposal to the Department of Environment for review and approval through an exemption to the Designation Order.

3.3.2 GOALS

- To protect the Carpenter Pond Watershed as the source of potable water for the Rothesay water utility.
- To restrict development activity in the Carpenter Pond Watershed including the portion of the Watershed located within the City of Saint John.
- To ensure the Carpenter Pond Watershed boundary is accurately located.

3.3.3 POLICY

- (a) Council shall use any relevant Provincial acts, regulations or programs to enhance the protection of the Carpenter Pond Watershed.
- (b) Council shall request the City of Saint John to limit development approvals to uses that do not pose undue risks in that portion of the Carpenter Pond Watershed located in the City.
- (c) Council may undertake programs to encourage existing landowners in the Watershed to limit land uses to those that are consistent with the principles of watershed protection and to apply safe land management techniques.
- (d) Council shall, when appropriate, acquire strategic lands within the Watershed.
- (e) Council shall control land use in the Watershed by designating the Watershed in this Plan and limiting land uses to those that are compatible with protection of the water source and through appropriate measures in the Zoning By-law.
- (f) Council will cooperate with relevant Provincial Government departments to enforce regulations and to use other applicable protective measures to protect and manage the Watershed.

3.4. GROUNDWATER PROTECTION

3.4.1 CONTEXT

Groundwater is used by individual property owners throughout Rothesay as a source of potable water. As the Valley is subject to increased development pressure, there is a perception that the quantity of water available in the community may decrease even as the demand increases. Also at issue is the quality of the groundwater and the potential for groundwater contamination. In the past the community has dealt with a number of contamination issues. In the future efforts will be made to prevent contamination through limiting land uses that carry high risk, extending the municipal water supply into areas where new development is anticipated and by encouraging safe water and land management practices. This Plan outlines policy to deal with monitoring the quality and quantity of ground water and will attempt to identify issues that relate to the protection of existing ground water resources.

3.4.2 GOALS

- To protect ground water resources in Rothesay
- To monitor ground water quality and quantity in Rothesay

3.4.3 POLICY

- (a) Council shall continue to participate in a regional ground water monitoring program and may add monitoring wells to this program.
- (b) Council will discourage high risk land uses, which may have a negative impact on the ground water resources of Rothesay unless proper mitigation measures are included in the development.
- (c) Council will continue to work with the public through education to encourage proper use of ground water resources.
- (d) Council shall require new development to be connected to the municipal water system where available to protect groundwater resources.

3.5. FLOOD RISK

3.5.1 CONTEXT

The land that is adjacent to the shore of the Kennebecasis River can be subject to some periodic flooding relating to spring freshet or rainfall and storm water runoff. The last major flood was in 2008 when river elevations were measured to be 5.27 metres in Saint John. Local surveying tracked the flood along the Rothesay Road near the Golf Course at a range of 5.49 to 5.79 metres (18-19 feet) above sea level. Historically Rothesay has used geodetic twenty (20 feet above sea level) as a reasonable minimum elevation to avoid flood risk. The majority of land that is within the range of geodetic twenty and the waterline of the Kennebecasis River has already been developed. Development in the area susceptible to flooding and anticipated in the time frame of this Plan is the in-fill of a few pieces of vacant land along the waterfront. Flood protection measures should be required for the construction or renovation of any buildings within flood risk areas to protect against damage. The municipality may seek indemnification agreements from anyone building at or near the floodplain to reduce municipal liability for flood damage.

3.5.2 GOALS

- To identify on Schedule F those portions of Rothesay prone to flooding.
- To avoid damage to public or private property due to flooding.
- To require any new development or redevelopment in a flood prone area to be designed and constructed to meet flood mitigation standards, which take into account the relative risk of flooding.
- To obtain, where considered desirable by Council, lands that are prone to flooding so as to prevent development in the flood risk area.

3.5.3 POLICY

- (a) Council shall designate land located below geodetic 6.5 metres as being prone to flooding on Schedule F as a general guide. Developers will be required to have a survey prepared by a qualified professional to determine the specific implications to individual parcels proposed for development. In its development approval process Council shall ensure that any new development, redevelopment or renovation in a flood risk area is properly flood-proofed through building design or siting.
- (b) Council shall require that any new construction in the flood risk area be constructed with habitable space above geodetic 6.5 metres.
- (c) Council shall cooperate with senior levels of government concerning regulation and control of development in flood prone areas.
- (d) Council will strive to contain and control storm water as it passes through the flood risk zone and to manage storm drainage so as not to increase risk.

3.6. WATERCOURSES

3.6.1 CONTEXT

Rothesay has a significant number of brooks, streams, ponds and marshes that cross the community eventually emptying into the Hammond River, Marsh Creek and the Kennebecasis River. This system of watercourses provides a number of benefits to the community including recreation opportunities, green buffers and habitat for fish and wildlife. Development near watercourses is currently subject to the Clean Water Act administered by the Department of the Environment. This Act requires a permit for any development activity within 30 metres of a watercourse.

In addition to providing an environmental amenity to the community, the watercourse system is also the recipient of a significant amount of storm drainage. This poses a potential problem of erosion and silt in this system. Future development will place additional storm water loads on the water course system. This Plan will define policy in this section and in the Utilities Chapter to deal with storm water management.

3.6.2 GOALS

- To protect the watercourse system from negative effects of development pressure.
- To use the provisions of the watercourse alteration permitting process.
- To avoid damaging the watercourse system due to storm drainage infrastructure.

3.6.3 POLICY

- (a) Council shall identify a 30 meter buffer surrounding all watercourses on Schedule F. Development of any kind in these buffer areas shall require a watercourse alteration permit issued by the Province.
- (b) Council shall limit development activity in the watercourse buffer through provisions in the Zoning By-law. Where a watercourse has been identified as integral to the overall municipal storm water management system Council will limit development activity to minimize potential upstream and downstream effects of land development pressures.
- (c) Council shall use any relevant provincial regulations, programs or acts to enhance the protection of watercourses in Rothesay.
- (d) Council shall ensure that when a natural watercourse is used for storm water management that detrimental impacts are properly mitigated and that development will be restricted so as to minimize the effects of potential flooding.

3.7. ENVIRONMENTALLY SIGNIFICANT AREAS

3.7.1 CONTEXT

Environmentally significant areas might be significant in a community or to the environment for a variety of reasons. It could be a location that supports a rare plant or endangered animal or it could be a location with scenic or cultural values. Given this broad description of environmental significance, it would be possible to consider many areas in Rothesay as meeting these criteria. The Nature Trust of New Brunswick undertook an inventory exercise of Environmentally Significant Areas in the mid-1990s. This inventory identified one location within the limits of Rothesay. This location is the Renforth Bog that is identified as a site that provides a habitat for uncommon calciphilous moss. Other areas with environmental significance to the community may be identified as Rothesay develops and could be subject to the policy of this Section.

3.7.2 GOALS

- To identify and inventory environmentally significant areas.
- To protect environmentally significant areas.

3.7.3 POLICY

- (a) Council shall identify documented environmentally significant areas on Schedule F.
- (b) Council may consider information from qualified professionals to identify other environmentally significant areas in the Town.
- (c) Council shall protect identified sites from development activities through appropriate zoning mechanisms or through mitigation measures that may be proposed by relevant qualified professionals.

3.8. STEEP SLOPES

3.8.1 CONTEXT

Rothesay has a varying topography throughout the land base of the Town. There are a number of areas in the community where there are rapid changes in elevation and it is through the presence of these hills that many of the neighbourhoods in Rothesay are afforded a view of the Kennebecasis River. While the slopes attract residential development because of views, there are potential environmental and developmental impacts for adjacent property owners and the Town. While it is reasonable to develop certain land uses on slopes, this does pose some problems of access, servicing and erosion control. The views offered by these slopes are also features that may be enjoyed by the public.

3.8.2 GOAL

- To promote the orderly development of land on steep slopes.
- To protect adjacent landowners from the negative activities of steep slope development.
- To require more stringent development standards for the development of steep slopes.
- To provide public access to areas with extraordinary views and look-offs.

3.8.3 POLICY

- (a) Council shall require, through provisions in the Zoning By-law that specific engineering and landscaping details are provided for the development of land with slopes of greater than 10 percent but less than 30 percent.
- (b) Council may identify areas in the Town that have steep slopes greater than 30 percent and place limits on their development.

3.9. STREET TREES & BEAUTIFICATION

3.9.1 CONTEXT

One of the characteristics that sets Rothesay apart is its well treed lots, road rights of way and public spaces. Rothesay residents are justifiably proud of the mature trees that line its main roads and canopy its lanes. Policy in this Plan is intended to protect and enhance the street trees in the community and to ensure that newly developed areas and the commercial districts also are provided with trees at an early stage in their development. Of course there are areas where additional trees are not desirable since they would obscure views of the River or other significant features. In these cases low growing plant material will be selected. The cooperation of the utility companies in maintaining trees in the public rights-of-way is essential and should be sought on an ongoing basis.

Overall beautification of the community includes the addition and maintenance of floral displays and turf areas. These areas need to be limited in number and scale to ensure their upkeep is affordable. Other opportunities for adding landscaping to the visual amenity of the community includes cooperative arrangements with special interest groups, businesses and particularly residential property owners.

In addition to landscaping, topography and architecture, the appearance of the community is influenced by the manner in which public and private property is cared for. Elimination of litter, promotion of beautification efforts and enforcement of minimum property standards are among the means available to the municipality to maintain a high quality community appearance.

3.9.2 GOALS

- To maintain and enhance Rothesay's reputation as a heavily treed community.
- To protect the existing street trees from damage and disease.
- To protect ecological diversity through the planting of different native tree species which are street hardy.
- To augment existing street trees through the addition of trees and other vegetation.
- To ensure that street trees are an integral component of newly developed areas.
- To significantly increase the number of street trees in the Hampton Road commercial district.
- To encourage beautification of the Hampton Road.

3.9.3 POLICY

- (a) Council will set standards in the Subdivision By-law that require the planting of trees of appropriate quality and diversity of species in the public street right-of-way when property is developed for any use.
- (b) Council will direct the preparation of an inventory of existing street trees and ensure a proper urban forestry plan for their protection and replanting.
- (c) Council will seek funding in the form of grants and participation in special programs to supplement funds from the operating budget for planting trees.
- (d) Construction of roads and municipal utilities will be designed to avoid loss or damage to street trees.
- (e) Council will undertake to expand and enhance public open space.
- (f) Litter containers will be placed along the most heavily travelled pedestrian routes to encourage casual collection of litter and provide a convenience for walkers.
- (g) Rothesay will cooperate with not-for-profit groups and businesses to promote beautification of the community.

4. RURAL AREA

4.1.1 CONTEXT

The areas southeast of the Mackay Highway and southwest of Carpenter Pond are expected to see limited development in the next five years. These areas each have challenging topography, one or more watercourses and other natural features that make the land difficult to develop. Since each of these abuts a boundary with another jurisdiction, Council may choose to consult with the City of Saint John or the Province as these lands come under development pressure. When it becomes appropriate to examine other uses for these lands, it will be desirable to cooperate with these other jurisdictions to prepare overall plans for their development in conjunction with the lands beyond the municipal boundary.

There are a number of developed properties located within the boundary of the Carpenter Pond Watershed, the source of the potable water supply for the Rothesay Main water system. It is important to appreciate that there may be certain activities on those properties that pose a threat to the municipal water system. In an effort to protect the Watershed as the source of the water supply, there are limits and conditions placed on activity on those properties. This area is subject to the Provincial Watershed Protected Area Designation Order Regulation and the Wellfield Protected Area Designation Order Regulation that limits the use of the land and limit new residential development.

For the foreseeable future these areas will be limited to managed forestry, farming, informal recreation and limited single-family housing on large parcels of land. Any large scale developments will be evaluated on an individual basis.

4.1.2 GOALS

- To protect the rural land area from premature development.
- To ensure development of the rural area is properly planned in cooperation with neighbouring jurisdictions.

4.1.3 POLICY

- (a) Land use in the areas designated Rural on Schedule A, Future Land Use will be limited to managed forestry, farming, informal recreation and limited single-family housing on large parcels of land as outlined in the Zoning By-law.
- (b) Intensive or large scale development in the Rural area will be considered in association with a secondary plan describing future road networks, servicing, land use patterns, protection of the natural environment, cost sharing of public infrastructure and such other matters as Council may determine necessary.
- (c) Council will invite the participation of the City of Saint John in preparing the plans described above with respect to the area adjoining the City boundary and will request commensurate cooperation from the City should development be proposed for lands in the City abutting the Rothesay boundary.
- (d) Council will work with landowners in the rural area discourage dumping and other negative uses.

5. RESIDENTIAL DEVELOPMENT

5.1. GENERAL RESIDENTIAL DEVELOPMENT CONTEXT

Rothesay is primarily a residential community with the majority of its residents working in the City of Saint John. This Plan and this section on residential development are designed to protect this residential character. Protection of existing neighbourhoods is a key tenet of this Plan. New development will be expected to complement existing housing and to be generally consistent with the existing styles and density in areas contiguous with land proposed for development.

Current residential development in Rothesay is generally low density with a few areas of moderate density residential uses, which include smaller apartments, garden homes and townhouses. This Plan acknowledges the existing moderate density development and makes provision within the Plan and the Zoning By-law for future moderate density housing in specific areas in the Town. As well, consideration will be given to higher density development in areas where it is appropriate and compatible with the overall development concept. Single-family, detached housing, while still making up most of the demand, will be accompanied by an increasing demand for other types of housing. This is due to changes in family characteristics, income levels, an ageing of the population and rising land and development costs.

It is also recognized that current development patterns are inefficient in the use of land and contribute to a pattern of urban sprawl in the Greater Saint John Region. A more sustainable development pattern will be achieved if new development uses land more efficiently by reducing lot sizes and clustering housing units where such housing can be developed without impinging excessively on existing neighbourhoods. This form of development is becoming increasingly popular in areas where citizens no longer desire the burden of large property and large house maintenance.

Council considers residential development other than single-family, detached housing as part of the natural growth and evolution of the Town. Alternative types, styles and tenure of housing where such housing can be developed in a manner complementary to existing development, be of superior quality and be consistent with the objectives of this Plan will be welcomed to meet the sustainable community principles. This will allow Rothesay to remain a preferred residential community offering a variety of high quality housing options that suit the needs of the existing population as well as offering attractive choices for future residents.

Property boundaries often do not follow natural features such as slopes and watercourses and individual parcels are not always the best unit on which to plan development. The assembly of larger land parcels and consolidation of existing parcels should be encouraged where it will result in a more rational development pattern and protection of natural features.

5.2. LOW DENSITY RESIDENTIAL

5.2.1 CONTEXT

Most existing residential areas within Rothesay are comprised of single-family, detached homes. These areas are generally characterized by pride of home ownership and neighbourhood stability and have resulted in a variety of attractive neighbourhoods. Single-family detached housing will continue to be the predominant land use in the community and will be supplemented by such additional development as parks and recreation areas, schools and churches and local commercial uses such as convenience stores. Development of these uses will be provided for in the area designated low density residential through rezoning to an appropriate zone as described in the institutional or commercial policies. General provisions in the zoning and subdivision by-laws and elsewhere in this plan (chapters 10 and 12) set out policy for the development of public and private infrastructure throughout the town including residential areas.

The exception to the prohibition of commercial activities in residential zones is home offices and home occupations. These uses and the manner through which they may be permitted are described in more detail in the Commercial Chapter (8) of this Plan.

Some neighbourhoods in Rothesay have large, older homes. The primary areas where these homes are located are adjacent to or around the Rothesay Common. To protect the character of neighbourhoods, some control on architectural design of the buildings may be instituted through the Heritage Preservation By-law or through measures available for inclusion in the Zoning By-law. Rothesay has adopted a Heritage Preservation By-law that applies to the properties fronting on the Rothesay Common.

Many of the residential areas of Rothesay are developed on the slopes of the Kennebecasis Valley to obtain a view of the River. New development should be designed so as not to obscure the views of existing properties.

A large portion of Rothesay has been developed on individual wells and on-site septic systems. A large concentration of this type of development is in the southern area of the Town. It is anticipated that this area will eventually be serviced by municipal water and sewer, however, the provision of these services is not expected to be within the time frame of this Plan.

Council believes it is reasonable to allow the choice of on-site services for residential housing to be available to present and future residents of Rothesay where environmental conditions allow and municipal services are unavailable. This should only be permitted with some consideration of development standards, which allow for the future re-subdivision of each individual lot at a time when municipal services are provided in the area.

There is specific policy that relates to the Carpenter Pond Watershed in the Environment Chapter (3) of this Plan. The policies in this section relate only to existing developed residential properties in the Watershed.

Residential needs change for individuals and families as their members age. The circumstances in some families are such that they may need to add a dwelling unit for an older or younger member of the family who wishes to share the residence. Such accommodation may require that a single-family dwelling be modified to become a multiple dwelling as an apartment is added to meet the needs of this family member. Such development is considered by Council to meet a legitimate social need through affordable housing for seniors and will be allowed through special provisions in the Zoning By-law including considering the additional dwelling unit as 'temporary' and requiring it to revert to its prior use as a single detached dwelling when the family member has left the residence.

There is a growing awareness for the need for affordable housing in most communities today. In recognition the Council may consider instituting a policy for ensuring there is a provision for affordable housing available in the community. This policy will be considered over the period of this Plan.

5.2.2 GOALS

- To protect and enhance existing residential neighbourhoods.
- To ensure that future residential development complements existing neighbourhoods.
- To direct development to areas where additional infrastructure capacity exists.
- To encourage a variety of housing types to meet the residential needs of the existing and future population of Rothesay in a high quality living environment.
- To ensure that future residential development occurs in locations where appropriate municipal services and road infrastructure is available or can be provided including areas with in-fill potential.
- To ensure that an appropriate area of land is designated for anticipated future, low density residential growth.
- To ensure that use and activity on existing residential properties within the Carpenter Pond Watershed does not compromise the quality of the water source while recognizing the right of existing residents to use and enjoy their property.
- To consider the potential for affordable housing in association with large scale new development.

5.2.3 POLICY

- (a) The areas shown on the Future Land Use Map as low density residential shall be limited to uses that include single-family, detached housing, and in some zones, two unit dwellings with limitations on the relative numbers of each type and uses accessory or supplementary to these.
- (b) In larger undeveloped areas as shown on Schedule G, secondary planning will be required moderate density residential uses will be permitted through the secondary planning process. Such plans may require a Zoning By-law amendment.
- (c) The Zoning By-law shall include a series of low density residential zones that acknowledge the existing development pattern of the neighbourhoods that comprise Rothesay.
- (d) Within these low density zones, the type of housing, the size and frontage of lots and the location and size of buildings on each lot will be regulated in the Zoning By-law to reflect existing conditions in residential areas.
- (e) Where the architectural character of an existing neighbourhood is deemed by Council to be of special value, Council will provide for control of the architectural design in a neighbourhood or part thereof.
- (f) Council will consider including protection of view planes in the Zoning By-law.
- (g) Council will consider rezoning to a residential zone with different requirements where the area to be developed is separated from the adjoining neighbourhood by natural or manmade features including a landscaped buffer zone. This will typically be done through the secondary planning process.
- (h) In any residential designation in this Plan, Council, through a specific agreement under section 39 of the Community Planning Act, will consider approving innovative development that does not meet the standards set out in the Zoning By-law where such development can be shown to meet the general intent of this Plan and the following special criteria as evaluated by Council:

- i. provides a housing option(s) not otherwise available in the community
 - ii. augments the quality of adjacent neighbourhoods
 - iii. provides high quality housing compatible with housing in adjacent areas
 - iv. is fully serviced with municipal sewer and water
 - v. does not create excessive traffic in adjacent neighbourhoods
 - vi. offset increased densities through extraordinary landscaping and/or innovative design techniques.
- (i) To ensure the enjoyment of the community by all residents, land use in Low Density Residential designations shall be regulated through the Zoning By-law with respect to such matters as use, size, height of main buildings, yards, storage of recreation vehicles and boats, landscaping, appearance and placement of fencing, location and security of swimming pools and placement, style and size of accessory buildings.
 - (j) Development standards for such infrastructure and amenities as roads, storm drainage, sidewalks, utilities, street lighting and public open space shall be included in the Subdivision By-law.
 - (k) Subdivision of land shall incorporate the natural features of the site and the uses and character of the adjacent parcels. Consolidation of parcels and comprehensive subdivision design will be provided for in the Subdivision By-law.
 - (l) Council shall assess the infrastructure and amenities in existing neighbourhoods against the development standards and prepare strategies to correct deficiencies.
 - (m) Subdivision of land for low density residential use will be permitted only in areas where municipal services are available except in the low density residential area south of the Mackay Highway. In this area, subdivision without municipal services will be permitted with on-site services in accordance with Provincial standards. Large side yard set backs will be recommended so as to allow for re-subdivision when water and sewer services do become available.
 - (n) To protect the municipal water source, Council shall control and limit the use of residential properties within the Carpenter Pond Watershed through provisions in the Zoning By-law and assisting in the enforcement of the watershed protection regulations of the Clean Water Act.
 - (o) New single family residential development shall be considered on only very large lots within the Carpenters Pond Watershed.
 - (p) Council shall seek to continually improve the appearance of the community by improving public areas.
 - (q) In the Zoning By-law Council will provide for an additional dwelling unit in a single detached dwelling where the unit is for the sole purpose of accommodating a family member and where the building will revert to a single-family dwelling when no longer required to house a family member.
 - (r) Multiple unit residential buildings existing in the areas designated Low Density as of the date of enactment of this By-law are nonconforming uses unless designated otherwise in Schedule A to this Plan.

5.3. MODERATE DENSITY RESIDENTIAL

5.3.1 CONTEXT

Moderate density housing is a common response to demands for alternative housing types to meet the needs of smaller families and an ageing population or to accommodate the growing demand for young professionals who do not wish to have or maintain houses on large lots. This type of housing can be designed and developed so as to complement existing neighbourhoods and offer a variety of housing to current and prospective residents. Often these alternative housing forms permit long-time residents to remain in a community as their housing needs change through their lives and enables younger members of society to establish a base in a community. Moderate density residential development can take the form of such housing types as individually owned apartment units, townhouses or garden homes.

Seniors care homes and congregate housing can provide an alternative type of moderate density housing that can address the needs of a specific and growing group of residents. If designed at a small scale and with a limited number of residents, these types of facilities are in keeping with a residential neighbourhood. Larger scale developments to accommodate seniors will be addressed in the Institutional portion of this Plan.

In this Plan several areas are identified where moderate density housing currently exists or that may be suitable for such development. New multiple unit housing will be approved through a rezoning process as outlined in the Zoning By-law with an agreement to set out the details of the development. Moderate density development for the purposes of this Plan is considered to be 10 units per acre.

5.3.2 GOALS

- To allow for the continued operation of existing moderate density residential uses in Rothesay such as townhouses, garden homes and apartment buildings.
- To limit type, scale and density of future moderate density development.
- To locate and site moderate density housing in a manner that complements the community.
- To exclude such moderate density residential uses as trailer parks, mini home parks or mobile home parks.
- To ensure that moderate density residential development achieves high quality standards of design and appearance.

5.3.3 POLICY

- (a) Moderate density housing shall be directed to the areas designated on the Future Land Use Map as Moderate Density or Mixed Residential;
- (b) Uses in areas shown on Schedule A as Moderate Density Residential shall be limited to single-family, detached and two-family dwellings, townhouses and garden homes and uses accessory or supplementary to these uses.
- (c) Existing moderate density development will generally be zoned accordingly where it is contiguous with other non-residential or multiple unit residential uses.
- (d) Within these moderate density residential zones, the size and frontage of lots and the location and size of buildings on each lot will be regulated in the Zoning By-law so as to ensure the open character of the community is retained and densities do not generally exceed ten (10) dwelling units per acre.
- (e) To ensure enjoyment of the community by all residents, land use in the Moderate Density Residential designation shall be regulated through the Zoning By-law respecting matters like use, size, height of main buildings, yards, parking, storage of recreation vehicles and boats, landscaping and buffering, placement and size of garbage containers, building height, appearance and placement of fencing, location and security of swimming pools and placement, style and size of accessory buildings and structures, including exterior lighting, satellite dishes and antennae.
- (f) Development standards for such infrastructure and amenities as roads, storm drainage, sidewalks and pedestrian walkways, public and private utilities, street lighting, public and private open space and public landscaping shall be included in the Subdivision By-law.
- (g) Council will consider redesignating to Moderate Density Residential where the area to be developed is buffered from adjoining low density neighbourhoods by natural or manmade features such as a landscaped buffer zone, the site is easily accessible to an arterial or collector road, municipal water and sewer services are available and the site is suitable for the use proposed.

- (h) Council shall not permit the development of mini home, mobile home or trailer parks. Mobile homes existing as of the adoption of this Plan shall be considered as a nonconforming use. Mobile homes may be located in Mobile Home subdivisions where such subdivisions are developed to standards set out in the Zoning By-law and approved through a development agreement. No area is designated in the Plan for this use.
- (i) The size, scale and number of units per property, protection of mature trees and architectural design to complement the neighbourhood shall be established through provisions in the Zoning By-law and agreements with developers at the time of rezoning.
- (j) Council shall allow Seniors' housing as moderate density use and shall establish the number of units or residents through the Zoning By-law.
- (k) Council shall require new moderate density housing to be connected to municipal water and sewer services.

5.4. MIXED RESIDENTIAL

5.4.1 CONTEXT

The residential areas accessed off Hampton Road and shown on the Future Land Use Map (Schedule A) as Mixed Residential presently are composed of a variety of housing types varying from single-family detached housing, to homes with basement apartments, to garden home development to apartments. Generally this area extends from Hampton Road towards the rail line to the northwest and Chapel Road to the southeast. This area of Rothesay also extends back towards Marr Road and Scott Avenue. This mixed-residential development is bisected by the commercial activity on Hampton Road and Marr Road. This area might be regarded as 'in transition' and will require careful management to allow for higher density types of residential development while protecting existing enclaves of single-family homes.

This residential area offers the community a number of advantages. Its location adjacent to the main commercial area in Rothesay offers residents convenience, ease of obtaining services within walking distances and for some, an opportunity to work close to home. This area of mixed-residential development is also a transition from the commercial areas to the lower density residential uses prevalent in the Town. The higher densities allow for the more efficient use of the existing municipal infrastructure that is in place. This is consistent with the overall sustainable community principles in which residential opportunities coexist with commercial activities thereby encouraging a higher degree of pedestrian traffic and infill development. While higher density residential opportunities will be considered in the commercial context, it offers existing and prospective residents of the Town a variety of housing choices.

This area of Rothesay also presents some challenges. It is an area under transition in housing stock and pressure from adjacent expanding commercial areas. This section outlines the general direction for residential development in the mixed-residential area and the conditions under which properties may be used for other than single-family residential purposes.

The area designated for Mixed Residential will allow uses very similar to those allowed in the Moderate Density Residential designation. Similar measures will apply and the major differences will be the manner in which development is carried out, the density, and the heterogeneous development pattern.

5.4.2 GOALS

- To ensure that higher density housing types are developed in such a way as not to detract from established groups of single-family residences.
- To allow for the continuation of housing variety within the area.
- To manage the continuing development pressures in this area of Rothesay and to stabilize its residential character.
- To allow greater flexibility on a site-specific basis in coordinating higher densities near single-family areas.

5.4.3 POLICY

- (a) Council shall locate Mixed Residential designations on Schedule A, Future Land Use Map.
- (b) Higher density housing and housing types such as apartments and attached housing on smaller lots will be permitted through rezoning under the Zoning By-law.
- (c) Council shall, when considering a rezoning in this area from single-family, have regard to the following conditions:
 - i. compatibility with surrounding land uses
 - ii. setback
 - iii. roof type and pitch
 - iv. building height
 - v. location and access to off-street parking
 - vi. design of parking lot layout
 - vii. relationship to adjoining residential buildings
 - viii. capacity of water, sewer and storm sewer systems
- (d) To ensure enjoyment of the community by all residents, land use in the Mixed Residential designation shall be regulated through the Zoning By-law respecting matters like use, size, height of main buildings, yards, parking, storage of recreation vehicles and boats, landscaping and buffering, placement and size of garbage containers, building height, appearance and placement of fencing, location and security of swimming pools and placement, style and size of accessory buildings and structures, including exterior lighting, satellite dishes and antennae.
- (e) Council will generally limit the density for proposal for new housing to twenty (20) dwelling units per acre.
- (f) New single-family detached housing will be permitted in areas designated Mixed-Residential where property in the immediate vicinity is used for single-family housing.
- (g) Council shall require any new residential development in this designation to be connected to municipal water and sewer services.
- (h) Area designated Mixed-Residential will be high priority areas for the extension of municipal water service.
- (i) Screening of adjacent single-family residences will be required when higher density housing is permitted.

6. SPECIAL AREAS

6.1.1 ROTHESAY COMMON

While in the residential parts of Town there are several significant non-residential land uses, including the campus of Rothesay Netherwood School, the Villa Madonna and the Bishop's residence, the institutional precinct around Rothesay High School and Town Hall, the residential/recreational area at the Renforth Wharf and Bill McGuire Centre, the Rothesay Common is seen as a focal point for civic pride in the community. It is at this location where ceremonial functions are performed, important personages honoured, municipal insignia displayed and memorials dedicated. It is the place where the community gathers to celebrate special occasions and to enjoy some of the amenities Rothesay provides. It is also where residents and visitors can come to enjoy music on a summer evening or skate on a winter afternoon and where school children can be seen playing or families spending time together playing games. It is a special place - it is the heart of Rothesay.

Improvements have been made to the Common proper to provide for better drainage from the site, to enhance the landscaping and to upgrade the street scape. These activities will continue over the duration of this Plan in consultation with the Heritage Preservation Review Board and residents. This special place is focused on the Common but also includes Station Road and the linkage to the River at the Rothesay Yacht Club.

The properties bordering on Gondola Point Road, Hampton Road and Church Avenue surrounding the Common will continue to be subject to architectural controls to ensure compatibility to reinforce the character and sense of place of the Common as a force of civic pride. The Rothesay Heritage Preservation By-law protects the architectural appearance of buildings surrounding the Common. The By-law requires that renovations or new development reflect the architectural quality and character exhibited by the existing buildings.

The land uses permitted around the Common will differ from those in typical residential areas. A limited variety of small-scale commercial uses will be allowed along with institutional uses and higher density residential development. The residential development will take the form of moderate density housing and reflect the style of the existing architecture, in particular large single-family homes set back from the street. Professional offices, personal service establishments, institutional uses such as churches and the school, banks, small-scale medical facilities and specialty retail establishments that are consistent with the concept for a town centre will also be permitted. This will promote the continuum of the concept of the Town Centre along Hampton Road to the Rothesay Common.

Several development opportunities exist where land is under-utilised or existing buildings are inconsistent with the overall character of the area. It is expected that over time these buildings may be renovated or demolished and replaced with more appropriate structures. These changes will be done in accordance with the applicable by-laws. Accordingly development control in this zone will be implemented through guidance to developers regarding municipal objectives and negotiation as to the details of proposals. The Heritage Preservation Review Board, along with Town staff, will play an ongoing role in this regard.

6.1.2 RENFORTH COVE

The James Renforth Drive area is also a distinct place in the community. Although its role as a commercial node is limited to Colwell's store, it is a significant focus for recreation activity during all seasons of the year. Framed by the railway, the Renforth Cove offers the best public access to the River in Rothesay and the Bill McGuire Community Centre is an important location for public events. This special place reflects the history of the early development of the Valley.

In winter the ice-fishing village is a landmark to those from far beyond the Rothesay boundary as well as a reminder of traditions for residents in the southwest end of Town. In summer the sight of competitive rowers and kayakers practising their sport highlights the many water-based activities so fascinating to shore-bound observers. The wharf and boat launch are important ingredients in the mix of recreational facilities available and the beach attracts people of all ages. In addition to the water-based activities, the ball field and the tennis courts offer further recreational options.

Forming a backdrop to the wide variety of recreational activities are the residences that follow the narrow, winding James Renforth Drive. Set closer together than in most of Rothesay, these neighbours share an intimate environment with a character that sometimes seems overwhelmed by the many vehicles that explore or vie for parking in the vicinity. Unlikely to meet any of today's standards for lots not served by municipal water, these homes are a reminder of the history of seasonal cottages in years past.

Unless the Villa Madonna lands are released for other uses by the Diocese, there is little additional land for development. Redevelopment will need flexible controls to ensure the desirable atmosphere is maintained. The introduction of municipal water should be considered as should the continued development of existing recreation facilities. Housing in this area could allow for some higher density forms when new lots are identified or existing properties redeveloped.

Although there are other places in Rothesay that have a special character, these two have special significance and are deemed to deserve special consideration in this Plan.

6.1.3 GOALS

- To ensure that the unique places that make Rothesay distinct are recognized and protected in this Plan
- To strengthen civic pride by further developing important community amenities

6.1.4 POLICY

- (a) A Special Areas Zone will be included in the Zoning By-law that will set out special provisions for medium density residential development, mixes of uses, personal services, professional offices, small scale retail establishments and institutional uses and for development objectives for parking, landscaping, setbacks, signage and architectural appearance. Development in this zone will be through approval of the PAC and may be subject to the Heritage Preservation By-law
- (b) The upgrading plan for improvements to the Common will be considered over the next five years. A second stage may include further improvements to the public lands bordering the old train station and the linear park along the entrance to the Yacht Club.
- (c) The Rothesay Heritage Preservation By-law will continue to be applied and the administrative processes reviewed to promote the objectives of this Plan.
- (d) A second Special Area Zone (Renforth Cove) will provide for housing on smaller lots, a continued mix of residential and recreational/cultural facilities and the continued use of public open space.
- (e) Council will consider improvements to municipal infrastructure in the Renforth Cove area to ensure its continued viability.

7. INSTITUTIONAL

7.1.1 CONTEXT

As in all residential communities, in Rothesay there are uses that contribute to the quality of the residential environment but are not essentially residential in nature. These uses include utility services, recreational amenities and institutions. The latter are the subject of this section.

Institutional uses include churches, schools and certain government buildings and related groupings of such buildings. They may also include some uses that are operated as not for profit entities depending on the type of activity carried out. Individual institutional buildings are dispersed in the residential and commercial areas of Rothesay and are generally compatible with residential development. Individual Institutional uses will be permitted in the area designated Residential or Mixed-Residential in the Plan on sites of a limited size. New institutional uses should be located only after consultation with the neighbourhood through the rezoning process.

Given its location and community amenities, Rothesay attracts many professionals who are seeking a safe and attractive residential environment. For many families, both adults work. This has resulted in an increased demand for adequate and appropriate daycare facilities. While daycare facilities are located throughout the community, typically in private homes, there is a need for larger daycares which are provincially licenced. To date, the Town has considered larger daycares in commercial areas as an appropriate use. While this is still relevant, demand is rising to have these facilities located adjacent to schools and in residential areas.

For this reason, and to satisfy the rising demand for high quality childcare in neighbourhoods, Council considers daycares of 6 to 9 children as meeting the requirements of an "institution". These daycare facilities provide not only childcare but also educational services as they are typically staffed by trained early childhood educators. These facilities will be sited in accordance with the requirements of the Zoning By-law and will be subject to public comment through the legislated processes.

It is recognized that institutional uses are necessary in a healthy community. Council must take into account the interests of the entire Town when considering a proposed institutional development. Council recognizes the need to provide for those in the community with special needs including persons whose age or health limits their ability to live independently.

Development of individual institutional uses will be required to meet standards set out in the Zoning By-law and may also be subject to specific controls implemented through a development agreement under the Community Planning Act so as to ensure compatibility with neighbouring properties.

In the recent past, there has been a growing demand for French language schools. While Samuel de Champlain in Millidgeville has provided this need to date, the school has reached capacity. The District 1 education council is actively looking for suitable sites for another school and it has become apparent that the Valley is a desired location.

7.1.2 GOALS

- To insure new institutional land uses are situated in locations convenient for pedestrians and motorists and capable of being served by existing municipal infrastructure.
- To seek continued improvement in the quality of educational facilities in Rothesay.
- To maintain and further develop a mutually supportive relationship with individual schools and the District 6 administration.
- To work with the District 1 administration to assist in locating a French Language School in the area.

- To ensure the development and expansion of institutional uses do not detract unnecessarily from the enjoyment of private property.
- To work cooperatively with Rothesay-Netherwood School and the Diocese of Saint John to ensure their properties are further developed in a manner compatible with the direction of this Plan.
- To ensure that all civic buildings are designed and maintained to a high standard so as to foster community pride.
- To work cooperatively with the Town of Quispamsis for the relocation/expansion of the Kennebecasis Public Library.

7.1.3 POLICY

- (a) Uses in these areas shall be limited to schools, churches and residential, daycare facilities and other support functions.
- (b) Institutional uses on lots of less than one hectare or with a building area of less than one thousand square metres may be permitted in Commercial, Residential, Special Area or Mixed-Residential designations through rezoning to an Institutional zone in the Zoning By-law and with conditions negotiated with those developing the project.
- (c) Standards shall be set up in the Zoning By-law for such aspects as minimum and maximum lot size, building size and height, municipal services, road access, on-site parking, set backs from property lines and distance and screening from nearby homes.
- (d) New institutional uses requiring sites larger than a hectare shall be directed to areas with existing municipal infrastructure and direct access to an arterial or collector road. Compatibility with surrounding land uses shall be a criterion in rezoning of lands for Institutional use.
- (e) Council shall consider applications to use land for those with special health or ageing needs in the Special Area, Moderate Density, Mixed-Residential and Institutional designations through a rezoning to Institutional subject to detailed development agreements.
- (f) A pedestrian access plan will be required for any new or expanded institutions. Guidelines will be prepared about content of such plans.
- (g) Council shall work with District 6 to maximize the benefits of school buildings and grounds to the student body and the community at large.
- (h) Council shall work with District 6 to identify opportunities for expansion of the schools in the area.
- (i) Public or private human health facilities will be considered in the Special Areas, Mixed Use designations, Institutional designations and Commercial designations with rezoning to Institutional and conditions as set out in a development agreement required.
- (j) Council may identify locations in Town capable of supporting larger institutional uses such as cemeteries, nursing homes, schools, seniors' facilities, churches, government offices and health care facilities.
- (k) The redesignation of land to Institutional may only be considered upon the presentation of the following information:
 - i. detailed site plan of the property
 - ii. key plan identifying land use and structures within 100 metres of the proposed site
 - iii. descriptions of activity
 - iv. proposed buffering
 - v. details concerning proximity to water and sewer service
 - vi. any other information deemed necessary to evaluate the proposal
 - vii. pedestrian access plan

8. COMMERCIAL DEVELOPMENT

8.1. COMMERCIAL DEVELOPMENT CONTEXT

Commercial development in Rothesay is intended to be supportive of the primary land use - residential. Although residential uses take precedence, services are required for those who make their homes here. While the proximity to Saint John reduces the need to provide for all services within the Town boundary, the location of Rothesay in the Greater Saint John Region provides specific opportunities for commercial development that should be captured.

This Plan designates three areas that will be primarily commercial in nature and provides for two types of commercial development in residential neighbourhoods and for limited commercial development in the Rothesay Common Special Area. The Plan also provides for the Dolan Road Irving gasoline station and truck-stop as a Highway Commercial enterprise.

The three areas designated in the Plan primarily for commercial use include Hampton Road from the Town Hall to the Quispamsis boundary, the area along the Marr Road and northwest of the intersection of Marr Road and Campbell Drive and the area along Millennium Drive. Each of these areas has somewhat different characteristics and is dealt with individually in this Plan.

While acknowledging the paramount role that residential development has in Rothesay, the Plan seeks to ensure that the quality found in the Town's residential development is also achieved in its commercial areas. Therefore the Plan sets out a series of actions to be taken to improve the attractiveness of the commercial areas and to ensure that they are compatible with the residential neighbourhoods.

8.2. CENTRAL COMMERCIAL

8.2.1 CONTEXT

The Hampton Road from Scott Avenue east to the mall at Landing Court in Quispamsis forms the commercial centre of the Valley. It could be described as its 'main street'. This Plan sets out that the portion of the Hampton Road that is in Rothesay will remain as the traditional commercial area serving the Town. To that end it provides for the conversion of the remaining residential buildings to commercial purposes and for expansion along Marr Road.

One of the key tenets of sustainable community planning which the Council has adopted is that there should be reasonable pedestrian access to shops and services so as to encourage non-vehicular forms of traffic movement. While the Hampton Road is linear and the policy is to maintain the commercial activities central to Hampton Road, the opportunity exists to allow for higher density residential development in association with commercial activities. This concept is becoming very popular in larger urban centres to encourage a resettlement of the downtown core. The Council has expressed an interest in considering residential settlement patterns in association with commercial uses for the future, particularly in light of the anticipated high rate of development associated with the rapidly expanding energy sector in Saint John.

With the continued growth in commercial development along Hampton Road, Council recognizes the need to improve the pedestrian environment and the appearance of the commercial area. The Plan includes policies to make the street more pedestrian-friendly by considering traffic calming devices in the public road right of way, adding amenities such as more greenery and litter containers and controlling the proliferation of signage often found in areas of strip commercial development. The Plan also includes a provision for standards to be applied to this area to ensure that all future development of the area is compatible with the overall vision set by the Council. It is intended to offer pedestrians a safe and convenient network of sidewalks as well as to offer residents, shoppers and visitors places where they can enjoy good weather, wait for friends, and relax during the course of their activity all set against storefronts and buildings which have architectural interest and appeal.

Commercial land uses in this area should be limited to those that serve the residents of the Valley and the scale of the development and the architectural forms approved will reflect this role. To the extent that Quispamsis shares the same goals, Rothesay will undertake to design common approaches to the development of Hampton Road.

In the past 5 years Marr Road has increasingly become a recognized commercial area in Rothesay. The expansion of the commercial designation along Marr Road will allow it and those commercial properties on Hampton Road to connect with the existing general commercial designation located in the area where Marr Road intersects with Campbell Drive.

8.2.2 GOALS

- To ensure that the recurring commercial needs of residents are met.
- To protect abutting single family residential areas from negative impacts of commercial development along Hampton Road and at the Marr/Clark Roads intersection.
- To ensure that redevelopment of Hampton Road results in improvements to its appearance and maintains its function as a major arterial.
- To provide a smooth transition from existing to commercial uses for properties in the Central Commercial designation.
- To work with Quispamsis toward a coordinated approach to commercial development along Hampton Road.

8.2.3 POLICY

- (a) In the Zoning By-law Council will zone all property fronting on Hampton Road east of the Rothesay Arena, with the exception of the cemetery, to commercial.
- (b) The area along the Marr Road will be considered for an expansion to the Central Commercial zone through rezoning with a development agreement.
- (c) Council will provide for a broad range of commercial uses and higher density residential development associated with the commercial uses in the Central Commercial Zone.
- (d) Council will cause a number of alternatives to the traffic patterns on the Hampton Road to be developed to allow for an evaluation of how the objectives for the area can be met by managing the current traffic issues.
- (e) The Zoning By-law shall include provisions to limit sizes and heights of buildings, require setbacks from front and rear property lines, provide parking spaces in adequate numbers, set out locations and widths of driveways, prohibit outside storage, screen boundaries with the abutting residential property including that designated residential but not yet developed, limit the nature of uses to those required to serve the needs of Valley residents, provide landscaped open space and pedestrian areas and other such measures as may be necessary to achieve the objectives of this Plan.
- (f) Council will consider the development of standards detailing sustainable community principles and aesthetics for any new construction and redevelopment of the properties in this zone.
- (g) Council may have a plan prepared to improve the appearance of the Hampton Road right-of-way and buildings in the area of the commercial frontage and invite the participation of Quispamsis in the development of standards for the area.
- (h) Signage in the area will continue to be regulated through the Rothesay Sign By-law.

8.3. MILLENNIUM PARK

8.3.1 CONTEXT

This area, bordered by Campbell Drive, Millennium Drive and Donlyn Drive and the residential neighbourhood to the north, is highly desirable for commercial enterprises for its excellent location with exposure to passing traffic on the Mackay Highway and convenient access to the Saint John Airport and the Provincial highway system. The location of this area, together with the accessibility to the major highway corridor in New Brunswick, is considered to be prime real estate for commercial development. In keeping with sustainable community principles commercial development can be augmented by residential and institutional uses and support adequate green space for public use. It is this integrated approach which will guide the development of this area.

In the previous plan, this area was designated as Business Park. The concept was that the area would attract technology related businesses, professional offices, general and government offices and small scale retail uses drawing low volumes of traffic generally associated with professional services or technical expertise.

In 2005, a development proposal was considered by Council for this area which involved a large retail store. While the area has obvious attractions, it abuts an established residential neighbourhood. This application generated a lot of interest from the community and highlighted the importance of planning for a compatible development. The competing interests for the area have spurred a need to re-evaluate the goals and objectives.

The intent of permitting commercial activities in this area is not to duplicate or substitute for the types of enterprises found in the other two commercial districts but to allow for a variety of services which will support the community. In keeping with this approach, it is evident that there will be opportunities for low rise professional services buildings, retail stores, hotels and restaurants. An emphasis should be placed encouraging interesting architecture and exemplary landscaping to allow for a visually appealing area which is functional. It is also feasible that these types of developments can complement and support higher density up-scale residential developments.

All proposals will be evaluated for their contribution to the overall storm water management plan developed by the Town. As well, a portion of the trail system presented in the Recreation Master Plan (2009) will be developed in the Millennium Park area. All developers in this area will be required to contribute to the trail and green space either monetarily or by providing the necessary land.

Development proposals which meet the intent of this plan will be considered by Council. Additional aesthetic design standards may be considered by the Council to ensure developments meet the overall vision of the community.

Each development proposal for this area will be subject to a Development Agreement. As part of the process for bringing the agreement into place, each applicant will be required to present their proposal in a public forum. This will allow the community to become familiar with the proposal, provide comment and ensure that the agreements address sustainable community principles and are complementary to the existing neighbourhoods.

8.3.2 GOALS

- To facilitate development of a range of uses that will support the integrated development concept.
- To take advantage of the many positive attributes of the area while enabling development, which are sustainable and meet the needs of the community.
- To ensure there are minimal negative effects on the adjacent residential properties.
- To coordinate development on Millennium Drive with that in Quispamsis to ensure that land uses across the two towns are complementary aesthetically and in their functionality.
- To ensure that the area is developed to a high standard of architectural design, sustainable design and landscape design.

8.3.3 POLICY

- (a) Council will consider the development of standards which should address the following;
- Energy efficiency
 - Water conservation
 - Waste water reduction
 - Storm water control
 - Light pollution minimization
 - Parking lot design
 - Landscaping
 - Architectural design of buildings and structures
- (b) Council will require that all developments for this designation be governed by Development Agreements. Further, Council will require that prior to approving such an agreement, the public has the opportunity to review the proposal.
- (c) Council will establish high standards for any development in this area to ensure that the area reflects the image of a gateway into the community.
- (d) Council will require that development is designed and constructed to a high standard with landscaped space designed by a qualified professional;
- (e) Council will, through the Zoning By-law, provide for limitations on outside storage in commercial areas, provide for green space in all areas, limit the height of all buildings and minimize light pollution.
- (f) Council will require pedestrian pathways to be included in any design proposal such that there are adequate and appropriate connections between developments and residential properties.
- (g) Council will require that the trail system identified in the Recreation Master Plan (2009) be developed in this area. As well, Council will require that adequate green space be provided in association with the overall development of the lands.
- (h) Council may consider the appearance of buildings, the setbacks, parking lot design, lighting, landscaping, control of outside storage and display, provision of appropriate buffers for abutting residential properties and provide for an adequate and appropriate pedestrian circulation network.
- (i) All surface drainage shall be managed in such a way as to minimize downstream impacts. Where feasible, surface drainage shall be permitted to recharge the aquifer.

8.4. GENERAL COMMERCIAL

8.4.1 CONTEXT

Development of commercial enterprises in Rothesay has primarily served the residents of the Valley. The strategic location of the community in the greater Saint John Region may well lead to proposals to locate regional scale commercial development within the Town. The opening of Millennium Drive and the development of the area at the top of the Marr Road has attracted some commercial development. This area is highly visible to travellers on the provincial highway network and its appearance is one of the most visible images of Rothesay. Attention to architectural quality and urban design is required and will continue to be primary considerations in any future developments.

The area of land northwest of Marr Road where it meets Campbell Drive is expected to develop for regional commercial purposes due to its high visibility from the Mackay Highway, its central location in the Kennebecasis Valley and its accessibility to the provincial highway system and the Saint John Airport.

This area is expected to serve highway traffic as well as Valley residents and will accommodate tourists with enterprises such as a variety of restaurants, overnight accommodation, entertainment facilities, as well as retail and some office use. Light industrial activities that are largely contained within structures, have outside storage screened so as not to be visible from adjoining properties and public streets and that are limited to light assembly and warehousing may be acceptable. Developers in this area will be expected to conform to an overall development scheme and high quality will be required in architectural design and public amenities. Development in this designation will require landscaping and full municipal services. As well, developers will be required to contribute to land for public purposes to ensure that there is adequate green space included in the overall scheme.

Modifications have been made to the direction of the flow of stormwater such that there is no connection between the north side of the Mackay Highway and the Carpenter Pond Watershed, the water source for the Town. Any stormwater runoff from the north side of the highway is directed to the Kennebecasis River. In keeping with sustainable development principles, development in this area will be evaluated for stormwater control and where feasible, the recharge of the aquifer. Where an engineered solution is required to address stormwater management, Council will ensure that there is sufficient land made available to accommodate the infrastructure.

8.4.2 GOALS

- To ensure that development in this designation does not compromise the environmental quality of the groundwater aquifer.
- To have development in this area result in a high quality image of Rothesay.
- To ensure that development takes place in a coordinated manner and achieves overall benefits for the community.

8.4.3 POLICY

- (a) All surface drainage shall be managed in such a way as to minimize downstream impacts. Where feasible, surface drainage shall be permitted to recharge the aquifer. Development in this area may only proceed when it is demonstrated that it will have no deleterious effects on the municipal water, sewer or storm water systems and developers have agreed to contribute to off-site costs.;
- (b) The Zoning By-law will require that development in this designation is designed and constructed to a high standard with landscaped space designed by a qualified professional;

- (c) Council will provide for a range of commercial uses to serve the travelling public, residents of the Valley and the Greater Saint John Region in a General Commercial Zone;
- (d) Council may consider the appearance of buildings, the setbacks, parking lot design, lighting, landscaping, control of outside storage and display, provision of appropriate buffers for abutting residential properties and provide for an adequate and appropriate pedestrian circulation network.
- (e) Council may allow for limited Light Industrial zoning within the General Commercial designation. This will accommodate the existing light industrial users in the General Commercial designation and allow for future additions. When considering a re-zoning request to Light Industrial in this designation Council shall have regard to the following:
 - i. nature of the use
 - ii. amount of exterior activity and storage
 - iii. prominence and visibility of the site
 - iv. potential negative impacts such as noise, pollution and waste generation on surrounding uses
 - v. buffering and screening from adjacent uses

HIGHWAY COMMERCIAL

8.4.4 CONTEXT

There is an existing highway commercial use accessed directly from the Mackay Highway. At present the Irving Big Stop is the only development of its type in the community. Servicing for tractor-trailers and other large vehicles requires large parcels of land and road access directly to arterial highways. The Plan provides for a separate zone for such uses and others like restaurants designed to serve the travelling public.

8.4.5 GOALS

- To ensure highway commercial uses do not negatively affect residential neighbourhoods.
- To provide services to the travelling public.

8.4.6 POLICY

- (a) When a rezoning such as that described in (a) is approved, Council shall require a development agreement under section 39 of the Act setting out matters such as screening from nearby residences, noise mitigation, connection to municipal services, environmental protection measures, specific combinations of uses and any other such conditions as Council may deem appropriate.
- (b) Rothesay will consult with the Department of Transportation when considering any proposal for Highway Commercial use.
- (c) Council shall set out a Highway Commercial Zone in the Zoning By-law.

8.5. NEIGHBOURHOOD COMMERCIAL

8.5.1 CONTEXT

Two other types of commercial land uses are recognized in the Plan. For the convenience of residents, small, neighbourhood commercial establishments will be permitted. These will be provided for where they are already set up and allowances will be made for new ones in areas of new residential development to promote the concept of sustainable community development

8.5.2 GOALS

- To provide convenient access to daily staples within walking distance of each neighbourhood.
- To ensure that the development is compatible with the existing neighbourhood.

8.5.3 POLICY

- (a) Land may be rezoned for Neighbourhood Commercial purposes within any Residential Designation where the site fronts an arterial road (section 11.2), is screened from adjacent residential development and is at least a kilometer from the nearest existing commercial outlet or a boundary of commercial designation.
- (b) Existing neighbourhood convenience stores including Colwell's, the property at the corner of the Gondola Point Road and Clark Road and the store at the intersection of the French Village Road and Raymond Road are permitted uses in this Plan.
- (c) Development of Neighbourhood Commercial outlets shall be limited to convenience stores of less than 200 square metres in floor area but may be combined with residential uses permitted in an adjacent zone.
- (d) Licensed liquor sales or video lottery terminals will not be permitted in establishments in the Neighbourhood Commercial Zone.
- (e) When rezoning sites for neighbourhood commercial purposes, Council will enter into a development agreement under section 39 of the Act setting out such matters as hours of operation, parking, screening and specific combinations of uses and any other such conditions as may be deemed appropriate.

8.6. HOME OCCUPATIONS

8.6.1 CONTEXT

Other commercial activity not relegated to a specific commercial designation in this Plan is found throughout the community. The nature of work in society is changing with more contract employees, commissioned sales persons and increasing advances in the technology required to work from remote locations including individual homes. Rothesay is not isolated from these trends but rather would expect a higher incidence based on the population, which includes a large proportion of professionals and business owners and operators. Further, Rothesay has no concentrated center of employment given its nature as a primarily residential community.

To provide economic and employment opportunity to the residents of Rothesay, the Plan will permit home occupation activity as a tenet of sustainable community planning. In addition to business offices, there are occasions when activities involve only the homeowner and generate no additional vehicular traffic in the neighbourhood. These types of activities should also be considered as home occupations when they are operated on a small scale. Manufacturing, warehousing, maintenance and repair or similar uses that are of a nature or size requiring separation from residential neighbours are not envisaged in residential designations.

Council is aware that there are different degrees of acceptance of such activities and will direct the Planning Advisory Committee to consider the existing neighbourhood when permitting such uses.

Home occupations are sometimes difficult to identify and can often be carried out without any implications to the neighbours. The Zoning By-law sets out a series of measures to ensure that home occupations are compatible with the neighbours and that the use remains supplementary to the primary residential character of Rothesay's neighbourhoods. To this end signage will be disallowed. Further there will be a floor area specification and a limitation on outside storage.

8.6.2 GOALS

- To provide economic opportunity for residents of Rothesay by permitting limited home occupations.
- To ensure that home occupations are compatible, the use is minor and secondary to the main residential use and compatible with surrounding land uses.
- To ensure that the standards for home occupations reflect the residential neighbourhood where the use is proposed.

8.6.3 POLICY

- (a) Council shall define acceptable home occupations in the Zoning By-law and may vary the acceptable uses and the standards in different residential zones.
- (b) Council shall specify the nature of the activity and appearance of home occupations through provisions of the Zoning By-law.
- (c) Council shall permit home occupations in residential zones subject to prescribing such matters as maximum floor area to be used, proportion of building used for the home based business, limits to signage, employees, parking, outside storage, use of accessory buildings and any other conditions as deemed appropriate.
- (d) Council shall develop a permitting process for the approval of home occupations.

9. INDUSTRIAL

9.1.1 CONTEXT

Rothesay as a primarily residential community has limited industrial activity within its boundaries. The industrial activity which is present falls into two broad types; one is dependent on a site specific resource such as sand and gravel and the other is in support of the residential nature of the community and includes such things as power distribution, auto repair, warehousing, assembly and contractors' yards.

In addition to the limited variety of activity, the existing distribution of industry is not widespread in the community. There are two nodes of activity, one of a light industrial nature in the area of the Marr Road and a second of both a light industrial and rural industrial nature in the area of the French Village and Bradley Lake Roads. There are a few additional industrial operations distributed throughout the Town, mostly limited to contractors' yards, but they do not form a distinct node of activity and will be treated as non-conforming uses within this Plan where the property is not specifically designated for that use.

In the context of this Plan it is not anticipated that Rothesay would be the location for any large-scale industrial development. The Town, due to limitations in its municipal water and sewage treatment capacity will discourage development of any industrial uses that would tax these resources. The presence of a rail line in the community might indicate a suitable location for certain industrial activity. However the existing rail line is surrounded by residential development and there is no large manufacturing facility or resource in the Town that would need to be serviced by rail. This Plan does not designate any industrial land adjacent to the rail line.

This Plan will set out two designations, Light Industrial and Rural Industrial to accommodate existing industrial activity in the Town. A Light Industrial designation will accommodate uses that are smaller in scale, have most activity happening inside buildings and may have some outside storage in secure, screened compounds. This designation would typically be applied to such things as contractors' yards, auto repair, assembly, light manufacturing and warehousing operations.

A Rural Industrial designation will accommodate larger scale industrial activity in particular the operation of greenhouses, composting facilities and pits and quarries. This designation will disallow the operation of asphalt plants or cement plants. It is anticipated that most rural industrial activity will be a pit or quarry but as the resource is exhausted, the land may be suitable for other activity like outdoor recreation, light industrial use, or ultimately may be redeveloped for housing, given the correct circumstances and the provision of municipal water and sewer, where feasible.

9.1.2 GOALS

- To limit industrial development to uses compatible with Rothesay's primary role as a residential community and direct industrial use to appropriate locations.
- To minimize the impact industrial uses have on residential areas and the environment.
- In cooperation with Enterprise Saint John to direct certain industrial activities to industrial parks in the Region.

9.1.3 POLICY

- (a) Council shall set out a Light Industrial Zone and a Rural Industrial Zone in the Zoning By-law.
- (b) Council shall ensure that the areas designated as Industrial are predominately used for industrial purposes.
- (c) Council shall allow business uses or associated office uses, institutional uses, public buildings and utility uses within a light industrial area if they are deemed compatible.

- (d) Council may permit recreation uses or light industrial uses in a Rural Industrial Zone if a pit and quarry resource is exhausted.
- (e) Council shall, through provisions in the Zoning By-law, require buffering and screening of industrial properties from non-industrial uses.
- (f) Any new industrial use shall be required to have direct road frontage.
- (g) The development of asphalt or cement plants shall not be permitted in Rothesay.
- (h) The redesignation of land to Light Industrial may only be considered upon the presentation of the following information:
 - i. detailed site plan of the property
 - ii. key plan identifying land use and structures within 100 metres of the proposed site
 - iii. descriptions of the activity
 - iv. mitigating measures for any negative environmental effects
 - v. proposed buffering
 - vi. any other information deemed necessary to evaluate the proposal
- (i) The redesignation of land to Rural Industrial may only be considered upon the presentation of the following information:
 - i. detailed site plan of the property
 - ii. key plan identifying land use and structures within 250 metres of the proposed site
 - iii. descriptions of the resource; shape; dimensions; and expected life span of the resource
 - iv. proposed buffering, dust and noise control
 - v. topography, including existing contours and post-extraction contours
 - vi. remediation plan
 - vii. mitigating measures for any negative environmental effects
 - viii. any other information deemed necessary to evaluate the proposal
- (j) Designation or rezoning of land to Industrial shall only be approved when it can be demonstrated that there are no negative environmental impacts or effects on adjacent residential areas that cannot be satisfactorily mitigated.

10. RECREATION

10.1.1 CONTEXT

Rothesay as a residential community must support its residents with appropriate and rational recreation opportunities, open space and the provision of leisure services. The quality of residents' lives and the perception of Rothesay as a desirable community are in part linked to the availability of these amenities within the Town.

Rothesay is focussed on parks and recreation in two broad areas of activity. One is the provision of physical resources and the second is the provision of programs and activities. The Municipal Plan is intended to deal with the physical development of the Town and in the context of recreation it will have an emphasis on the development of physical facilities. There is a direct connection between the availability of facilities and the ability to have programs and activities. The following two sections discuss the physical facilities and the provision of programs prior to outlining policy.

In 2009, Rothesay commissioned a Recreation Master Plan for the town. Council has adopted the plan as a guide to leading future recreational development.

FACILITIES

Generally the recreation facilities and parks that are available in the Town serve the needs of the residents. There is an even distribution of different categories of facilities throughout the developed portions of the community with the exception of the area south of the Mackay Highway. When considering facilities, it is often useful to place them into categories that reflect the scale of the facility and the nature of its use. Generally Rothesay has facilities in the following categories as shown on Schedule B.

Neighbourhood-facilities that primarily serve the immediate neighbourhood and are small in activity level and impact on the area; often there is no parking area associated with this type of facility. Examples would include the Donlyn Drive playground or the Kennebecasis Park outdoor rink.

Municipal-facilities that can serve many neighbourhoods and possibly draw users from the whole Town. These facilities tend to be larger, have parking and buildings associated with them. Examples of this would include Bi-Centennial Park and the McGuire Center.

Regional-facilities that serve the entire Town and draw users from other communities and regions, e.g. playfields may attract large tournaments with teams drawn from a wide geographic base, parks may have a special feature that attracts visitors from other parts of the region. These types of facilities tend to require large parking lots and should be buffered from residential uses. Examples of this would include the Wells Park, the Arthur Miller Fields and the Rothesay Arena.

Within these categories there are a number of recreation facilities owned by other organizations. Examples would include the Rothesay Tennis Club, the Rothesay Yacht Club, Riverside Golf and Country Club or the gyms and play fields located at the schools in the community. These facilities operated by other organizations are an important contribution to the recreation opportunities for the residents of the community. The Town should continue its efforts to encourage the use of existing programs and facilities owned and operated by other organizations in the Town and will continue to be open to new proposals from private providers of recreation services and facilities.

The existing distribution of recreation facilities in Rothesay is a mix of neighbourhood, municipal and regional facilities. The exception is in areas of the Town that are already developed without any recreation facilities. These are the Barsa and Wells areas that were developed without any recreation facilities or land for public purposes prior to the area being incorporated. As well there is a shortage of linear walking trails throughout

the community. Walking and jogging are activities that are growing in popularity in Rothesay and Canada generally. To address some of the deficiencies in the recreation system, the Town is pursuing the development of a master trail system which will be a physical connection between all points of the Town and will provide for alternate forms of recreation by way of walking, running and biking. As well, the Council will continue to pursue opportunities to expand existing regional facilities to provide the maximum benefit to its residents. Examples of this are an indoor tennis facility, and an additional ice surface.

In the future as there are more areas developed into new residential neighbourhoods in Rothesay, there will be a need for the Town to take land for public purposes as part of the subdivision process. When obtaining land for public purposes the potential for linkages to other parks and playgrounds, the need to buffer residential areas and the protection of significant view planes or natural areas will be considered. In particular there should be consideration given to neighbourhood scale facilities south of the Mackay Highway and in the vicinity of the Riverside Country Club when there is new development.

It should be noted that the Town is required by Provincial legislation to participate in a regional facilities commission which oversees the funding and operation of the Canada Games Aquatic Center, Imperial Theatre, Saint John Trade and Convention Centre and Harbour Station. The Town will continue to support these facilities. However, where opportunities exist to provide for facilities within the Town which are in keeping with the sustainable community development concept, these opportunities will be investigated and evaluated for their feasibility given other such resources.

PROGRAMS

The Town has two approaches to delivering recreation programs to the residents of Rothesay. The first is to develop and deliver programs directly using Town facilities and staff to provide a recreation service to the community. The second is to facilitate access to existing programs and services in the Town. Increasing community awareness of available programs and performing a facilitation role in matching services with users does this. The Town typically will not undertake to develop a program in cases where one already exists. It is through this blend of provision and utilization of existing programs that the Town provides a cost-effective variety of programs and services to the residents of Rothesay. This Plan has specific policy indicating the manner and level of involvement that the Town will commit to in the provision of recreation programs and services.

10.1.2 GOALS

- To ensure that safe, accessible, high quality recreation programs and facilities and well-maintained open spaces are available throughout the community to serve the needs of residents.
- To enhance recreation facilities in the area of the Town south of the Mackay Highway.
- To develop a linear trail system free from motorized vehicles, with linkages to neighbourhoods within Rothesay and to regional trail systems
- To continue to acquire land for recreation and open space including taking the maximum permitted under the Act when land is being subdivided.
- To ensure that existing facilities are used to their full potential and new facilities added only where a clear need exists.
- To ensure that existing programs are used to their full potential and needs of all segments of the community are addressed.

10.1.3 POLICY

- (a) Council shall ensure that all Town-owned park and recreation facilities are safe and well maintained.
- (b) Council shall permit active recreation land uses in all zones as long as the area of the recreation land parcel does not exceed the minimum lot area for the zone by more than 25 percent.
- (c) Demographic trends and facility and program usage shall be monitored to ensure that changing user needs are addressed through:
 - i. the development or redevelopment of parks and recreation facilities
 - ii. the tailoring and designing of programs that suit the intended users
- (d) Council may consider proposals for lease agreements, lease-to-own, contract service agreements and public/private partnership arrangements when considering the provision of recreation and park facilities or services.
- (e) Council shall pursue the development of linear open space for the development of a trail system free of motorized vehicles.
- (f) Council may, when appropriate, acquire lands through purchase, lease or as land for public purposes during the subdivision approval process.
- (g) Council shall require new neighbourhood parks to be developed in areas of new residential development.
- (h) Council will seek to partner with the School District 6 to encourage full utilization, shared use and proper maintenance of play fields and recreation facilities.
- (i) Council shall consider co-operation with operators of private recreation facilities, clubs and service groups to facilitate the wider use of their existing services and programs.
- (j) Council will aggressively pursue senior government funding to improve the recreation facilities and open space in Rothesay.
- (k) Council shall set out a Recreation Zone in the Zoning By-law.

11. TRANSPORTATION

11.1. GENERAL

11.1.1 CONTEXT

Transportation plays a key role in the lives of all residents and business in Rothesay. The majority of activities undertaken by residents use the existing road network and the use of the automobile will continue to be the primary method of transportation in Rothesay. In keeping with the principles of sustainable community development, any future development will be evaluated for its potential to encourage a higher degree of foot traffic or be accessible by bicycle.

Rothesay's unique location, between the City of Saint John and other communities in the Kennebecasis Valley, has created a role for the Town serving both the transportation needs of the residents and businesses of Rothesay and acting as the distribution hub for traffic flow in the Valley. To accommodate the demands placed on the transportation system Rothesay must take a progressive approach towards transportation planning encompassing the needs of the community and dealing with the demands placed on the road system by the larger region. The recent provision of a transit system connection between the Valley and the City has been well received by residents and this partnership will continue to be fostered.

11.2. ROAD TRANSPORT

11.2.1 CONTEXT

The development and maintenance of the road network in Rothesay raises many challenges, including decreasing funding from senior levels of government, increased traffic flow due to higher levels of automobile ownership, larger numbers of trips by both residents and increased through traffic. Planning of the road network including the interconnection of new roads to existing roads will enhance the traffic movement in the Town. This will provide more choices for travel than in the past and will influence traffic patterns and travel behaviour. This Plan will implement reasonable transportation standards without sacrificing community and environmental quality or the affordability of the system. The Rothesay road network needs to be a planned and classified system of existing and proposed roads. Attention must be paid to issues such as access management to reduce traffic conflicts and congestion; maximizing alternative or existing routes and utilizing traffic management techniques all within the funding parameters available to the Town.

The following definitions of road categories as shown on Schedule C, Rothesay Road Network, attached to this Plan identifies road classifications of existing roads and proposed linkages.

Local Road: a road whose major function is to provide direct access to individual properties. Local roads are typically designed to carry low traffic volumes for short distances and normally connect to other local roads and collectors. Minimum rights-of-way for a local road should be 20 metres (approx. 66 feet) except in certain cases where a narrower right-of-way of 15 metres (approx. 50 feet) is acceptable if developed with full sewer and storm sewer services. Truck traffic on local roads in residential areas will generally be limited to local deliveries.

Collector Road: a road whose function is to provide land access and traffic movement with equal importance. Collector roads typically carry traffic between local and arterial roads. To reduce traffic conflicts there should be consideration given to access control and priority signalling as well as including sidewalks as part of any collector road. Minimum right-of-way should be 25. metres (approx. 82 feet).

Arterial Road: a road whose function is the movement of large volumes of all types of vehicular traffic at speeds above local street speeds. Arterials typically connect with collectors, other arterials and highways, though in the Rothesay there will be cases when local roads will connect directly to an arterial. The primary role of arterial roads is the movement of traffic with a secondary role of providing access to adjacent land. In providing this access there may be situations where the access will be limited, controlled or eliminated. To allow for the safe movement of pedestrian traffic some arterial roads will need to be developed with a sidewalk. Minimum right-of-way width for an arterial should be 30 metres (approx. 100 feet).

Highway: a road whose function is to accommodate high volumes of all types of vehicular traffic at high speeds and under free flowing conditions. Access to adjacent land is eliminated on highways. Access to and from highways is to be grade separated interchanges.

Private Lane: a road whose only function is to provide direct land access to individual properties. Private lanes must service two or more properties. Private lanes are typically not developed to a standard that is acceptable to the Town for road bed and surface and right-of-way widths and therefore would require upgrading prior to ownership being transferred to the Town.

The expense associated with the development of new roads and the maintenance of existing roads is a large financial cost to Rothesay. When development is approved, it is expected that the developer would upgrade an existing road to Town Standards. If a new local road is to be built, it is the obligation of the developer to pay all the construction costs.

There will be cases where it will be in the interest of the Town to have a street improved or a road built at a standard above a local road standard. In these cases there will be a responsibility of Council to determine appropriate cost sharing. The municipal contribution could be to improve a road to collector or arterial standards in cases where the entire community would benefit. It is not expected that Rothesay would be constructing or maintaining highways and that responsibility would be left to senior levels of government.

Often the first portion of a road was developed at a lower standard than would be acceptable today. In an effort to remedy these situations the Town will consider off-site impact fees charged against new development for the construction of arterial and collector roads. For existing local roads, a local improvement levy may be used for upgrading drainage, provision of sidewalks and, in some cases, the upgrading of the road. This is not to say that local roads will not be maintained but that they have a lower priority than collector and arterial road, which benefit the larger community.

Due to funding limitations, increasing traffic demands, safety considerations and the need to provide high quality road standards for the roads carrying the majority of the traffic, there are certain projects that would have priority.

The following options and priorities are considered key in improving the transportation network over the time frame of this Plan:

- Upgrade of the interchange at the Mackay Highway and Route 111/Campbell Drive by the New Brunswick Department of Transportation to eliminate congestion at this interchange.
- Upgrade French Village Road including installation of curb and gutter, sidewalk and storm drainage and the installation, if feasible, of trunk municipal services prior to final resurfacing.
- Obtaining rights-of-way and performing engineering design for the connection of Bradley Lake Road and French Village Road and the connection of Grove Avenue and Fox Farm Road.

Parking and Loading

To prevent congestion and traffic conflict it is important that a reasonable number of parking spaces are provided for any new development and that, when possible, existing parking deficiencies are remedied. Requirements for parking for the mobility impaired should be set out so as to encourage convenient access to public facilities. In addition to providing an appropriate number of parking spaces, it is important in commercial and institutional areas to provide adequate space for loading and unloading and queuing for such activities as busses or drive-through service. Provisions in the Zoning By-law should ensure that there is adequate parking for all land uses.

Parking should be located in the rear and side yard of buildings in most zones to reserve a larger portion of the front yard for landscaped treatments. Screening of parking lots benefits neighbouring properties and the development. Where feasible, parking lots should be designed so as to permit recharge of the groundwater as opposed to discharging storm water to the storm water sewer system and ultimately to the River. This is in keeping with the concept of sustainable development principles.

11.2.2 GOALS

- To maintain a system of public streets that provide for the efficient flow of traffic and safe and convenient access to existing and developing areas of the municipality.
- To set out a street hierarchy and classification system.
- To ensure the costs of roads are fairly distributed.
- To provide transportation services on the basis of the collective interests of all citizens of Rothesay, while being conscious of the interests of individuals.
- To ensure the existing road network is maintained and improved.
- To provide for a low level of maintenance service for existing private lanes.
- To ensure adequate parking, loading and queuing space for all land uses.
- To acknowledge and support other modes and methods of transportation.

11.2.3 POLICY

- (a) Council shall define a transportation network as shown on Schedule C with a hierarchy of street types, which will meet the transportation needs of the Town.
- (b) Council will seek funding from senior levels of government for arterial and collector roads. Existing local roads will be improved through local improvement levies and developers will pay for new local roads.
- (c) Council will consider cost sharing of arterial or collector roads to a maximum of 50 percent when the proposed road will serve the needs of the larger community. Municipal cost sharing will include consideration of the incremental cost of the road above a local road standard.
- (d) Council shall require in the design of subdivisions that existing local streets are interconnected to the new development and that provision is made for future interconnections.
- (e) Council shall protect selected road corridors and rights-of-way for the future development of the road network as generally indicated on the attached Schedule C as 'proposed' roads.
- (f) Council shall ensure that adequate standards are incorporated in the Zoning and Subdivision by-laws to regulate road design and construction, pedestrian circulation, handicapped accessibility, parking, loading and queuing for all land uses.
- (g) Council shall require that prior to accepting ownership of a private lane that it be constructed to a standard acceptable to Council at the expense of the owners of the lane.

- (h) Council shall not encourage the development of private lanes but may in extraordinary circumstances allow the creation of a new private lane to a standard set by Council.
- (i) Council shall consider providing a low level of maintenance, primarily winter snow removal, where feasible to a private lane to ensure access by service providers and emergency vehicles to residential properties.
- (j) Council shall maintain an inventory of the locations and ownership of private lanes in Rothesay.

11.3. MASS TRANSIT, RAIL, AIR AND PORT SERVICES

11.3.1 CONTEXT

Rothesay presently has a Canadian National rail line which crosses the Town adjacent to the Kennebecasis River. It is envisaged that this rail line will continue for the foreseeable future as a freight line only. As noted previously, a public transit system has been implemented for the Valley and has received higher than expected public support. It is not anticipated that airport or port facilities would develop in Rothesay. Air service for residents of Rothesay is typically obtained from the Saint John Airport via Route 111, the Airport Expressway.

The Port of Saint John and the existing rail network would provide any port or rail facilities that may be needed in Rothesay. These facilities contribute to the overall level of economic activity in the Greater Saint John Region.

11.3.2 GOAL

- To ensure that a variety of transportation services are available in the Greater Saint John region.

11.3.3 POLICY

- (a) Council will, in recognition of the importance of air service, port service and rail service to the residents and businesses of Rothesay, encourage the continued operation of the Saint John Airport, the Port of Saint John and of the existing rail line as financially independent organizations.

12. UTILITIES

12.1. MUNICIPAL UTILITIES

12.1.1 GENERAL CONTEXT

Although referenced in other parts of the Plan, the issues of water supply, wastewater treatment, storm water management, un-serviced development and third party utility services are addressed in more detail in the following sections.

When considering municipal utilities, the key responsibilities of the Town is to provide a reliable source of potable water, water and wastewater treatment, major transmission infrastructure such as trunk sewers, trunk water lines, trunk storm sewers and water storage. Rothesay is also responsible for ensuring local water distribution and sewage collection lines and appropriate drainage are in place and operated to an appropriate standard. However, there may be occasion when the installation of these lines may rest with others.

All of these elements require planning and coordination to be as effective and economical as possible. This will ensure that the Town provides a satisfactory level of service, anticipates and facilitates future development and ensures environmental and health standards are maintained in accordance with sustainable community principles.

The funding and financing of municipal services is expensive both for initial construction and for upkeep and maintenance. A creative mix of senior government funding, appropriate debt financing, local improvement levies and development impact fees will ensure that the municipal services of Rothesay will be maintained and expanded without undue increases in the general tax rate or utility rates. When there is development in the community, it is expected that the developer would bring any existing utility service up to a standard acceptable to the Town. If an extension of a utility service is to be constructed, it is the responsibility of the developer to pay the costs associated with the construction of the new utility services to the Rothesay standard.

Work to be performed on the municipal utilities forms part of the capital budget that is attached to this Plan as Schedule H. Council sets priorities on an annual basis for capital spending based on demands on the systems, senior government funding opportunities and maintenance needs.

While the policies in this section are intended to deal specifically with municipal utilities, additional policy related to the protection of the environment are found in the Environmental Chapter of this Plan.

12.1.2 GENERAL GOALS

- To provide water, sewer and storm sewer services necessary to meet the ongoing needs of the municipality.
- To ensure that costs for improvements to the water, sewer and storm sewer systems are shared fairly by those who receive the benefits.

12.1.3 GENERAL POLICY

- (a) Standards for the construction of municipal utilities shall be set out in the Subdivision By-law.
- (b) Council shall require that cost of installation of all local water, sewer, and storm sewer services be the sole responsibility of the developer.
- (c) In specific situations Council may require a developer to contribute partial or total cost of off-site infrastructure upgrading required to serve the new development.
- (d) Council shall operate its utility services in accordance with the Certificates of Approval to Operate issued by the Department of Environment.

- (e) Council shall seek financial assistance from senior levels of government or other agencies to assist in upgrading or improving the source, treatment and transmission components of the Rothesay water, sewer and storm sewer systems.
- (f) As resources allow, Council shall continue to improve and upgrade components of the Rothesay water, sewer and storm sewer systems to established standards.
- (g) Council shall carry out appropriate studies to plan, prioritize and deliver water, sewer and storm sewer services to residents of Rothesay.

12.2. WATER SERVICE

12.2.1 CONTEXT

The Rothesay water supply comes from three water sources; the Carpenter Pond Watershed, Loch Lomond for the water service in Kennebecasis Park and from individual ground water wells for the remainder of the community. Council will require that most future development be connected to one of the municipal water systems presently in operation in the Town. This will increase the number of users on the self-funded utility and will offer some protection of the ground water of those properties already serviced by individual wells. Further, the extension of the water system into areas without water service would strategically locate connection points that could be used to provide alternatives in case of ground water contamination of individual wells.

Kennebecasis Park is presently serviced from a lateral connected to the City of Saint John and in the recent past there have been concerns with the quality of the supply. To this end, Council has obtained the necessary funding to provide the infrastructure to connect the Park area to the Rothesay system. As part of this undertaking the Rothesay trunk line in the Rothesay Road from the intersection of Dunedin Road on Rothesay Road to Kennebecasis Park and Hastings Cove will be developed. In addition, the water storage will be further enhanced with the development of another water tower.

The distribution of water throughout the Town, as shown on Schedule D, is only one of the issues concerning the water system. The others are the further development of the water source, the treatment and filtering of enough water to serve community needs and providing enough storage capacity throughout the water system. The existing filter plant has been upgraded to facilitate incremental expansion to treat more water. While these provisions have been made, the Town recognizes the benefit of encouraging water users to reduce consumption in accordance with sustainable community principles.

Areas of high elevation serve the purposes of water storage effectively as they provide adequate water pressure for the users of the system and the pressure and storage capacity assist in providing proper fire flows. The costs of this infrastructure shall be fairly distributed between new developments and upgrades to existing developed areas. Cost recovery for improvements to distribution systems on local streets may use the provisions of a local improvement levy.

12.2.2 GOALS

- To provide a water system that meets the existing and future potable water and fire protection needs of Rothesay.
- To ensure that a coordinated approach is undertaken in the planning, upgrading and extension of the water system
- To foster water conservation practices in accordance with sustainable community principles.

12.2.3 POLICY

- (a) Council shall continue a ground water monitoring program and examine the possibility of expanding monitoring sites to other areas of Rothesay.
- (b) Council shall ensure that its municipal water distribution system and water treatment facilities process and deliver water in accordance with Department of Environment and Department of Health Standards.
- (c) Council shall require that all new development be connected to the water system with the exception of the existing in-fill lots in areas of Town not serviced by the municipal system. In the Rural and Single Family Unserviced Zones on-site services will be permitted until such time as Council deems municipal services are available.
- (d) Council shall not permit the installation of private drilled wells in areas that water service is available.
- (e) Council shall ensure that appropriate restrictions are imposed in connection with land use and activities in the Carpenter's Pond Watershed having the potential for contamination.
- (f) Council shall protect the aquifer of the Rothesay Production Wells and the recharge areas identified in the Rothesay Wellfield Protection Study.
- (g) Council shall explore the feasibility of serving a larger area from the Rothesay Water System.
- (h) Council will work the Provincial Government departments to implement testing standards to ensure potable water standards in accordance with the Department of Environment and Department of Health guidelines are being met.
- (i) Council shall protect the water supply for Rothesay and discourage land uses in the Watershed that might have a detrimental impact on present and reserved water supplies
- (j) Council may require developers to contribute to the upgrading of existing or proposed water infrastructure to provide the necessary fire flow for an existing or proposed development.
- (k) Council will poll residents in the areas presently without municipal water service to assist in determining priorities for system expansion.
- (l) Council shall consider the preparation of an engineering design to bring into production the reserve wells.

12.3. SEWER SERVICE

12.3.1 CONTEXT

The municipal sanitary sewer serves the majority of the developed properties in Rothesay. The main exception to this is development to the south of the Mackay Highway. To allow for more efficient use of its land resources and to ensure that environmental risks associated with on-site services are mitigated the town should provide sewer service to all areas of the municipality.

This would initially take the form of trunk sewer lines that would allow local developments the ability to connect to the trunk system. Due to the increasing demands placed on the sewer system and the potential for future development, there is a need to upgrade the wastewater treatment plant. Treatment capacity is nearing its limit, operating at approximately 85 percent. This leaves little reserve for future development or the connection of existing areas presently un-serviced. It is anticipated that in the future, senior levels of government may increase the treatment standards for sewage effluent.

A new treatment plant at Henderson Cove could be done in cooperation with Quispamsis or as a Rothesay facility. To identify the best approach, Rothesay should compare options to determine the overall cost benefit of each. Further, the costs and benefits of decommissioning the lagoons at Renforth should be evaluated.

In keeping with sustainable development principles, where feasible untreated sources of water can be used in commercial applications for discharging wastewater.

12.3.2 GOALS

- To provide a sewer system to meets present and future needs of Rothesay.
- To ensure that planning, upgrading and extension of the sewer system relates to emerging development patterns in the region.

12.3.3 POLICY

- (a) Council shall disallow surface drainage to be discharged in the sanitary sewer system in new developments.
- (b) Council shall seek the assistance of senior levels of government to fund a new wastewater treatment facility and trunk sewer upgrades.
- (c) Council shall ensure that there is reserve capacity at the wastewater treatment facilities adequate to accommodate projected development for the duration of this plan.
- (d) Council shall ensure that improvements and expansions are undertaken to transmission facilities where and when required to accommodate growth and development in the Town and the eventual connection of un-serviced areas to the sewer system, as identified in Schedule E.
- (e) Council may require developers to contribute to the cost of upgrading wastewater transmission facilities and wastewater treatment facilities to accommodate proposed development.
- (f) Council shall consider the following options and priorities as Capital Improvement budgets are prepared for improvements to the sewer system:
 - installation of trunk sewer lines to service the vacant land in Wells and between the Mackay Highway and Rothesay Road.
 - decommissioning and site remediation of the Renforth Lagoon.

12.4. STORM SEWER SERVICE

12.4.1 CONTEXT

The provision of proper storm sewer service is important to the residents and businesses located in Rothesay. This service protects public and private property from excessive water run-off and ensures the safety of the general public. As Rothesay continues to develop, there will be increased runoff to the storm sewer system and natural drainage courses.

New development in Rothesay should only be considered using a piped drainage system to collect stormwater in the public road right of way. This system could be a street developed with a curb and gutter and catch basin system or a swale and catch basin system. The provision of this type of service during initial construction will result in better aesthetics in the community, reduced requests to the Town to fill or landscape open ditches and reduced maintenance costs related to driveway culvert heaving.

Historically, storm sewer service in Rothesay has been developed with a number of different standards, from situations where there is no developed system to open ditches to full closed systems. Council will examine the possibility that storm sewer runoff will require treatment prior to release into the natural environment. Council will also encourage property drainage plans such that site development will reduce the loading of the storm sewer system. This will be done in keeping with sustainable community principles, where feasible.

The location of Rothesay between Saint John and Quispamsis makes the community subject to the effects of storm water runoff from these adjacent municipalities. Rothesay will seek to work with the adjacent municipalities to manage and fund appropriate joint drainage projects.

12.4.2 GOALS

- To provide a storm sewer system that meets the existing and future needs of Rothesay
- To ensure that a coordinated approach is undertaken in the planning, upgrading and extension of the storm sewer system as it relates to new and existing development.

12.4.3 POLICY

- (a) Council shall require that all new development be served with piped storm sewer other than in the Rural Zone.
- (b) The Subdivision By-law shall include a requirement for a drainage plan for any subdivision of greater than five lots and may for lesser numbers of lots at the discretion of the Planning Advisory Committee.
- (c) For any lot on which is proposed construction of a new building or a substantial addition, the Zoning By-law shall require that a grading plan be submitted and approved by the Development Officer prior to the issuance of a building permit.
- (d) Council shall ensure that the downstream effect on the storm sewer system is considered and reviewed in respect to any new development and may require storm water treatment in the Subdivision By-law.
- (e) Council may require developers to assume the cost of any necessary improvements or mitigation that is required in conjunction with a development.
- (f) Council may use storm water ponds to minimize erosion and control flooding along natural drainage courses.
- (g) Council will consider improvements to the existing system to:
 - i. address site specific drainage problems
 - ii. improve the storm sewer system in conjunction with other infrastructure improvements
- (h) Council will seek the cooperation of adjacent jurisdictions to ensure that storm water run off impacts are minimized in Rothesay.

12.5. THIRD PARTY UTILITIES

12.5.1 CONTEXT

Other organizations are responsible for the provision of utility services such as telecommunications, cable, and electricity. In Rothesay these services tend to be located outside the street rights-of-way and other easements, either underground or on a series of utility poles. The installation of these services causes, on occasion, damage to the Town infrastructure or detracts from the aesthetic appearance of the Town.

12.5.2 GOAL

- To seek the cooperation of third party utility providers to ensure that highest quality services are provided to the residences and businesses in Rothesay while minimizing negative effects.

12.5.3 POLICIES

- (a) Council shall encourage third party utility services to be located in a manner that minimizes aesthetic and environmental impacts. This includes such options as:
 - i. requiring use of existing easements and rights-of-way
 - ii. encouraging underground placement of third party utilities
 - iii. encouraging rear lot servicing for above ground utilities
 - iv. encouraging sharing of existing infrastructure among utility providers
 - v. encouraging consistent standards and upgrades to new and existing infrastructure.
- (b) Council may seek impact fees and/or site restoration costs from third party utility providers when these utilities are placed in Town rights-of-way or easements.
- (c) Council shall request the assistance of the utility companies serving Rothesay to achieve the goals of the Plan and shall seek to coordinate infrastructure work with third party utility operators so as to avoid unnecessary costs and inconvenience to the public.

13. TOWN SERVICES & ADMINISTRATION

13.1. GENERAL

13.1.1 CONTEXT

The delivery of services is one of the main responsibilities of municipal government. This section sets out how some of these services are delivered and general policy for how the finances of the municipality will be managed.

The protective services including emergency planning, fire prevention and suppression, police protection, animal control and by-law enforcement are key components of the services provided by Rothesay. Policy on these services and others found elsewhere in the Plan will be used to manage the resources of the Town to achieve the most effective results. The policy set out will also contribute to coordinating decisions on various aspects of municipal activity, particularly the implications of new development to the delivery of services.

13.1.2 GOALS

- To ensure the highest level of service possible within the resources of Rothesay.
- To encourage coordinated application of the various resources of the Town.

13.1.3 POLICY

- (a) Council shall seek to minimize emergency response time and ensure alternative entry points exist to residential neighbourhoods through appropriate road design and development.

13.2. FIRE

13.2.1 CONTEXT

Fire protection is provided through the Kennebecasis Valley Fire Department, a regional fire service shared with Quispamsis. The Department operates from the main station in Rothesay and station number two in Quispamsis.

The service is presently staffed with a combination of professional and volunteer fire fighters. This allows the Department to provide appropriate response times. The other factors related to response time are type and condition of equipment and the ability to access the location where the emergency is happening. In an effort to provide appropriate response times and adequate fire protection, this Plan shall outline policy for the physical development of the Town as it relates to the fire service.

13.2.2 GOALS

- To provide appropriate fire protection and first responder services for the Town.
- To ensure appropriate resources are available to provide proper fire protection.

13.2.3 POLICY

- (a) Council shall seek to minimize emergency response time and ensure alternative entry points exist to residential neighbourhoods through appropriate road design and development.
- (b) Council shall expand the network of fire hydrants as the water system is expanded throughout the Town.
- (c) Council should provide fire flows and reserve water capacity to all areas of Town served by hydrants.

- (d) Council shall encourage the Fire Board to prepare and maintain a five-year plan and to present this to Council and the public on an annual basis.
- (e) Council shall encourage the Rothesay Regional Joint Board of Fire Commissioners to respond to service-related issues raised by Rothesay taxpayers.
- (f) Council shall ensure that an adequate level of funding is provided to the Fire Department.

13.3. POLICE

13.3.1 CONTEXT

Rothesay provides police protection through the Rothesay Regional Police Force, a regional department shared with Quispamsis. This service operates from the main police station in Quispamsis and a number of community policing offices located in each town. As Rothesay grows and adds various types of non-residential development, there will be increased demand for police services and protection. This will result in the Police Department requiring more resources, equipment and manpower.

The Police Force also provides some enforcement for municipal by-laws, particularly with respect to traffic, parking and noise.

13.3.2 GOALS

- To provide appropriate police protection for Rothesay.
- To ensure appropriate resources are available to provide proper police protection.
- To maintain an effective working relationship with the Board of the Rothesay Joint Board of Police Commissioners.

13.3.3 POLICY

- (a) Council shall seek to minimize emergency response times and ensure alternative entry points exist to residential neighbourhoods through appropriate road design and development.
- (b) Council shall ensure that an adequate level of funding is provided to the Rothesay Regional Police Force.
- (c) Council shall encourage the Rothesay Regional Joint Board of Police Commissioners to respond to service related issues raised by Rothesay taxpayers.
- (d) Council shall encourage the Police Board to prepare and maintain a five-year plan and to present this to Council and the public on an annual basis.
- (e) Council shall support increased service levels by the Police Force where such changes can be demonstrated to be cost effective and commensurate with the needs of Rothesay.

13.4. EMERGENCY MEASURES

13.4.1 CONTEXT

Rothesay has a climate that may subject the community to a number of natural emergencies. As well the community is located in a region that has a number of industrial activities, is in the flight path of the Saint John Airport and is bisected by major highways and a rail line. This may subject the Town to natural or man-made emergencies. Rothesay presently cooperates with Quispamsis to maintain an emergency measures plan, which outlines procedures and resources that may be used when an emergency is declared. It will continue to be important for Rothesay to plan for emergencies that might be experienced. It is necessary to ensure that the resources are available and the framework for cooperation with neighbouring communities and senior levels of government is in place for the protection of life and property in an emergency.

13.4.2 GOALS

- To ensure that the Town is prepared for emergencies.
- To cooperate with adjacent communities in emergency measures planning.

13.4.3 POLICY

- (a) Council shall continue to maintain an emergency measures plan.
- (b) Council shall ensure that the emergency measures plan is reviewed on a regular basis.
- (c) Council shall ensure that it is prepared to implement an emergency measures plan.
- (d) Council shall work with neighbouring communities and senior levels of government in preparing and maintaining an emergency measures plan.

13.5. ANIMAL CONTROL

13.5.1 CONTEXT

Many residents enjoy the companionship of pets. These pets are generally housed on the property of the owner although horses may be boarded at other locations. The management of most pets requires little or no intervention by the municipality. However when public property is used for exercising pets or where pets are not restricted to the owners' property, there are nuisance and safety considerations that the municipality must address through animal control by-laws. Protecting areas for wild animal habitat is also of concern as the presence of wild animals in limited numbers is seen by many residents as adding to the attractiveness of Rothesay as a residential area. Wild animal and bird populations do present some issues including potential health hazards such as rabies and nuisance such as scattering refuse.

13.5.2 GOALS

- To ensure that pet owners take responsibility for managing their pets on and off their property.
- To protect Rothesay residents and pets from negative impacts of wild animals.

13.5.3 POLICY

- (a) Council shall set rules for the management of pets on public property, for limiting animals running at large and for other matters respecting the keeping of animals and birds through the Animal Control By-law.
- (b) Council shall maintain an animal control service to remove dead animals from public property and enforce the Animal Control By-law.
- (c) Rothesay shall cooperate with relevant provincial and federal departments to manage wild life populations within municipal boundaries and to protect residents from hazards associated with wild animal and bird populations.

13.6. SANITATION SERVICES

13.6.1 CONTEXT

Rothesay provides regular garbage and compost collection services to residential properties throughout the Town through a contract with a private waste hauler. The solid waste and compost collected is delivered to the Fundy Region Solid Waste Commission facility at Crane Mountain. The Town is obligated to use this facility for its solid waste disposal and financial support to this operation is through the tipping fees that the municipality pays to the Solid Waste Commission.

The Fundy Region Solid Waste Commission is established by the Provincial Government through the Clean Environment Act and is responsible for solid waste management across the Greater Saint John region. Rothesay is represented on the Board of the Solid Waste Commission along with other stakeholders.

The Solid Waste Commission also operates a system of recycling depots for the deposit of paper, plastics metal and cardboard. There are a number of these depots located in the Valley and their use by residents reduces the amount that the Town pays for disposal. In addition to the regular solid waste collection services, the Town provides a spring and fall pick up to residential properties in an effort to reduce the amount of garbage present on a property. Backyard composting is another way in which residents can reduce the costs of solid waste management and at the same time benefit from the use of the material produced.

13.6.2 GOALS

- To encourage residents to reduce, reuse and recycle appropriate components of the solid waste stream.
- To ensure high quality of solid waste management services are available throughout Rothesay.
- To minimize the cost of solid waste management to taxpayers.

13.6.3 POLICY

- (a) Council shall encourage residents to reduce, reuse and recycle to assist in the cost-effective management of the solid waste generated in Rothesay.
- (b) Council shall provide refuse and composting collection to all single and two family residential properties in Rothesay.
- (c) Council shall fund solid waste collection from general tax revenue.
- (d) Council shall ensure that the interests of Rothesay are effectively represented on the Fundy Region Solid Waste Commission.
- (e) Council may consider alternative methods to handle solid waste.

13.7. FINANCIAL SERVICES

13.7.1 CONTEXT

Under the Municipalities Act, Rothesay, as a part of this Plan, is required to prepare a five year capital budget to outline expenditures that will assist in the physical development of the Town. These budgets will be reviewed annually with an objective to address ever changing priorities that occur in the Town and in the fiscal resources of the community. These budgets are required to be submitted to the Minister of Local Government for review.

Good fiscal management at the local government level requires that the expenditures of the municipality are carefully balanced with the revenues to be generated; including user fees and taxes, grants from senior governments and miscellaneous sources. Expenditures should reflect the services provided and these services in turn the priorities of taxpayers.

Capital expenditures must be prioritized to ensure the most effective expenditure of funds in the context of the needs of the community as understood by the Council.

13.7.2 GOALS

- To ensure that capital budgets are prepared and reviewed on a regular basis.
- To ensure that capital budgets are within the fiscal capacity of the Town.
- To pay for capital improvements as costs are incurred and to charge capital costs to the benefiting parties where feasible.

13.7.3 POLICY

- (a) Council shall ensure that capital plans are prepared to facilitate the physical development of the Town.
- (b) Council shall ensure that the five-year capital budgets are updated and reviewed on an annual basis.
- (c) Priorities for capital expenditure will include:
 - i. maintenance of existing infrastructure
 - ii. extension of sewer and water systems supported by user fees
 - iii. projects co-funded by senior levels of government
 - iv. upgrades of existing roads in accordance with the Transportation policies of this Plan
 - v. additions to the open space, trails and park land systems
- (d) Council shall seek alternate sources of funding in addition to property taxes whenever applicable.
- (e) Capital spending will be directed to projects with broad benefits to the community.
- (f) Local improvements will be funded through local improvement charges.
- (g) Council will undertake to fund smaller capital projects from operating revenue and to borrow only for large capital projects.
- (h) Council shall ensure that the proposed capital budgets are within the fiscal resources of the Town.
- (i) Where a direct relationship exists between the service provided and those receiving benefit, a user fee to recover all or a portion of the cost may be considered.
- (j) Council shall adopt fee structures for development control services that reflect a cost recovery approach.

14. IMPLEMENTATION

GENERAL CONTEXT

The Municipal Plan contains goals and policy and a Future Land Use Map (Schedule A) along with schedules concerning water and sewer systems, road network, recreation, environmental features and secondary planning areas. These policies, goals and the schedules will be used to guide the future physical growth and development of the Town. The Plan will provide a framework for the adoption of related by-laws and for the ongoing process of development approval in Rothesay including Zoning By-law amendments, subdivision of land and approvals under related by-laws. As in many endeavours, the adoption of the Municipal Plan will only begin the steps to achieving the goals of the community. The processes used to pursue these goals are of greater or equal importance.

One of the key features of the implementation of this Plan is the involvement of the interested public in planning and in key development control decisions. This will be done in conventional ways such as by having community volunteers participate in review bodies such as the Planning Advisory Committee and the Heritage Preservation Review Board and also by making information on planning and development issues readily available to citizens. This latter will be done through the adoption of development control procedures for notification and through the use of technology such as the Rothesay web site and email lists to provide and convey information.

This section of the Municipal Plan outlines a number of areas that require the municipality to be proactive. Each section will contain a number of policy statements to achieve the goals of this Municipal Plan. These areas include detailed planning, additional by-laws, permits and development control, amendments processing, and special considerations.

14.1. ADDITIONAL BY-LAWS

14.1.1 CONTEXT

There are several by-laws that are directly required under the Community Planning Act to implement the Municipal Plan. These include the Zoning By-law and the Subdivision By-law. As well there are others that the municipality may adopt to assist its efforts to achieve its goals. The preparation of these supplementary by-laws in the context of the Municipal Plan will provide for a consistent and comprehensive approach to issues related to the management of Rothesay's development.

14.1.2 GOALS

- To coordinate all relevant by-laws toward the achievement of the goals of this Plan.
- To integrate the approval processes where possible to ensure an efficient review approval procedure.

14.1.3 POLICY

- (a) The Zoning By-law is the principal instrument to implement the Rothesay Municipal Plan and shall contain regulations and zoning maps that are in compliance with this Plan.
- (b) Council will adopt a Subdivision By-law that sets out the approval procedure for the subdivision of land in the Town, sets standards for the development of municipal infrastructure and complies with the Community Planning Act.
- (c) Council will enforce its Sign By-law to encourage adequate and appropriate signage throughout the Town.
- (d) Council will conduct ongoing evaluations of the effectiveness of the Heritage Preservation By-law.

- (e) Council, in conjunction with the Heritage Preservation Review Board, will examine opportunities to expand the boundaries of the Heritage By-law.
- (f) Council will enforce its Unsightly Premise By-law based on complaints and occasional inspections.
- (g) Council will set up a system to receive and track complaints concerning unsightly premises in the Town.
- (h) Council will ensure that Building By-law is revised to use the most recent version of the National Building Code.
- (i) Council will review its building permit fee structure within the concept of cost recovery.
- (j) Council will ensure that in its review of building permits for new construction and major renovation of buildings accessed by the public that efforts are made to improve handicapped accessibility, as a minimum, in compliance with the National Building Code.

14.2. DETAILED PLANNING

14.2.1 CONTEXT

There are several areas of Rothesay that could be developed in the time frame of this Plan. When these areas are held by a single owner and/or are remote from residential development, individual developers negotiate with municipal staff and present proposals to the Planning Advisory Committee and Council. When there are several property owners involved and/or when there are nearby residents, it is appropriate to use additional planning tools. Preparation of a secondary plan will allow for coordination of roads, utilities, open space and recreation amenities and for input from residents in the vicinity. Several areas in Rothesay should only be developed once a secondary plan is in place. These include the undeveloped area between the Riverside Country Club and Rothesay-Netherwood School, the area southwest of the Club and northeast of Maplecrest Drive, on the northeastern boundary of the municipality and the area southeast of the Mackay Highway which is considered a longer term area for development.

Detailed planning is also important in functional areas to ensure resources are properly allocated and opportunities not missed. Therefore Rothesay will undertake planning for its various systems including transportation, utilities, drainage systems, public spaces and recreation facilities. In accordance with the Act, and to coordinate its capital expenditures across the various functions, a five-year capital plan will be reviewed and updated annually.

14.2.2 GOALS

- To coordinate the provision of all municipal services including development control through careful and timely planning of all facets of municipal operations.
- To provide opportunities for public participation in the municipal planning process.
- To efficiently and effectively implement the goals of this Plan.

14.2.3 POLICY

- (a) Council will undertake secondary planning in the areas of the community as designated on Schedule G.
- (b) Council will recover some of the costs of detailed planning from benefiting property owners.
- (c) Council will ensure that secondary planning addresses zoning, road networks, municipal water, sewer and storm sewer systems, third party utilities, pedestrian networks, buffering and recreation needs.
- (d) Council will undertake to perform detailed design of the proposed road presently indicated on Schedule C as generally connecting Grove Avenue to Fox Farm Road. It is anticipated that this road will develop in phases and the detailed design must minimize impact on existing neighbourhoods through interconnection with an indirect local street network while still maintaining efficient traffic flow and convenient access for all road users through out the area.

- (e) Council shall prepare a five-year transportation plan to assist in achieving the transportation policy outlined in the Municipal Plan.
- (f) Council shall identify senior government funding opportunities to assist in achieving the objectives of the transportation plan.
- (g) Council shall update its five-year transportation plan on an annual basis in conjunction with the annual Town budget process.
- (h) Council shall involve the community in the design of major public spaces.
- (i) Council will require that any major subdivision or other major development prepare detailed drainage plans.
- (j) Council shall undertake to prepare a detailed recreation master plan to direct the future development of parks and recreation facilities in the community.
- (k) Council will involve the public in the development of a recreation master plan.
- (l) Council shall prepare five year capital plans to implement the policies contained in this Municipal Plan.
- (m) Council shall update its five-year capital plan on an annual basis in conjunction with the annual Town budget process.

14.3. DEVELOPMENT CONTROL PROCESS

14.3.1 CONTEXT

The day to day activities involved in the implementing the Municipal Plan include several processes and procedures. It is important that these be carried out in a fair and efficient manner by staff and appointed bodies. Applicants should be provided with relevant information and should expect to supply complete information accurately prepared to get timely results. Applicants must recognize the legal nature of the process and must appreciate that the community has a legitimate interest in how their lands are to be developed.

At times those making development proposals will require advice from professionals with expertise in particular matters. It is not the responsibility of the municipality to provide engineering or other services to private property owners. The cost of such services is a legitimate expense when carrying out the business of development. Although required by the municipality, on many occasions the value of professional design services will be an intrinsic benefit to the overall quality of the proposed project.

The cost of development control procedures can be substantial. The fee structure is intended to have those wishing to develop land pay for a substantial portion of development control costs.

14.3.2 GOALS

- To make the review and approval process for development proposals efficient and fair to all parties involved.
- To assist those who wish to develop by providing guidance and information that is relevant and accurate.
- To ensure the development control processes allow for public participation at appropriate intervals in the process.
- To ensure that processing of development applications is conducted in a manner consistent with the enabling legislation so as to avoid unnecessary legal costs and protracted disputes.

14.3.3 POLICY

- (a) Subdivision approval will require the services of a qualified land surveyor in accordance with the Community Planning Act.
- (b) Applications for approval of tentative subdivision plans will be provided with guidelines respecting the approval process and should provide the required information with their submission.
- (c) Council will develop a set of engineering standards for the construction and repair of municipal infrastructure.
- (d) Council will establish a system of development permits to control the use of land in the Town.
- (e) Council, prior to the issuance of a development permit, shall require a grading plan that addresses storm water drainage for each individual property.
- (f) Council shall set out in the Zoning By-law a framework for the Planning Advisory Committee to use when deeming a use as similar and compatible to a use permitted by the By-law.
- (g) Council will enter into development agreements when necessary in approving rezonings, in subdivision development and in relation to developments associated with Millennium Park.
- (h) Council will use development agreements to ensure that the interests of the Town are represented in new development.
- (i) Council will maintain a system of building permits based on the National Building Code to control construction and renovation within the Town.
- (j) Council will ensure that inspections are performed in conjunction with the issuing of a building permit.
- (k) Council will set out a system for receiving, tracking and replying to development complaints.
- (l) Council will maintain a database of development applications, building permit applications and development complaints in an effort to identify patterns and to be used for future planning and management.
- (m) Council will cooperate with other governments and agencies in the following manner:
 - i. joint review of development proposals.
 - ii. advise on proposals with overlapping jurisdiction.
 - iii. work with other relevant government departments to facilitate necessary approvals.
- (n) Council will set out a fee schedule that will attempt to recover the true cost of the development control service provided.
- (o) Council will require the applicant for a development approval bear the costs of legal advice, advertising, engineering design and other matters as determined appropriate.

14.4.AMENDMENTS

14.4.1 CONTEXT

The community has invested considerable effort in the preparation of this Plan. It is recognized, however, that there may be considerations that are inadequately dealt with or that arise over time. Accordingly a review of the Plan must be conducted regularly and changes made as deemed necessary. Further, it is recognized that individuals may wish to carry out development that is not provided for in this Plan and should be provided with a procedure to have their concepts considered. When such changes are being considered it is of paramount importance that affected property owners be given an opportunity to express any concerns regarding the proposed change. In addition to the procedure required by the Community Planning Act, this Plan and the related by-laws provide for notices to adjacent property owners and other steps to enable public participation.

This Plan and the Zoning By-law do not permit some existing uses. Where an owner desires to expand such a use or change the use to another similar use, the Council must make a discretionary decision. Such decisions must be in conformance with the Community Planning Act and guided by a set of consistent principles tempered by the specific conditions involved.

14.4.2 GOALS

- To ensure this Municipal Plan is current and effective in dealing with development issues in Rothesay.
- To ensure the public has a reasonable opportunity to be informed and heard respecting planning and development issues.

14.4.3 POLICY

- (a) Council will conduct a formal review of this Plan in 2012.
- (b) Council will hold Public Presentations and Public Hearings in conformity with the Community Planning Act prior to amending the Zoning By-law or Municipal Plan.
- (c) Council acknowledges that the Act grants the authority to the Planning Advisory Committee to grant reasonable variances from the Zoning By-law. Such variances should be consistent and compatible with existing development in the vicinity.
- (d) Council will require the Planning Advisory Committee to establish a Polling Policy to ensure that neighbours are advised of requests for variances and similar applications.
- (e) Council shall ensure those public notices, public presentations, open houses and agendas for various meetings are posted on the Town web site for public information.
- (f) Council will set out criteria in the Zoning By-law for reconsideration of a rezoning application less than one year after it has been turned down.
- (g) Council will use the process established in Sections 40 and 41 of the Community Planning Act to deal with nonconforming uses and may set guidelines for determining related issues.
- (h) Council shall make available through public display and posting to the Town website information concerning major development proposals in the community.
- (i) Council shall ensure that its Municipal Plan and associated by-laws are available for use and review by members of the general public including publishing these documents on a web site and placing copies in the Kennebecasis Public Library.
- (j) Council shall seek other means to inform and advise the general public on the content of its Municipal Plan and associated by-laws.
- (k) Council shall advise and inform the general public on process and procedures required to obtain development approvals.

15. SCHEDULES

The following schedules form part of the Rothesay Plan and may be changed only through the amendment procedure set out in the Community Planning Act.

- 15.1. SCHEDULE A – FUTURE LAND USE
- 15.2. SCHEDULE B – RECREATION & PARKS
- 15.3. SCHEDULE C – ROAD NETWORK
- 15.4. SCHEDULE D – WATER DISTRIBUTION SYSTEM
- 15.5. SCHEDULE E – TRUNK SEWER LINES
- 15.6. SCHEDULE F – ENVIRONMENTAL FEATURES
- 15.7. SCHEDULE G – SECONDARY PLANNING AREAS

These schedules are reductions of the official graphic materials that form part of the Rothesay Plan. They are as accurate as reasonably possible but for absolute legal precision the reader is directed to refer to the official copies of the maps at the Town Clerk's office.

15.8 SCHEDULE H. – FIVE YEAR CAPITAL PLAN

The Five Year Capital Plan is a list of the major capital expenditures expected to be carried out by Council in the foreseeable future. The Capital Plan will be reviewed by Council each year and may be changed through a resolution of Council (An amendment to this Plan is not required.). This work includes projects expected to be funded in cooperation with the Province of New Brunswick funding program for designated highways and other grant funding. Some projects may require costs sharing by developers or local improvement charges.

16. REPEAL & ENACTMENT

16.1. REPEAL OF EXISTING BY-LAWS

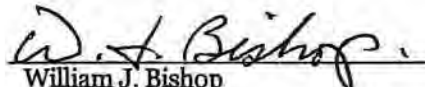
By-law 1-02 and amendments thereto are hereby repealed.

16.2. ENACTMENT OF BY-LAW 1-10

Rothesay By-law 1-10 , the Rothesay Municipal Plan, is enacted as follows:

FIRST READING BY TITLE:	14 December 2009
SECOND READING BY TITLE:	14 December 2009
(Advertised as to content on Rothesay website in accordance with <u>Municipalities Act</u> , R.S.N.B. (1973) Chapter M-22)	23 December 2009
READ BY SECTION NUMBER	11 January 2010
THIRD READING BY TITLE/ENACTMENT	11 January 2010

Seal


William J. Bishop
Mayor


Mary Jane E. Banks
Clerk

16. REPEAL & ENACTMENT

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READ BY SECTION NUMBER	11 January 2010
THIRD READING BY TITLE/ENACTMENT	11 January 2010

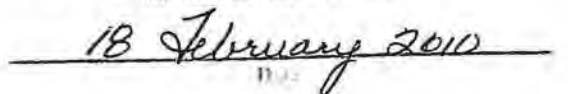
Seal


 William J. Bishop
 Mayor


 Mary Jane E. Banks
 Clerk

APPROVED pursuant to S.69 Community Planning Act
 APPROUVÉ En application de l'article 69 loi sur l'urbanisme


 for - Minister / pour le/la Ministre
 Department of Environment /
 Ministère de l'Environnement


 18 February 2010

17. AMENDMENTS

17.1. PROCEDURE

The Council may initiate amendments to the Rothesay Plan at any time and will conduct a comprehensive review (see section 14.4.3 (a)). If an individual or group wishes to have Council consider an amendment to the Plan, an application may be made by submitting the following form along with the fee and supporting documentation to:

The Town Clerk
70 Hampton Road,
Rothesay, NB
E2E 5L5

17.2. FORM

The attached Form A is approved by Council for applying for an amendment to this Plan. Form A is not a part of this Plan and may be revised by resolution of Council.

17.3. LIST OF AMENDMENTS



70 Hampton Road, Rothesay, NB, E2E 6L5 (506) 848-6600 Fax (506) 848-6677
E-mail: rothesay@rothesay.ca Web site: www.rothesay.ca

Planning Advisory Committee Application Form

Application Number: _____	Approval Date: _____	Fee: _____
---------------------------	----------------------	------------

Contact Information:

Applicant: _____	Owner: _____
Mail. Address: _____	Mail. Address: _____
Postal Code: _____	Postal Code: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____
Fax Number: _____	Fax Number: _____
Email: _____	Email: _____

Development Information:

Property Location: _____ Property Identification No. (PID): _____

Proposal Description: *(Please refer to the Development Guide specific to your application)*

Attach additional sheet(s) if necessary

Additional Plans:

- Dimensioned Site Plan** Must show all existing and proposed lines, the location and nature of any easements, rights-of-way, etc, all existing and proposed building and extensions thereto (including accessory buildings), and the required building setbacks from the property lines
- Building Floor Plan and Elevations** Applications involving buildings must include dimensioned floor plans and building elevations (heights) for all sides of the building
- Other Plans** Additional plans and information, as deemed necessary by the Development Officer, may be required in order to verify a proposal's conformity to the Municipal Plan and Zoning by-Law

All records in the custody and control of the town of Rothesay are subject to the provisions of the *Right to Information and Protection of Privacy Act*, SNB 2009, c R-10.6. The collection of personal information on this form is for the purpose of issuing, renewing and/or administering a PAC Application.

Collection is authorized in accordance with Town By-Laws and/or Legislation and may be subject to disclosure under the provisions of the *Right to Information and Protection of Privacy Act, supra*. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 6L5 (506-848-6664).

Applicant's Signature _____ Owner's Signature _____ Date _____

Property Information:

Plan Designation: _____ Zoning: _____

Application For: *(For Internal use only)*

Municipal Plan Amendment (\$1200)	Use (\$250)
Zoning By-law Amendment (\$1500)	Variance(s) (\$250)
Dvlpt Agrmt Amendment (\$800)	Subdivision (as per Subdivision By-law)
	Pit and Quarry (\$1000)
	Other

Notes: _____

Development Officer's Signature _____ Date _____

ROTHESAY

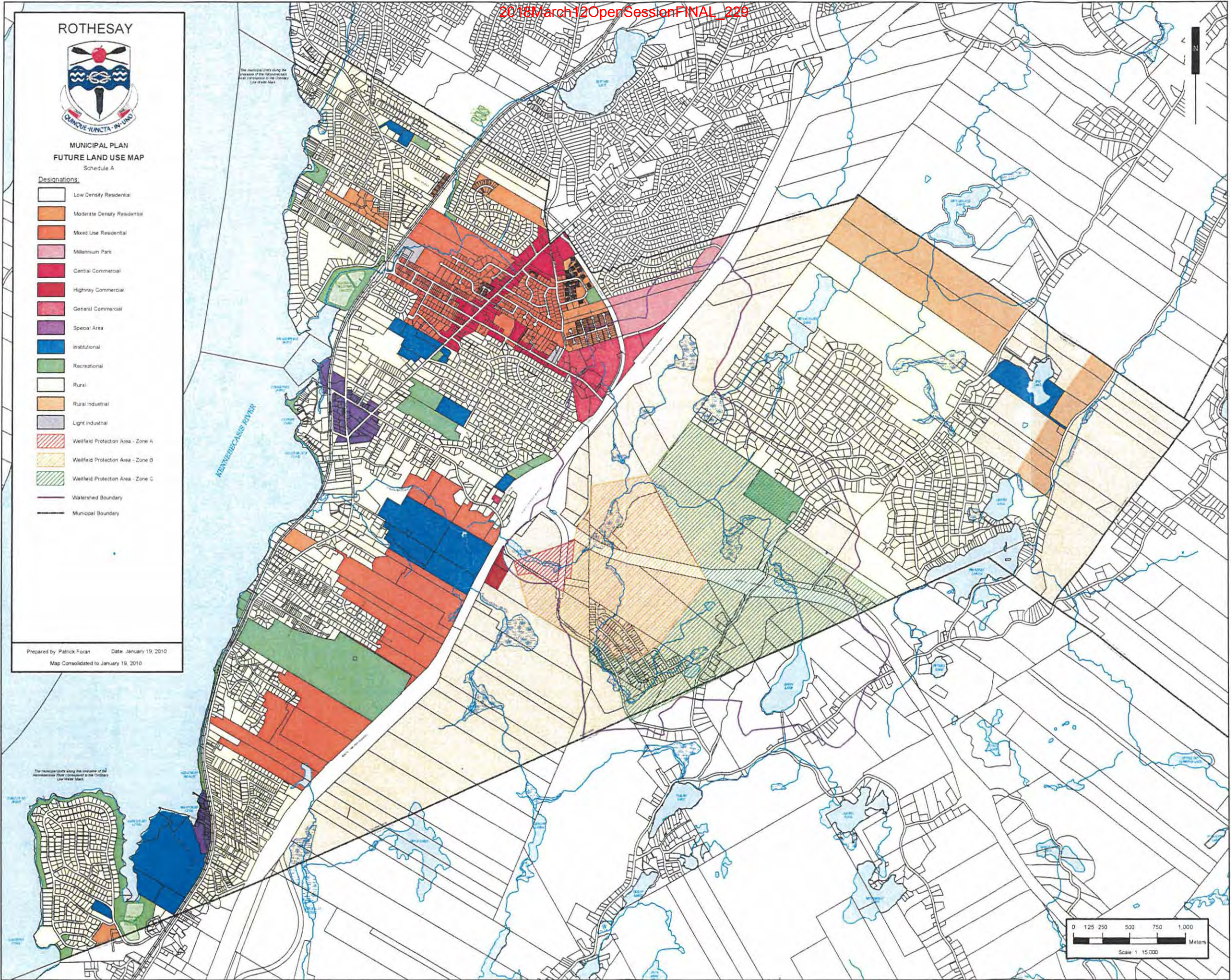


MUNICIPAL PLAN FUTURE LAND USE MAP Schedule A

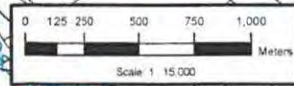
Designations

-  Low Density Residential
-  Moderate Density Residential
-  Mixed Use Residential
-  Millennium Park
-  Central Commercial
-  Highway Commercial
-  General Commercial
-  Special Area
-  Institutional
-  Recreational
-  Rural
-  Rural Industrial
-  Light Industrial
-  Wetfield Protection Area - Zone A
-  Wetfield Protection Area - Zone B
-  Wetfield Protection Area - Zone C
-  Watershed Boundary
-  Municipal Boundary

Prepared by Patrick Foran Date: January 19, 2010
Map Consolidated to January 19, 2010



The horizontal lines along the shoreline of all waterbodies shown represent the low water mark. (See Water Mark)



ROTHESAY



MUNICIPAL PLAN
RECREATION & PARKS
Schedule B

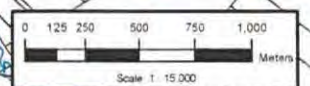
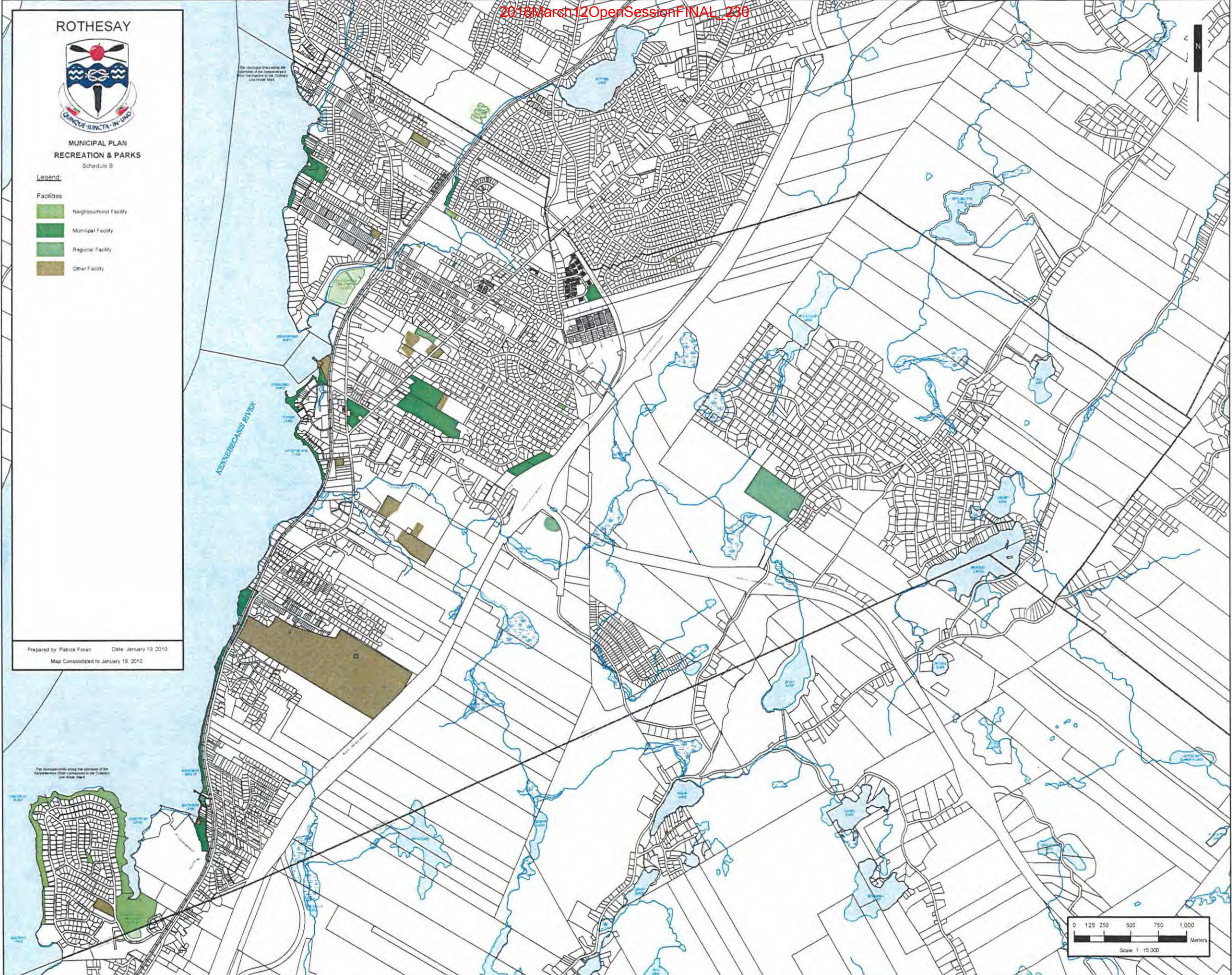
Legend:

Facilities

-  Neighbourhood Facility
-  Municipal Facility
-  Regional Facility
-  Other Facility

Prepared by: Patrick Foran Date: January 19, 2010
Map Consolidated to: January 19, 2010

The Municipality along the shoreline of the
Keweenaw Peninsula (from north to south) is the
City of Rothesay.



ROTHESAY



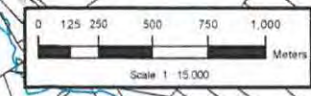
MUNICIPAL PLAN ROAD NETWORK Schedule C

Legend

- Highway
- Proposed Highway
- Arterial Road
- Proposed Arterial Road
- Collector Road
- Proposed Collector Road
- Local Road
- Proposed Local Road
- Private Road
- Railroad
- Municipal Boundary

Prepared by Patrick Foran Date January 19, 2010
Map Consolidated to January 19, 2010

The boundaries shown along the shoreline of the
Hemlock River correspond to the boundary
Line 10-10-10



ROTHESAY

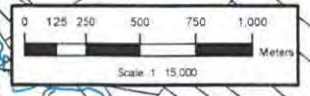
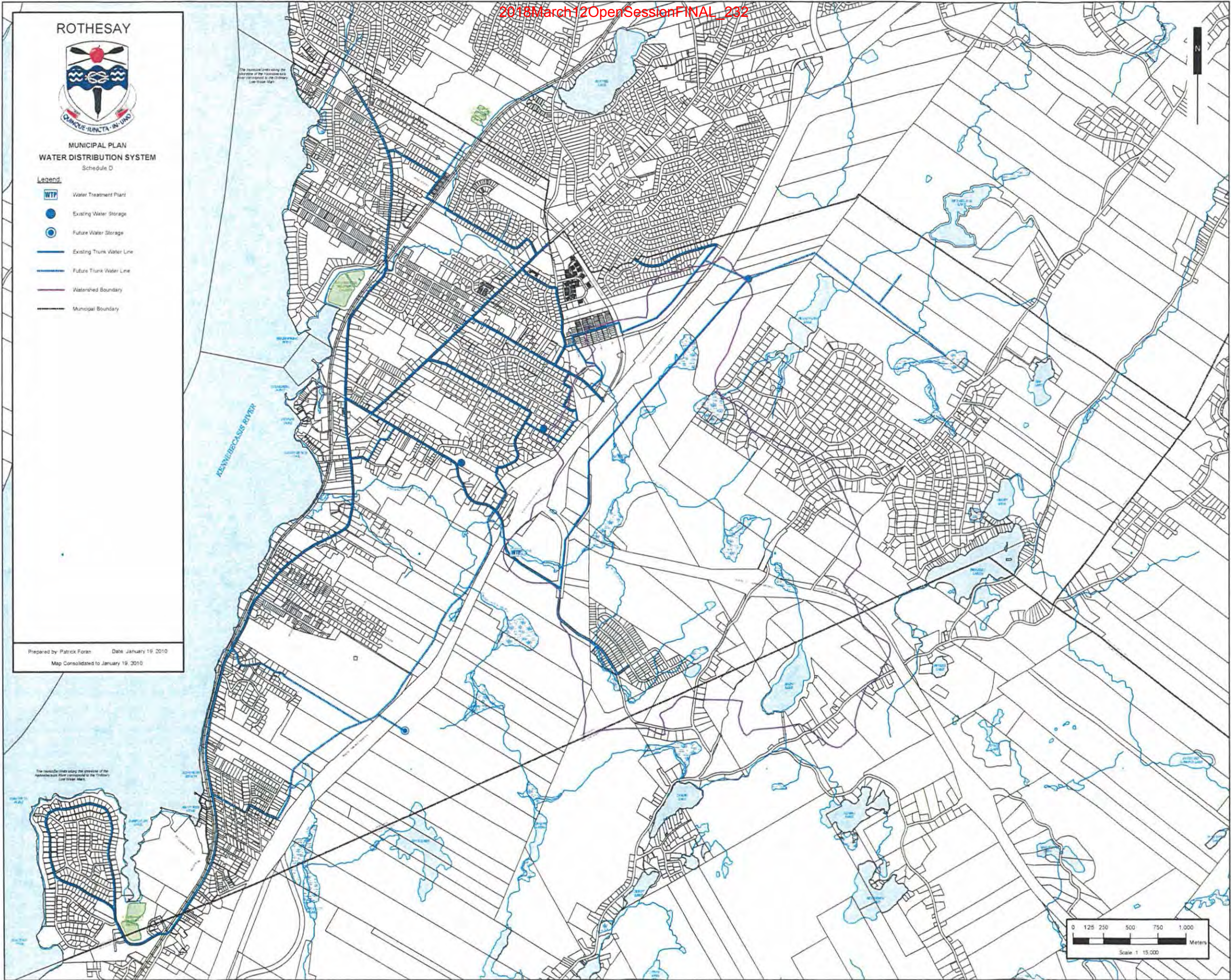


MUNICIPAL PLAN
WATER DISTRIBUTION SYSTEM
Schedule D

Legend

- Water Treatment Plant
- Existing Water Storage
- Future Water Storage
- Existing Trunk Water Line
- Future Trunk Water Line
- Watershed Boundary
- Municipal Boundary

Prepared by Patrick Foran Date January 19, 2010
Map Consolidated to January 19, 2010



ROTHESAY

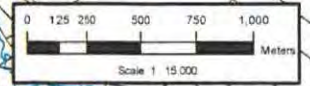
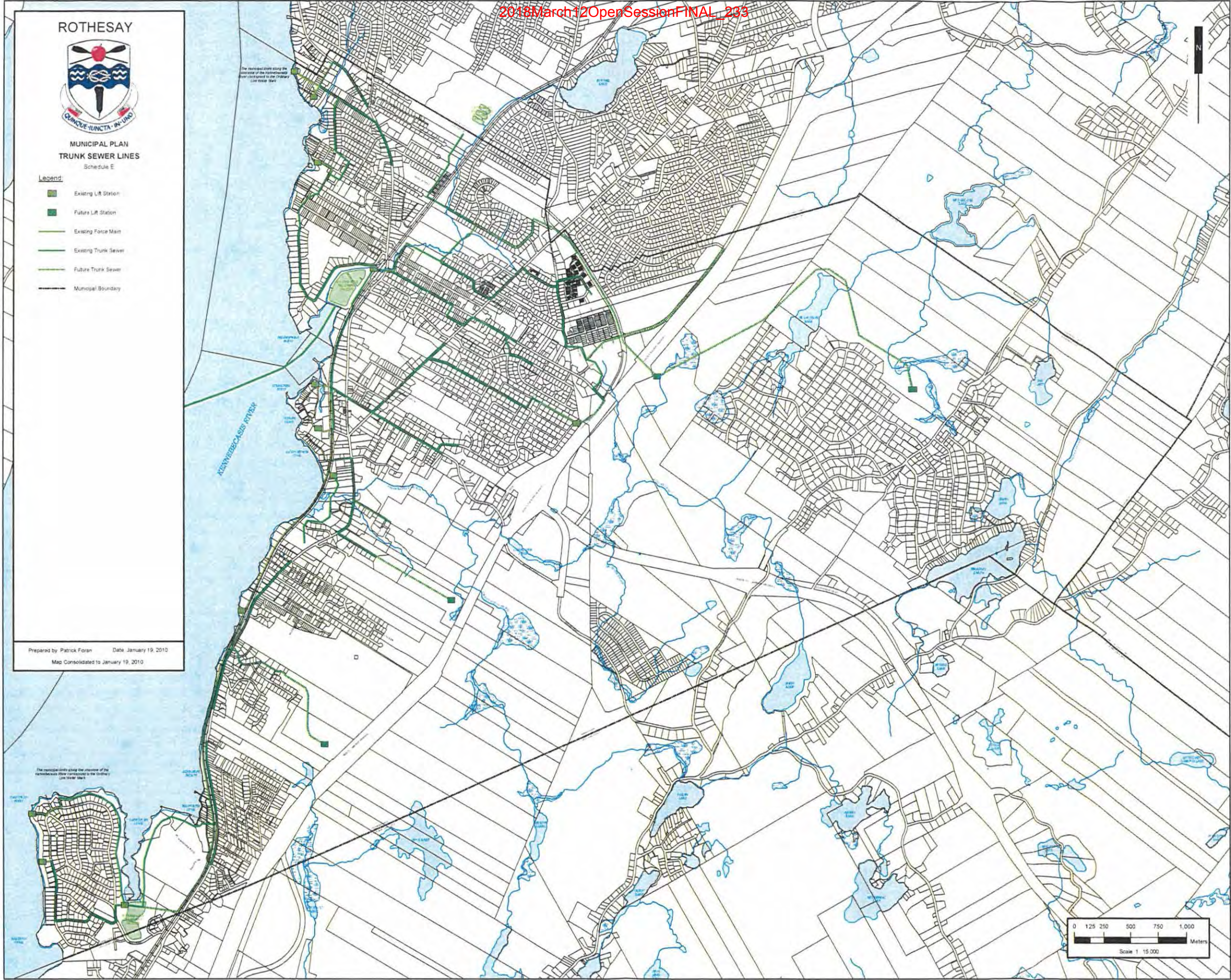


MUNICIPAL PLAN TRUNK SEWER LINES Schedule E

Legend

-  Existing Lift Station
-  Future Lift Station
-  Existing Force Main
-  Existing Trunk Sewer
-  Future Trunk Sewer
-  Municipal Boundary

Prepared by Patrick Foran Date January 19, 2010
Map Consolidated to January 19, 2010



The municipality along the riverbank of the Kinnearcass River has been transferred to the County Council.

ROTHESAY

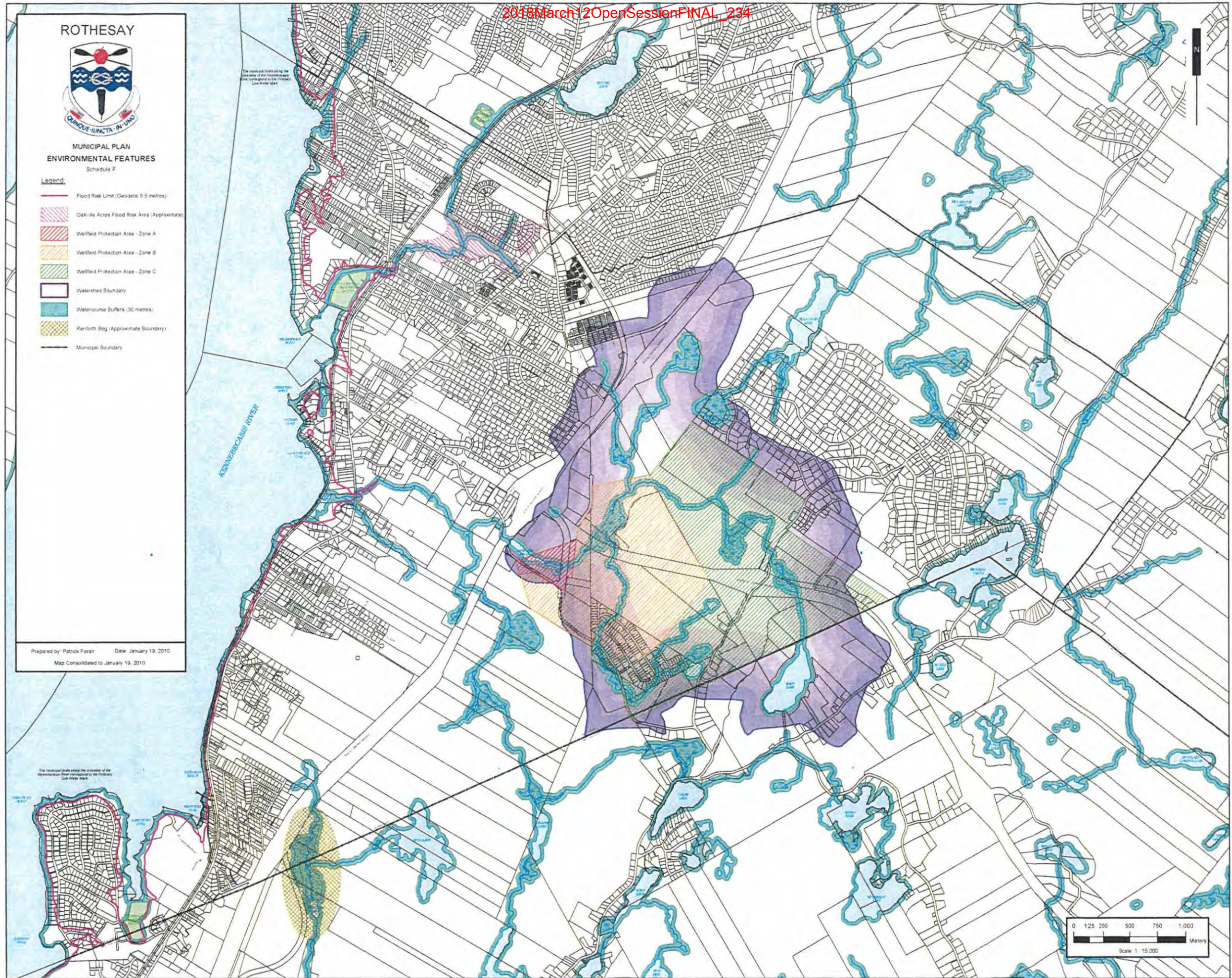


MUNICIPAL PLAN ENVIRONMENTAL FEATURES Schedule F

Legend

-  Flood Risk Limit (Geodetic 0.5 metres)
-  Oakville Acres Flood Risk Area (Approximate)
-  Wetland Protection Area - Zone A
-  Wetland Protection Area - Zone B
-  Wetland Protection Area - Zone C
-  Watershed Boundary
-  Watercourse Buffers (30 metres)
-  Rensforth Bog (Approximate Boundary)
-  Municipal Boundary

Prepared by Patrick Foran Date January 19, 2010
 Map Consolidated to January 19, 2010



The red line along the coastline of the approximate flood risk area is the Flood Risk Limit.

17. AMENDMENTS

17.1. PROCEDURE

The Council may initiate amendments to the Rothesay Plan at any time and will conduct a comprehensive review (see section 14.4.3 (a)). If an individual or group wishes to have Council consider an amendment to the Plan, an application may be made by submitting the following form along with the fee and supporting documentation to:

The Town Clerk
70 Hampton Road,
Rothesay, NB
E2E 5L5

17.2. FORM

The attached Form A is approved by Council for applying for an amendment to this Plan. Form A is not a part of this Plan and may be revised by resolution of Council.

17.3. LIST OF AMENDMENTS

AUGUST 9, 2010	<i>MJP</i>	BY-LAW 1-10-1

BY-LAW 1-10-01

A BY-LAW TO AMEND THE MUNICIPAL PLAN BY-LAW (No.1-10 Rothesay)

The Council of the town of Rothesay, under authority vested in it by Sections 24 and 74 of the Community Planning Act, R.S.N.B. (1973) Chapter C-12, and amendments thereto, hereby amends By-Law 1-10 "Municipal Plan By-law" and enacts as follows:

That Schedule A, entitled "Future Land Uses" as attached to By-Law 1-10 "MUNICIPAL PLAN BY-LAW" is hereby amended, as identified on the attached sketch, identified as Attachment "1-10-01".

The amendment is to re-designate the properties described as PID's 00257758, 30203798, 30199608 and 30199558 situate generally off Robertson Drive and Clermont Lane as shown on Attachment "1-10-01".

This amendment will re-designate the subject properties from Low Density Residential to Moderate Density Residential upon the execution of a Development Agreement in accordance with Section 39 and 101 of the Community Planning Act, supra.

FIRST READING BY TITLE : 12 July 2010
SECOND READING BY TITLE : 12 July 2010
READ IN ENTIRETY : 9 August 2010
THIRD READING BY TITLE AND ENACTED : 9 August 2010

W. J. Bishop
MAYOR

Mary Jane E. Burns
CLERK

APPROVED pursuant to S. 69 Community Planning Act
APPROUVÉ en application de l'article 69 loi sur l'urbanisme

Guy Messier
for - Minister / pour le Ministre
Environnement
Environnement

September 2, 2010
Date

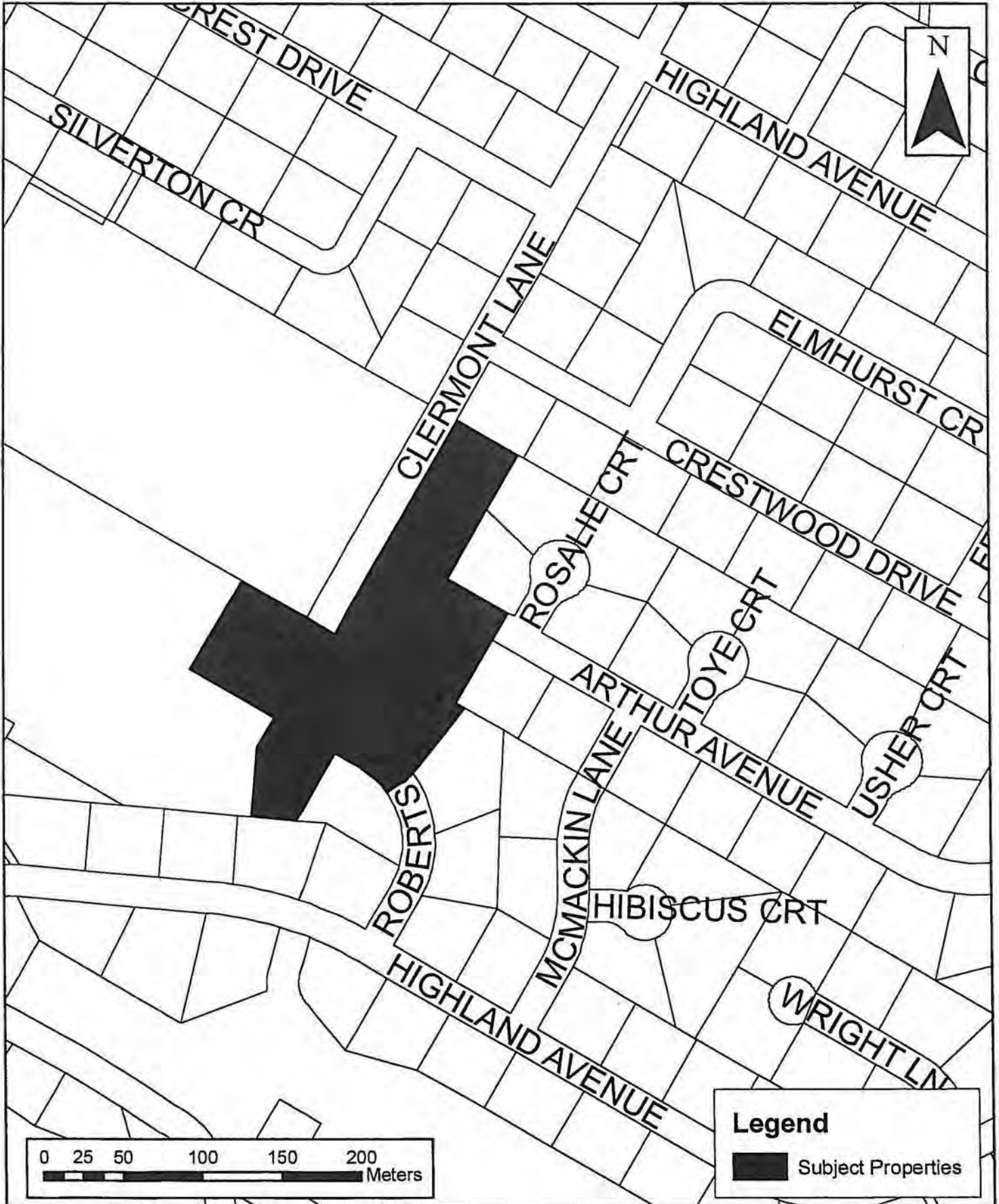
This instrument purports to be a copy of the original registered or filed in the Kings County Registry Office NB

ce document est présenté comme copie conforme à l'instrument enregistré ou déposé au Bureau du registraire du comté de Kings NB

29273324 SEP 27 2010
Date
Number-numéro

Attachment 1-10-01

2018 March 12 Open Session FINAL 238
PIDs 00257758, 30203798, 30199608, 30199558





ROTHESAY MEMORANDUM



TO : Mayor Grant and Rothesay Council
 FROM : Town Clerk Mary Jane Banks
 DATE : 6 March 2018
 RE : Information/Communications Technology Updates

RECOMMENDATION:

Council authorize staff to purchase the following infrastructure upgrades, **exclusive** of HST:

- Internet security hardware and software \$20,295.88
- Email server licensing upgrades \$ 4,678.47
- MS Office Pro Plus 2016 (40 licenses) \$18,669.20

Background

Council approved an allocation of \$90,000 for Information Technology (IT) infrastructure upgrades as part of the 2018 General Capital Budget. Since the proposed budget was submitted, there have been reductions both in the cost and quantity of licenses required. As a result, the cost for the above-noted upgrades is approximately \$34,000 under budget. The purchase prices shown are government pricing.

Infrastructure	Purchase Price	2018 Budget
Internet security hardware/software	\$20,295.88	\$20,295.88
Email server licensing	\$ 4,678.47	\$ 9,055.58
MS Office Pro Plus 2016	\$18,669.20	\$48,278.40
TOTAL:	\$43,643.55	\$77,629.86

The internet security hardware will replace an outdated product that is no longer supported by the manufacturer and will include enhanced analysis capabilities and yearly security updates.

The current email server software is eight years old and no longer supported by the manufacturer. The MS Office upgrade is a required component of the server upgrade.

Mary Jane Banks

I concur with the
 recommendation



INTEROFFICE MEMORANDUM

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	8 March 2018
RE	:	Use of Local Improvement Bylaws for Capital Projects

Recommendations

It is recommended that Council receive this memorandum for information and identify any questions it has regarding the concept.

Purpose

The purpose of this memorandum is to help Council become somewhat familiar with concept of local improvement bylaws as staff expect to recommend their use in several 2018 capital projects.

Background

Like its predecessor the Municipalities Act, the Local Governance Act provides for an alternate funding mechanism for capital projects.

Local improvements

121 A local improvement is a capital work that the council considers to be of greater benefit to an area of the local government than to the local government as a whole and for which the costs, in whole or in part, are charged against the real properties that receive the benefit.

Attached is a memorandum prepared by the Town Clerk regarding the process for passing a local improvement bylaw and summarizing the status of the Town's current local improvement bylaw.

The Rothesay Municipal Plan also includes policy regarding the use of local improvement charges. Under the heading of Road Transport 11.2 is found the following in the narrative:

... For existing local roads, a local improvement levy may be used for upgrading drainage, provision of sidewalks and, in some cases, the upgrading of the road. Page 37, Rothesay Municipal Plan

Under the Financial Services heading there is a specific policy related to the use of local improvement funding:

13.7.3 (f) Local improvements will be funded through local improvement charges.

There is a project(s) in the capital program for 2018 that contemplates the use of a local improvement bylaw(s) in the funding of improvements to the water system in a particular neighbourhood. Staff expect to make a recommendation with the details of this in the coming months. This memorandum is intended to introduce the topic to familiarize Council with the concept generally and the process and to assist in consideration of the project when details are presented.



ROTHESAY MEMORANDUM



TO : John Jarvie
 FROM : Mary Jane Banks
 DATE : 6 March 2018
 RE : Local Improvement legislation

Briefly – the changes to the local improvements section of the *LGA* are part of the “**simplifying and modernizing**” of the legislation (per Jennifer Thompson). There are few restrictions on the process now (7 sections in the *LGA* vs. 31 sections under the *Municipalities Act*). Under the *Local Governance Act* (sections 120-127), the time frame would be about 3 months if an objection is received or 2 months if none received (not including time frame for engineering/project tender, etc.):

Timelines

Mail notice for proposal	7 days
hand deliver	(immediate)
comment period	30 days
<i>OBJECTION received (even if only 1)</i>	
Mail notice for public hearing	7 days
hand deliver	(immediate)
Public hearing (per Section 125)	<i>at least 30 days clear</i>

2 Council meetings to enact By-law – requires 2/3 vote of members of Council to enact

By-laws in Question

By-law 3-00 (General Procedures) specifically refers to the repealed Act

By-law 4-00 (KPark) specifically refers to the repealed Act AND By-law 3-00

By-law 33 (General procedure - former Village of Fairvale) should also be repealed. It likely was NOT repealed under By-law 3-00 since the Shadow Hill/Hillsview local improvement was still ongoing.

By-law 121 (Shadow Hill/Hillsview) was amortized over 10 years – payments finished in June 2006.

Option

I would suggest a legal opinion be sought but my interpretation of the new legislation is that a By-law enacted under a repealed statute cannot be amended without referencing the new Act (ie By-law 3-00).

There is a “continuity clause” under the new *LGA* that reads as follows (Section 195):

By-laws under the *Municipalities Act*

195 *Despite any inconsistency with a provision of this Act, a by-law made under the authority of the *Municipalities Act*, chapter M-22 of the Revised Statutes, 1973, that was in force immediately before the commencement of this section, shall be deemed to have been made under this Act and is valid and continues in force until amended or repealed.*

The option I would put forward is to enact a By-law that repeals By-law 3-00 but indicates By-law 4-00 remains in force until such time as it expires, is amended or repealed, borrowing the concept from Section 195 of the *LGA*. This would enable Council to enact new “project-specific” by-laws under the less stringent requirements of the new Act.

ROTHESAY

TO: John Jarvie
FROM: MJ Banks
RE: Local improvements - LGA

2018March12OpenSessionFINAL_242

6 March 2018

DRAFT By-law 1-18
Administrative By-law – Local Improvements

Rothsay Council, under authority vested in it by the *Local Governance Act*, SNB 2017, c 18; hereby enacts as follows:

1. By-law 33 (former Village of Fairvale), “Local Improvement By-law” is hereby repealed.
2. By-law 3-00 (Rothsay), “ A By-law Describing the Procedure for Directing the Undertaking of a Work As a Local Improvement” is hereby repealed.
3. Any By-laws enacted under authority of By-laws 33 and 3-00, shall remain in effect until such time as those By-laws have expired, are amended or repealed; more specifically By-law 4-00 (Rothsay).

FIRST READING BY TITLE _____,

SECOND READING BY TITLE _____,

THIRD READING AND ENACTMENT _____,

Nancy Grant, Mayor

Mary Jane E. Banks, Clerk





70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 12, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 20, 2018

SUBJECT: R2018-EQ01: Tractor/Backhoe/Loader

RECOMMENDATION

It is recommended that Mayor and Council award contract R2018-EQ01: Latest Model Rubber Wheel Diesel Tractor/Loader/Backhoe in the amount of \$78 159.14(including hst) and further that the Director of Parks and Recreation be authorized to issue a purchase order in that regard.
(Price above reflects trade in of existing tractor-\$ 20 000)

ORIGIN

The 2018 General Fund Capital Budget included funding for the purchase of a new Tractor/Loader/Backhoe to replace one of the Town's existing tractors.

BACKGROUND

A tender call for the supply of a new and never used Rubber Wheel Diesel Tractor/Loader/Backhoe was issued through the New Brunswick Opportunities Network(NBON) on February 1, 2018 with a closing date of Feb 14, 2018.

Tender Results

Tenders closed on February 14, 2018 with one company submitting a bid. Results of the compliant bid including HST below:

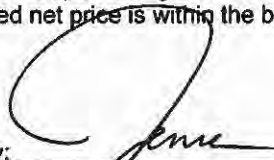
Hall Bros. Ltd.	Norton, N.B.	\$78 159(including trade in)
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The submission from Hall Bros. Ltd met the requirements set out in the tender.

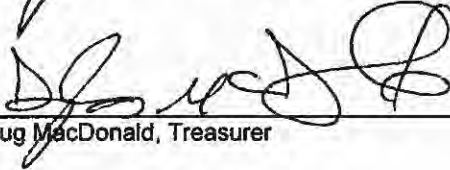
FINANCIAL IMPLICATIONS

The 2018 Recreation Capital Budget included the provision for the replacement of equipment in the amount of \$80,000. The quoted net price is within the budgeted amount.

Report Prepared by:


Charles Jensen, Director of Parks and Recreation

Report Reviewed by:


Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 12, 2017

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March 7, 2018

SUBJECT: Maiden/Goldie/Brock Drainage Study

RECOMMENDATION

It is recommended that the drainage study for the Maiden/Goldie/Brock neighborhood submitted by Dillon Consulting Ltd. be received for information and that the recommendation for a storm sewer project on Maiden Lane be considered during the 2019 budget deliberations.

ORIGIN

The 2018 General Fund Operating Budget includes funding for the completion of a drainage study in Maiden/Goldie/Brock neighborhood.

BACKGROUND

A number of residents in the Brock Court area have experienced backyard/sideyard flooding and in some cases water-in-basement events over the past few years. Residents on Goldie Court have also experienced overland flooding which, in at least one reported case, resulted in a water-in-basement event. Residents on Maiden Lane have expressed concerns about property flooding though staff is not aware of any specific events or occurrences of actual flooding.

Neighborhood residents attended two separate meetings of the Public Works and Infrastructure Committee to express their flood related concerns. The Committee, at their November meeting, unanimously passed a recommendation that Council approve a sum of \$20,000 to survey the area, assess the current conditions, qualify and quantify flooding concerns and make recommendations for future direction in the neighborhood. Council adopted the recommendation at their meeting of December 11, 2017 and Dillon Consulting was subsequently engaged to complete the study work and submit a final report.

Two separate landowners have submitted plans to the Town's Planning Advisory Committee (PAC) to alter the property boundaries of civic 3188 Rothesay Road and civic 20 Goldie Court. The neighborhood concern was that this construction would negatively alter the existing drainage and overwhelm the neighborhood storm sewer infrastructure causing flooding. Part of Dillon's mandate was to determine the current level of storm sewer service and assess the impact of adding two more homes on landscaped lots in the neighborhood.

DISCUSSION

The basic tenet of a public storm sewer system is that it collects, conveys and responsibly discharges runoff from public facilities ie. roads, roofs of public buildings and public parking lots. The municipality is not responsible to collect and manage water which arrives on private property via rainfall, snow melt, runoff from other private properties or surcharging watercourses.

In the case of Brock Court the study found that storm water which collects in the rear and side yards of properties could not accumulate to a level where it could spill into a public storm sewer prior to finding other relief methods such as flooding adjacent basements. The study suggested that the low lying areas could be infilled and storm sewer inlets could be lowered to force the water into the public system and alleviate the property owner concerns, however the water in question does not originate from a public road, roof of public building or a public parking lot. The acceptance of this water into the public system will have effects on the downstream system.

In the case of Goldie Court the study found that a storm sewer system exists on the upper and lower portions of the street, however it is not continuous. Water from the Brock Court storm sewer is directed to the upper portion of Goldie Court and discharges to an open ditch, which also collects runoff from adjacent private properties, and eventually reaches natural storage at the rear of 3188 Rothesay Road. The system on the upper portion of Goldie Court is currently overwhelmed in any precipitation event exceeding the 10 year return period storm. More water from the rear and side yards on Brock Court would further degrade the level of service this system provides and would ultimately discharge more water onto the rear of 3188 Rothesay Road. The lower portion of Goldie Court has a storm sewer that connects to the storm sewer on Maiden Lane.

In the case of Maiden Lane the study found that the existing 200 mm storm sewer is inadequate to handle runoff from the lower section of Goldie Court and Maiden Lane during relatively frequent high intensity/ short duration precipitation events.

The basic findings and recommendations of the study were as follows:


1) There is no capacity to accept additional "private" storm water from Brock Court as it will overwhelm upper Goldie Court and discharge to private property at 3188 Rothesay Road. This can be resolved by connecting the upper and lower sections of storm sewer on Goldie Court. This connection would also serve to remove ambiguity about ownership of runoff discharging to the rear of 3188 Rothesay Road ie. all Town runoff would stay on Town property.

2) The Maiden Lane storm sewer has no capacity to receive additional water from Goldie Court. The existing 200 mm storm sewer should remain in place and be twinned with a 450 mm storm sewer between Knoll Lane and Rothesay Road.

3) The subdivisions of 3188 Rothesay Road and 20 Goldie Court will have no effect on area drainage now or in any future scheme so long as the net zero policy developed by EXP is followed on 20 Goldie Court and the loss of existing storage on 3188 Rothesay Road is compensated for by providing on site retention or conveying displaced water through a piped system to Rothesay Road. The study included specific language regarding the development of 3188 Rothesay Road related to water issues unique to any dwelling being constructed there ie. it is a wet area and without proper design and mitigation measures the new home could itself experience flooding.

It is staff's opinion, based on the in-depth work completed by Dillon Consulting that the subdivision of 20 Goldie Court and 3188 Rothesay Road will not increase flooding potential to area homes and deliberation on the issue should not be further delayed by PAC and Council with regard to stormwater.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer



TOWN OF ROTHSAY

Flood Risk Assessment – Maiden Lane and Surrounding Area



March 2, 2018

Town of Rothesay
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5

Attention: Mr. Brett McLean

Flood Risk Assessment – Maiden Lane and Surrounding Area

Dear Mr. McLean,

Dillon Consulting Limited (Dillon) is pleased to present the following report outlining our flood risk assessment of Maiden Lane and surrounding areas. This report is being provided for review by the Town of Rothesay.

The attached report outlines the methodology and hydrologic/hydraulic simulation results for the drainage network around Maiden Lane. The purpose of this assessment is to: 1) investigate the current level of flood risk within the study area, and 2) evaluate the incremental impact of a proposed development at 3188 Rothesay Road.

Please feel free to contact the undersigned should you have any questions or comments regarding this report.

Sincerely,

DILLON CONSULTING LIMITED

A handwritten signature in black ink, appearing to read "J. Melanson", is written over a light blue circular stamp.

Jeff Melanson, M.Sc.E, P.Eng.
Water Resources Engineer

JAM:mhc

Our file: 18-6889

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Dillon Consulting
Limited

Table of Contents

Executive Summary

1.0	Introduction	1
2.0	Background	1
3.0	Field Reconnaissance and Survey	3
3.1	December 18, 2017 – Site Survey	3
3.2	January 16, 2018 – Video Inspection	3
3.3	January 26 & 29, 2018 – Site Survey and Resident Interviews	3
3.4	Maiden Lane	5
3.5	Goldie Court	5
3.6	Brock Court	6
4.0	Hydrologic & Hydraulic Assessment	6
4.1	Topographic Data Review	7
4.2	Characterization of Existing Drainage Features	7
4.3	Meteorological Data	9
4.4	Watershed Parameters	9
4.5	Model Development	10
5.0	Assessment of Flood Risk Vulnerability	12
5.1	Summary of Baseline Results	12
5.2	Proposed Development Results	15
5.2.1	3188 Rothesay Road	15
5.2.2	20 Goldie Court	15
6.0	Recommended Flood Mitigation Measures	16
6.1	Rothesay Road	16
6.2	Brock Court	16
6.3	Maiden Lane	16
6.4	Goldie Court	18
6.5	Proposed Future Residential Development	18

7.0 Conclusion 19

Figures

Figure 2-1: General Site Location... 2
Figure 3-1: Existing Storm Sewer Network... 4
Figure 3-2: Existing Ditch between Shadow Lawn Inn and 10 Maiden... 5
Figure 3-3: Surface Ponding Extent (right) Immediately North of 6 Brock Court and Existing Catch Basin (left)... 6
Figure 4-1: Study Area Drainage Schematic... 8
Figure 4-2: Detailed Study Area Map... 11
Figure 4-3: Stage-Storage Curves for Storage Feature North of Maiden Lane... 12
Figure 5-1: Summary of Flood Vulnerable Areas... 14

Tables

Table 4-1: 24-hour Design Storm Total Rainfall Amounts... 9
Table 4-2: Watershed Parameters... 10
Table 5-1: Summary of Simulated Hydraulic Grade Line (HGL) Elevations for Storage Area... 15

Appendices

- A Video Inspection Summary Sheets



Executive Summary

The Town of Rothesay (Town) has retained Dillon Consulting Limited (Dillon) to undertake a flood risk vulnerability assessment along Maiden Lane and surrounding streets in Rothesay, New Brunswick. The assessment included review of topographical data sets (LiDAR), site survey and video inspections. These data were used to support hydrologic and hydraulic simulation of existing drainage conditions to identify flood vulnerable areas within the study area. Numerical simulation was also used to investigate the impact of a proposed development at 3188 Rothesay Road.

The following key findings have been identified as a result of this study:

- A section of the existing 450 mm sewer along Rothesay Road downstream of Maiden Lane was found to be approximately 50% blocked with sediment. This blockage is expected to increase HGL elevations along the Maiden Lane storm sewer during extreme rainfall conditions.
- Surface ponding along Brock Court near civic addresses 4 and 6 was observed. This ponding is expected to be due to the accumulation of runoff in a localized depression between 4 and 6 Brock Court.
- Significant surface runoff volumes converge at Goldie Court, particularly at the intersection with Maiden Lane. The hydraulic simulation indicates that the infrastructure along Goldie Court and Maiden Lane is inadequately sized to convey this runoff. The storm sewer along Goldie Court adjacent to civic number 5, 3 and 1 is estimated to have less than a 5-year level of service. The existing sewer system along Maiden Lane is also expected to surcharge during the 5-year simulated rainfall event.
- The existing flood vulnerabilities along Goldie Court and Maiden Lane suggest that future development within the upper watershed could have significant impacts if a net-zero approach to runoff is not followed. It is recommended that future development in the watershed contributing to Goldie Court have strict stormwater controls to limit runoff to pre-development levels, at a minimum. This includes the proposed residential developments at both 3188 Rothesay Road and 20 Goldie Court.
- The proposed subdivision of 3188 Rothesay Road was evaluated to estimate the incremental impact on flood risk for neighbouring properties along Maiden Lane and Goldie Court. This analysis suggests that the proposed sub-divided property will have a minimal impact on flood risk, and is limited to a minor (+0.01 m) increase in HGL in the storage area north of Maiden Lane for the 100-year, 24-hour rainfall simulation only (see section 5.2.1).

Based on these findings, a set of recommended flood mitigation measures were also identified. These measures include the following:

- It is recommended that the Blockage identified along the Rothesay Road storm sewer be flushed and cleared to restore capacity along the sewer.
- The localized ponding at Brock Court near civic addresses 4 and 6 is due to a lack of outlet capacity to drain the low-lying area between the two properties. Possible mitigation measures may include: 1) re-grading the area to promote runoff to the existing catch basin, 2) installing an inlet to the storm system, or 3) lowering the catch basin rim elevation if possible.
- Upgrades to the Maiden Lane storm system were investigated. A parallel storm sewer ranging in diameter from 300 to 450 mm diameter along the south road perimeter is expected to limit surcharging of the storm system during the 5-year historical rainfall event.

Simulation of the projected future rainfall event indicated that some surcharging of flows into the roadway would be expected at the intersection of Rothesay Road and Maiden Lane for the upgraded scenario. It is anticipated that upgrades to the Rothesay Road sewer would be required to further improve capacity.

- The proposed twinned system along Maiden Lane is expected to significantly reduce tail water conditions for the Goldie Court storm sewer. As a result, no surcharging is expected along the existing Goldie Court system for the historical 5-year rainfall event.

The projected future 5-year rainfall event simulation suggests that some surcharging of the Goldie Court storm system may be expected. Upgrading two sections (~40 m) of sewer along Goldie Court is recommended to limit surcharging during the projected future 5-year rainfall event.

- The study has identified a small increase in hydraulic grade line (HGL) elevation (+0.01 m) for the 100-year rainfall event. It is recommended that a stormwater management plan for 3188 Rothesay Road include measures to compensate for the storage capacity expected to be in filled and mitigate increases in the HGL during extreme flood conditions. Maintaining or improving the existing conveyance (i.e. ditching) flowing through 3188 Rothesay Road is also critical to mitigate potential impacts to upstream areas.
- The proposed development described in the EXP Services Incorporated (2017) study was also reviewed at a high level. A net-zero approach to stormwater management is recommended as part of detailed design. Uncontrolled surface flows onto neighbouring private property should also be addressed as part of a detailed stormwater management plan.

1.0

Introduction

Dillon Consulting Limited (Dillon) has been retained by the Town of Rothesay (Town) to complete a flood risk vulnerability assessment along Maiden Lane and surrounding streets in Rothesay, New Brunswick. The general study area with street names, civic addresses and property boundaries is presented in Figure 2-1. The objective of this assessment is firstly to investigate the current level of flood risk within the study area, and secondly to evaluate the incremental impact of a proposed development at 3188 Rothesay Road. Commentary on a second residential development at 20 Goldie Court will also be provided at a high-level.

2.0

Background

The Town of Rothesay is located in southern New Brunswick approximately 15 kilometers northeast of Saint John, NB. The study area is located off of the Rothesay Road, behind the Shadow Lawn Inn, and consists of residential properties along Maiden Lane, Goldie Court and Brock Court. These residential areas receive surface runoff generated from steep, up-gradient watersheds consisting of a mix of low-density residential and undeveloped (wooded) land cover.

It is understood that residents along sections of Maiden Lane, Goldie Court, and Brock Court have reported instances of flooding in recent years. These flood reports have included flooding of basements and surface water ponding on private property. Discussions with residents were undertaken as part of this study to better define the nature of existing flood risk within the study area.

The property owner at 3188 Rothesay Road is proposing to subdivide the existing residential lot (see Figure 2-1). Near-by residents within the study area have expressed concern regarding the potential increase in impervious area and that this could lead to increased flood risk in the area. The property in question also lies within a low-lying area, leading to concern that the proposed development may reduce the currently available storage capacity within the existing storage area. The estimated limits of the natural storage area are shown in Figure 2-1.

To investigate the existing and potential future level of flood risk, a series of site visits and surveys has been undertaken. The information and data collected in the field has been used to develop a hydrologic/hydraulic model of the area to examine potential flood risk impacts. The following sections describe the methodology and findings of this assignment.



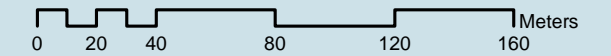
Town of Rothesay
Maiden Lane Flood Vulnerability Assessment

- Property Lines with Civic ID Number
- Storage Area
- 3188 Rothesay Road
- Proposed Sub-Division Boundary

General Site Location
Figure 2-1



MAP DRAWING INFORMATION:
DATA PROVIDED BY TOWN OF ROTHESAY
MAP CREATED BY: JEB
MAP CHECKED BY: JAM
MAP PROJECTION: NAD_1983_CSRS_New_Brunswick_Stereographic



3.0

Field Reconnaissance and Survey

A series of site visits and surveys were undertaken to characterize existing drainage routes and storm sewers within the study area. A summary of these site visits and findings is presented below.

3.1 December 18, 2017 – Site Survey

The first site visit included a targeted survey of local topography and storm sewer infrastructure. The survey was completed using a high accuracy portable GPS (Trimble R8 Model 3 GPS, estimated vertical accuracy ± 20 mm). Storm sewer data such as inverts, diameters, location of catch basins and rim elevations were collected within the study area.

The survey data collected as part of this site visit was used to generate a schematic of the existing storm sewer network. The survey identified that the existing storm sewers along Maiden Lane and Goldie Court consist predominately of 200 mm diameter PVC pipe. This is a notable deviation from the Town GIS database which indicated a pipe diameter of 300 mm. The existing pipe network based on the survey is presented in Figure 3-1.

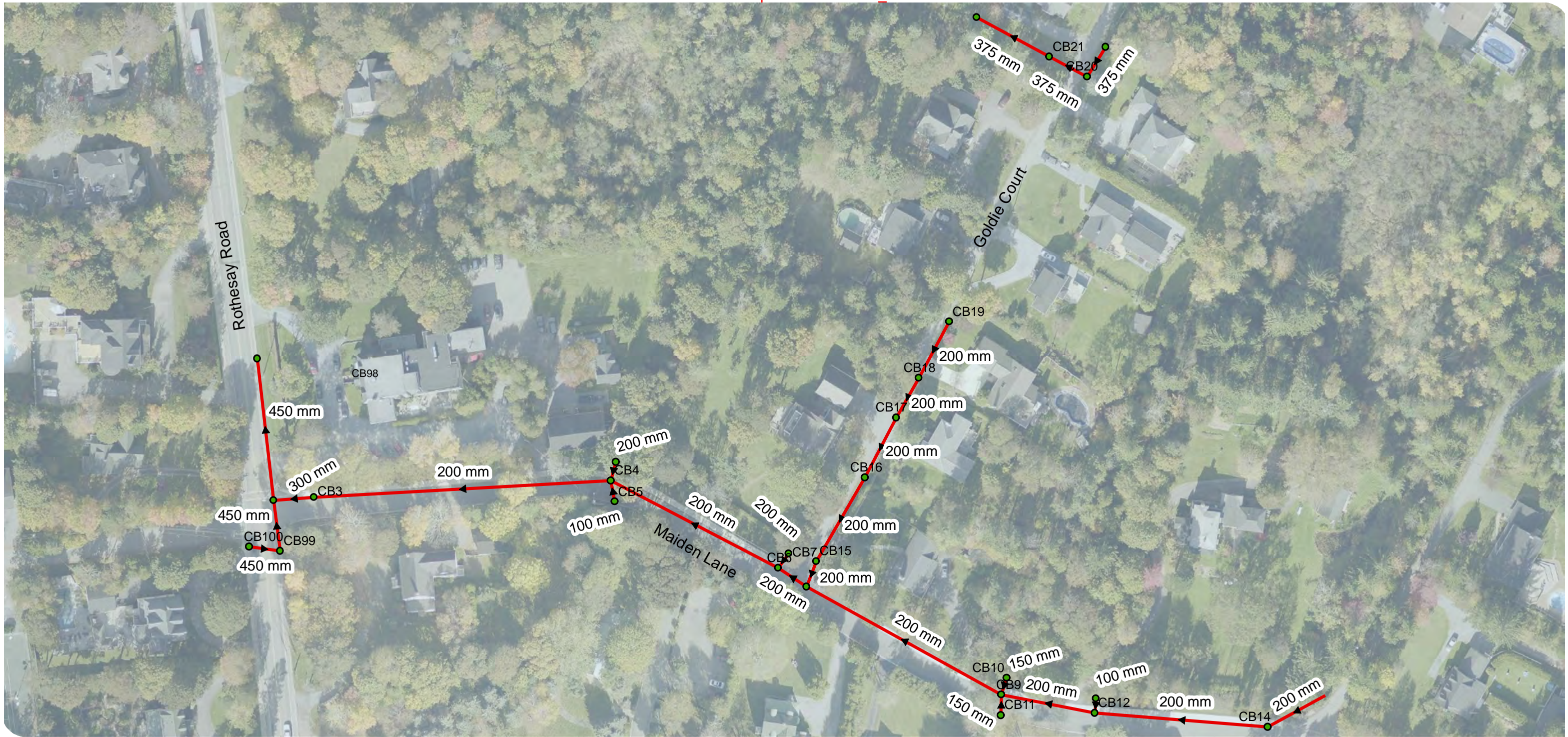
3.2 January 16, 2018 – Video Inspection

Video inspection of the existing storm sewer along Maiden Land and Goldie Court (approximately 550 m) was completed to verify existing drainage conditions and to identify additional inflows that are not visible from the surface. The existing 450 mm diameter sewer along Rothesay Road from Maiden Lane to the intersection with Hampton Road was also included in the video inspection (approximately 200 m). However, a significant blockage (~50% of flow area) was encountered 16.2 m downstream of CB98 – see section 63 in Appendix A. Survey downstream of this blockage was not possible due to inadequate clearance for the video recorder.

Summary sheets from the video survey are provided in Appendix A, including a photograph of the blockage along the Rothesay Road sewer. Digital video files of the video inspection survey were provided to the Town.

3.3 January 26 & 29, 2018 – Site Survey and Resident Interviews

After reviewing the data collected from the previous site visits, visual inspection of overland drainage routes and natural attenuation features was undertaken. The timing of the site visit offered a unique opportunity since a significant rainfall event had occurred several days prior (56 mm on January 23rd). Much of the surface runoff from this event had subsequently frozen, allowing for easy confirmation of surface ponding. The following sections describe findings associated with these site visits.



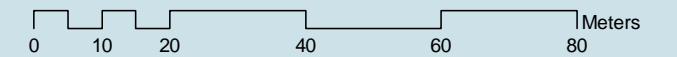
Town of Rothesay
Maiden Lane Flood Vulnerability Assessment

Existing Storm Sewer Network
Figure 3-1

- Catchbasins
- > Conduits (with Direction of Flow and Pipe Diameter)
- 1 Meter Contours



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3.4 Maiden Lane

A visual inspection of Maiden Lane and discussions with nearby residents suggests that surface ponding at the corner of Maiden Lane and Goldie Court frequently occurs in the vicinity of 10 Maiden Lane, behind the Shadow Lawn Inn.

An existing ditch was observed to flow north behind the Shadow Lawn Inn property which appears to collect storm sewer surcharged flows along Maiden Lane. This leads to significant ponding of surface flows at this location during extreme rainfall events. The downstream limit of this ditch was also observed to be blocked (i.e. filled in) at the time of inspection, and is therefore not expected to have sufficient outlet capacity to the natural storage area north of Maiden Lane. The upstream limit of this ditch is presented in Figure 3-2.



Figure 3-2: Existing Ditch between Shadow Lawn Inn and 10 Maiden.

3.5 Goldie Court

Discussions with several residents along Goldie Court were undertaken, including residents at civic addresses 16, 11, 5, 12 and 8 Goldie Court. These discussions indicated several existing flood challenges, including past instances of surface and basement flooding.

The homeowner at 5 Goldie Court indicated that they have experienced basement flooding twice within the last five years. Basement flooding has also occurred at 3 Goldie Court at roughly the same frequency.

The homeowner at 11 Goldie Court has indicated that a sump pump has been installed in their basement and runs frequently during heavy rainfall events. The homeowner believes that this flooding is related to inadequate capacity in the ditch north of their property leading to the 375 mm diameter cross culvert.

Some surface flooding was reported at 16 Goldie, which the homeowner believes is associated with local runoff from an adjacent property (20 Goldie). The homeowner suggested that the ditch flowing from Brock Court down to the 375 mm cross culvert will frequently reach bank full conditions, though has not

to their knowledge spilled over Goldie and entered their property. However, photographs of this ditch overtopping the road in the 1970s were provided by the homeowner at 8 Goldie Court.

3.6 Brock Court

Discussions with the homeowner at 6 Brock Court indicated that this property experiences frequent surface ponding north of their property near an electrical transformer. The homeowner has been pumping this water themselves to protect their property from basement flooding. Photographs of the ponded area is presented in Figure 3-3, both photos have been provided by the current resident at 6 Brock Court.

Due to the frozen condition of the pond during the site visit, it was not possible to confirm an inlet within the ponded area. However, there is a catch basin located between the ponded area and the roadway. This catch basin appears to be set too high to effectively collect the ponded water (see Figure 3-3). The existing catch basin had a surveyed rim elevation of 23.51 m.



Figure 3-3: Surface Ponding Extent (right) Immediately North of 6 Brock Court and Existing Catch Basin (left)

Generally, the flood challenges observed in the upper watershed (i.e. 6 Brock Court) appear to be localized, lot level drainage issues. In the lower reaches of the watershed (Maiden Lane and Goldie Court) significant quantities of surface runoff are expected to converge in these lower lying areas during extreme rainfall and/or snow melt events. Based on discussions with residents, this has resulted in historical basement flooding and ponding on private property, particularly along Goldie Court and near the intersection of Maiden and Goldie.

4.0

Hydrologic & Hydraulic Assessment

Review of available topographic, meteorological and geological data has been undertaken to develop an improved understanding of runoff potential and conveyance within the study area. These data and

parameters were then used to complete hydrologic and hydraulic numerical simulation of the watershed and conveyance network. The following sections describe our review of these data and model development.

4.1 Topographic Data Review

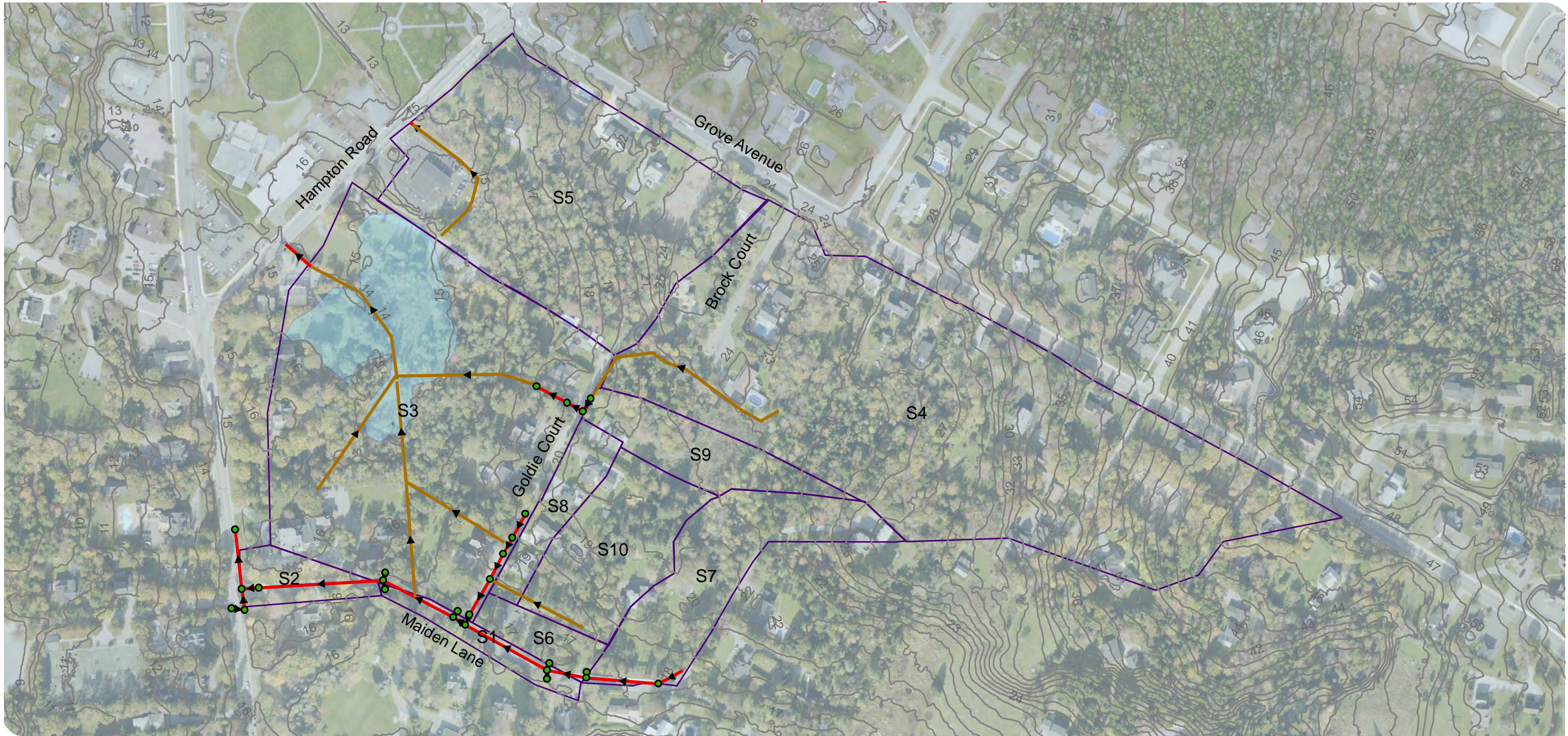
LiDAR data provided by the province for the study area was processed and used to support this assessment. The LiDAR data is estimated to have a vertical accuracy of approximately 0.13 m, and was collected between July and October 2013. The processed LiDAR was primarily used to delineate the drainage area, identify conveyance features, and calculate storage curves for low-lying areas where it is expected water pools. The survey data collected as part of this study has also been used to supplement the LiDAR data.

Review of topography near the project site under investigation suggests that the area north of Maiden Lane is relatively flat and receives significant volumes of runoff from the surrounding water. This area has also been identified in a recent study completed by Boreal Environmental (Boreal 2017). The approximate extents of this area, based on detailed topographical review, are presented in Figure 4-1.

4.2 Characterization of Existing Drainage Features

Based on review of the site topography and observations in the field, a drainage schematic was generated. A map of drainage features and sub-catchment boundaries is presented in Figure 4-1. Some notable drainage features include the following:

- The existing stormwater system along Maiden Lane and Goldie Court consist of primarily 200 mm diameter storm sewer with numerous catch basin inlets within the roadway. The northern portion of Maiden Lane consists of curb and gutter.
- A ditch collects surface runoff from Brock Court and flows southwest towards the 375 mm cross culvert near 11 Goldie Court.
- The following three ditches converge in the natural storage feature shown in Figure 4-1: 1) ditch flowing north between Shadow Lawn Inn and 10 Goldie Court, 2) the ditch conveying runoff from Goldie Court (via the 375 mm cross culvert), and 3) ditch conveying rear lot drainage from 3188 Rothesay Road.
- The aforementioned inflows enter the natural storage feature and discharge via an existing 600 mm inlet (invert elevation 13.30 m) to the Rothesay Road storm system, or north to a 900 mm concrete pipe (invert elevation 13.51 m) discharging to a watercourse flowing through the Rothesay Common.



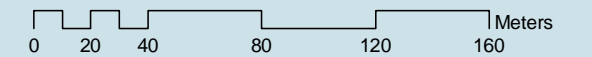
Town of Rothesay
Maiden Lane Flood Vulnerability Assessment

Study Area Drainage Schematic
Figure 4-1

- Catchbasins
- Ditches (with Direction of Flow)
- 1 Meter Contours
- Subcatchments
- Storage Area
- Conduits (with Direction of Flow)



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MAP CHECKED BY: JAM
MAP PROJECTION: NAD_1983_CSRS_New_Brunswick_Stereographic



4.3 Meteorological Data

A review of climate stations in close proximity to the study area was undertaken. Based on the period of record and the proximity to the study area, the Environmental Canada “Saint John A” climate station (#8104900) was chosen for the purpose of this project. The gauge is located approximately 10 kilometers south-east of the study area. The gauge contains temperature and precipitation from 1953 to present.

Current and future conditions were evaluated for the 5, 25 and 100-year 24-hour rainfall events. Total historical precipitation amounts were derived from the Environment Canada intensity-duration-frequency statistics. A potential future rainfall climate change scenario has also been considered in this assessment. The Canadian Water Networks IDF Climate Change Computerized Tool (<https://www.idf-cc-uwo.ca>) has been used to estimate future rainfall intensity. A comparison of historical and future rainfall for the Saint John A station is also presented in Table 4-1.

Table 4-1: 24-hour Design Storm Total Rainfall Amounts

Return Period (Years)	Historical 24-hour Total Rainfall (mm)	Projected Future Climate 24-hour Total Rainfall (mm) ¹	Deviation
5	96.0	123.9	+29%
10	112.8	153.6	+36%
25	136.4	174.2	+28%
100	176.5	231.5	+31%

¹Assumes Moderate Emissions Scenario – RCP 4.5

It can be seen that for the range of return periods, and for a storm duration of 24-hours, an increase of roughly 28 – 36% is possible under estimated future conditions. The projected future rainfall depths will be used to support sizing of recommended infrastructure upgrades.

Using the SCS Type III rainfall distribution method storm events were created for each return period using the design storm creator within the PCSWMM package.

4.4 Watershed Parameters

The SCS runoff curve number (CN) method was used in combination with percent imperviousness to describe the rainfall-runoff relationship of each sub-catchment.

The SCS runoff CN value selected for this study was 60. SCS Soil Group B has been estimated based on review of surficial geology maps for study area (NB DNR, 2002). Percent imperviousness was then applied to each sub-catchment to account for runoff from hard surfaces (asphalt, concrete, etc.).

A summary of the sub-catchment parameters are presented in Table 4-2. It is noted that the overall site runoff characteristics remain largely unchanged given that the existing site consists primarily of wooded area with only one home being proposed. The locations of the sub-catchment boundaries are presented in Figure 4-1.

Table 4-2: Watershed Parameters

Sub-catchment	Drainage Area (ha)	Impervious (%)
S1	0.22	36
S2	0.28	34.4
S3	4.69	23.3 (Existing) 24.1 (Proposed) ¹
S4	6.11	22.1
S5	3.12	26.4
S6	0.25	28.4
S7	1.08	27.2
S8	0.36	38
S9	0.57	7
S10	0.93	11
TOTAL	17.67	-

¹ Imperviousness change based on one (1) home being developed in subdivision of 3188 Rothesay Road.

4.5 Model Development

The most recent version of Computational Hydraulic International (CHI) PCSWMM modelling software has been used to complete hydraulic simulation of existing and proposed future conditions. The software uses the U.S. Environmental Protection Agency (EPA) SWMM computational methods, and includes a GIS interface to assist in model development and the interpretation of output.

A PCSWMM model for the study was generated including conveyance, sub-watershed and storage nodes. The model framework is presented in Figure 4-2.



Figure 4-2: Detailed Study Area Map

An important component of the model is the storage feature receiving inflow from much of the study area. A storage node was used to simulate the volume of the natural storage feature north of Maiden Lane. A depth-area storage relationship was generated using LIDAR data; this relationship is presented in Figure 4-3.

Two modifications were made to the existing conditions model to simulate proposed future conditions:

1. The percent impervious in sub-watershed S3 was increased to account for the proposed subdivision of 3188 Rothesay Road. This update was based on proposed design drawings prepared by Hughes Surveys & Consultants (December 2017);
2. The available storage capacity in the natural storage feature is expected to reduce under proposed future conditions. A proposed future stage-storage curve was created excluding volume from the eastern portion of 3188 Rothesay Road. Both the existing and future stage-storage curves are presented in Figure 4-3.

The stage-storage curves presented in Figure 4-3 show that the existing and post-development storage curves are approximately equal up to a depth of approximately 0.4 m, where the two curves begin to diverge slightly. This can be attributed to the higher elevation of the storage area where the subdivision of 3188 Rothesay Road is proposed.

At the maximum elevation considered (depth of 0.8 m), the infilled storage under post-development conditions is estimated to be in the order of 130 m³. This represents a reduction of approximately 4% of the total available storage volume. This assessment has assumed that the entire subdivided lot will be infilled.

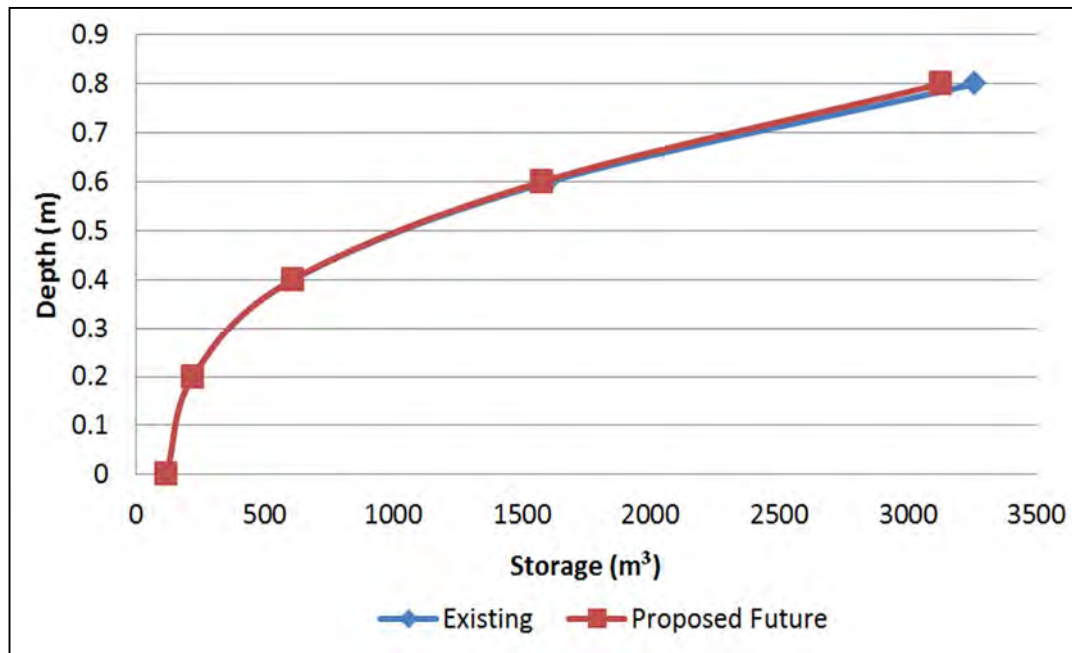


Figure 4-3: Stage-Storage Curves for Storage Feature North of Maiden Lane

5.0

Assessment of Flood Risk Vulnerability

The PCSWMM model was used to simulate a series of short-duration, high-intensity rainfall events to evaluate existing flood risk within the study area. The proposed development conditions model was then used to estimate the incremental impact on flood risk as a result of the proposed development at 3188 Rothesay Road.

5.1

Summary of Baseline Results

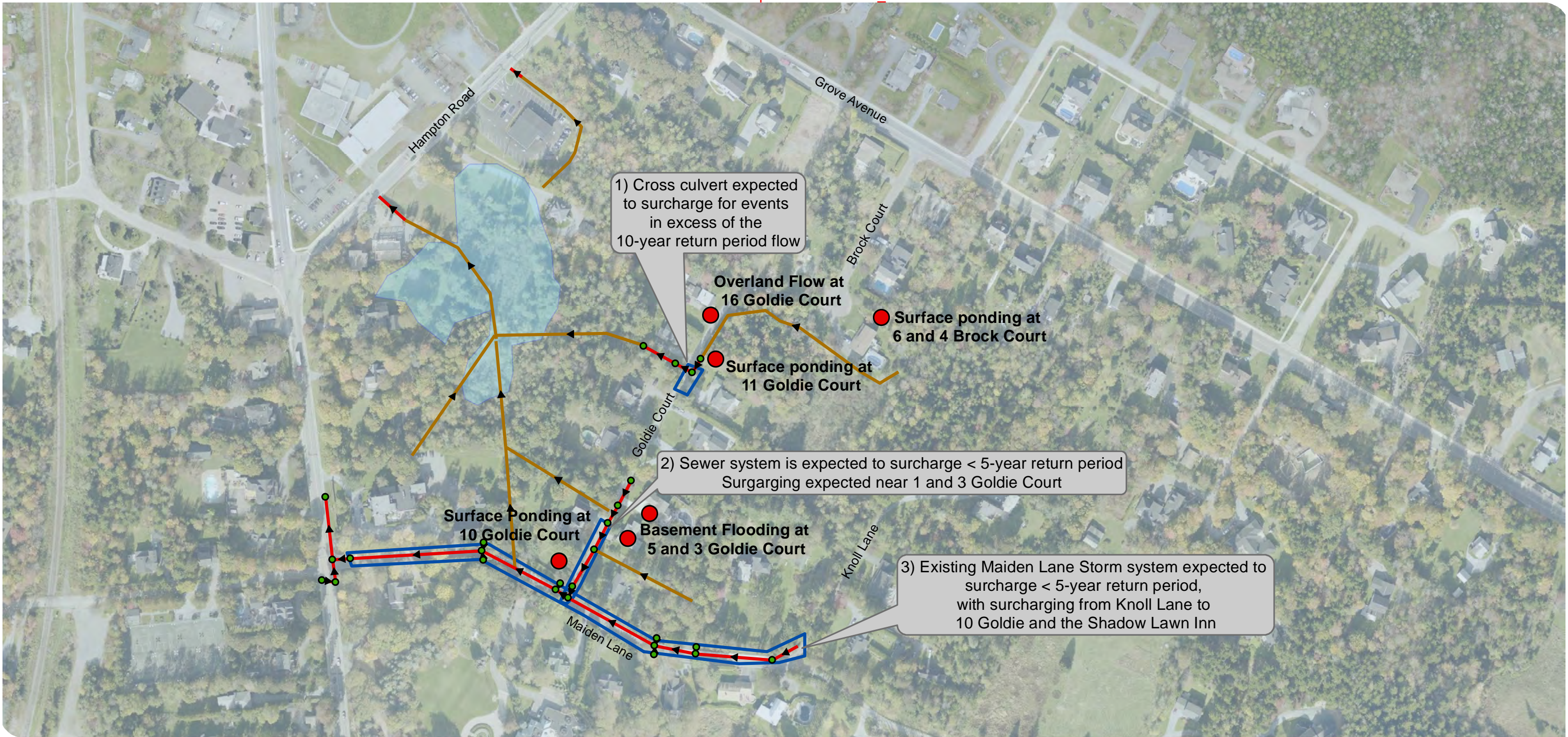
Simulation of existing conditions was undertaken for the 5, 10, 25 and 100-year rainfall events having a storm duration of 24-hours. Generally, the simulation results were consistent with reports of historical flooding from residents. The following areas were estimated to experience flooding for the simulated historical design storm events:

1. Surcharging of the 375 mm diameter cross culvert near 11 Goldie is expected for rainfall events with a return period in excess of 10-years.
2. Flooding near the intersection of Goldie and Maiden Lane is expected for all return periods considered. There is a sag in the roadway near 1 and 3 Goldie Court where water is expected to accumulate; this is consistent with reports of basement flooding in the area. The foundation/basement drain for 5 Goldie Court is suspected of discharging directly into one of the surcharged catch basins along Goldie Court.

3. Surcharging of the Maiden Lane storm system is expected throughout the system, notably at the upstream limit near Knoll Lane and behind Shadow Lawn Inn near the ditch inlet (see Figure 3-2). This surcharging was found to be the case both with and without the blockage in the Rothesay Road sewer.

The blockage along Rothesay Road identified during the video survey is expected to increase hydraulic grade line elevations in the lower reaches of the Maiden Lane storm sewer. This increase was in the order of 0.15 m for the 5-year event, but had a diminished impact for higher intensity storms since the sewer was completely surcharged (i.e. roadway and overland conveyance dominated).

A graphical summary of flood vulnerable areas is presented in Figure 5-1 along with the estimated level of service in years for the drainage infrastructure. Generally the existing level of service described above is in line with historical flooding described by residents in the area. Particularly near the intersection of Goldie and Maiden where the most severe historical flooding is understood to have occurred; the model validated this area as having a low level of service.



Town of Rothesay

Maiden Lane Flood Vulnerability Assessment

Summary of Flood Vulnerability Areas

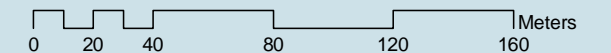
Figure 5-1

- Catchbasins
- > Ditches (with Direction of Flow)
- 1 Meter Contours
- < Conduits (with Direction of Flow)
- ▭ Simulated Flood Vulnerability Areas
- ▭ Storage Area
- Flood Reports



MAP DRAWING INFORMATION:
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5.2 Proposed Development Results

5.2.1 3188 Rothesay Road

Proposed future conditions were simulated to evaluate the incremental impact on flood risk within the study area as a result of the proposed subdivision of 3188 Rothesay Road. Flooding in the upper conveyance network through Brock, Goldie Court and Maiden Lane were found to be un-impacted by the proposed subdivided property. This is expected given that the flood prone areas of Goldie Court are approximately 1 m higher in elevation than 3188 Rothesay Road.

The simulation results indicate that a reduction of available storage capacity and the increase in impervious area at 3188 Rothesay Road marginally increases hydraulic grade line (HGL) elevations in the storage area north of Maiden Lane. A summary of simulated hydraulic grade line elevations for the storage area is presented in Table 5-1.

Table 5-1: Summary of Simulated Hydraulic Grade Line (HGL) Elevations for Storage Area

Return Period Rainfall Event (Years)	Simulated Existing HGL Elevation (m)	Simulated Proposed Future HGL Elevation (m)	Incremental Impact (m)
5	14.90	14.90	0.00
10	14.94	14.94	0.00
25	14.98	14.98	0.00
100	15.06	15.07	+0.01

The simulation results presented in Table 5-1 suggest that the impact to HGL elevations in the storage area is minimal. The impact is limited to the 100-year simulated rainfall event and is in the order of a 0.01 m increase. The HGL elevations presented in Table 5-1 result in maximum ponding depths (average over the storage area) of between 0.3 and 0.4 m. The slight increase in HGL during the 100-year event is consistent with the divergent stage-storage curves at higher elevations (see Figure 4-3).

Properties surrounding the storage area include the Scotia Bank (10 Hampton Road) and a Health Clinic (2 Hampton Road), as well as private residences at 8 Hampton Road and 3218, 3188 Rothesay Road. These sites generally have lot elevations between 15 and 16 m. The simulated HGL elevations presented in Table 5-1 suggest a risk of flooding during the more extreme events (i.e. 100-year); particularly basement flooding due to backing up of foundation drains that may discharge into the storage area. At least one small drain was identified discharging to the ditch; however the upstream connection to this drain could not be identified.

5.2.2 20 Goldie Court

Another residential development is proposed at 20 Goldie Court, whereby the existing lot would be subdivide into two lots. EXP Services Incorporated has been engaged by the developer to complete a drainage study to estimate pre and post-development peak flows and on-site storage requirements to maintain pre-development peak flows.

The EXP (2017) report does not include a grading plan or drainage routes for the proposed sub-divided lot. The analysis presented in the report was completed at a preliminary level and assumes that all runoff from the lots will be routed through the storage reservoir. In practice this can be impractical and proper implementation and function of the storage facilities should be refined as part of a detailed design exercise.

It is noteworthy that the current resident at 16 Goldie Court has suggested that surface runoff from 20 Goldie Court currently flows overland onto his property. Uncontrolled flows onto neighbouring property should be addressed as part of the stormwater management plan for the proposed sub-division of 20 Goldie Court.

6.0 Recommended Flood Mitigation Measures

Based on the estimated flood risk identified as part of this study, the following preliminary flood mitigation measures have been identified. This analysis focuses primarily on the minor drainage system and is expected to provide a 5-year level of service.

6.1 Rothesay Road

The blockage along the Rothesay Road storm sewer is expected to increase HGL elevations along the lower sections of the Maiden Lane sewer. It is recommended that this blockage be cleared to restore capacity in the Rothesay Road sewer. It is possible that other areas outside of the study area may also be impacted by the reduced capacity associated with the blockage.

6.2 Brock Court

A localized depression next to 6 Brock Court was observed to hold a considerable amount of surface water (see Figure 3-3), and is believed to back up into the rear yard of 6 Brock Court. An existing catch basin located between the ponded area and the roadway is set too high to capture this water. Possible mitigation measures may include: 1) re-grading the area to promote runoff to the existing catch basin, 2) installing an inlet to the storm system or 3) lowering the catch basin rim elevation if possible.

6.3 Maiden Lane

It is noteworthy that the existing 200 mm storm sewer along Maiden Lane is expected to surcharge during the 5-year, 24-hour rainfall event.

The hydraulic model was used to evaluate a range of storm sewer alignment and sizing options. The preferred system is presented in Figure 6-1, consisting of a new sewer ranging from 300 mm to 450 mm in diameter. The new system is proposed to start at the most up-gradient catch basin and run parallel to the existing sewer along the south roadside, and re-connect back into the existing system at CB3.



Figure 6-1: Proposed Maiden Lane Sewer Upgrade Concept (proposed sewers in red)

The proposed twinned system is expected to result in a peak flow of approximately 170 L/s entering the Rothesay Road storm sewer during the historical 5-year event. The pre-upgrade simulation indicated that roughly 70 L/s was expected to enter the Rothesay Road system for the same rainfall event.

The capacity of the existing Rothesay Road storm sewer has been evaluated to estimate the impact of the proposed Maiden Lane upgrades. The watershed contributing to the two upstream catch basins along Rothesay Road was delineated using LiDAR data for the area. The runoff contributions from these watersheds were simulated for the 5-year rainfall event. The simulation indicates that the additional flow from Maiden Lane (170 L/s) will not result in flooding along Rothesay Road. However, the HGL in the Rothesay Road sewer is expected to increase from 15.17 m to 15.45 m (+ 0.28 m), and could potentially impact residential sewer connections (i.e. foundation drains). These potential impacts should be considered prior to completing upgrades along Maiden Lane.

The downstream boundary HGL condition for the Rothesay Road storm sewer was set at the top of the pipe for the 5-year event simulation. The 450 mm sewer flows to the intersection of Rothesay and Hampton Road and enters an existing 900 mm storm sewer flowing toward Station Road. The current level of service for the 900 mm sewer is not known and is considered outside the scope of this study. It is recommended that the capacity of this system be reviewed prior to completing upgrades to understand the impacts of additional flows from Maiden Lane.

Installation of the proposed twin system along the southern roadway shoulder has been evaluated for the 5-year, 24-hour historical and projected future rainfall events. The following results were noted:

- The proposed system was found to result in no flooding of the storm sewer during the 5-year, 24-hour historical event.
- Some surcharging of the storm sewer was observed at the intersection of Maiden Lane and Rothesay Road during the projected future 5-year rainfall event.

It is anticipated that upgrades to the Rothesay Road storm system would be required to further improve capacity. New curb and gutter along the south shoulder of Maiden Lane is recommended to keep

surcharged flows within the roadway. Surcharged flows within the roadway would be expected to flow overland toward Hampton Road, eventually entering the 900 mm storm sewer flowing west toward Station Road.

6.4 Goldie Court

The recommended upgrades along Maiden Lane are expected to significantly improve drainage conditions along Goldie Court. Performance of the existing Goldie Court system was evaluated for both the historical and projected future 5-year, 24-hour rainfall events, the following results were noted:

- Simulation of the twinned Maiden Lane system indicates that the existing storm infrastructure along Goldie Court is sufficient to limit surcharging during the 5-year historical rainfall event.
- When simulating the projected future 5-year rainfall event, two sections of storm sewer between CB 16 and Maiden Lane need to be upgraded to 300 mm diameter. These upgrades are required to limit surcharging of the sewer system during the projected future 5-year rainfall event.

The 375 mm cross connection near 12 Goldie Court is estimated to have approximately a 10-year level of service (historical rainfall). Extending the existing storm system on Goldie Court upstream to meet the inlet of the 375 mm cross connection has been considered. The intent of this upgrade is to provide overflow capacity and improve the level of service of the cross connection, and reduce overland flow along Goldie Court when the cross connection is surcharged.

Hydraulic simulation indicates that the available overflow capacity from the 375mm cross connection to the Goldie sewer is not significant. Approximately 40 L/s could be diverted from the cross connection to the Goldie sewer without surcharging the downstream system, this represents a reduction in HGL at the inlet to the 375 mm cross connection of approximately 0.01 m.

It is expected that significant upgrades to the entire length of the Goldie Court sewer would be required to further improve the level of service at the 375 mm cross connection, and could compromise the proposed upgrades along Maiden Lane which is limited by the Rothesay Road sewer capacity. For these reasons, the storm sewer extension along Goldie Court was not considered further during this study.

6.5 Proposed Future Residential Development

It is recommended that a comprehensive stormwater management plan for the subdivided portion of 3188 Rothesay Road include measures to compensate for in-filled storage capacity and mitigate increases in HGL elevations during extreme flood conditions, estimated to be in the order of 0.01 m during the 100-year event.

A stormwater management plan is also critical for this property as the proposed development will be constructed immediately adjacent to a storage area expected to accumulate significant runoff volumes during extreme rainfall/snow melt events. Maintaining or improving the existing conveyance (i.e.

ditching) flowing through 3188 Rothesay Road is also critical to mitigate potential impacts to upstream areas.

Another proposed residential development at 20 Goldie Court was also reviewed at a conceptual level. The stormwater management plan for this property was prepared at a conceptual level and proposes that the sub-divided lot equate pre and post-development runoff conditions (EXP 2017). This net-zero approach to runoff management should be maintained and incorporated into detailed design and the final stormwater management plan.

It is noteworthy that the current resident at 16 Goldie Court has suggested that surface runoff from 20 Goldie Court currently flows overland onto his property. Uncontrolled flows onto neighbouring property should also be addressed as part of the stormwater management plan for the proposed sub-division of 20 Goldie Court.

7.0

Conclusion

This study has reviewed existing drainage conditions and flood risk within the study area, including sections of Maiden Lane, Goldie and Brock Court. Hydrologic and hydraulic simulation was completed to investigate performance of existing drainage systems, and evaluate potential impact of the proposed development at 3188 Rothesay Road. Based on these results, a set of recommended flood mitigations measures were prepared. Recommendations for infrastructure upgrades considered the projected impacts of climate change on rainfall intensity.

It is important to note that while inspecting the site and in speaking with residents, groundwater and sub-surface flows are expected to be an important factor in the area. Significant low-lying "wet" areas were identified east of Goldie Court, and most prominently in the storage area north of Maiden Lane. These areas will generally have a delayed runoff response during intense rainfall, and can rise significantly during the spring melt period. The analysis presented in this report has considered surface water flows generated by intense rainfall; flood risk vulnerability, particularly to basement flooding, may differ based on groundwater conditions in the area.

Appendix A

Video Inspection Summary Sheets



2018March12OpenSessionFINAL_274

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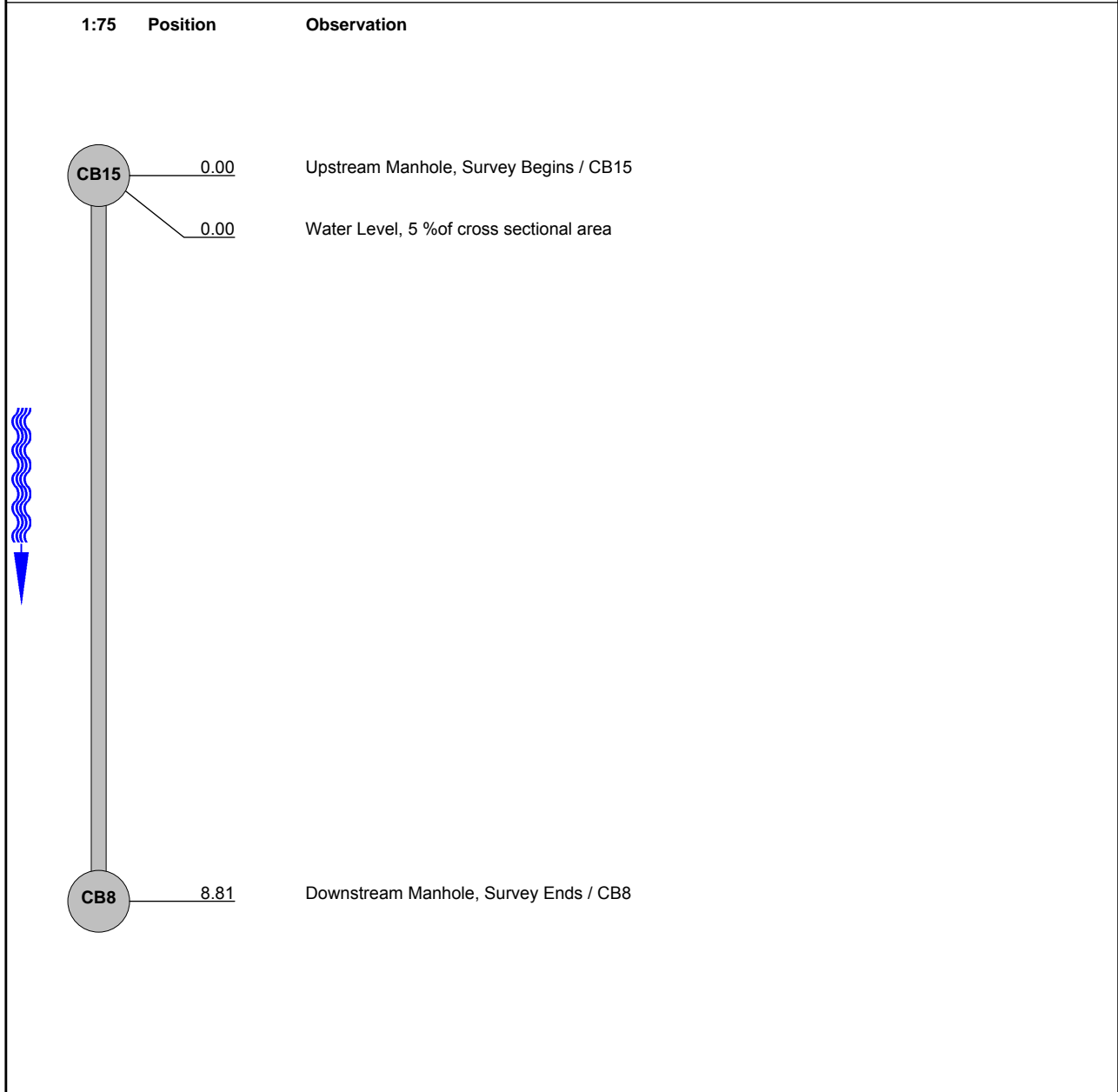
Inspection Report

Date 1/16/2018	P/O. No.	Weather Cold	Surveyor's Name Donny Barry	Pipe Segment Reference	Section No. 60
Certificate No. U-413-17418	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street123 City Loc. details Location Code	Goldie Court. Rothesay Light highway	Use of Sewer Drainage Area Flow Control Length surveyed	Stormwater 8.81 m	Upstream MH Downstream MH Dir. of Survey Section Length	CB15 CB8 Downstream 8.81 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No.	Capital Improvement Program Assessment 2	Joint Length Dia./Height Material Lining Method	200 mm Polyvinyl Chloride
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Add. Information :



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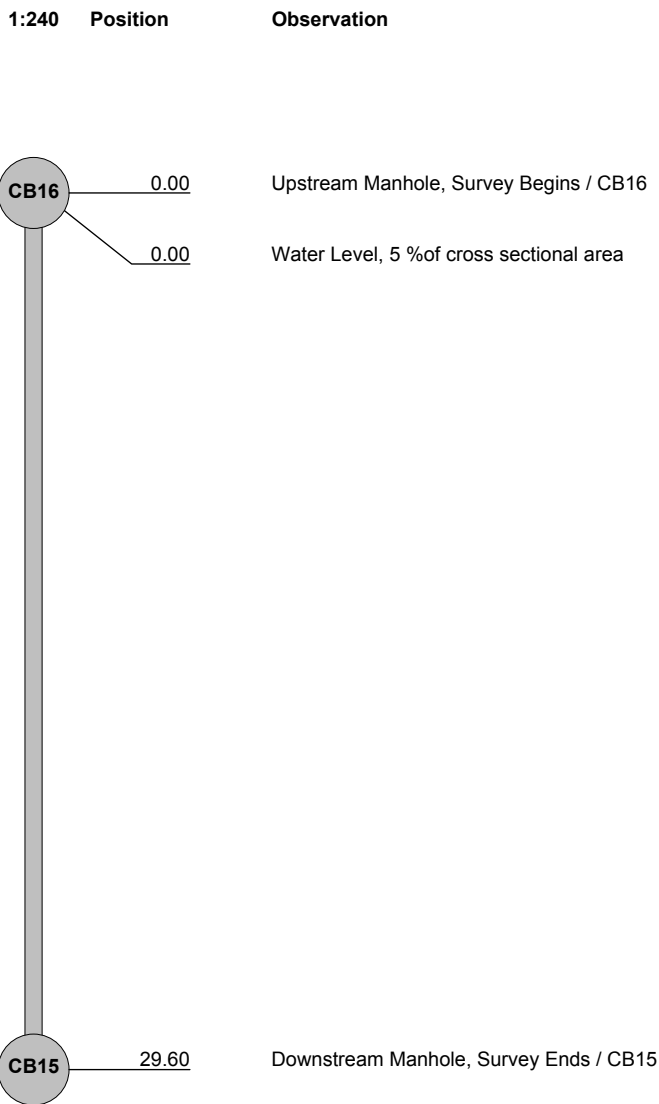
Inspection Report

Date 1/16/2018	P/O. No.	Weather Cold	Surveyor's Name Donny Barry	Pipe Segment Reference	Section No. 59
Certificate No. U-413-17418	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street123 City Loc. details Location Code	Goldie Court. Rothesay Light highway	Use of Sewer Drainage Area Flow Control Length surveyed	Stormwater 29.60 m	Upstream MH Dowstream MH Dir. of Survey Section Length	CB16 CB15 Downstream 29.60 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No.	Capital Improvement Program Assessment 2	Joint Length Dia./Height Material Lining Method	200 mm Polyvinyl Chloride
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Add. Information :



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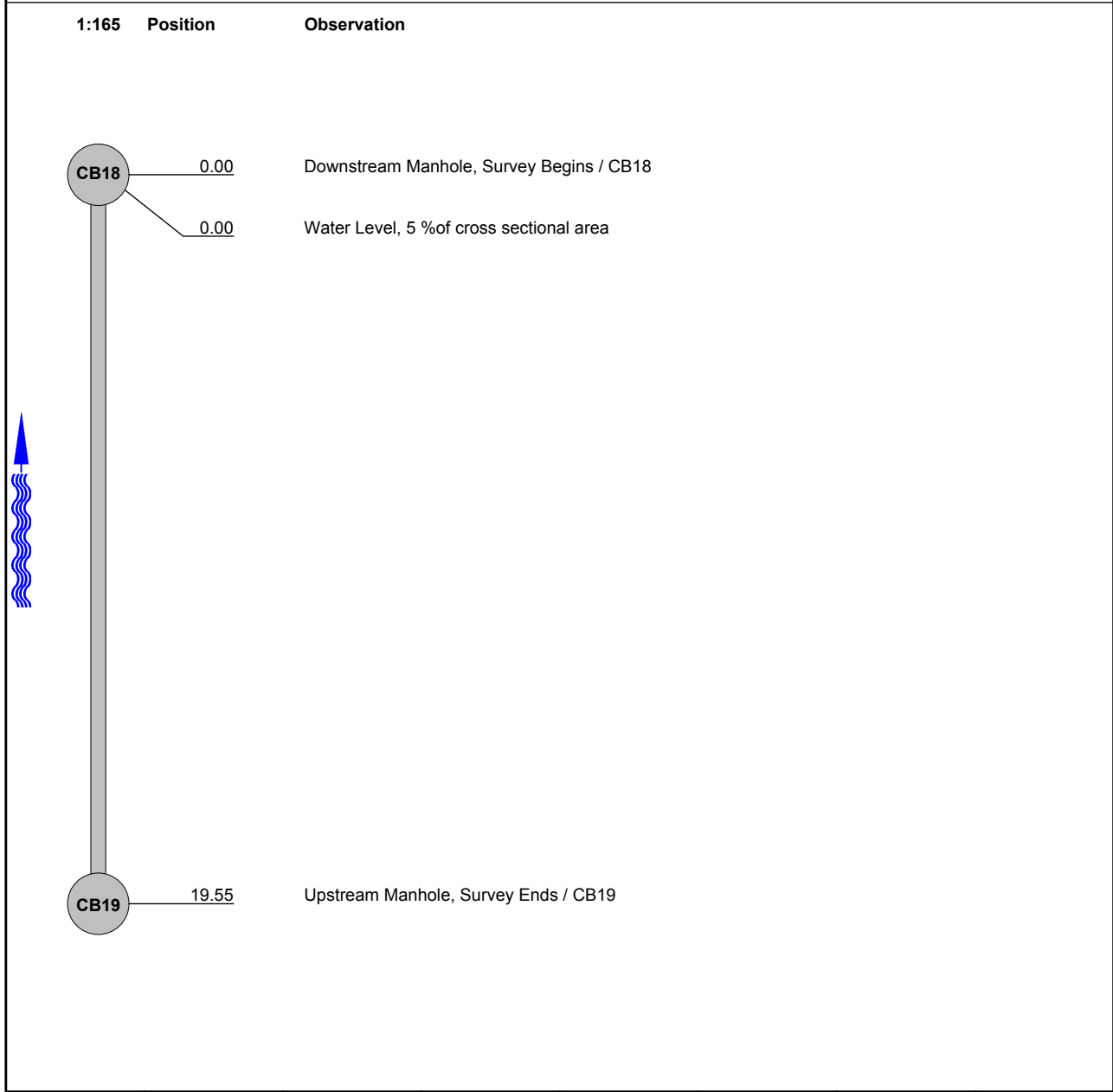
Inspection Report

Date 1/16/2018	P/O. No.	Weather Cold	Surveyor's Name Donny Barry	Pipe Segment Reference	Section No. 56
Certificate No. U-413-17418	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street123 City Loc. details Location Code	Goldie Court. Rothesay Light highway	Use of Sewer Drainage Area Flow Control Length surveyed	Stormwater 19.55 m	Upstream MH Downstream MH Dir. of Survey Section Length	CB19 CB18 Upstream 19.55 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No.	Capital Improvement Program Assessment 2	Joint Length Dia./Height Material Lining Method	200 mm Polyvinyl Chloride
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Add. Information :



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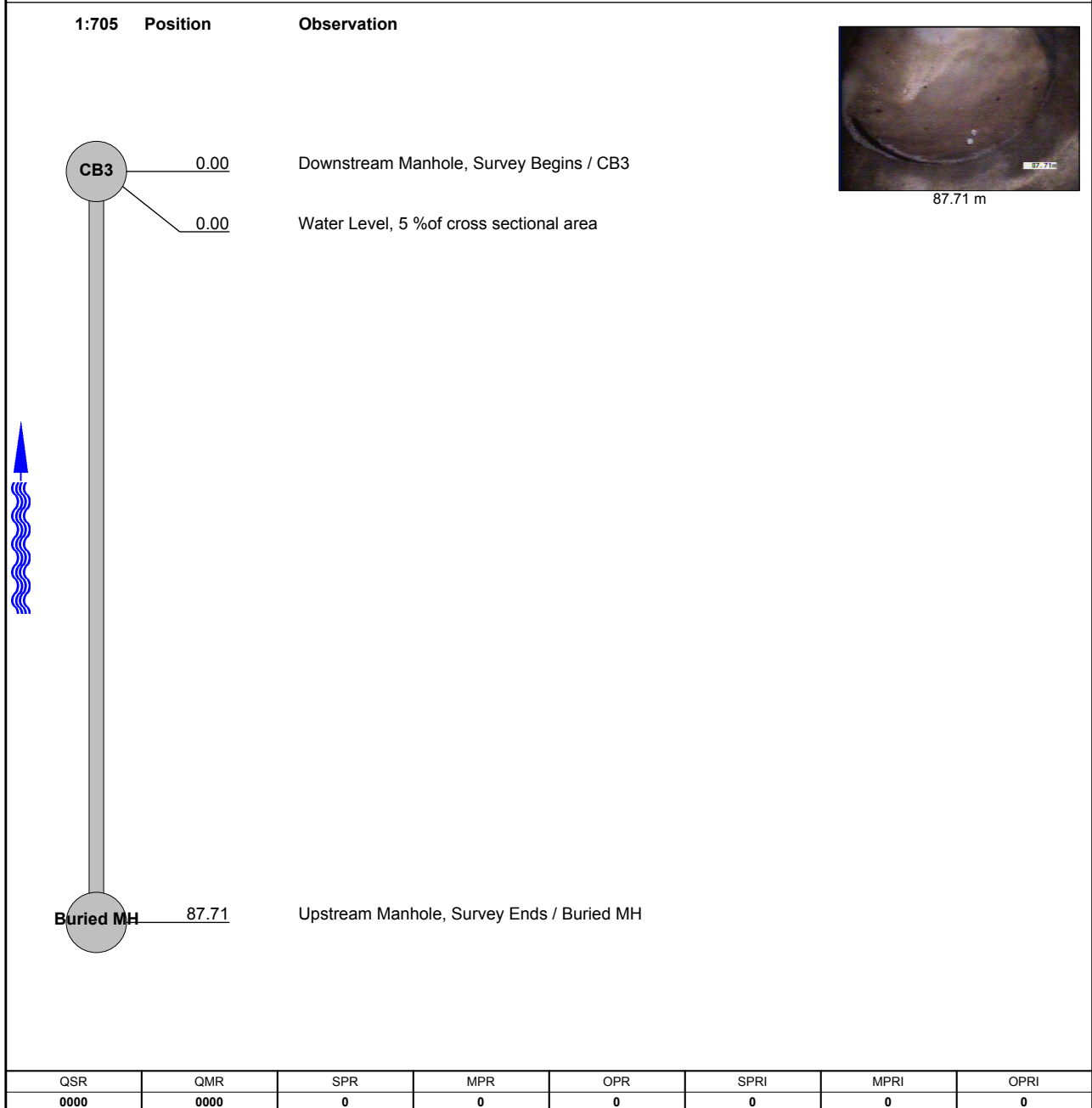
Inspection Report

Date 1/16/2018	P/O. No.	Weather Cold	Surveyor's Name Donny Barry	Pipe Segment Reference	Section No. 54
Certificate No. U-413-17418	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street123 City Loc. details Location Code	Maiden Lane Rothesay Light highway	Use of Sewer Drainage Area Flow Control Length surveyed	Stormwater 87.71 m	Upstream MH Downstream MH Dir. of Survey Section Length	Buried MH CB3 Upstream 87.71 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No.	Capital Improvement Program Assessment 2	Joint Length Dia./Height Material Lining Method	200 mm Polyvinyl Chloride
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Add. Information :





Inspection photos

City : Rothesay	Street : Maiden Lane	Date :	Pipe Segment Reference :	Section No : 54
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Photo: 61_61_319_A.JPG, VCR No.: 2
87.71m, Upstream Manhole, Survey Ends / Buried MH



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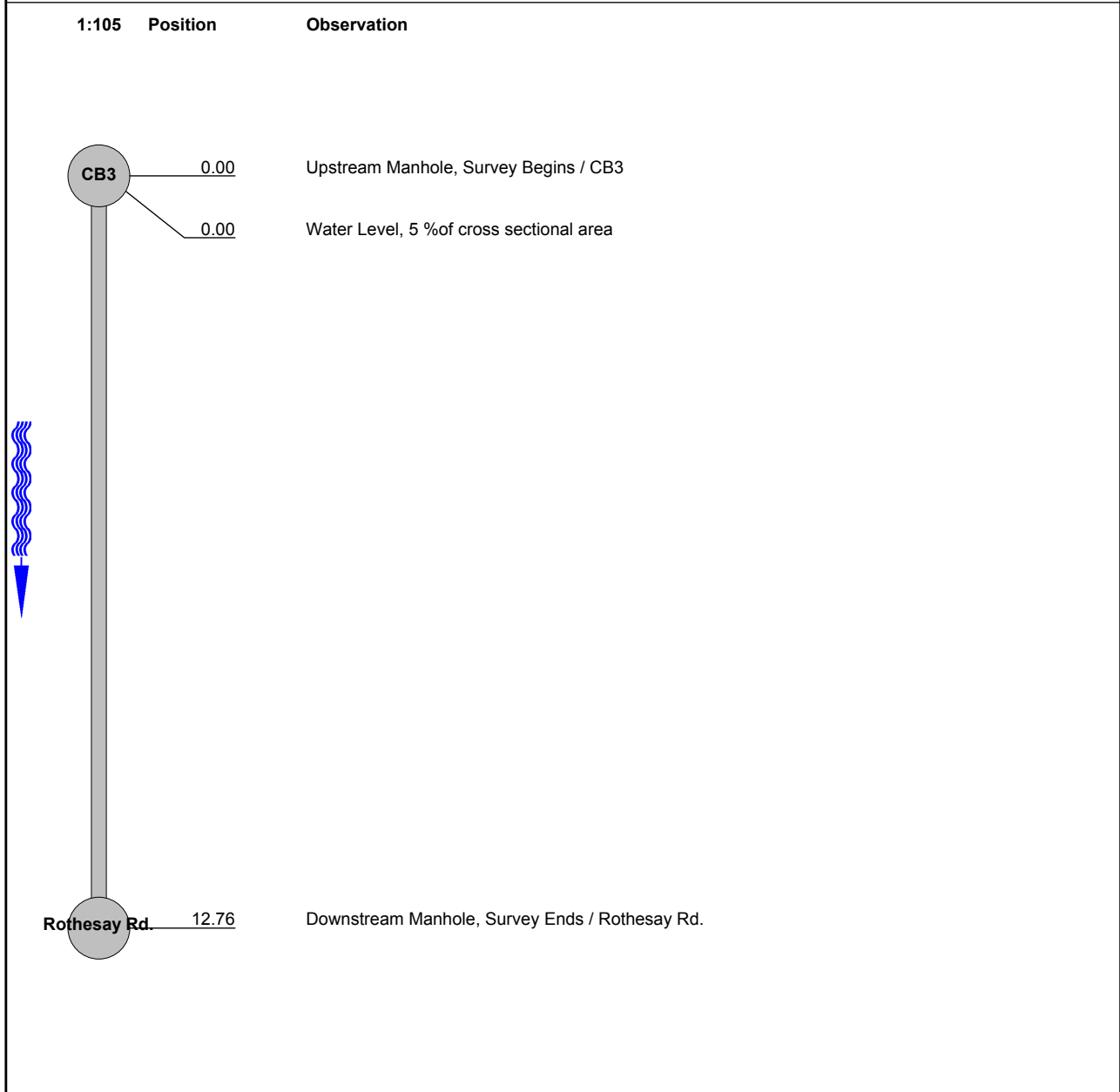
Inspection Report

Date 1/16/2018	P/O. No.	Weather Cold	Surveyor's Name Donny Barry	Pipe Segment Reference	Section No. 55
Certificate No. U-413-17418	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street123 City Loc. details Location Code	Maiden Lane Rothesay Light highway	Use of Sewer Drainage Area Flow Control Length surveyed	Stormwater 12.76 m	Upstream MH Downstream MH Dir. of Survey Section Length	CB3 Rothesay Rd. Downstream 12.76 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No.	Capital Improvement Program Assessment 2	Joint Length Dia./Height Material Lining Method	300 mm Concrete Pipe
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Add. Information :



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Inspection Report

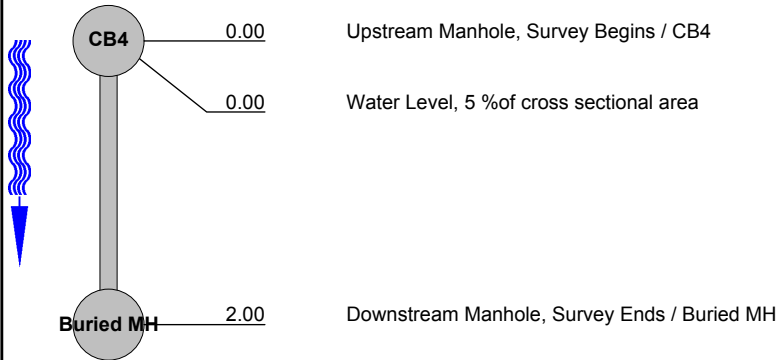
Date 1/16/2018	P/O. No.	Weather Cold	Surveyor's Name Donny Barry	Pipe Segment Reference	Section No. 52
Certificate No. U-413-17418	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street123 City Loc. details Location Code	Maiden Lane Rothesay Light highway	Use of Sewer Drainage Area Flow Control Length surveyed	Stormwater 2.00 m	Upstream MH Dowstream MH Dir. of Survey Section Length	CB4 Buried MH Downstream 2.00 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No.	Capital Improvement Program Assessment 2	Joint Length Dia./Height Material Lining Method	100 mm Polyvinyl Chloride
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Add. Information :

1:50 Position Observation



QSR	QMR	SPR	MPR	OPR	SPRI	MPRI	OPRI
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Inspection Report

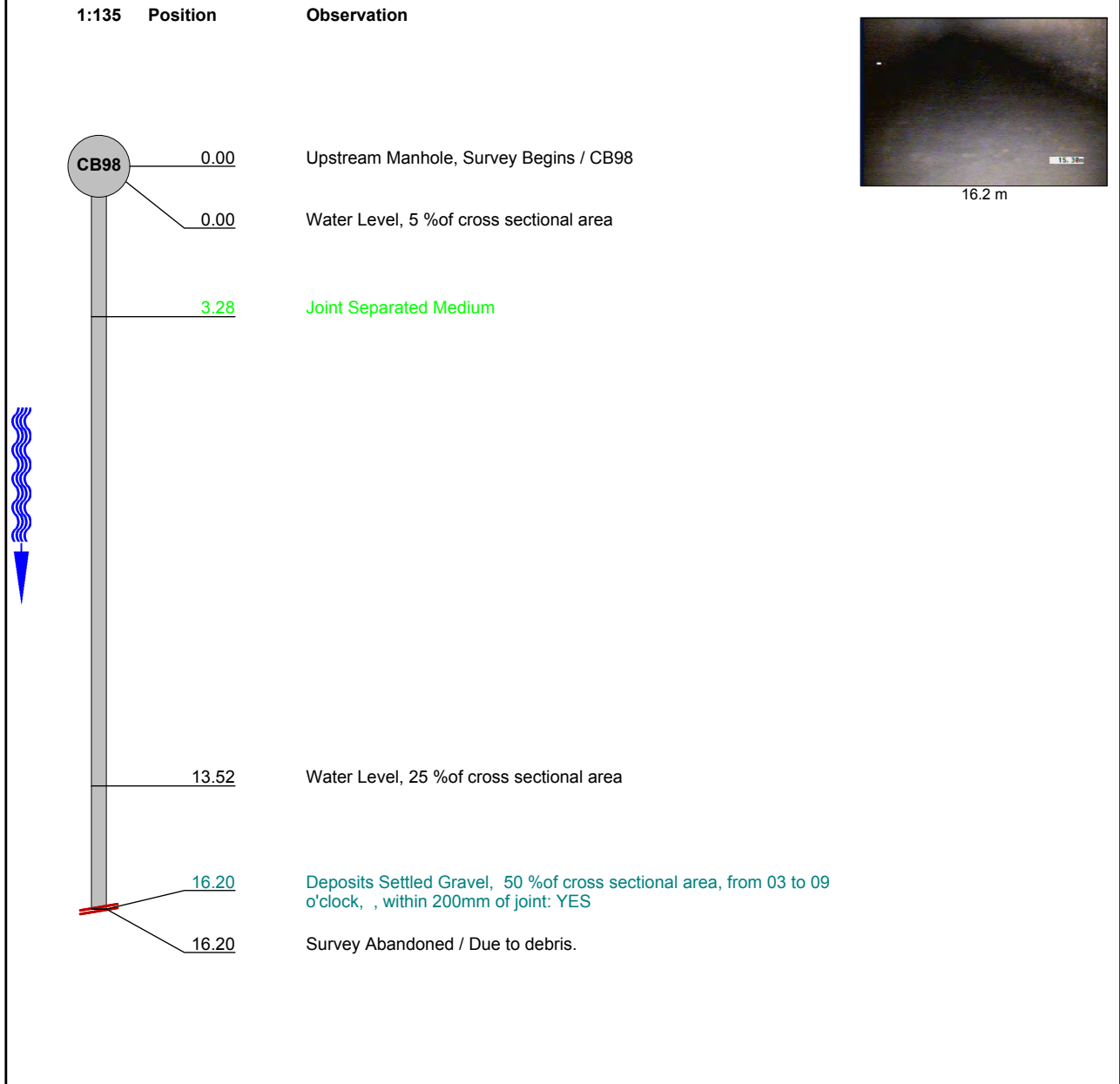
Date 1/16/2018	P/O. No.	Weather Cold	Surveyor's Name Donny Barry	Pipe Segment Reference	Section No. 63
Certificate No. U-413-17418	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street123 City Loc. details Location Code	Rothesay Rd. Rothesay Light highway	Use of Sewer Drainage Area Flow Control Length surveyed	Stormwater 16.20 m	Upstream MH Dowstream MH Dir. of Survey Section Length	CB98 CB97 Downstream 16.20 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No.	Capital Improvement Program Assessment 2	Joint Length Dia./Height Material Lining Method	 450 mm Concrete Pipe
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Add. Information :

1:135 Position Observation



QSR	QMR	SPR	MPR	OPR	SPRI	MPRI	OPRI
1100	5100	1	5	6	1	5	3



Inspection photos

City : Rothesay	Street : Rothesay Rd.	Date :	Pipe Segment Reference :	Section No : 63
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Photo: 70_70_354_A.JPG, VCR No.: 2
16.2m, Deposits Settled Gravel, 50 %of cross sectional area, from 03 to 09 o'clock, ,
within 200mm of joint: YES



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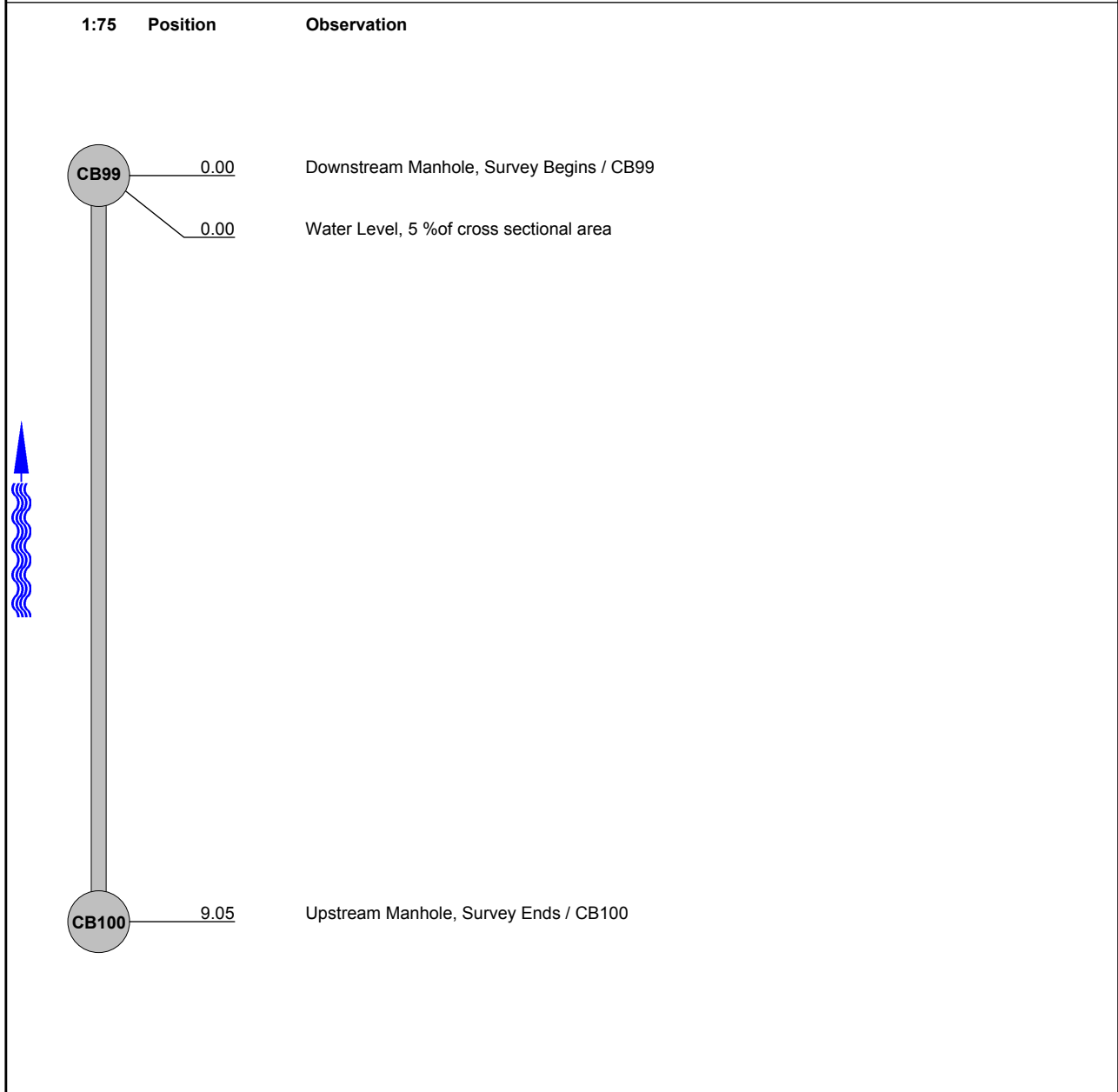
Inspection Report

Date 1/16/2018	P/O. No.	Weather Cold	Surveyor's Name Donny Barry	Pipe Segment Reference	Section No. 61
Certificate No. U-413-17418	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street123 City Loc. details Location Code	Rothesay Rd. Rothesay Light highway	Use of Sewer Drainage Area Flow Control Length surveyed	Stormwater 9.05 m	Upstream MH Downstream MH Dir. of Survey Section Length	CB100 CB99 Upstream 9.05 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No.	Capital Improvement Program Assessment 2	Joint Length Dia./Height Material Lining Method	 450 mm Concrete Pipe
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Add. Information :



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Inspection Report

Date 1/16/2018	P/O. No.	Weather Cold	Surveyor's Name Donny Barry	Pipe Segment Reference	Section No. 62
Certificate No. U-413-17418	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street123 City Loc. details Location Code	Rothesay Rd. Rothesay Light highway	Use of Sewer Drainage Area Flow Control Length surveyed	Stormwater 62.53 m	Upstream MH Downstream MH Dir. of Survey Section Length	CB99 CB98 Downstream 62.53 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No.	Capital Improvement Program Assessment 2	Joint Length Dia./Height Material Lining Method	450 mm Concrete Pipe
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Add. Information :

1:495	Position	Observation
	0.00	Upstream Manhole, Survey Begins / CB99
	0.00	Water Level, 5 %of cross sectional area
	4.30	Deposits Settled Gravel, 15 %of cross sectional area, from 04 to 08 o'clock, , within 200mm of joint: YES
	10.44	Joint Offset Large
	15.44	Tap Break-In Intruding, at 02 o'clock, -, -, within 200mm of joint: YES, 300mm, 100mm
	62.53	Downstream Manhole, Survey Ends / CB98 Buried

62.53 m

QSR	QMR	SPR	MPR	OPR	SPRI	MPRI	OPRI
2100	3100	2	3	5	2	3	2.5



Inspection photos

City : Rothesay	Street : Rothesay Rd.	Date :	Pipe Segment Reference :	Section No : 62
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Photo: 69_69_349_A.JPG, VCR No.: 2
62.53m, Downstream Manhole, Survey Ends / CB98 Buried



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 12, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March 7, 2018

SUBJECT: Fleet Vehicle Purchase – Works Department

RECOMMENDATION

It is recommended that Council accept the submission from Downey Ford Sales at a base price of \$57,437.00 plus applicable taxes and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The approved Fleet Management Plan and the 2018 General Fund Capital Budget include an amount of \$60,000 to purchase a Fleet Vehicle to serve the Rothesay Works Department.

BACKGROUND

The purchase of fleet vehicles for the town has historically been undertaken by issuing a public call for tenders through the New Brunswick Opportunities Network. This approach has failed to yield a wide cross section of bidders for the Town to choose from.

At the request of Council, in May of 2015 the Director of Operations convened a meeting of several local vehicle retailers and asked the question “why don’t you answer our vehicle tender calls?” The meeting brought to light many concerns the retailers had, produced many points of view and generally assisted the Town in preparing a more fair and consistent method of purchasing vehicles that all the retailers could support.

The purchasing method that was discussed was to build and price similar vehicles, from various manufacturers, that suited the Town's current needs and then provide the (online generated) build sheets to the various retailers for firm pricing. The retailers were all satisfied with the open, transparent nature of this method and understood that the lowest price from the exercise would represent the winning bid.

The build and price method has been employed to purchase multiple vehicles since 2015.

DISCUSSION

The 2018 Capital Budget included \$60,000 for the purchase of a ¾ ton service vehicle.

Requests for pricing closed on March 7, 2018 with the following results:

- | | | |
|-----------|-----------------------|----------------------|
| 1. Ford, | Downey Ford Sales | \$57,437.00 plus hst |
| 2. Dodge, | Dobson Chrysler Dodge | \$58,113.00 plus hst |

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$60,000 was provided in the General Fund Capital Budget. The delivered cost of the 2018 Ford will be \$59,898.74 including the Town's eligible HST.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 12, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jaryie, Town Manager

DATE: March 7, 2108

SUBJECT: Water Treatment Facility – Membrane Replacement

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order to *Suez Water Technologies and Solutions* in the amount of \$210,110.00 plus HST for the purchase of new microfiltration membranes for the Town's water treatment plant.

ORIGIN

The 2018 Utility Capital Budget includes an item for the (necessary) replacement of membranes at the Town's water treatment plant as the current membranes have reached the end of their useful life.

BACKGROUND

The Town's water treatment plant located on McGuire Road is a *Suez* facility and as such, the technology used to treat water is trademarked by *Suez*. The raw water from the wellfield around Carpenter Pond is filtered through two separate treatment tanks or "trains" and each train is populated with 32 membranes or "modules". These membranes are a proprietary product only available through *Suez Water Technologies and Solutions*. The membranes in one train were

replaced in 2015. The membranes in the second train have now seen operational efficiency degrade to a point where replacement is necessary. The recommended life of the membranes is 7 years and the modules in the second train are now 12 years old.

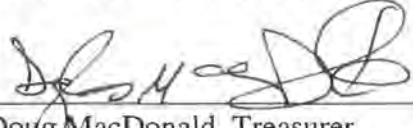
DISCUSSION

The microfiltration process employed at the Town's treatment plant is not unique in that there are other suppliers of microfiltration equipment; However as a trademarked *Suez* process plant the Town, through contractual agreement with *Suez*, operates the treatment plant under their supervision. The entire system in Rothesay is monitored by a dedicated system at *Suez* Headquarters in Oakville Ontario and their process operators have the ability to run the system remotely from Oakville. This ability to remotely take over system operations in Rothesay is valuable to the Utility for such instances as extreme weather preventing operators from reaching the plant or events in the wellfield that change the chemistry (and subsequently the treatment requirements) of the raw water feed. Rothesay may be able to find a generic, non- sole sourced microfiltration membrane that would work in the McGuire Road facility; however the relationship with *Suez Water Technologies and Solutions* would be severed as a result. It is staff's opinion that severing the relationship with *Suez* is not in the best interest of the Utility or its rate payers.

FINANCIAL IMPLICATIONS

The 2018 Utility Fund Capital Budget included an amount of \$200,000.00 for replacement of the microfiltration membranes at the McGuire Road treatment plant. The quotation from *Suez* including freight, installation and tech support during commissioning is \$210,110.00 plus HST. The total cost to the Town (including eligible HST rebate) will be \$219,115.31. The additional \$19,115.31 will be funded from the Utility Capital Reserve.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

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




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 12, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March 7, 2018

SUBJECT: Purchase of "Man Down" safety devices

RECOMMENDATION

It is recommended that the proposal submitted by Scene Safety Company for the purchase and online monitoring subscription of six BlackLine Man Down Safety devices be approved and further that the Director of Operations be authorized to issue a Purchase Order in that regard.

ORIGIN

The Town has a number of employees that, by the nature of their position and the work they perform, are required to work alone. The Town's Joint Health and Safety Committee has explored different options to safeguard these employees and recommend the Blackline device be purchased and used by employees when working alone.

BACKGROUND

Working alone is inherently dangerous and certain necessary tasks increase the level of danger. The Town currently has a call-in procedure whereby any staff person working alone after hours or in an isolated area during normal business hours will be called at predetermined intervals. If the person does not respond to the call, the answering service will dispatch help.

The time intervals, no matter how short, can use up valuable rescue time if a person has had some type of injury or emergency situation. The Joint Health and Safety Committee was collectively of the opinion that a more immediate response to lone worker emergencies was required. The result of the investigations into available technologies to protect lone workers led the Committee to recommend the Blackline Man Down device.

DISCUSSION

The Blackline device is similar in size to a hand held two-way radio and it is to be worn on the body. The device essentially measures movement, trends and sudden impacts related to the person carrying it. The device can sense a fall, loss of consciousness and loss of movement. If an incident is detected by the device it will attempt, through the 24/7 online monitoring centre, to call the individual wearing the device. If the individual does not respond the monitoring centre will dispatch help immediately. Help can be configured to include the crew foreman, lead hand, fellow workers or first responders in any particular order the Town sees fit.

The device can also be configured to sense various gases and programmed to alarm at threshold limits for those gases. This function is particularly attractive to Arena staff who work alone given the tragic events which took place recently in British Columbia.

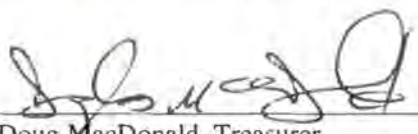
Not all staff work alone at the Town of Rothesay and not all staff who work alone a particularly at risk of undetected injury; however some are. The cost of the devices is not insignificant and the monitoring cost is an on-going operational expense. Staff proposes to purchase 6 devices to be shared by the Parks/Rec, Water/Sewer and Public Works employees when they find themselves presented with a situation where they are working alone and, if they are injured, would have no means of attracting help.

FINANCIAL IMPLICATIONS

The costs associated with the purchase and yearly monitoring for six Blackline Man Down devices are presented below. It is anticipated that the one-time purchase and on-going operational expenses related to the device can be managed within the overall General Fund Operating Budget.

Purchase (one-time cost)	Yearly monitoring fee	Sub Total	HST (including rebate)	Total
3,534.00	5,160.00	8,694.00	372.62	9,066.00

Report Prepared by: 
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