



**ROTHESAY**  
COUNCIL MEETING  
**By WebEx Videoconference**  
**Monday, August 10, 2020**  
**4:00 p.m.**



**PUBLIC NOTICE:**

**Rothsay Council meetings will be held by teleconference (or videoconference) while the Province is under a State of Emergency and physical distancing is mandatory.**

**Public access to the Live stream will be available online:**

<https://www.rothesay.ca/town-hall/agendas/>

**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES** Regular Meeting 13 July 2020

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**  
N/A

**5. CORRESPONDENCE FOR ACTION**

5.1 12 July 2020 Email from resident RE: Request for maintenance of berm on Summer Haven Crescent

**Refer to the Works and Utilities Committee**

5.2 23 July 2020 Email from resident RE: Request for three way stop at Highland/Crestwood

**Refer to the Works and Utilities Committee**

5.3 28 July 2020 Email from resident RE: Request for gravel on the Wells trail near Rodney Street

**Refer to staff**

5.4 5 August 2020 Facebook Message from resident RE: Suicide Prevention/Crisis Hotline Signs

**Refer to the Works and Utilities Committee**

**6. CORRESPONDENCE - FOR INFORMATION**

6.1 13 July 2020 Letter from J. D. Irving RE: Support for Regional Economic Development Model

6.1.1 17 July 2020 Letter from Quispamsis RE: Support for Regional Economic Development Model

6.1.2 30 July 2020 Letter from the Business Community Anti-Poverty Initiative RE: Support for Regional Economic Development Model

6.2 21 July 2020 Letter from resident RE: Rothesay Arena

6.3 23 July 2020 Letter from Quispamsis RE: Extraneous Police Costs

6.4 27 July 2020 Email from resident RE: Thank You - East Riverside Garden

**ROTHERSAY**

Regular Council Meeting  
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**7. REPORTS**

- 7.0 August 2020 Report from Closed Session**
- 7.1 27 May 2020 Fundy Regional Service Commission (FRSC) Meeting Minutes  
22 June 2020 FRSC Annual General Meeting Minutes
- 7.2 30 June 2020 Draft unaudited Rothesay General Fund Financial Statements  
30 June 2020 Draft unaudited Rothesay Utility Fund Financial Statements  
30 June 2020 Donation Summary  
23 July 2020 Draft Finance Committee Meeting Minutes
- Vocational Training Centre (*see Item 8.3*)
- 7.3 15 July 2020 Draft Works and Utilities Committee Meeting Minutes
- 7.4 21 July 2020 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.5 4 August 2020 Draft Planning Advisory Committee Meeting Minutes
- 2020 Municipal Plan Public Presentation
- DRAFT Municipal Plan 2020 (*previously provided*)
  - 7 August 2020 Memorandum from Town Manager Jarvie
  - 5 August 2020 Motion from Planning Advisory Committee
  - 29 July 2020 Staff Memorandum to Planning Advisory Committee
  - 7 July 2020 Information Report to Planning Advisory Committee
- 7.6 July 2020 Monthly Building Permit Report
- 7.7 6 August 2020 Capital Projects Summary

**8. UNFINISHED BUSINESS****TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Mayor’s Round Table on Climate Change** (Tabled October 2019)*No action at this time***8.3 Vocational Training Centre** (Tabled July 2020) *Remove from table*

4 August 2020 Memorandum from Town Clerk Banks

**8.4 Response to Sgt. Cantelo RE: Parking Lot Cleaning**

5 August 2020 Memorandum from Town Clerk Banks

**9. NEW BUSINESS****ADMINISTRATION****9.1 Plastic Bag Ban**

6 August 2020 Memorandum from Town Manager Jarvie

**OPERATIONS****9.2 Climate Change Adaptation**

6 August 2020 Report prepared by DO McLean

**ROTHESAY**

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**DEVELOPMENT SERVICES**

**9.3 Release - Ryan Drive Easement**

7 August 2020

Memorandum from Town Manager Jarvie

**COUNCIL REQUESTS**

**9.4 Rothesay Arena Project – Cost Analysis**

4 August 2020

Memorandum from Counc. Shea

**10. NEXT MEETING**

Regular meeting

**Monday, September 14, 2020 at 4:00 p.m.**

**11. ADJOURNMENT**

July 12, 2020

Mayor Grant and Councillors  
Rothesay Town Hall  
70 Hampton Road  
Rothesay, NB  
E2E 5L5

Re: Summer Haven Crescent

Mayor Grant and Councillors:

We, the homeowners of 2, 4, 6, and 8 Summer Haven Crescent, are looking for your feedback regarding an issue that we are experiencing with the berm and front entrance of our street. The berm was constructed by AE McKay prior to the homes being built on Summer Haven Crescent to reduce the view of construction on that street from the homes on Gibbon Road. With Summer Haven having only one lane, the new home development was unusually close to the properties on Gibbon Road. We understand that the berm is on the Town's right of way and was not properly approved by AE McKay prior to it being put into place. Since that point in time (2014/2015), the berm and the landscaping at the entrance to the street has deteriorated with the mulch eroding and some of the cedar trees dying. We were hoping that the Town would take on some of the responsibility of maintaining the berm and the street entrance. Discussions with Brett McLean, the Director of Operations, have determined that it is usually the Town's position that it does not maintain the grass, mulch, or trees on right of ways. While we appreciate the Town's position on this matter, we are looking for a more formal evaluation of our situation and a proper written response to our concerns. In reviewing our request please keep in mind that, in a letter from Brian White to the Planning Advisory Committee dated February 20<sup>th</sup>, 2015, the following was noted:

***Subsequent to a public hearing and input from the PAC on May 12, 2014 Rothesay Council rezoned the lands located at 20 Gibbon Road to the Single Family Residential – Small Lot Zone [R1E]. Council also authorized the Mayor and Clerk to enter into a Development Agreement with A.E. McKay Builders Ltd. to allow for the development of a subdivision containing not more than seven (7) lots for seven (7) single family dwellings. On January 15, 2015 the development agreement with McKay Builders was registered on title as document #34546482.***

In February, 2020, construction of two additional homes was begun (a bungalow and the 2020 Lottery Home) on Summer Haven Crescent by AE McKay. The fact that the number of homes to be constructed on Summer Haven was to be limited to seven was a consideration by some in the decision to purchase a home on our street as it ensured a quiet and safe environment. These new builds are disrupting our life, and while we appreciate that the homes are substantial, we believe that the Town, out of respect for its residents, should have advised us of the proposed change in the Development Agreement prior to it

being approved. The construction has, of course, also negatively impacted one portion of the berm; we hope that the landscaping associated with the new homes will remedy this situation.

Further to the above, we recently found out from AE McKay's foreman responsible for the new builds that the corner of the lawn on #6 Summer Haven and possibly a portion of the driveway of #4 may be torn up to connect the water supplies for one or both of the new homes. Additional information regarding this situation is currently being requested but it concerns us that the Town did not notify us of this potential action.

We look forward to your response to this letter.

Thank you.

Sincerely,

2 Summer Haven Crescent

4 Summer Haven Crescent

6 Summer Haven Crescent

8 Summer Haven Crescent

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** July 23, 2020 4:06 PM  
**To:** Liz Pomeroy  
**Subject:** FW: Request for Stop Sign

**From:**  
**Sent:** July 23, 2020 11:40 AM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** Request for Stop Sign

Good morning,  
My name is \_\_\_\_\_ and we live at 50 Highland Ave. My husband and I have been residents of Rothesay for approximately 12 years.

We have contacted the town before now about concerns with speed of traffic on Highland Avenue and we have requested that a stop sign be installed. I would ask that the town of Rothesay please revisit this. There is a long stretch of Highland Avenue that runs between Grove Avenue and Hampton Road without a stop sign or speed bumps to slow traffic. We have many children in this area who walk/bike to their friends' homes, walk to the playgrounds or just play outside.

We are asking that a 3 way stop be installed on Highland Avenue to create an intersection with Crestwood Drive.

Thank you for your consideration in this matter.

Sincerely

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** August 4, 2020 2:37 PM  
**To:** Liz Pomeroy  
**Subject:** FW: Request for crush rock

-----Original Message-----

**From:**  
**Sent:** July 28, 2020 12:26 PM  
**To:** nancygrant@rithesay.ca  
**Subject:** Request for crush rock

To Mayor and Councillors  
My name is

7 Mark Avenue  
Rothesay, NB  
E2S 1A2

I'd to request if it's possible to have crush rock on the trail in French Village on the entrance from Rodney Ave.  
A lot of people start their walk from that section. Including my family.  
Thanks for your support

Sent from my iPhone

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** August 5, 2020 11:24 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Facebook Message // Crisis Signs

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(Mary Jane Banks)

The meeting is being conducted by video conference due to the pandemic. You can view the livestream on YouTube. The meeting starts at 7:00 p.m. and the link will be available here, along with a copy of the agenda. Thanks for the information. <https://www.rothesay.ca/town-hall/agendas/>.

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(Michael Murphy)

Thanks Mary Jane for getting back to me so quickly, you have my approval to use my message for the agenda. The signs are 2'x2' in size and are constructed out of metal. What time is the meeting on Monday and should I be there in person?

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(Mary Jane Banks (August 5, 2020))

Good morning Mr. Murphy. Thanks for your message. This would be a decision of Council, likely based on a recommendation from the Works and Utilities Committee. Rothesay Council holds its next meeting on Monday, August 10 and the deadline for agenda items is noon today. Typically the Clerk's office would ask for a written request by email or letter, addressed to Council. However, as the deadline is today, with your approval, I will add your message to the Council agenda for Monday's public meeting. Please let me know at your earliest convenience if that's okay with you. Also, if you could provide some additional detail on the size of the sign, it would be much appreciated. Mary Jane Banks - Rothesay Town Clerk ([MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca) or 848-6664)

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(Kirstin Duffley – August 5, 2020)

We received the below message from Mike Murphy on Facebook (August 4, 2020). They are wondering about the process of having suicide prevention crisis line signs put up in Town.

Full Message:

To whom it may concern,

My name is Mike Murphy and I have been a proud resident of the Rothesay/Quispamsis area for over 22 years. Last year in 2019 my daughter Maddy Murphy took her life due to her Mental Health.....because of this tragedy that my family endured we started a Memorial Fund in her name to help bring awareness to Mental Health Issues. We are trying to help "End the Stigma" of Mental Health that surrounds so many people but yet they are afraid to reach out for help they need. By ensuring people there is help out there when needed we partnered with Saint John Suicide Prevention in erecting signs in various spots in the city for those people who are in need of a crisis line and want to call for help. I would like to know what process is required in having the signs erected in the town of Rothesay. There will be no cost to the town at all for the supply and installation of 6 signs in the high traffic or the most relevant zones. I am willing to pay the town employees to have these installed unless the town would like to donate the cost of the labor involved to have these erected. I ask of this because our only hope is to help save a life as no one should ever have to endure the pain of burying their child or loved one like we had to in September of 2019. Suicide rates are elevating and this is something we would like to help prevent in honour of our daughter Maddy. Please let me know what steps I need to take in order to see this become a reality here in your town. Please see attached picture of the proposed sign that we would like to have erected.

Thank you !!

Mike Murphy

#MM81

#YOUmatter

"It's ok not to be ok"

[www.maddymurphymemorialpage.com](http://www.maddymurphymemorialpage.com)





## J.D. Irving, Limited

P.O. Box 5777, 300 Union Street, Saint John, New Brunswick, Canada E2L 4M3  
Tel.: (506) 632-7777

July 13, 2020

Mayor and Councils  
Saint John, Grand Bay-Westfield, Rothesay, Quispamsis, and Hampton

Dear Mayor and Council Members:

I am writing today to voice my support for the newly proposed regional economic development model.

We are very aware that the greater Saint John region has struggled to attract new businesses to the area and to generate increased economic development from existing business.

We believe that an economic development agency that acts as a “one-stop shop” and is supported by all communities in greater Saint John would be a huge boost for the region.

Our head office is located here, and we employ 3,000 people in the region. We certainly want to see the entire area grow and thrive. In order to compete in the global marketplace, we need to think and act differently than in the past.

We believe the focus of this new agency on selected pillars such as people attraction and workforce development could result in the Saint John area being a leader in New Brunswick on these critical initiatives.

To conclude, we completely support the proposed regional economic development model and hope that you and your Council will as well.

Yours truly,  
J.D. IRVING, LIMITED

A handwritten signature in black ink that reads "J.D. Irving".

James D. Irving  
Co-Chief Executive Officer



July 17, 2020

Ms. Cathy Simpson, Paulette Hicks & David Campbell, Facilitators  
Regional Economic Development Advisory Council

[cathy.simpson@techimpact.it](mailto:cathy.simpson@techimpact.it)  
[david@jupia.ca](mailto:david@jupia.ca)  
[Paulette.Hicks@deltasaintjohn.com](mailto:Paulette.Hicks@deltasaintjohn.com)

Dear Ms. Simpson, Ms. Hicks & Mr. Campbell:

**RE: ECONOMIC DEVELOPMENT MODEL AND  
FRAMEWORK FOR GROWTH IN THE GREATER SAINT JOHN REGION**

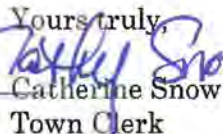
On behalf of Mayor Clark and the Quispamsis Town Council, I would like to thank you for your detailed presentation on the proposed Economic Development Model and Framework for Growth in Greater Saint John at the July 15, 2020 Special Meeting.

I am pleased to confirm, following your presentation, Council passed the following motion:

Moved By Deputy Mayor O'Hara  
Seconded By Councillor Olsen

The Quispamsis Town Council accept and adopt the new regional economic development framework as stated in the *Collaborating to Ensure the Municipalities in Greater Saint John will Prosper in the 2020s – A New Economic Development Model Prospectus* dated July 13<sup>th</sup>, 2020; and presented by Ms. Simpson, Ms. Hicks and Mr. Campbell at a Special Meeting of Council held July 15, 2020; and further, the Town of Quispamsis agrees to sign a letter of commitment to the Greater Saint John Economic Advisory Council to that effect. Motion Carried.

Trusting the above responds favourably to your presentation, and we wish you much success in this exciting new initiative to improve economic development in the Greater Saint John Region.

Yours truly,  
  
Catherine Snow  
Town Clerk

cc: Premier Blaine Higgs, MLA – Quispamsis  
Gary Crossman, MLA – Hampton/Quispamsis  
Mayors & Councils – City of Saint John  
Town of Rothesay  
Town of Grand Bay-Westfield  
Town of Hampton  
Village of St. Martins

2020 August 19 Open Session FINAL - 023

# BUSINESS COMMUNITY ANTI-POVERTY INITIATIVE

I N S A I N T J O H N

## BCAPI Leadership

*Founder:*  
Bill Gale  
*BCAPI Co-Chairs:*  
Roxanne Fairweather  
Paulette Hicks  
*Treasurer:*  
Ann Rickman  
*Leadership Co-Chairs:*  
John B. Wheatley  
Rob Belliveau  
*Living SJ Chair*  
Brice Belyea  
*Communications Chair:*  
Katie Bowden

John Adams  
David Alston  
Lino Celeste  
Nancy Creamer-Ervin  
Elaine Daley  
Tom Gribbons  
Charlie Harling  
Gregor Hope  
J.K. (Jim) Irving  
Dale Knox  
Cathy Lahey  
Gary Lawson  
Robert MacKinnon  
Blair Northcott  
Derek Oland  
Gerry Pond  
Jim Quinn  
Ray Robinson  
Sheri Somerville  
Bob Vincent  
Shelley Wood

BCAPI Coordinator  
Monica Chaperlin  
[chaperlin.monica@jdirving.com](mailto:chaperlin.monica@jdirving.com)

300 Union Street,  
P.O. Box 5777,  
Saint John, NB E2L 4M3

506.633.5588 (office)  
506.343.7593 (cell)

[www.bcapi.ca](http://www.bcapi.ca)

*Help Every Child  
Succeed.  
End Generational  
Poverty.*

July 30, 2020

Dear Mayors and Council Members,  
- Saint John, Grand Bay-Westfield, Quispamsis, Rothesay, St. Martins and Hampton

The BCAPI Leadership applauds the Greater Saint John municipalities for your tremendous efforts that achieved full approval for a Regional Economic Development Agency. We thank all who have contributed to this very important work. You have designed a high impact solution to tackle a major threat to the wellbeing of our Greater Saint John communities. Well done!

Knowing the power of 'collective leadership', we have one recommendation to offer the newly forming agency.

Healthy communities depend on strong social and economic infrastructures that row together. We ask that the new agency build economic solutions that complement and contribute to the priorities of *Living SJ*.

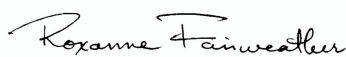
*Living SJ* (a collective of 200 organizations from business, community and government) focuses on high impact solutions that achieve social return on investment and economic gain. Our goal – ending lifetime poverty – aims to help strengthen our local workforce, improve population health, give more people purchasing power and the ability to contribute to the tax base, reduce crime and eliminate all the services that attend to the costly consequences of lifetime poverty.

Generational poverty in Saint John ruins lives and for too long has held our city and province back. These are the *Living SJ* priorities that will break the cycle:

- **Education** - From cradle to career, ensure education 'equity' and 'excellence' for every child. Close the achievement gap. Help every child succeed.
- **Health** - Improve the wellbeing of vulnerable citizens using 'primary' health solutions that are community-based and multi-disciplinary.
- **Employment** - Help at-risk youth and adults successfully enter the workforce through 'best practice' approaches. Nurture innovation and social enterprise.
- **Neighbourhoods** - Transform low-income neighbourhoods into vibrant mixed-income communities.

We look forward to our social and economic movements working in concert for greatest, lasting impact.

On behalf of the BCAPI Leadership, our heartfelt thanks for leading the way forward.



Roxanne Fairweather  
BCAPI Co-Chair



Brice Belyea  
Living SJ Chair

c.c. Paulette Hicks, Chair, Advisory Council for a Regional Economic Development Agency



39 School Ave.  
Rothesay, NB, NB E3E 1Z6

July 21, 2020

Her Worship Mayor Nancy Grant and Council  
c/o Town of Rothesay  
70 Hampton Road  
Rothesay, NB  
E2E 5L5

RE: Rothesay Arena

Dear Mayor Grant and Council

I am totally upset and concerned over the way council has gone forward with the renovations to the Rothesay Arena. I do agree this has been going on for some time and accept the council did vote to "Renovate", however there has been new light cast on the project which gives me great concern and it should also concern all council members and taxpayers of the Town.

During the council meeting of July 13, 2020, a new light was cast on this project. I do not wish to bore you, but a consultant's report of November 2017 stated a budget of \$400,000.00 be set for roof repairs. The engineers pre-tender report stated the repairs estimate would be approx \$352,651.00. Tenders were called for this work and 5 picked up drawings, and only 2 tenders were received. It was decided to award to the lowest tender for \$748,252.00. This started a major discussion. In addition to this, in the November 2017 Budget-there was no budget included for the Dehumidification Units, if I am correct it appears, we spent \$62,038.00 for this work that was never part of the budget as it was stated as \$0.00..

This truly does not make since to proceed, the budget for 2017 was approx 5 million total, and we all know this will have increased now into the year 2020, but for this review lets look at the actual budget costs at that time clearly defined, and I feel there has been others cost I do not mention, but clearly what is known the roof over doubled in cost, the dollars spent for the 2 items above already has cost us \$810,000.00, and if I use the high budget from 2017, the overrun to date is \$810,000.00 less \$400,000.00 (budget) or \$410,000.00 over-run. What is my council doing?

If the same ratio is carried forward, and all expenses are doubled, (I feel some will be less-some will be more) then the cost for an old arena will be in the area of \$10,000,000.00. If this holds true, we now have an old arena, an ice surface that does not meet NHL standards, so what do we have, a 20-year life old arena that is not up to today's standard. It is my understanding we could have a NEW moderate arena for \$10,000,000.00, this would give us a 40-year life, less cost to run and operate.

I am totally disappointed in some members of this council, and they do not understand or do not want to understand what they are doing to us, the taxpayers. I feel this is a hurry up and get this done, and I know this has been going on for some time with no consideration to the outcome that will come to bite us. This present council will probably be replaced with a new council at the next election, and the new council will be stuck with this mess. The old council continually was balanced to renovate, I can and will

go to archives and if necessary, re-live these council meetings that have been going on for years. Even the Town Manager has recommended we not proceed and to get things in order, maybe even for present not have an arena. The comment was made he was dragging his heels, I don't believe this is a fair statement, he is only being correct in his outlook and I for one support his decision and comments.

Please, please, look at this urgent matter, renovations to this old arena have to be stopped, and stopped now before we, the Town of Rothesay, make total fools of ourselves. For the same approx. money, please reconsider the building of a new arena. A new arena is a requirement and cannot be stopped by an un-knowledgeable vote to renovate when the proof is in the works-we already have overspent double our budget going forward.

Yours truly

39 School Ave.  
Rothesay, NB  
E2L 4H8

July 23, 2020

Mayor Nancy Grant  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Your Worship and Members of Council:

**RE: EXTRANEOUS POLICE COSTS**

Thank you for your letter of July 2, 2020 concerning the above referenced matter.

This will confirm the Council of the town of Quispamsis reviewed your correspondence at its July 2, 2020 Regular Meeting, and passed the following motion:

*Moved By Deputy Mayor O'Hara*

*Seconded By Councillor Miller*

*The Quispamsis Town Council agrees to collaborate with the town of Rothesay on drafting a letter to Premier Higgs and the Minister of Public Safety, the Honourable Minister Urquhart, requesting reforms to the Police Act with respect to disciplinary proceedings in the case of alleged serious offences by sworn officers. **Motion Carried***

Trusting the above responds favourably to your request, and please contact the Town's CAO, Susan Deuville, with respect to the two Towns collaborating on the drafting and signing of a joint letter as proposed.

Yours truly,



Catherine Snow  
Town Clerk

cc: Susan Deuville, CAO, Town of Quispamsis

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** August 5, 2020 11:48 AM  
**To:** Liz Pomeroy  
**Subject:** FW: East riverside garden

**From:**  
**Sent:** July 27, 2020 9:55 AM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** East riverside garden

Thank you! A delight.





**Fundy Regional  
Service Commission**

Commission de Services  
Régionaux de Fundy

**Regular Monthly Meeting  
May 27, 2020**

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Wednesday, May 27, 2020, hosted at 10 Crane Mountain Rd., Saint John NB via teleconference.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:02 a.m.

**2. Record of Attendance – via teleconference**

Gary Clark	Chairperson
Glen Baxter	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Nancy Grant	Mayor, Rothesay
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

**Absent**

Don Darling, Mayor, Saint John

Grace Losier, Mayor, Grand Bay-Westfield

Jim Bedford, Local Service District Representative

**OTHERS**

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

**3. Approval of the Order of Business**

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the May 27, 2020 Agenda as presented.

Moved: Director Chatterton

Seconded: Director Rathburn

Vote: *Motion Carried*

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**



**Motion:** To approve the April 27, 2020 minutes.

Moved: Director Grant  
Seconded: Director Baxter  
Vote: *Motion Carried*

#### **6. Planning Department Structure Review**

Executive Director MacLeod explained that at the April 27<sup>th</sup> meeting of the Commission, a discussion was held surrounding the current structure of the Planning Department. This discussion was prompted by both the impending retirement of the FRSC Building Inspector, Brian Shannon, as well as a letter from the Minister rejecting an LSD Simonds plan amendment, instead requesting a revisit of the now 20-year-old plan. Mr. Shannon currently acts as both the Building Inspector and Development Officer for the FRSC. The Planning Director position is a contracted position overseen by Mr. Shannon. It was suggested at the April 27<sup>th</sup> Commission Meeting that we return to the former structure over time which would mean having a Planning Director/Development Officer as well as a Building Inspector.

Based on the premise that Local Planning is a wholly paid service by a subset of FRSC members, staff was requested on May 5, 2020 to conduct more detailed research including discussing alternative options with six other Regional Service Commissions. A summary of results was discussed with Directors from all LSD's and the Village of St. Martins on May 20, 2020.

Based on their findings, staff reiterated that the best option moving forward would be to retain our Director of Planning outside contract and hire a Development Officer and a Building Inspector. Director MacLeod also noted that a meeting was held with the FRSC Contract Director of Planning, Gaye Drescher, and she thinks this option will be effective and will enable the FRSC to be more pro-active.

It was asked who would do the hiring? It was explained that FRSC staff would do the hiring.

**Motion:** That the Commission advertise and hire for the position of Development Officer asking for MCIP certification preferred and that the person be appointed as Development Officer by the Commission.

Moved: Director Baxter  
Seconded: Director Rathburn  
Vote: *Motion Carried*

Chairperson Clark called for a motion to adjourn the meeting

**Motion:** To adjourn the meeting at 10:15 am.

Moved: Director Grant  
Seconded: Director Chatterton  
Vote: *Motion Carried*

APPROVED (date) June 22, 2020

Gary Clark

Gary Clark, Chairperson

Alicia Raynes

Alicia Raynes, Recording Secretary



**Annual General Meeting  
June 22, 2020**

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, June 22, 2020, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the meeting to order at 11:42 a.m.

**2. Record of Attendance**

Gary Clark	Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Shirley McAlary	Deputy 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
Cindy MacCready	Local Service District Representative (Alternate)
John Cairns	Local Service District Representative

**OTHERS**

Marc MacLeod, Executive Director, FRSC  
 Alicia Raynes, Recording Secretary, FRSC  
 Brian Shannon, Building Inspector/Development Officer, FRSC

**3. Approval of the Order of Business**

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the June 22, 2020 Agenda as presented with re-numbering of number nine (9) Finance – Appointment of Auditors to number nine d (9d) and the addition of number nine a (9a) Ashley Perry – Annual Raise, number nine b (9b) Marc MacLeod – Annual Raise and number nine c (9c) Tender Proposal – Cell #7 Cap moved from open session.

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

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the May 27, 2020 minutes.

Moved: Director Bedford  
Seconded: Director Rathburn  
Vote: *Motion Carried*

**6. Election of Board Officers**

Executive Director MacLeod provided recommended procedures for the Election of Board Officers based on the procedural by-law for the Fundy Regional Service Commission, the Act and its regulations and Robert's Rules. It was noted that Gary Clark is not eligible for Chair due to the completion of 4 terms. It was also noted that Glen Baxter is no longer a Board member.

**Motion:** To accept the election procedures as presented.

Moved: Director Losier  
Seconded: Director McAlary  
Vote: *Motion Carried*

Chair Clark continued to preside over the proceedings. Director Losier submitted the nomination report summarizing the members interested in Executive Positions. Only Directors Grant and Bedford expressed interest.

Chair Clark called for nominations for Chairperson from the floor three (3) times. Nancy Grant was the only nominee.

**Motion:** To acclaim Mayor Nancy Grant as Chair.

Moved: Director Losier  
Seconded: Director Cairns  
Vote: *Motion Carried*

Mayor Nancy Grant assumed the role of Chair and called for nominations for Vice Chair from the floor three (3) times. Jim Bedford was the only nominee.

**Motion:** To acclaim Jim Bedford as Vice Chair.

Moved: Director Losier  
Seconded: Director Rathburn  
Vote: *Motion Carried*

Executive Director MacLeod explained that signing authority would continue with Director Clark until changes can be made at the bank. In addition, Director Losier has agreed to continue as a signatory if needed.

**Motion:** To authorize Director Losier to continue acting as signatory.

Moved: Director McAlary  
Seconded: Director Rathburn  
Vote: *Motion Carried*

**7. Planning – Building Inspection – April & May**

The April and May 2020 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas was provided for consideration. Mr. Shannon was asked to clarify the dates in his report. It was noted that Year to date end of May 2020 is \$1,262,200. (not November 2020 as indicated in the report) Additionally, so far, 2020 is \$2,133,800.00 less than the estimated construction cost of 2019. (not 2029 as indicated in the report)

**Motion:** To receive and file as presented with amendments of the dates.

Moved: Director Darling  
Seconded: Director Grant  
Vote: *Motion Carried*

**8. 2019 Annual Report**

Executive Director MacLeod summarized the 2019 Annual Report. The major highlight was the Environmental Impact Assessment which was filed in February 2019. The FRSC filed the EIA in order to acquire its own source of clay and stone on a nearby property which could save the Commission an estimated \$16 million over the life of the landfill.

**Motion:** To receive and file as presented

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

**9. Finance**

**a. Ashley Perry – Annual Raise**

Executive Director MacLeod explained that in the June 2016 Employment agreement between the FRSC and Ashley Perry, she would be entitled to a 2.5% merit increase in salary upon completion of each accounting course toward an accounting certificate; the latest being completed in April, 2020.

**Motion:** To authorize the merit increase of 2.5% to Ashley Perry for completing an accounting course toward an accounting certificate in April 2020 as per the 2016 employment agreement.

Moved: Director Losier  
Seconded: Director McAlary  
Vote: *Motion Carried*

**b. Marc MacLeod – Annual Raise**

A letter was provided by Kevin Murphy, President of HR on Demand, indicating that as per the Employment Contract for Executive Director MacLeod, the applicable wage adjustment entitlement is 0.5% retroactive to April 1, 2020 as per the NB Consumer Price Index.

**Motion:** To approve the 0.5% wage increase, retroactive to April 1, 2020 for Executive Director MacLeod.

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

**c. Tender Proposal – Cell #7 Cap**

Executive Director MacLeod explained that the 2020 budget was developed in July 2019 and was partially based on the premise that the EIA application for the pits and clay quarry would be approved and that operations could begin in the 2020 construction season. That approval has not occurred and the addition of cell 8 has added more volume to leachate treatment. With cell 8c opening soon, this will leave the site with a large open area for leachate production.

Operationally, this exposes the landfill to higher volumes of leachate to control during storm events. This volume needs to be reduced by way of capping. The FRSC will need authorization to issue a tender for the capping of Cell #7 to be funded between the operating reserve fund and the 2020 operating fund.

**Motion:** To authorize the issuing of a tender for the capping of Cell #7 to be funded between the operating reserve fund and 2020 operating fund.

Moved: Director McAlary  
Seconded: Director Bedford  
Vote: *Motion Carried*

**d. Finance – Appointment of Auditors**

As per legislation requirements, auditors are typically reappointed in the Annual General Meeting. Teed Saunders Doyle & Co. (TSD) have been the auditor of the Commission since inception in 2013. The vendor service review typically occurs every three years and TSD was due in 2020.

After review of our business relationship and the skill market, it was determined that there is no competitive advantage to changing vendors. Additionally, it was noted that the impact of COVID-19 on the 2020 year will have irregularities and having an auditor familiar with normal operating years will be beneficial.

**Motion:** To approve the appointment of Teed Saunders Doyle & Co. to serve as the Auditors for the Fundy Regional Service Commission for the 2020 fiscal year.

Moved: Director Losier  
Seconded: Director Clark  
Vote: *Motion Carried*

**10. CMEI**

**a. Financials**

The CMEI Financial Statements were discussed for the year ending October 31, 2019.

**Motion:** To receive and file the CMEI Financial Statements for November, 2018 to October, 2019.

Moved: Director McAlary

Seconded: Director Rathburn  
Vote: *Motion Carried*

**b. Operating Fund**

The requirement to fund CMEI operations under Order in Council 96-849(I) was discussed.

**Motion:** It is recommended by Executive Director MacLeod that:

“The 2020 operating grant be paid to Crane Mountain Enhancement (CMEI) in the amount of \$24475 when the financial status of the Fundy Regional Service Commission allows for the payment, but before CMEI’s end of October 31, 2020.”

Moved: Director Losier  
Seconded: Director Clark  
Vote: *Motion Carried*

A short discussion was had regarding whether or not projects would be able to continue due to COVID-19. Most projects are able to continue but there are a couple that are uncertain.

**c. Audit Fee**

The financial commitment by the Commission to a “review engagement” of CMEI’s financial statements was discussed.

**Motion:** It is recommended by Executive Director MacLeod that:

“The Fundy Regional Service Commission immediately pay CMEI \$1000 toward the review engagement of their financial statements by Teed Saunders Doyle.”

Moved: Director Clark  
Seconded: Director McAlary  
Vote: *Motion Carried*

Chairperson Grant called for a motion to adjourn.

**Motion:** To adjourn the meeting at 12:07 p.m.

Moved: Director Losier  
Seconded: Director Rathburn  
Vote: *Motion Carried*

APPROVED (date) \_\_\_\_\_

\_\_\_\_\_  
Nancy Grant, Chairperson

\_\_\_\_\_  
Alicia Raynes, Recording Secretary

# Town of Rothesay

## General Fund Financial Statements

June 30, 2020

**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
Project Funding - June	G11
Project Funding - July draft to 07/20/2020	G12



# Town of Rothesay

## Balance Sheet - Capital General Fund 6/30/20

### ASSETS

Capital Assets - General Land	4,515,620
Capital Assets - General Fund Land Improvements	8,374,468
Capital Assets - General Fund Buildings	5,492,528
Capital Assets - General Fund Vehicles	3,873,565
Capital Assets - General Fund Equipment	3,219,720
Capital Assets - General Fund Roads & Streets	42,018,169
Capital Assets - General Fund Drainage Network	20,247,324
Capital Assets - Under Construction - General	-
	<u>87,741,394</u>

Accumulated Amortization - General Fund Land Improvements	(3,774,301)
Accumulated Amortization - General Fund Buildings	(2,415,589)
Accumulated Amortization - General Fund Vehicles	(2,011,229)
Accumulated Amortization - General Fund Equipment	(1,366,936)
Accumulated Amortization - General Fund Roads & Streets	(20,706,080)
Accumulated Amortization - General Fund Drainage Network	(7,115,515)
	<u>(37,389,648)</u>

\$ 50,351,745

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(210,000)
Total Long Term Debt	6,601,000

Total Liabilities \$ 6,391,000

Investment in General Fund Fixed Assets 43,960,745

\$ 50,351,745

## Town of Rothesay

### Balance Sheet - General Fund Reserves

6/30/20

#### ASSETS

BNS Gas Tax Interest Account	107,165
BNS General Operating Reserve #214-15	57,761
BNS - Gen Operating Reserve GIC	500,000
BNS General Capital Reserves #2261-14	56,549
BNS - Gen Capital Reserve GIC	800,000
BNS - Gas Tax Reserves - GIC	4,623,252
Gen Reserves due to/from Gen Operating	820,105
	\$ 6,964,833

#### LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	5,170,246
Invest. in General Capital Reserve	667,603
General Gas Tax Funding	363,593
Invest. in General Operating Reserve	565,407
Invest. in Land for Public Purposes Reserve	144,236
Invest. in Town Hall Reserve	53,748
	\$ 6,964,834

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 6/30/20

**CURRENT ASSETS**

Cash	2,849,733
Receivables	172,404
HST Receivable	249,423
Payroll Clearing	(117)
Inventory	21,681
Gen Operating due to/from Util Operating	(920,389)
Total Current Assets	<u>2,372,735</u>
Other Assets:	
Projects	<u>1,571,119</u>
	<u>1,571,119</u>
<b>TOTAL ASSETS</b>	<b><u><u>3,943,853</u></u></b>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	740,789
Other Payables	477,832
Gen Operating due to/from Gen Reserves	820,105
Gen Operating due to/from Gen Capital	210,000
Accrued Pension Obligation	78,100
Accrued Retirement Allowance	408,322
Def. Rev-Quispamsis/Library Share	37,631
<b>TOTAL LIABILITIES</b>	<b><u><u>2,772,780</u></u></b>

**EQUITY**

Retained Earnings - General	(13,238)
Surplus/(Deficit) for the Period	<u>1,184,311</u>
	<u>1,171,073</u>
	<u><u>3,943,853</u></u>

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## Town of Rothesay

Statement of Revenue & Expenditure  
6 Months Ended 6/30/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,374,375	1,374,372	8,246,244	8,246,232	12		16,492,464
Sale of Services	21,415	22,433	146,604	201,839	(55,235)		410,300
Services to Province of New Brunswick	5,000	5,000	30,000	30,000	0		60,000
Other Revenue from Own Sources	16,795	8,013	106,365	51,075	55,290		108,150
Unconditional Grant	10,692	10,695	64,153	64,167	(15)		128,335
Conditional Transfers	2,000	6,500	17,103	6,500	10,603		26,500
Other Transfers	250,000	250,000	599,251	599,251	0		1,099,251
	<u>\$1,680,277</u>	<u>\$1,677,012</u>	<u>\$9,209,720</u>	<u>\$9,199,064</u>	<u>\$10,656</u>		<u>\$18,325,000</u>
<b>EXPENSES</b>							
General Government Services	377,435	398,682	1,308,735	1,413,785	105,050		2,308,843
Protective Services	395,198	398,195	2,950,442	2,942,175	(8,267)		5,331,346
Transportation Services	202,417	223,440	1,744,573	1,923,964	179,391		3,606,766
Environmental Health Services	54,465	51,500	346,426	341,000	(5,426)		658,000
Environmental Development	40,054	46,438	287,244	315,774	28,530		605,940
Recreation & Cultural Services	137,110	152,544	942,035	1,056,340	114,305		2,112,991
Fiscal Services	435,754	433,890	445,954	435,556	(10,397)		3,701,113
	<u>\$1,642,433</u>	<u>\$1,704,689</u>	<u>\$8,025,409</u>	<u>\$8,428,594</u>	<u>\$403,185</u>		<u>\$18,324,999</u>
Surplus (Deficit) for the Year	<u>\$37,845</u>	<u>-\$27,677</u>	<u>\$1,184,311</u>	<u>\$770,470</u>	<u>\$413,841</u>		<u>\$ 1</u>

**Town of Rothesay**  
Statement of Revenue & Expenditure  
6 Months Ended 6/30/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	(2,125)	1,667	3,589	10,000	(6,411)	1	20,000
Town Hall Rent	6,883	6,083	35,952	36,500	(548)		73,000
Arena Revenue	525	433	80,669	120,255	(39,586)	2	220,800
Community Garden	840	250	720	1,000	(280)		1,000
Fox Farm Rental	0	850	6,950	5,100	1,850		10,200
Recreation Programs	15,292	13,150	18,725	28,983	(10,259)	3	85,300
	<u>21,415</u>	<u>22,433</u>	<u>146,604</u>	<u>201,839</u>	<u>(55,235)</u>		<u>410,300</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	13,910	6,250	30,143	37,500	(7,357)	4	75,000
Recycling Dollies & Lids	47	83	120	500	(380)		1,000
Interest & Sundry	1,219	833	6,899	5,000	1,899		10,000
Miscellaneous	1,620	846	60,870	5,075	55,795	5	10,150
Fire Dept. Administration	0	0	3,000	3,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	5,333	0	5,333	6	0
	<u>16,795</u>	<u>8,013</u>	<u>106,365</u>	<u>51,075</u>	<u>55,290</u>		<u>108,150</u>
<b>Conditional Transfers</b>							
Canada Day Grant	2,000	1,500	2,000	1,500	500		1,500
Grant - Other	0	5,000	15,103	5,000	10,103	7	25,000
	<u>2,000</u>	<u>6,500</u>	<u>17,103</u>	<u>6,500</u>	<u>10,603</u>		<u>26,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	99,251	99,251	0		99,251
Utility Fund Transfer	250,000	250,000	500,000	500,000	0		1,000,000
	<u>250,000</u>	<u>250,000</u>	<u>599,251</u>	<u>599,251</u>	<u>0</u>		<u>1,099,251</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,938	4,036	18,843	22,786	3,943		47,000
Councillors	9,821	12,056	59,299	63,764	4,466		136,100
Regional Service Commission 9	0	0	1,799	3,500	1,702		7,000
Other	175	1,125	1,125	6,750	5,625		13,500
	<u>12,934</u>	<u>17,217</u>	<u>81,065</u>	<u>96,800</u>	<u>15,735</u>		<u>203,600</u>
<b>Administrative</b>							
Office Building	5,532	8,417	97,673	102,400	4,727		155,000
Solicitor	0	4,167	1,669	25,000	23,331	8	50,000
Administration - Wages & Benefits	84,891	83,320	517,753	536,213	18,460		1,081,656
Supplies	20,933	9,142	37,044	54,850	17,805	9	109,700
Professional Fees	0	1,667	28,418	20,000	(8,418)	10	30,000
Other	(5,919)	12,477	62,774	84,864	22,090		159,729
	<u>105,438</u>	<u>119,189</u>	<u>745,331</u>	<u>823,327</u>	<u>77,996</u>		<u>1,586,085</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							G7
Community Communications	0	833	835	5,000	4,165		10,000
Civic Relations	0	167	0	1,000	1,000		2,000
Insurance	0	0	194,165	195,131	966		195,131
Donations	1,000	2,917	12,100	17,500	5,400		35,000
Cost of Assessment	258,027	258,027	258,027	258,027	0		258,027
Property Taxes - L.P.P.	0	0	16,469	15,000	(1,469)		15,000
Fox Farm Rental Expenses	37	333	743	2,000	1,257		4,000
	<u>259,064</u>	<u>262,277</u>	<u>482,339</u>	<u>493,658</u>	<u>11,319</u>		<u>519,158</u>
	<u>377,435</u>	<u>398,682</u>	<u>1,308,735</u>	<u>1,413,785</u>	<u>105,050</u>		<u>2,308,843</u>
<b>Protective Services</b>							
<b>Police</b>							
Police Protection	215,137	215,137	1,307,822	1,290,822	(17,000)	11	2,581,645
Crime Stoppers	0	0	0	2,800	2,800		2,800
	<u>215,137</u>	<u>215,137</u>	<u>1,307,822</u>	<u>1,293,622</u>	<u>(14,200)</u>		<u>2,584,445</u>
<b>Fire</b>							
Fire Protection	166,704	166,704	1,227,180	1,225,425	(1,755)		2,225,646
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	<u>166,704</u>	<u>166,704</u>	<u>1,552,180</u>	<u>1,550,425</u>	<u>(1,755)</u>		<u>2,550,646</u>
<b>Emergency Measures</b>							
911 Communications Centre	13,063	13,063	78,378	78,378	0		156,755
EMO Director/Committee	80	1,667	399	10,000	9,601		20,000
	<u>13,143</u>	<u>14,730</u>	<u>78,777</u>	<u>88,378</u>	<u>9,601</u>		<u>176,755</u>
<b>Other</b>							
Animal & Pest Control	215	792	3,842	4,750	908		9,500
Other	0	833	7,821	5,000	(2,821)	12	10,000
	<u>215</u>	<u>1,625</u>	<u>11,663</u>	<u>9,750</u>	<u>(1,913)</u>		<u>19,500</u>
<b>Total Protective Services</b>	<u>395,198</u>	<u>398,195</u>	<u>2,950,442</u>	<u>2,942,175</u>	<u>(8,267)</u>		<u>5,331,346</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Transportation Services</b>							
G8							
<b>Common Services</b>							
Administration (Wages & Benefits)	133,281	139,057	838,178	907,764	69,586		1,810,279
Workshops, Yards & Equipment	41,321	51,477	335,577	390,862	55,285	13	693,723
Engineering	0	625	2,861	3,750	889		7,500
	<u>174,602</u>	<u>191,159</u>	<u>1,176,616</u>	<u>1,302,376</u>	<u>125,760</u>		<u>2,511,502</u>
<b>Street Cleaning &amp; Flushing</b>							
Street Cleaning & Flushing	0	1,000	7,504	19,000	11,496		40,000
Roads & Streets	10,693	4,583	20,716	27,500	6,784		55,000
Crosswalks & Sidewalks	0	3,031	2,998	8,188	5,190		21,063
Culverts & Drainage Ditches	2,180	5,625	11,791	33,750	21,959		67,500
Snow & Ice Removal	0	0	368,978	383,100	14,122		602,000
2018 Flood Costs	315	0	315	0	(315)		0
2020 Flood Costs	0	0	13,099	0	(13,099)	14	0
	<u>13,188</u>	<u>14,240</u>	<u>425,401</u>	<u>471,538</u>	<u>46,137</u>		<u>785,563</u>
<b>Street Lighting</b>							
Street Lighting	11,797	10,833	72,526	65,000	(7,526)	15	130,000
<b>Traffic Services</b>							
Street Signs	0	667	410	4,000	3,590		8,000
Traffic Lanemarking	640	1,000	27,197	26,000	(1,197)		30,000
Traffic Signals	859	3,333	8,942	20,000	11,058		40,000
Railway Crossing	1,184	2,000	10,805	12,000	1,195		24,000
	<u>2,683</u>	<u>7,000</u>	<u>47,354</u>	<u>62,000</u>	<u>14,646</u>		<u>102,000</u>
<b>Public Transit</b>							
Public Transit - Comex Service	0	0	17,800	17,800	(0)		71,201
KV Committee for the Disabled	0	0	4,000	4,000	0		4,000
Public Transit - Other	146	208	876	1,250	374		2,500
	<u>146</u>	<u>208</u>	<u>22,676</u>	<u>23,050</u>	<u>374</u>		<u>77,701</u>
<b>Total Transportation Services</b>	<u>202,417</u>	<u>223,440</u>	<u>1,744,573</u>	<u>1,923,964</u>	<u>179,391</u>		<u>3,606,766</u>
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	18,684	16,250	98,429	97,500	(929)		195,000
Solid Waste Disposal Compost	4,567	3,000	18,102	18,000	(102)		36,000
Solid Waste Collection	23,186	24,167	139,288	145,000	5,712		290,000
Solid Waste Collection Curbside Recycling	8,027	8,083	51,000	48,500	(2,500)		97,000
Clean Up Campaign	0	0	39,606	32,000	(7,606)		40,000
	<u>54,465</u>	<u>51,500</u>	<u>346,426</u>	<u>341,000</u>	<u>(5,426)</u>		<u>658,000</u>
<b>Environmental Development Services</b>							
<b>Planning &amp; Zoning</b>							
Administration	31,823	34,248	234,726	239,434	4,708		456,460
Planning Projects	0	3,750	0	22,500	22,500		45,000
Heritage Committee	0	208	0	1,250	1,250		2,500
	<u>31,823</u>	<u>38,206</u>	<u>234,726</u>	<u>263,184</u>	<u>28,458</u>		<u>503,960</u>
<b>Economic Development Comm.</b>							
Tourism	8,232	8,232	49,390	49,390	0		98,780
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>8,232</u>	<u>8,232</u>	<u>52,518</u>	<u>52,590</u>	<u>72</u>		<u>101,980</u>
	<u>40,054</u>	<u>46,438</u>	<u>287,244</u>	<u>315,774</u>	<u>28,530</u>		<u>605,940</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>							
Administration	20,514	18,872	153,416	141,980	(11,436)	16	263,960
Beaches	1,567	10,000	3,447	10,000	6,553		45,500
Rothsay Arena	18,164	14,208	147,641	174,997	27,356	17	335,434
Memorial Centre	2,070	4,417	28,851	34,500	5,649		61,000
Summer Programs	1,815	13,500	2,802	15,000	12,198		62,000
Parks & Gardens	72,302	55,393	257,646	292,258	34,612	18	586,554
Rothsay Common Rink	(7,084)	2,889	34,934	36,836	1,902		57,672
Playgrounds and Fields	20,388	13,167	38,591	60,000	21,409		115,000
Regional Facilities Commission	0	0	225,846	225,846	0		451,692
Kennebecasis Public Library	7,179	7,179	43,072	43,072	0		86,144
Special Events	195	12,833	5,789	21,333	15,545		39,500
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	0	86	0	518	518		1,035
	<u>137,110</u>	<u>152,544</u>	<u>942,035</u>	<u>1,056,340</u>	<u>114,305</u>		<u>2,112,991</u>
<b>Fiscal Services</b>							
<b>Debt Charges</b>							
Interest	86,754	84,890	96,954	86,556	(10,397)	19	173,113
Debtenture Payments	349,000	349,000	349,000	349,000	0		778,000
	<u>435,754</u>	<u>433,890</u>	<u>445,954</u>	<u>435,556</u>	<u>(10,397)</u>		<u>951,113</u>
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,750,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,750,000</u>
	<u>435,754</u>	<u>433,890</u>	<u>445,954</u>	<u>435,556</u>	<u>(10,397)</u>		<u>3,701,113</u>



## 2020August10OpenSessionFINAL\_045

## Town of Rothesay

## Variance Report - General Fund

6 months ending June-30-20

Note #		Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Bill McGuire Memorial Centre	\$ 3,589	\$ 10,000	\$ (6,411)	Refunds
2	Arena Revenue	\$ 80,669	\$ 120,255	\$ (39,586)	Closed
3	Recreation Programs	\$ 18,725	\$ 28,983	\$ (10,258)	Soccer fields closed
4	Licenses & Permits	\$ 30,143	\$ 37,500	\$ (7,357)	Construction delayed - budget may be high
5	Miscellaneous	\$ 60,870	\$ 5,075	\$ 55,795	Insurance proceeds
6	Local Improvement Levy Mulberry Lane	\$ 5,333	\$ -	\$ 5,333	Unbudgeted
7	Grants - Other	\$ 15,103	\$ 5,000	\$ 10,103	Environmental Trust Fund grant
<b>Expenses</b>					
<b>General Government</b>					
8	Solicitor	\$ 1,669	\$ 25,000	\$ 23,331	Unused
9	Supplies	\$ 37,044	\$ 54,850	\$ 17,806	Unused
10	Professional Fees	\$ 28,418	\$ 20,000	\$ (8,418)	Climate Change Adaption Plan
<b>Protective Services</b>					
11	Police Protection	\$ 1,307,822	\$ 1,290,822	\$ (17,000)	Extraneous costs
12	Protective Services - Other	\$ 7,821	\$ 5,000	\$ (2,821)	Fire hydrant replacement (refunded by property owner)
<b>Transportation</b>					
13	Workshops, Yards & Equipment	\$ 335,577	\$ 390,862	\$ 55,285	Fuel \$11,000 under, Building Maint. \$16,000 under, Trees \$15,000 under, Vehicle Maint. \$25,000 over
14	Flood 2020	\$ 13,099	\$ -	\$ (13,099)	Unbudgeted
15	Street Lighting	\$ 72,526	\$ 65,000	\$ (7,526)	Budget low
<b>Environmental Health</b>					
<b>Environmental Development</b>					
<b>Recreation &amp; Cultural Services</b>					
16	Administration - Wages & Benefits	\$ 153,416	\$ 141,980	\$ (11,436)	Salary allocation - wages costs underbudgeted
17	Rothesay Arena	\$ 147,641	\$ 174,977	\$ 27,336	Lower operating costs due to closure
18	Parks & Gardens	\$ 257,646	\$ 292,258	\$ 34,612	Fuel \$4,000 under, Plant Purchases \$7,000 under, Trail Maint. \$4,000 under; timing,
<b>Fiscal Services</b>					
19	Interest	\$ 96,954	\$ 86,556	\$ (10,398)	New debenture costs

## 2020August10OpenSessionFINAL\_046

## Town of Rothesay

Capital Projects 2020  
General Fund  
6 Months Ended 6/30/20

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
<b>General Government</b>						
12010560 Town Hall Equipment Purchases G-2019-005	170,000	0	170,000			
12010660 IT 2020 G-2020-008	45,000	17,924	27,076			
Total General Government	215,000	17,924	197,076			
<b>Protective Services</b>						
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000	11,653	468,347			
Total Protective Services	480,000	11,653	468,347			
<b>Transportation</b>						
12021360 Transportation Equipment Purchases T-2020-003	615,000	56,825	558,175	Relief	45,000	
12027260 Asphalt Microseal 2020 T-2020-005	1,200,000	1,108,074	91,926	Storm Pump		56,825
12027360 Sandbagging T-2020-006	0	18,803	-18,803	Tandem Dump	300,000	
12027460 Fox Farm Designated Highway T-2020-012	545,000	94,679	450,321	5500 1 ton	100,000	
Unassigned:				F250 3/4 ton	60,000	
Designated Highway	\$ 585,000			F150 1/2 ton 4x4	50,000	
Curb & Sidewalk	\$ 305,500			1500 1/2 ton	60,000	
2021 Asphalt Design	\$ 60,000				615,000	56,825
Stormwater Master Plan	\$ 300,000					
Traffic Study	\$ 40,000					
Total Transportation	3,650,500	1,278,382	1,081,618			
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2020-004	110,000	0	110,000	Truck	60,000	
12027160 Wells Field Replacement R-2020-002	550,000	56,717	493,283	Equipment	50,000	
12020760 Trail Development R-2020-007	50,000	0	50,000		110,000	
12012060 Arena Renovation R-2020-011	1,020,000	30,179	989,821			
Total Recreation	1,730,000	86,896	1,643,104			
<b>Carryovers</b>						
12026860 Church Avenue Reconstruction T-2019-002	0	162,208	-162,208			
12026960 Cameron Rd/Mulberry Lane T-2019-006	0	12,698	-12,698			
12025160 Designated Highway 2019	0	-11,838	11,838			
12026660 Asphalt/Microseal 2019 T-2019-001	0	13,195	-13,195			
	0	176,263	-176,263			
<b>Total</b>	<b>\$ 6,075,500</b>	<b>\$ 1,571,119</b>	<b>\$ 3,213,881</b>			
<b>Funding</b>						
General Government	0	215,000				
Protective Services	215,000	112,500	367,500			
Transportation	480,000	2,242,500		560,500	847,500	
Recreation	3,650,500	180,000	1,550,000			
	\$ 4,345,500	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500	

2020August10OpenSessionFINAL\_047

Town of Rothesay

Capital Projects 2020  
General Fund  
7 Months Ended 7/31/20

DRAFT!

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
<b>General Government</b>						
12010560 Town Hall Equipment Purchases G-2019-005	170,000	0	170,000			
12010660 IT 2020 G-2020-008	45,000	17,924	27,076			
<b>Total General Government</b>	<b>215,000</b>	<b>17,924</b>	<b>197,076</b>			
<b>Protective Services</b>						
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000	28,230	451,770			
<b>Total Protective Services</b>	<b>480,000</b>	<b>28,230</b>	<b>451,770</b>			
<b>Transportation</b>						
12021360 Transportation Equipment Purchases T-2020-003	615,000	56,825	558,175			
12027260 Asphalt Microseal 2020 T-2020-005	1,200,000	1,438,095	-238,095	Roller	45,000	
12027360 Sandbagging T-2020-006	0	18,803	-18,803	Storm Pump		56,825
12027460 Fox Farm Designated Highway T-2020-012	545,000	430,001	114,999	Tandem Dump	300,000	
Unassigned:				5500 1 ton	100,000	
Designated Highway	\$ 585,000			F250 3/4 ton	60,000	
Curb & Sidewalk	\$ 305,500			F150 1/2 ton 4x4	50,000	
2021 Asphalt Design	\$ 60,000			1500 1/2 ton	60,000	
Stormwater Master Plan	\$ 300,000				615,000	56,825
Traffic Study	\$ 40,000					
<b>Total Transportation</b>	<b>3,650,500</b>	<b>1,943,724</b>	<b>416,276</b>			
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2020-004	110,000	0	110,000	Truck	60,000	
12027160 Wells Field Replacement R-2020-002	550,000	60,318	489,682	Equipment	50,000	
12020760 Trail Development R-2020-007	50,000	0	50,000		110,000	
12012060 Arena Renovation R-2020-011	1,020,000	38,047	981,953			
<b>Total Recreation</b>	<b>1,730,000</b>	<b>98,364</b>	<b>1,631,636</b>			
<b>Carryovers</b>						
12026860 Church Avenue Reconstruction T-2019-002	0	162,208	-162,208			
12026960 Cameron Rd/Mulberry Lane T-2019-006	0	12,698	-12,698			
12025160 Designated Highway 2019	0	-11,838	11,838			
12026660 Asphalt/Microseal 2019 T-2019-001	0	13,195	-13,195			
	0	176,263	-176,263			
<b>Total</b>	<b>\$ 6,075,500</b>	<b>\$ 2,264,506</b>	<b>\$ 2,520,494</b>			

Funding	2020	Operating	Borrow	Gas Tax	Grant
General Government	0	215,000			
Protective Services	215,000	112,500	367,500		
Transportation	480,000	2,242,500		560,500	847,500
Recreation	3,650,500	180,000	1,550,000		
<b>Total</b>	<b>\$ 4,345,500</b>	<b>\$ 2,750,000</b>	<b>\$ 1,917,500</b>	<b>\$ 560,500</b>	<b>\$ 847,500</b>

# Town of Rothesay

## Utility Fund Financial Statements

June 30, 2020

**Attached Reports:**

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Project Listing - June	U6
Project Listing - July Draft to 07/21/2020	U7

## Town of Rothesay

Capital Balance Sheet

As at 6/30/20

ASSETS

## Assets:

Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	565,752
Capital Assets Utilities Water System	27,712,960
Capital Assets Utilities Sewer System	24,052,521
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<u>54,779,988</u>

Accumulated Amortization Utilites Buildings	(638,871)
Accumulated Amortization Utilites Water System	(7,671,922)
Accumulated Amortization Utilites Sewer System	(8,556,857)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(23,235)
Accumulated Amortization Utilites Equipment	(140,077)
Accumulated Amortization Utilites Roads & Streets	(16,135)
	<u>(17,089,128)</u>

TOTAL ASSETS	<u><u>37,690,859</u></u>
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LIABILITIES

## Current:

Util Capital due to/from Util Operating	<u>(400,000)</u>
Total Current Liabilities	<u>(400,000)</u>

## Long-Term:

Long-Term Debt	<u>8,733,589</u>
Total Liabilities	<u>8,333,589</u>

EQUITY

## Investments:

Investment in Fixed Assets	<u>29,357,269</u>
Total Equity	<u>29,357,269</u>
TOTAL LIABILITIES & EQUITY	<u><u>37,690,858</u></u>

## Town of Rothesay

Balance Sheet - Utilities Fund Reserves

6/30/20

### ASSETS

BNS Utility Capital Reserve # 00241 12	29,251
BNS - Util Capital Reserve GIC	1,300,000
Util Reserves due to/from Util Oper	11,011
	<u>\$ 1,340,262</u>

### LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	963,603
Invest. in Utility Operating Reserve	105,252
Invest. in Sewerage Outfall Reserve	271,408
	<u>\$ 1,340,263</u>

**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 6/30/20

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		1,113,392
Total Current Assets		<u>1,113,392</u>
Other Assets:		
Projects		359,729
		<u>359,729</u>
<b>TOTAL ASSETS</b>		<b><u>\$ 1,473,121</u></b>

LIABILITIES

Accrued Payables	43,514
Due from General Fund	(920,389)
Due from (to) Capital Fund	400,000
Due to (from) Utility Reserve	11,011
Deferred Revenue	14,681
Total Liabilities	<u>(451,183)</u>

EQUITY

Surplus:		
Opening Retained Earnings		25,641
Profit (Loss) to Date		1,898,663
		<u>1,924,304</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b><u>\$ 1,473,121</u></b>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**6 Months Ended 6/30/20**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	250,385	270,625	529,526	558,750	(29,224)	1	1,100,000
Meter and non-hookup fees	13,106	11,800	26,262	23,600	2,662		47,200
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	0	0	60,408	62,000	(1,592)		62,000
Sewerage Services	1,249	0	1,653,545	1,650,000	3,545		1,650,000
Connection Fees	100	5,833	49,475	35,000	14,475	2	70,000
Interest Earned	10,142	5,417	58,386	32,500	25,886	3	65,000
Misc. Revenue	550	49	2,050	294	1,756		589
Infrastructure Grants	21,050	0	21,050	0	21,050	4	0
Surplus - Previous Years	0	0	80,211	80,211	0		80,211
<b>TOTAL RECEIPTS</b>	<b>296,582</b>	<b>293,724</b>	<b>2,805,914</b>	<b>2,767,355</b>	<b>38,558</b>		<b>3,400,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	100,000	100,000	200,000	200,000	0		400,000
Audit/Legal/Training	0	708	6,083	7,250	1,167		11,500
Purification & Treatment	12,821	28,333	119,852	190,000	70,148	5	360,000
Transmission & Distribution	12,540	6,667	23,430	72,000	48,570	6	112,000
Power & Pumping	4,481	4,167	24,621	25,000	379		50,000
Billing/Collections	96	250	1,456	1,500	44		3,000
Water Purchased	0	63	423	375	(48)		750
Misc. Expenses	901	1,500	6,471	9,000	2,529		18,000
<b>TOTAL WATER SUPPLY</b>	<b>130,840</b>	<b>141,688</b>	<b>382,337</b>	<b>505,125</b>	<b>122,789</b>		<b>955,250</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	150,000	150,000	300,000	300,000	0		600,000
Audit/Legal/Training	0	500	6,363	10,000	3,637		13,000
Collection System Maintenance	467	2,667	8,894	16,000	7,106		64,000
Sewer Claims	0	0	9,318	10,000	682		20,000
Lift Stations	5,858	5,417	22,827	32,500	9,673		65,000
Treatment/Disposal	5,460	6,417	43,172	53,500	10,328		92,000
Infiltration Study	0	0	5,872	0	(5,872)	7	0
Misc. Expenses	148	1,167	6,983	7,000	17		14,000
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>161,933</b>	<b>166,167</b>	<b>403,428</b>	<b>429,000</b>	<b>25,572</b>		<b>868,000</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	99,722	99,722	108,486	108,486	(0)		299,377
Principal Repayment	13,000	13,000	13,000	13,000	0		507,373
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
<b>TOTAL FISCAL SERVICES</b>	<b>112,722</b>	<b>112,722</b>	<b>121,486</b>	<b>121,486</b>	<b>(0)</b>		<b>1,576,750</b>
<b>TOTAL EXPENSES</b>	<b>405,494</b>	<b>420,576</b>	<b>907,250</b>	<b>1,055,611</b>	<b>148,361</b>		<b>3,400,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(108,912)</b>	<b>(126,852)</b>	<b>1,898,663</b>	<b>1,711,744</b>	<b>186,919</b>		<b>1</b>



# Town of Rothesay

Variance Report - Utility Operating  
6 Months Ended June 30, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	529,526	558,750	(29,224)	Commercial sales down
2	Connection Fees	49,375	35,000	14,375	Apartment building
3	Interest Earned	58,386	32,500	25,886	Interest on receivables
4	Infrastructure Grants	21,050	-	21,050	Balance of Small Communities Fund
Expenditures					
Water					
5	Purification /Treatment	119,852	190,000	70,148	Flushing not started
6	Transmission / Distribution	23,430	72,000	48,570	Timing
Sewer					
7	Infiltration Study	\$ 5,872	\$ -	\$ (5,872)	Refunded by grants
Fiscal Services					

# Town of Rothesay

Capital Projects 2020  
Utility Fund  
6 Months Ended 6/30/20

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget		
<b>WATER</b>						
12045330 Station Road Water Line Replacement W-2020-0	250,000		0	250,000		
12044330 Shadow Hill Watermain W-2020-002	400,000		0	400,000		
12043430 Well Development - Quality W-2020-004	250,000		12,518	237,482		
12045530 Water Tower Repairs W-2020-007	-		189,571	-189,571		
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 202,089</u>	<u>\$ 697,912</u>		
<b>SEWER</b>						
12045030 Turnbull Court Design S-2020-001	1,110,000		11,848	1,098,152		
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000		0	100,000		
12045430 Conversion to Digital Radio S-2020-006	65,000		3,752	61,248		
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000		
12045630 Brock Court/Goldie Court Service Renewal W-20	-	100,000	123,996	-123,996		
	<u>2,775,000</u>	<u>100,000</u>	<u>139,596</u>	<u>2,635,404</u>		
<b>Total Approved</b>	<u>3,675,000</u>	<u>100,000</u>	<u>341,685</u>	<u>3,333,315</u>		
<b>Carryovers</b>						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		18,044	-18,044		
	<u>0</u>	<u>0</u>	<u>18,044</u>	<u>-18,044</u>		
	<u>3,675,000</u>	<u>100,000</u>	<u>359,729</u>	<u>3,315,271</u>		
<b>Funding:</b>						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000	200,000	250,000		200,000	250,000
Sewer	2,775,000		325,000	1,000,000	1,000,000	450,000
<b>\$</b>	<u>\$ 3,675,000</u>	<u>\$ 200,000</u>	<u>\$ 575,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,200,000</u>	<u>\$ 700,000</u>

# Town of Rothesay

Capital Projects 2020  
Utility Fund  
7 Months Ended 7/31/20

DRAFT

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12045330 Station Road Water Line Replacement W-2020-0	250,000		0	250,000
12044330 Shadow Hill Watermain W-2020-002	400,000		0	400,000
12043430 Well Development - Quality W-2020-004	250,000		12,518	237,482
12045530 Water Tower Repairs W-2020-007	-		189,571	-189,571
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 202,089</u>	<u>\$ 697,912</u>

<b>SEWER</b>				
12045030 Turnbull Court Design S-2020-001	1,110,000		11,848	1,098,152
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000		0	100,000
12045430 Conversion to Digital Radio S-2020-006	65,000		3,752	61,248
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000
12045630 Brock Court/Goldie Court Service Renewal W-20	-	100,000	123,996	-23,996
	<u>2,775,000</u>	<u>100,000</u>	<u>139,596</u>	<u>2,735,404</u>

<b>Total Approved</b>	<u>3,675,000</u>	<u>100,000</u>	<u>341,685</u>	<u>3,433,315</u>
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**Carryovers**

Funded from Reserves

12042330 Wastewater Treatment Plant - S-2014-016-A	-		18,044	-18,044
	<u>0</u>	<u>0</u>	<u>18,044</u>	<u>-18,044</u>
	<u>3,675,000</u>	<u>100,000</u>	<u>359,729</u>	<u>3,415,271</u>

**Funding:**

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000	200,000	250,000		200,000	250,000
Sewer	2,775,000		325,000	1,000,000	1,000,000	450,000
<b>\$</b>	<u>3,675,000</u>	<u>\$ 200,000</u>	<u>\$ 575,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,200,000</u>	<u>\$ 700,000</u>

## Town of Rothesay

2020-06-30 219500-60

## Donations/Cultural Support

Budget  
2020 Paid to date

KV3C	2,500.00	
NB Medical Education Trust	5,000.00	5,000.00
SJRH	2,500.00	
KV Food Basket	6,000.00	
Fairweather Scholarship	1,000.00	1,000.00
KV Oasis	2,500.00	2,500.00
Saint John Theatre Company	1,000.00	
YMCA		
Vocational Training Centre	6,000.00	
sub	<u>26,500.00</u>	<u>8,500.00</u>

## Other:

8,500.00

Imperial Theatre		250.00
RNS		100.00
NB Competitive Festival		100.00
Forum for Young Canadians		250.00
WE Believe SJ		200.00
Muscular Dystrophy		200.00
Arts Atlantic Symposium		1,500.00
KV Food Basket		1,000.00
sub	<u>8,500.00</u>	<u>3,600.00</u>

35,000.00 12,100.00

## G/L Balance

12,100.00

Mayor's Expense	10,000.00	
Cell		104.30
YMCA Red Triangle		250.00 tickets
Regional Mayors Lunch		74.62
St Andrews Society		130.00
Women's Day		533.63
L'Arche Saint John		250.00

10,000.00 1,342.55

## G/L Baiance

1,342.55

## Other:

Kennebecasis Crimestoppers	2,800.00		Protective Services
KV Committee for the Disabled	5,500.00	4,000.00	Transportation
PRO Kids	7,500.00		Recreation

60,800.00 17,442.55

# TOWN OF ROTHESAY

FINANCE COMMITTEE  
VIA TELECONFERENCE  
July 23, 2020

In attendance:

Councillor Grant Brenan, Chairman  
Deputy Mayor Matt Alexander  
Councillor Don Shea  
Town Manager John Jarvie  
Treasurer Doug MacDonald  
Financial Officer Ellen K. Steeves

The meeting was called to order at 8:30. The agenda and minutes of June 25<sup>th</sup>, 2020 were accepted as presented. It was agreed each meeting should have a closed and open session.

## **June Financial Statements**

General Fund – Treasurer MacDonald reviewed the variances most of which were the same as previous months, revenue is below budget due to Covid circumstances but there are some offsetting expense reductions as well. We are still expecting a small surplus for the fiscal period. Councillor Brenan questioned the variance in the Asphalt 2020 capital budget. The treasurer explained that the expenditure had yet to be allocated to its component parts, being asphalt, Designated Highway and Arena projects, all of which are identified separately in the budget. Also, the Arena project was expanded to include the School driveway, for which the Town will be reimbursed by the Province. Once allocated the expenditure should be as expected.

Utility Fund – Treasurer MacDonald said staff have been working on collections of past due Accounts Receivable and have so far collected about 20% of the past due amount. Water Revenue is under budget, likely due to businesses and schools closed due to Covid-19. We are still expecting a small surplus for the fiscal period

The financial statements were accepted as presented. (NG/DS)

## **Donations**

The summary was accepted as presented. There were no new requests. Mayor Grant requested an update on the Atlantic Symposium. Treasurer MacDonald will follow up.

**KRJBPC Funding Request**

This item has been tabled by Council until Town Manager Jarvie speaks to the Police Chief, who is on vacation. .

**VTC Funding**

Town of Quispamsis has not funded them for several years, and Town Manager Jarvie said the organization has no participants from Quispamsis, one from Rothesay and some on the Kingston Peninsula. The committee agreed to rescind its recommendation presented to Council at the July meeting.

**Compliance Report**

For information.

**Next Meeting**

The next meeting is set for Thursday, August 27, 8:30 am. The meeting adjourned at 8:55.

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Grant Brenan, Chairman

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Ellen K Steeves, Recording Secretary



2020 August 190 Open Session FINAL\_059  
**ROTHESAY**  
 WORKS AND UTILITIES  
 COMMITTEE MEETING  
**Bill McGuire Centre**  
 Wednesday, July 15, 2020  
 5:30 p.m.



DRAFT

- PRESENT:** DEPUTY MAYOR ALEXANDER, CHAIRPERSON  
 COUNCILLOR MIRIAM WELLS  
 PAUL BOUDREAU  
 SHAWN CARTER  
 PETER GRAHAM, VICE CHAIRPERSON  
 ANN McALLISTER  
 MARK McALOON
- TOWN MANAGER JOHN JARVIE  
 DIRECTOR OF OPERATIONS BRETT McLEAN  
 RECORDING SECRETARY LIZ POMEROY

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

**1. APPROVAL OF AGENDA**  
**MOVED** by S. Carter and seconded by M. McAloon the agenda be approved as circulated.  
**CARRIED.**

**2. APPROVAL OF MINUTES**  
 2.1 Regular Works and Utilities Committee meeting of June 17, 2020.  
**MOVED** by P. Boudreau and seconded by Counc. Wells the minutes of June 17, 2020 be adopted as circulated.  
**CARRIED.**

**3. DELEGATIONS**  
 N/A

**4. REPORTS & PRESENTATIONS**

- 4.1 Mulberry Lane**
- |                |   |
|----------------|---|
| 10 July 2020   | Letter from property owners of 8 Mulberry Lane  |
| 2 July 2020    | Letter to Mulberry Lane residents (11) with attachment                                |
| 12 March 2020  | Letter to Mulberry Lane residents (11)  |
| <i>Various</i> | Letters from Mulberry Lane residents (8) RE: Cost increase for Local Improvement Levy |

The Committee agreed to defer the item until the arrival of the Mulberry Lane residents.

It was agreed, Item 6.3 be brought forward as the author, Mr. Brian Gillis, is in attendance.

**Item brought forward.**

6.3 24 June 2020 Email from resident RE: Request to sweep Rothesay Road bike lanes  
 Deputy Mayor Alexander noted Mr. Gillis' request is for Rothesay to extend the street sweeping route along Rothesay Road to Brookville Lime, inside the Saint John boundary. Town Manager Jarvie advised Rothesay does not perform services in other jurisdictions without permission from the municipality in question. There was discussion with respect to the agreement between Rothesay and

Saint John pertaining to the entrance to Kennebecasis Park (land owned by Saint John). When questioned, DO McLean advised street sweeping is completed in the spring and then routinely performed once a month during the summer. There was discussion with respect to the impact of an extended route on a 12 year old street sweeper, the potential to set a precedent, and public opinion on providing services to areas outside Rothesay. Town Manager Jarvie suggested discussing the matter with Saint John as the subject road is a provincially designated highway and may involve a more complex arrangement.

Mr. Gillis inquired about maintenance provided by Rothesay to the entrance to Kennebecasis Park. He suggested if the agreement primarily relates to landscaping and beautification, the attention should be redirected to mitigating safety concerns for cyclists by sweeping debris and repainting bike lanes. He suggested this would be inexpensive and of more benefit to community members, including residents of Kennebecasis Park. He noted vehicles tend to drive over the bike lanes more often in the area causing the paint to fade, and cycling over debris is very dangerous.

Mayor Grant, in attendance, explained the purpose of the agreement between the two municipalities, was to permit Rothesay to raise a portion of the road (owned by Saint John), at the entrance to Kennebecasis Park, to improve access and egress during flood conditions. Mr. Gillis indicated landscaping is also completed by Town staff in the area. He commended Rothesay for its diligence sweeping Town streets. He clarified, the area in question was swept roughly two weeks ago by Saint John, however a portion was not cleared and debris has accumulated once again.

**MOVED** by Counc. Wells and seconded by S. Carter Saint John be notified of the request, and encouraged to sweep and repaint the bike lanes along the portion of Rothesay Road owned by the City, between the Rothesay boundary and Brookville Lime.

**CARRIED.**

## **5. UNFINISHED BUSINESS**

### **5.1 Capital Projects Summary**

DO McLean reported: work on Highland Avenue is nearing completion; paving on French Village Road is underway; and the project on Fox Farm Road is complete, with the exception of minor landscaping.

### **5.2 Solid Waste Tonnage Report**

The Committee reviewed the report. In response to an inquiry, Deputy Mayor Alexander noted the Fundy Regional Service Commission has undertaken a promotional strategy to notify the public that plastic bags are no longer accepted as recyclable material. He noted this includes plastic bags used to contain recyclable materials.

Counc. Wells questioned if residents can place large solid waste items, such as old furniture for example, out for collection if done on an infrequent basis. Town Manager Jarvie advised the collection of large items outside of the annual Spring Clean-up is at FERO's discretion. Counc. Wells suggested including the collection of large items in the new contract. Deputy Mayor Alexander added there is an option to dispose of large items directly at the Crane Mountain landfill.



### 5.2.1 Solid Waste Collection Contract

Town Manager Jarvie advised the tender process for the solid waste collection contract will begin in the next few weeks. He noted starting the tender process early will allow sufficient time to explore other options if bids are unsatisfactory.

When questioned, Town Manager Jarvie advised property owners of apartment buildings and institutions, such as Rothesay Netherwood School, are responsible for the collection of recyclable materials. The Committee suggested the implications of offering this service to apartment buildings and institutions could also be explored when drafting the new contract. P. Boudreau commented on public concerns raised regarding FER0's service during last year's Spring Clean-up. He questioned if the issues were resolved. Town Manager Jarvie advised fewer concerns were received this year likely due to internal changes implemented by FER0, and the absence of spring freshet flood conditions.

### 5.3 Discussion on Private Lanes Policy

DO McLean advised there is nothing new to report; the matter will be discussed further in the fall.

Sean Ryan (9 Mulberry Lane), Joan Collins (8 Mulberry Lane), Ken Collins (6 Mulberry Lane), and Lois Moore (11 Mulberry Lane) arrived at the meeting.

### 5.4 Stop signs in Kennebecasis Park

DO McLean advised staff are proposing two three-way stop conditions along Park Drive. He noted owing to the change of venue for the meeting, staff are unable to present the proposed locations on an electronic map. The Committee was amenable to staff's recommendation going directly to Council. DO McLean reported the three-way stop conditions installed on Donlyn Drive have proven successful. He added reports generated by the flashing speed radar signs in Kennebecasis Park indicate speed reduction measures are warranted. A. McAllister questioned if three-way stops could be spread out along Park Drive to improve results. She suggested the intersections of Park Drive/Kildare Court and Park Drive/Crestline Road. DO McLean advised this is possible, however some intersections, such as Park Drive/Crestline Road, are not recommended due to poor sightlines.

### **Item continued.**

#### 4.1 **Mulberry Lane**

10 July 2020	Letter from property owners of 8 Mulberry Lane
2 July 2020	Letter to Mulberry Lane residents (11) with attachment
12 March 2020	Letter to Mulberry Lane residents (11)
<i>Various</i>	Letters from Mulberry Lane residents (8) RE: Cost increase for Local Improvement Levy

Deputy Mayor Alexander gave a brief overview noting residents have expressed concerns that the final cost has exceeded the estimated project cost. He explained additional work was required to complete the project and subsequently led to an increase in the estimated annual cost. He noted impacted property owners were invited to attend the meeting to discuss the matter.

Sean Ryan, 9 Mulberry Lane, noted his property is adjacent to the turnaround. He expressed concern property owners are expected to incur additional costs for work that was not included in the original estimate. He suggested property owners may have preferred not to proceed if the actual cost had been

known earlier. He commended Mrs. Collins and her husband for their work presenting the concerns of property owners.

Joan Collins, 8 Mulberry Lane, summarized her correspondence highlighting grievances pertaining to: the distribution of information to property owners and Council; the inclusion of expenses for work not specified in the By-law such as drainage, roadbed construction, and land acquisition for, and construction of, the turnaround; a misrepresentation that the turnaround is of greater benefit to property owners than the community; and a grossly inadequate original estimate. She suggested if the work not specified in the By-law is excluded, the total cost to property owners should be reduced by at least \$45,000. She questioned if additional costs required to complete the work in winter conditions could have been avoided if the work was deferred until spring. She concluded noting the attachments in her correspondence provide documentation to support the concerns.

Counc. Wells requested clarification, noting her understanding was construction of turnarounds are necessary on dead-end streets to accommodate emergency vehicles and garbage trucks. DO McLean advised this is correct, and added snow plows as well. Counc. Wells indicated these services directly benefit the property owners. She suggested it is likely there was a reason the work was completed when it was. Mrs. Collins contended emergency vehicles, garbage trucks, and snow plows successfully provided service to property owners before the turnaround was constructed. She added she witnessed the progression of work for construction of the turnaround and indicated it did not appear the plan was executed as intended.

Mr. Ken Collins, 6 Mulberry Lane, indicated the work to construct the turnaround was completed on private property. He expressed concern that this cost should not be borne by property owners.

P. Boudreau requested clarification, noting his understanding was the road had to be widened for the turnaround. Mr. Collins indicated the intent was to use the existing road, however extensive work was completed on privately owned land. There was a brief discussion regarding the origin of Mulberry Lane.

In response to an inquiry, Mr. Collins noted he formally submitted his opposition to Council with respect to the estimated \$7,500 for land acquisition.

Town Manager Jarvie acknowledged the actual cost was greater than anticipated, and noted it is reasonable for property owners to be frustrated. When questioned, he advised in addition to the Town's share as a property owner, the Town also contributed \$11,000 based on deferred maintenance costs as a result of the project. In response to an inquiry, Town Manager Jarvie advised since the maintenance costs are static it is not expected the \$11,000 will change.

Mr. Collins commented there has been confusion in the past regarding ownership of the road.

**MOVED** by Counc. Wells and seconded by M. McAloon a report be prepared with an analysis of the cost overages and potential solutions.

**CARRIED.**

Deputy Mayor Alexander thanked the Mulberry Lane residents, and the residents left the meeting.

**6. CORRESPONDENCE FOR ACTION**

6.1 11 June 2020 Email from resident RE: Traffic concerns on Rothesay Road  
Deputy Mayor Alexander explained the resident has expressed concern regarding the strong gusts of wind, foul odour, and debris generated by the significant number of dump trucks travelling along Rothesay Road. DO McLean advised Rothesay Road is a designated truck route according to the Rothesay Traffic By-law. Deputy Mayor Alexander added there was construction earlier in the year at Rothesay Netherwood School that may have led to an unusually high amount of truck traffic along the route.

**MOVED** by Counc. Wells and seconded by P. Graham a letter be sent to the resident explaining Rothesay Road is a designated truck route that experienced a higher than usual volume of dump trucks due to a localized project.

**CARRIED.**

6.2 15 June 2020 Email from resident RE: Request to reduce speed limit on Grove Avenue  
The Committee acknowledged the area is problematic and presents challenges for common solutions such as stop signs, and speed bumps. Following a suggestion to place flashing speed radar signs in the area, P. Boudreau noted placement of the signs on Monaco Drive only deterred speeding temporarily. S. Carter questioned if there are other options besides the usual approaches, discussed by the Committee, which may be proactive in the prevention of speeding. It was noted some roads have been narrowed for this purpose however this structural solution is considered costly.

DO McLean noted the onus is on drivers to obey traffic laws or risk penalties from local law enforcement. S. Carter noted requests for police presence in problematic areas is also a temporary fix. Deputy Mayor Alexander advised speeding concerns are forwarded to the Kennebecasis Regional Police Force (KRPF); and as a member of the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC), he agreed to bring the concerns to the attention of the Board.

M. McAloon requested a status update regarding the topic of photo radar cameras. It was noted the letter discussed at the last meeting was a response from the KRJBPC to Quispamsis regarding the organization's views and recommendations if photo radar cameras were to be considered for implementation in the Kennebecasis Valley. There is nothing further to report.

Mayor Grant suggested encouraging residents to record the license plates of speeding vehicles and submit individual reports to the KRPF. DO McLean advised community policing is recommended as this allows police officers to follow up on individual incidents. In response to an inquiry, it was noted a Twitter account for the KRPF is used to publicize fines for traffic violations in order to deter other infractions.

When questioned, the Committee expressed interest in extending an invitation to representatives from the KRPF, to attend a Committee meeting to hear the organization's perspective on the issue.

There was further discussion with respect to the pros and cons of different methods such as temporary rubber speed bumps, the placement of curbs to create a bottleneck effect, 3D pavement markings, and use of dissimilar materials (ex. creating a cobblestone effect).

**MOVED** by M. McAloon and seconded by P. Boudreau a response be sent to the author advising the concerns are under discussion.

**CARRIED.**

**MOVED** by S. Carter and seconded by P. Boudreau representatives of the Kennebecasis Regional Police Force be invited to attend a Committee meeting in the fall.

**CARRIED.**

6.3 24 June 2020 Email from resident RE: Request to sweep Rothesay Road bike lanes

**Dealt with above.**

## **7. NEW BUSINESS**

N/A

## **8. CORRESPONDENCE FOR INFORMATION**

### **8.1 Utility Pipe Bridge – Rothesay Road at College Hill Road**

8 July 2020 Report prepared by DO McLean

In response to an inquiry, DO McLean clarified the infrastructure in question is not associated with the Turnbull Court sewer system project.

### **8.2 Intersection Traffic Studies: Grove/Church/Hampton & Hampton/Rothesay/Gondola Point/Rothesay Park**

8 July 2020 Report prepared by DO McLean

DO McLean reported Council approved the traffic studies at the July 13, 2020 Council meeting. He noted the studies will commence in the fall to avoid artificially low traffic counts owing to summer schedules, and the pandemic. Counc. Wells noted traffic counts in the fall may also be impacted by the ongoing pandemic.

### **8.3 Engineering Design and Construction Management Services 2021 Asphalt Resurfacing and Microseal Placement Program**

9 July 2020 Report prepared by DO McLean

**RECEIVED FOR INFORMATION.**

## **9. DATE OF NEXT MEETING**

The next meeting will be Wednesday, August 19, 2020.

Town Manager Jarvie advised the last Council meeting was held via WebEx videoconference. He asked if Committee members are interested in doing the same for the next meeting. If so, Committee members are asked to submit their interest, and confirm that they have access to the necessary equipment to participate. There was interest in continuing with in-person meetings. Town Manager Jarvie noted due to the challenges of COVID-19 there are limitations to each option, especially for public participation.

**DRAFT**

**ROTHESAY**

2020August10OpenSessionFINAL\_065

Works and Utilities Committee

Minutes

-7-

15 July 2020

**10. ADJOURNMENT**

**MOVED** by Counc. Wells and seconded by S. Carter the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:50 p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY



# ROTHESAY

2020 August 10 Open Session FINAL 066  
Rothesay Hive Advisory Committee Meeting

Tuesday, July 21, 2020  
Bill McGuire Centre  
5:00 p.m.



**DRAFT**

**PRESENT:** COUNC. MIRIAM WELLS, CHAIRPERSON  
GINA CHIARELLA  
JILL JENNINGS  
DR. SHAWN JENNINGS  
JEAN PORTER MOWATT  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON  
ROBERT TAYLOR

TOWN MANAGER JOHN JARVIE  
INTERIM RECREATION COORDINATOR KIRSTIN DUFFLEY  
RECORDING SECRETARY LIZ POMEROY

## **YMCA OF GREATER SAINT JOHN (GSJ)**

ADRIENNE BOUDREAU, CHIEF OPERATING OFFICER  
CARA COES, GENERAL MANAGER, HEALTH, MEMBERSHIP & RECREATION

**ABSENT:** MAYOR NANCY GRANT, *ex-officio member*  
JULIE ATKINSON  
ANGELA PROSSER (CAMPBELL)  
NATALIE REID, MANAGER, IRVING OIL FIELDHOUSE & COMMUNITY  
DEVELOPMENT (YMCA)

### **1. CALL TO ORDER**

Counc. Wells called the Open Session meeting to order at 5:00 p.m.

### **2. WELCOME GUESTS GERRY GREEN AND MAGGIE WARK (ROTHESAY HIVE MEMBERS) AND NEW COMMITTEE MEMBERS**

Counc. Wells introduced Gerry Green and Maggie Wark, two Rothesay Hive members, and welcomed Adrienne Boudreau and Cara Coes of the YMCA of Greater Saint John. She added Council at its last meeting ratified the appointment of Angela Prosser (Campbell), Principal of Touchstone Academy, to the Committee; however Ms. Campbell is unable to attend. She added the Nominating Committee is awaiting confirmation regarding the position of High School representative. It was noted this will be G. Chiarella's last meeting on the Committee.

### **3. APPROVAL OF MINUTES**

➤ 10 June 2020

**MOVED** by R. Taylor and seconded by D. O'Connor the minutes of June 10, 2020 be approved as circulated.

**CARRIED.**

### **4. WORDS FROM MAGGIE WARK**

Ms. Wark thanked the Committee, noting she is here to speak on behalf of the members of the Rothesay Hive. She commented on the aging population of the Kennebecasis Valley and surrounding communities. She praised the Rothesay Hive, noting it provides scheduled structure for seniors as well as other basic

needs such as: social, emotional, physical, creative, and cognitive. She noted her appreciation for the variety of programs that are tailored to seniors and allow members to participate at their own pace. She acknowledged the challenges with reopening the facility during the pandemic, but noted members are eager to return to the facility as soon as possible.

**5. AGREEMENT BETWEEN TOWN OF ROTHESAY & YMCA**

Counc. Wells thanked Ms. Boudreau and Ms. Coes for attending. She explained the Committee’s interest in hearing the YMCA’s perspective regarding the future of the facility. Ms. Boudreau reported the YMCA has developed enhanced protocols, in collaboration with Worksafe, to allow other YMCA facilities to reopen. She noted there is interest in continuing operation of the facility; however options must be explored to develop a feasible and sustainable model. She acknowledged the benefits the facility provides but noted, despite a grant for the Coordinator position, the facility experienced a net loss of \$19,400. She added the total annual cost to operate the facility is roughly \$70,000.

The group contemplated ways to offer the services members have been accustomed to in a sustainable manner. To do so requires either an increase in revenue (fundraising, grants, increased fees, an alternative membership model, and/or an increased membership base), or a reduction in expenses by implementing a part-time model, encouraging more volunteer engagement, or cost-sharing with the Town. It was noted a portion of revenue from YMCA memberships acquired through the Rothesay Hive is circulated back into the facility; however there were only four such memberships to date.

The following concerns were expressed: members may not be amenable to increased fees or part-time hours; space in the facility is limited thus increasing the membership base also has its limitations; it is difficult to use the initial year of operation as a benchmark due to the partial absence of a full-time Coordinator and closure of the facility due to the pandemic; rotating staff or volunteers may not produce the same initial success experienced with a full-time Coordinator; other YMCA facilities have more amenities, however some members have expressed disinterest in travelling as transportation or distance can be a barrier to seniors; grant applications are challenging and funds are typically conditional; and the implications of the ongoing pandemic remain unclear and may impact future operations.

It was suggested the membership base could increase if popular programs were offered in larger facilities (ex. the Bill McGuire Centre) to accommodate more participants. An increase to the annual cost for membership may also be more palatable with the elimination of individual program fees. Ms. Boudreau added, on occasion the YMCA is able to provide transportation from the Rothesay Hive to other facilities.

There was discussion with respect to: plans for intergenerational programming with Touchstone Academy and Rothesay High School; operational models of other facilities tailored to seniors; volunteer interest and recruitment (initiatives, marketing, and/or ambassadors); and concerns regarding the onerous YMCA volunteer screening process. Ms. Boudreau advised the volunteer screening process is mandatory as part of international YMCA standards. She noted she understands the frustration and suggested YMCA staff could provide assistance to potential volunteers to ease the process.

There was further discussion with respect to implementing a part-time model, more specifically the YMCA operating the facility in the morning, and the Town in the afternoon, or vice-versa.

It was agreed to explore options further following the results of the Rothesay Hive member questionnaire.

**6. ROTHESAY HIVE MEMBER QUESTIONNAIRE**

Ms. Coes advised a YMCA representative will be calling members for the questionnaire. The group noted their appreciation for the concise questions, and suggested the purpose of the questionnaire be stated at the start of each call. After some discussion, it was agreed to add questions pertaining to interest in volunteering at the facility, how much members are willing to pay for a monthly “all-inclusive” membership if individual program fees are eliminated, and the addition of “the Bill McGuire Centre” as an alternate venue in Question 1.

Ms. Coes noted YMCA members (including the Rothesay Hive) are contacted periodically, especially during the pandemic, to provide updates and request feedback. It was suggested members be given an option to complete the questionnaire over the phone, electronically, or by mail.

Town Manager Jarvie suggested it would be advantageous to develop a base model and then incorporate accommodations for the pandemic. This will prevent the need to create another model once the pandemic has subsided.

**7. REOPENING NEEDS?**

- Worksafe
- Other

Town Manager Jarvie advised it is likely the Rothesay Hive will adhere to similar pandemic protocols established in Town Hall. There was discussion with respect to accommodating social distancing within the limited space of the facility.

**8. NEXT STEPS**

It was noted the next steps will be explored once the results of the questionnaire are available. Ms. Wark suggested communicating with Rothesay Hive members to keep them updated. In response to an inquiry, Ms. Coes advised it is expected the results of the questionnaire will be available by the August Committee meeting.

Counc. Wells thanked Ms. Boudreau and Ms. Coes for attending the meeting.

**9. DATE OF NEXT MEETING:**

The Committee agreed the next meeting will be Tuesday, August 18, 2020 at 5:00 p.m. at the Bill McGuire Centre.

**10. ADJOURNMENT**

**MOVED** by N. Stephenson and seconded by G. Chiarella the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:25 p.m.

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CHAIRPERSON

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RECORDING SECRETARY





# ROTHESAY

2020 August 10 Open Session FINAL 069  
PLANNING ADVISORY COMMITTEE MEETING  
BY TELECONFERENCE

Pursuant to the *Local Governance Act* and the Province of New Brunswick State of Emergency (declared 19 March 2020)

**Tuesday, August 4, 2020 at 5:30 p.m.**



**DRAFT**

**PRESENT:** COLIN BOYNE, CHAIRPERSON  
COUNCILLOR BILL MCGUIRE  
JOHN BUCHANAN  
TRACIE BRITTAIN  
CRAIG PINHEY, VICE-CHAIRPERSON  
COUNCILLOR DON SHEA

TOWN MANAGER JOHN JARVIE  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** ELIZABETH GILLIS  
ANDREW MCMACKIN

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

## 1. APPROVAL OF THE AGENDA

**MOVED** by Counc. Shea and seconded by Counc. McGuire the agenda be approved as circulated.  
**CARRIED.**

## 2. ADOPTION OF MINUTES

2.1 Regular Meeting of June 1, 2020

**MOVED** by J. Buchanan and seconded by C. Pinhey the Minutes of June 1, 2020 be adopted as circulated.

**CARRIED.**

## 3. NEW BUSINESS

3.1 **154 Hampton Road**

**Dr. Jeff Sheppard**

OWNER:

White Bay Enterprises Ltd.

PID:

00243162

PROPOSAL:

Parking Lot Standards Variance

Dr. Sheppard was in attendance with Town Clerk Banks and DPDS White in the Common Room at Town Hall. Adherence to proper social distancing was maintained. DPDS White summarized the report highlighting: a variance is required as the Zoning By-law stipulates parking lots shall not be located between the front wall of any building and the front lot line; a similar application was submitted in 2016, but was unsuccessful; a stop work order was issued on July 8, 2020 when construction of the proposed parking lot began without approval from the Committee; and similar to 2016, staff recommend a professional landscape plan be provided detailing the proposed location, type, and size of plantings. He noted as a main travel artery, and home to the Town's commercial district, there is a certain standard that must be upheld on Hampton Road. He reported the Committee recently received a landscape plan from the applicant; however the plan does not provide sufficient details to allow the Committee to make an informed decision of whether the proposal either complements, or clashes, with the common aesthetic and expanding pedestrian infrastructure.

The Committee expressed concern the applicant knowingly began construction of the parking lot without proper approval. Dr. Sheppard clarified he apprised the contractor that approval was not granted, yet the contractor proceeded citing an opportunity to complete two projects concurrently.

Counc. McGuire provided examples of parking lots along Hampton Road that do not adhere to the Zoning By-law. Dr. Sheppard noted his proposal provides more greenspace than most of the properties identified by Counc. McGuire. DPDS White advised those properties are considered “legally non-conforming” as they were constructed prior to the By-law. He added the purpose of the stipulation in the By-law is to improve pedestrian access to businesses. He noted some parking lots are designed parallel to buildings to allow pedestrians to access the businesses without having to cross a parking lot. He stressed the importance of maintaining a consistent standard for all properties along Hampton Road.

There was further discussion with respect to the landscape plan submitted by the applicant. Dr. Sheppard suggested commissioning a costly professional landscape plan that details the exact species, and measurements of plants at installation and maturity, is excessive. He noted he does not intend to replace shrubs that experience winterkill from snow accumulation and salt left by snow plows. He gave examples of the quality of his other projects in the community including a funeral home and car wash, noting he does not intend to produce a project of poor quality.

There was discussion with respect to the location of the property line, the layout and use of the proposed parking lot, and the width of the greenspace parallel to the sidewalk (roughly 42 feet near Canadian Tire, and 22 feet near Holland Drive). In response to an inquiry, Dr. Sheppard explained the previous application received a tie vote. He noted Committee members that were not in favour of the proposal disapproved of the aesthetic citing an abundance of pavement along Hampton Road.

Counc. McGuire questioned if there is recourse available if the applicant fails to maintain an approved landscape plan. DPDS White advised the Committee can grant conditional approval of the variance, enforceable by law, which may include the requirement of a bond or guarantee of maintenance for a period of time.

Counc. McGuire suggested the detailed landscape plan may be unnecessary as it is reasonable to believe the applicant intends to ensure the property is aesthetically pleasing. DPDS White advised it is also reasonable to believe vegetation will survive winter conditions as demonstrated by the greenery in the traffic islands on Hampton Road. Dr. Sheppard clarified he does not intend to plant vegetation that is susceptible to winterkill. He expressed interest in moving forward with the project as soon as possible. C. Pinhey questioned if there is a middle ground where the applicant could provide more details without commissioning a costly landscape plan. DPDS White stressed the importance of knowing all the pertinent details before making a decision, as this will help Council’s long-term interest of ensuring Hampton Road is developed harmoniously.

**ROTHESAY**

Dr. Sheppard left the meeting before the vote was taken.

**MOVED** by Counc. Shea and seconded by T. Brittain the Planning Advisory Committee table the application subject to the applicant supplying a landscape plan prepared by qualified persons drawn to an accurate scale, and illustrative of the specific number of proposed plantings by type, the size of plantings at installation, the on-center spacing for plants, the caliper size of all trees at installation and plantings to create an overall design that would mitigate the adverse effects of the parking along the front yard of 154 Hampton Road (PID 00243162).

**YEA votes recorded from:** Counc. Shea, T. Brittain, and C. Boyne.

**NAY votes recorded from:** Counc. McGuire, C. Pinhey, and J. Buchanan

**DEFEATED.**

**MOVED** by Counc. McGuire and seconded by C. Pinhey the Planning Advisory Committee hereby grants a variance to allow for parking in front of 154 Hampton Road (PID 00243162) in accordance with the plan submitted by the applicant.

**YEA votes recorded from:** Counc. McGuire and C. Pinhey.

**NAY votes recorded from:** Counc. Shea, T. Brittain, C. Boyne, and J. Buchanan.

**DEFEATED.**

When questioned, DPDS White advised a period of either 6 or 12 months must pass before the applicant can resubmit the application. He will confirm the timeline and advise the applicant. In the meantime, the front area of the property must be restored.

**3.2 Draft Municipal Plan**

- 29 July 2020 Report prepared by DPDS White

*Previously distributed to Committee*

- 8 July 2020 Report prepared by DPDS White
- DRAFT 2020 Municipal Plan

DPDS White explained the by-law adoption process outlined in the July 29, 2020 report. He noted the recommendation is not an endorsement of the Plan but rather an administrative step necessary to begin the public review of the document. He added the Committee will have multiple opportunities to submit comments.

When questioned, DPDS White highlighted policies that address major changes pertaining to affordability, accessibility, clustered dwellings, and the general future land use map. Counc. Shea questioned if any action can be taken if a property is rezoned but the developer has failed to start or complete the project in a timely fashion. DPDS White explained there are statutory limitations that permit Council to revert land back its original designation if developers fail to meet requirements. Counc. Shea expressed concern such matters are not revisited by Council in a timely manner. DPDS White advised Town staff are exploring options to address this concern.

**ROTHESAY**

**MOVED** by Counc. Shea and seconded by J. Buchanan the Planning Advisory Committee recommend Council publish a public notice for a public presentation in accordance with the Community Planning Act.

**ON THE QUESTION:**

Counc. McGuire noted the Municipal Plan is a guideline and there are processes by which the Plan can be changed. DPDS White clarified the Municipal Plan is a by-law that can be amended by resolution of Council. J. Buchanan questioned if the Committee will have an opportunity to comment on the Plan following the public presentation. DPDS White advised the Plan will remain on the agenda until the Committee is prepared to make a recommendation to Council.

**CARRIED.**

**4. OLD BUSINESS**

---

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

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

---

**5. CORRESPONDENCE FOR INFORMATION**  
N/A

**6. DATE OF NEXT MEETING(S)**  
The next meeting will be held on **TUESDAY, September 8, 2020.**

**7. ADJOURNMENT**

**MOVED** by Counc. McGuire and seconded by T. Brittain the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:20 p.m.

---

CHAIRPERSON

---

RECORDING SECRETARY



# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 August 2020
RE	:	Municipal Plan Procedure

---

**Recommendation:**

It is recommended the recommendation from the PAC be tabled to the September Council meeting.

**Background:**

The Community Planning Act requires that the Rothesay Municipal Plan be reviewed every ten years or more frequently and the current Plan was adopted in 2010. The Director of Planning and Development has prepared a draft plan and submitted it to the Planning Advisory Committee (PAC). The Planning Advisory Committee has recommended that a public presentation be scheduled to review the draft municipal plan.

Due to the pandemic, traditional activities such as public meetings are problematic. In order to identify an effective means to expose the draft municipal to the public and to provide Council with additional time to review the document, a delay on scheduling the meeting may be appropriate. Staff does not believe simply posting the document on the Rothesay website is sufficient to ensure the public are fully informed. A presentation of key points in the plan delivered through social media with an opportunity for questions of clarification may help ensure the public is sufficiently knowledgeable to participate in the future public hearing. In any event a concise recommendation on the process that should be followed will be advantageous.

In his covering memorandum to the PAC the Director has described the process to be followed to adopt the Municipal Plan. His memorandum is attached for your convenience.

---



2020 August 10 Open Session FINAL\_074  
**ROTHESAY**  
**MEMORANDUM**



---

TO : Mayor and Council  
FROM : Planning Advisory Committee  
DATE : August 5, 2020  
RE : Public Presentation for Municipal Plan

---

**Recommendation**

- Council publish a public notice for a public presentation in accordance with the Community Planning Act.

**Background**

The Planning Advisory Committee passed the following motion at its regular meeting on Tuesday, August 4, 2020:

**MOVED** ... and seconded ... the Planning Advisory Committee recommend Council publish a public notice for a public presentation in accordance with the Community Planning Act.

**CARRIED.**



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

August 4<sup>th</sup>, 2020

**TO:** Chair and Members of Rothesay Planning Advisory Committee

**SUBMITTED BY:**

Brian L. White, Director of Planning & Development Services

**DATE:** 29 July 2020

**SUBJECT:** Draft Municipal Plan

---

### **RECOMMENDATION REPORT**

#### **RECOMMENDATION**

PAC HEREBY recommends that Council, as stipulated by the Community Planning Act, publish a public notice stating the following:

- a) the intention to adopt a municipal plan by-law,
- b) the time and place for a public presentation of the proposed plan, and;
- c) that objections to the proposed plan may be made to Council within 30 days of the day of the public presentation.

#### **BY-LAW ADOPTION PROCESS**

Staff make note that PAC's recommendation is not an endorsement of the municipal plan but rather an administrative step necessary to allow for the public review of the municipal plan. Once the 30-day public review period has been completed, Council can then set a time and place for the consideration of public objections to the proposed by-law.

Upon completion of the consideration of public objections, Council must pass three readings of the by-law before it can proceed to final adoption. This process allows Council to provide input into the municipal plan bylaw and make necessary changes before it is adopted. Each reading is a decision of Council. No three readings of the by-law can be done at the same Council meeting. Normally the first and second the readings are done at a single Council meeting. Each reading is passed by a resolution.

The various "readings" are taken to mean:

- A. First reading = tabling or introduction
- B. Second = discussion in principle and on the content of the bylaw
- C. Third reading = final discussion, including any changes made along the way

All bylaws must be read and adopted in a Council meeting that is open to the public. Changes can be made to a bylaw at any point during first, second or third reading. Once the new municipal plan by-law is enacted, Council will have one year to adopt a new zoning by-law.



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

Tuesday, July 7, 2020

**TO:** Chair and Members of Rothesay Planning Advisory Committee

**SUBMITTED BY:**

Brian L. White, Director of Planning & Development Services

**DATE:** 8 July 2020

**SUBJECT:** Draft Municipal Plan

---

### **INFORMATION REPORT**

#### **ORIGIN**

Under Section 32(1) of the Community Planning Act, municipalities are required to complete a municipal plan review within 10 years of its enactment for the purpose of examining and reporting on the plan's effectiveness, and to make any potential amendments. The current municipal plan (By-law 1-10) was created in 2010, and is now in its 10th year of enactment. On June 5th, 2018, Rothesay began its community outreach and engagement process as part of the municipal plan and by-law review. To promote public feedback and to encourage residents to get involved in the plan review Rothesay made use of citizen satisfaction poll, public meetings and an online website to collect residents' thoughts about the future of this community.

#### **DRAFT MUNICIPAL PLAN**

The proposed plan (Attachment A) covers the future period from 2020 to 2030 and is a complete replacement of the 2010 Municipal Plan. The Plan is a guide for development, growth, and investment in Rothesay's future. The framework for this document is set out through five sections beginning with the Background, then onto Chapter 1) Land Use, Chapter 2) Municipal Services & Infrastructure, Chapter 3) Development Control, and Chapter 4) Implementation. The entire Plan contains 147 policies that will serve to guide Council, the Planning Advisory Committee, and Staff in their decision-making, regulation and the management of land, municipal services and infrastructure.

#### **STRUCTURE**

Chapter 1, Land Use, the largest section of the Plan, outlines the general context and objectives, and policies for the management of land, infrastructure, buildings, and development in the town.

Chapter 2, Municipal Services & Infrastructure provides an overview of the various services provided by the town. This chapter references the general context for each service and the infrastructure within the town, and policy for how Council shall continue and supply these services in the future.



Chapter 3, Development Control, prescribes limits to the development that may take place in Rothesay, concerning location, type of use, and its intensity. This chapter also provides an overview of the role that staff have in their administrative role and duty in serving the public and public's interest.

Chapter 4, Implementation, describes how the policies and procedures contained within the Plan are administrated by Council and Staff. Additionally, it covers how the procedures and application requirements for the various planning applications are to be completed. The section also details how amendments to this Plan are managed.

### **SCHEDULES AND MAPS**

In addition to the chapters noted, the plan includes a several Schedules. These Schedules are critically important to the Plan and the policies contained within. The Schedules provide geographic context to the implementation of a policy and the specific development objectives, constraints, or intended use of the land as shown on the map. The General Future Land Use Map is Schedule A, an attachment that shows the intended land uses in Rothesay over the course of this Plan. Schedule B is the Town's five year Capital Plan and Schedule C is a map of future Public Streets.

### **HIGHLIGHTS**

The Municipal Plan is dependant on other by-laws, namely the zoning, and subdivision, to support the implementation of the policies that it contains. The policies in the plan will frequently reference the establishment of appropriate standards in the Zoning By-law. In addition, the Plan relies on other administrative plans and documents (Urban Forest Management Plan, Active Transportation (AT) Plan and Traffic Study, etc.) to guide and manage upcoming changes in the community.

The main objective of the plan is to regulate physical development by taking into account social, environmental, cultural and economic implications. Some of the policies that illustrate the changes or new additions to the municipal plan are briefly described below as follows:

- A. Policy REG-1 is a general statement regarding Rothesay's interest too cooperate and to support regional projects without undermining Rothesay's autonomy.
- B.
- C. Policy R-1 is an incentive policy that encourages an increase in development density by 2 percent for every dwelling unit meeting affordable housing standards.
- D. Policy R-2 is an incentive policy that encourages an increase development density by 2 percent for every dwelling unit designed and constructed in conformance with Universal Design Best Practices.
- E. Policy MDR-4 is a policy that allows for a new type of residential development called Clustered Dwellings meaning small, detached clustered dwelling units within a Medium Density residential neighborhood.
- F. Policy C-2 is a policy that describes the commercial uses permitted and most notably the allowance of medium to high-density residential uses inside commercial areas.

- G. Policy R-3 Prohibits short-term home rentals (Airbnb, VRBO) for a period of 31 days or less, longer term rentals will be permitted.
- H. Policy HDR-3 creates two new zones Multi-Unit Residential (R5); and High Density Residential (R6).
- I. Policy HDR-4 provides details regarding where the new High Density Residential (R6) zone can be located and doubles the existing permitted density to one apartment unit for every 100 square metres of land per apartment unit but restricts the density to 40 apartment units.
- J. Policy UF-1 provides details around the creation of an Urban Forest Management Plan.
- K. Policy PS-1 would prohibit development of new private roads.
- L. Policy RS-1 would create setback restrictions on the development of buildings in close proximity to the rail line that runs through Rothesay.
- M. Policy C-7 requires that all new buildings located along Hampton and Marr Road front parallel to the greatest degree possible to the road right-of-way, in order to create a pedestrian friendly, commercial main street.
- N. Policy TA-4 requires that architectural design guidelines be applied to the Traditional designated area (refer to Schedule A) in order to maintain the special and unique architectural character of this area.
- O. Policy OsC-7 prioritizes the acquisition of land on Spyglass Hill (see Schedule A) as Park and Conservation land.

The list of policies (above) is representative only and is not intended to be comprehensive of the many changes being proposed in the new municipal plan. PAC is encouraged to review the DRAFT plan and reach out to Staff with questions or inquiries prior to the next PAC meeting.

#### **NEXT STEPS**

The process for approval is that the plan is reviewed and approved with or without amendments by PAC and a recommendation made to Council. Council will then set a date for a public presentation of the Plan and following a 30 day period for Public comments a Public Hearing at Town Hall will be held. If approved by Council the Plan will be forwarded to the Province for comment and review. The final step is enactment of the new Municipal Plan as the framework for development in Rothesay. Amendment to the plan can be made throughout the process up until the final by-law enactment. Once the new plan is enacted, Council will have one year to enactment a new zoning by-law.



2020August10OpenSessionFINAL\_079

# BUILDING PERMIT REPORT

7/1/2020 to 7/31/2020

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
07/28/2020	BP2020-00020	10 JOHN	SINGLE FAMILY	\$380,000.00	\$2,755.00
07/08/2020	BP2020-00074	15 KIRKPATRICK RD	SINGLE FAMILY	\$220,000.00	\$1,595.00
07/02/2020	BP2020-00076	4 PAIGE ST	ACCESSORY STRUCTURE	\$2,000.00	\$20.00
07/08/2020	BP2020-00079	5 DYKEMAN CRES	DETACHED GARAGE	\$22,500.00	\$166.75
07/28/2020	BP2020-00083	98 JAMES RENFORTH DR	DECK	\$5,000.00	\$36.25
07/20/2020	BP2020-00087	2965 ROTHESAY RD	DETACHED GARAGE	\$65,000.00	\$471.25
07/02/2020	BP2020-00090	72 DONLYN DR	FENCE	\$5,000.00	\$36.25
07/07/2020	BP2020-00098	2 SUNSET	ELECTRICAL UPGRADE	\$3,500.00	\$29.00
07/03/2020	BP2020-00110	40 WANDA	DETACHED GARAGE	\$59,521.00	\$435.00
07/02/2020	BP2020-00111	2927 ROTHESAY RD	DECK	\$3,000.00	\$21.75
07/02/2020	BP2020-00113	5 RODNEY	DECK	\$3,000.00	\$21.75
07/08/2020	BP2020-00115	23 FLORENCE	DECK	\$1,500.00	\$20.00
07/03/2020	BP2020-00116	37 GROVE	RENOVATION	\$10,000.00	\$72.50



## BUILDING PERMIT REPORT

7/1/2020 to 7/31/2020

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
07/02/2020	BP2020-00118	33 ROBINSON	FENCE	\$9,000.00	\$65.25
07/02/2020	BP2020-00119	44 COVE	FENCE	\$8,828.00	\$65.25
07/03/2020	BP2020-00120	1 ROSALIE COURT	STORAGE SHED	\$3,000.00	\$21.75
07/02/2020	BP2020-00121	6 MCLAUGHLIN	STORAGE SHED	\$2,400.00	\$21.75
07/08/2020	BP2020-00122	2720 ROTHESAY ROAD	DECK	\$6,000.00	\$43.50
07/08/2020	BP2020-00123	79 HAZEN	ELECTRICAL UPGRADE	\$1,700.00	\$20.00
07/28/2020	BP2020-00124	14 BALLPARK AVE	ABOVE GROUND POOL	\$2,500.00	\$21.75
07/28/2020	BP2020-00125	25 HUTSON ST	ABOVE GROUND POOL	\$2,500.00	\$21.75
07/28/2020	BP2020-00126	9 WHITE LN	ELECTRICAL UPGRADE	\$1,800.00	\$20.00
07/14/2020	BP2020-00128	18 SEIRRA	DECK	\$2,600.00	\$21.75
07/15/2020	BP2020-00129	9 HILLCREST DR.	FENCE	\$7,700.00	\$58.00
07/21/2020	BP2020-00130	3 GROVE	FENCE	\$2,700.00	\$21.75
07/28/2020	BP2020-00131	8 CLARK ROAD	DECK	\$500.00	\$20.00



7/1/2020 to 7/31/2020

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
07/15/2020	BP2020-00133	5 BARTLETT RD	DEMOLITION	\$0.00	\$500.00
07/28/2020	BP2020-00134	4 RODNEY ST.	ABOVE GROUND POOL/DECK	\$5,000.00	\$36.25
07/28/2020	BP2020-00135	20 DUNEDIN	RENOVATION	\$5,200.00	\$43.50
07/28/2020	BP2020-00136	34 KAITLYN	DECK	\$2,500.00	\$21.75
07/28/2020	BP2020-00137	24 HIBBARD	RENOVATION	\$2,000.00	\$20.00
07/28/2020	BP2020-00140	32 SCRIBNER CRES	STORAGE SHED	\$3,000.00	\$21.75
07/30/2020	BP2020-00141	65 HAMPTON ROAD	INTERIOR RENOVATIONS - COMMERCIAL	\$588,232.00	\$4,270.25
07/28/2020	BP2020-00142	41 FRANCES AVE	DEMOLITION	\$0.00	\$500.00
07/28/2020	BP2020-00144	45 FRANCES AVE	WINDOWS	\$1,000.00	\$20.00
07/29/2020	BP2020-00146	64 MARR ROAD	INTERIOR RENOVATIONS - COMMERCIAL	\$3,000.00	\$21.75
07/29/2020	BP2020-00147	3 BARBARA COURT	ELECTRICAL UPGRADE	\$1,800.00	\$20.00
07/30/2020	BP2020-00148	4 HIBBARD LANE	WINDOWS	\$4,050.00	\$36.25
07/30/2020	BP2020-00149	34 HIGHLAND	DECK	\$2,900.00	\$21.75



## BUILDING PERMIT REPORT

7/1/2020 to 7/31/2020

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
07/29/2020	BP2020-00150	11 AMBERDALE	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
07/30/2020	BP2020-00153	159 GONDOLA POINT RD	STORAGE SHED	\$4,900.00	\$36.25
07/31/2020	BP2020-00154	17 KILDARE CT	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
<b>Totals:</b>				<b>\$1,458,831.00</b>	<b>\$11,712.50</b>
<b>Summary for 2020 to Date:</b>				<b>\$5,138,511.00</b>	<b>\$39,220.25</b>

### 2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$1,011,825.00</b>	<b>\$7,917.00</b>
<b>Summary to Date:</b>	<b>\$3,436,311.00</b>	<b>\$26,789.50</b>

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 6 August 2020  
 RE : Capital Project – Status Report

The following is a list of 2020 capital projects, the 2019 capital projects and the status of each along with continuing projects from 2016.

PROJECT	BUDGET	\$ TO 30/06/20*	COMMENTS
Secondary Plan – Hillside area	52,000	70%	Draft completed/ approved for insert in new Municipal Plan
General Specification for Contracts	40,000	40%	Draft document under review by staff
WWTP Phase II	\$22M	-	Funding Application resubmitted
Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
Secondary Plan road design	50,000	-	Wiljac – decision tabled
Shadow Hill Court water	450,000	1%	Preliminary design and cost estimates complete
Water quantity	300,000	25%	Well drilling done, testing/model development complete, negotiations with regulators underway; <b>modifications to raw water delivery system underway</b>
Turnbull Ct sewer replacement	\$1.11M	1%	Detailed design and tender preparation underway <b>for award at September meeting</b>
Production Wells	250,000	-	Will follow completion of the model development being created <b>under “water quantity” section</b>
Station Rd cast iron replacement	250,000	-	To be included with Turnbull Court Phase I project
Digital Radio	65,000	<b>5%</b>	Hardware ordered
Town Hall (elevator)	120,000	-	
IT equipment & software	45,000	40%	
Fire Department	480,000	<b>6%</b>	
2020 Street Resurfacing	\$1.3M	<b>100%</b>	<b>Substantially complete</b>
Curb & Sidewalk	305,500	<b>100%</b>	<b>Substantially complete</b>
2020 Designated Highways	525,000	<b>100%</b>	Work underway
Fleet Renewal	675,000	8%	1 Ton truck expected on <b>September</b> Agenda for award
Scribner Field replacement (Wells)	550,000	<b>12%</b>	<b>Work underway</b>
Parks Equipment	50,000	-	
Trails	50,000	-	
Arena renovations	1.02M	25%	<b>Structural improvements underway</b>
2021 Resurfacing Design	60,000		Design underway
Brock/Goldie service renewals	125,000	100%	
Water Tower repairs	175,000	<b>100%</b>	Completed

\* Funds paid to this date.

2016

2019 Projects



# ROTHESAY MEMORANDUM



---

TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 4 August 2020  
RE : Vocational Training Centre funding (See Item 7.2)

---

## RECOMMENDATION:

- Motion to remove from the table
- Vote required (original motion becomes active) or withdrawal of motion
  - **MOVED** by Counc. Brenan and seconded by Counc. McGuire Council authorize correspondence to the town of Quispamsis requesting cost sharing of the 2020 rent subsidy to be provided to the Vocational Training Centre in a manner similar to the Rothesay cost sharing agreement related to the KV Food Bank.

## BACKGROUND:

Council tabled the above-noted motion at its regular meeting on 13 July 2020:

***MOVED** by Counc. Shea and seconded by Counc. Lewis the proposal to cost share the 2020 rent subsidy for the Vocational Training Centre (VTC) be tabled pending discussion with the VTC.*

**CARRIED.**

Additional information has been obtained and reviewed by the Finance Committee (draft minutes of 23 July 2020), excerpted below:

### ***VTC Funding***

*Town of Quispamsis has not funded them for several years, and Town Manager Jarvie said the organization has no participants from Quispamsis, one from Rothesay and some on the Kingston Peninsula. The committee agreed to rescind its recommendation presented to Council at the July meeting.*

Council did not vote on the original motion (rescission not required). If Council wishes to consider the July 13 motion, it should be removed from the table and a vote taken; OR, in the alternative, after the motion is removed from the table, it can be withdrawn at the request of the mover (Counc. Brenan) and with the unanimous consent of Council.





# ROTHESAY MEMORANDUM



---

TO : Mayor and Council  
FROM : Town Clerk Banks  
DATE : 5 August 2020  
RE : Response to Sgt. Cantelo RE: parking lot cleaning

---

**RECOMMENDATION:**

Receive/file staff report and advise Sgt. Cantelo

**BACKGROUND:**

Sgt. Cantelo requested Rothesay and Quispamsis Councils review the possibility of enacting a By-law banning the use of leaf blowers by private companies cleaning commercial parking lots, and further that water be required when using large sweepers. Particular reference was made to two locations in Quispamsis and one in Rothesay.

Rothesay has not received any complaints from property owners in recent years with respect to this matter.

The Clerk's office contacted Quispamsis and has been advised they will not be considering the implementation of a By-law. Reasons considered were municipalities typically do not enact by-laws regulating civil issues (disputes between property owners), the ability to enforce a By-law and to successfully prosecute any infractions, and the lack of complaints from (potentially) impacted property owners.

*Mary Gore Banks*





# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 6 August 2020  
RE : Plastic Bag Ban

---

**Recommendation:**

It is recommended Council receive this memorandum for information.

**Background:**

The Fundy Regional Service Commission (FRSC) has passed a motion calling for all the municipalities in the Region to ban plastic bags by January 1, 2021. It seems Saint John is ready to present a Bylaw to Council in this regard, and Quispamsis has given second reading to such bylaw. Staff have prepared a draft bylaw but have not presented it due to several factors the most important being the effect of COVID on the stakeholders- i.e. retailers, who continue to use plastics, even major ones like Superstore, as a safer option at this time. There are also considerations such as a move by the Provincial Government to have producers of packaged goods contribute to the cost of their disposal and consideration of the FRSC managing all the solid waste stream.

If Council considers a bylaw banning plastic bags, it will be important to give merchants adequate time to get through their supplies of plastic bags. Staff will present a draft bylaw at the September meeting but the right time for its implementation may remain a difficult choice.

The FRSC has inquired about the status of a bylaw banning plastic bags in Rothesay.

The question: is this the right time to push the ban, or should the timeline be extended?

---



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**August 11, 2020**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

John Jarvie, Town Manager

**DATE:** August 6, 2020

No additional expenditures  
required by the Town.

**SUBJECT:** Climate Change Adaptation Plan

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council receive this report for information.

### **ORIGIN**

The Town is required, as per *New Brunswick's Climate Change Action Plan – Transitioning to a Low Carbon Economy*, to assess climate related vulnerabilities and create a plan to eliminate/mitigate the associated risks.

### **BACKGROUND**

In early 2019 the Town applied (through CBCL Consulting Engineers Ltd. to the Environmental Trust Fund), for financial support to create a climate change adaptation plan. The funding was not approved. In late 2019 the Town was approached by ACAP, who had successfully applied for similar funding for other municipalities, and asked if we would allow them to apply for funding to create a plan for the Town. ACAP was successful and funding in the amount of \$30,000 was secured to create a plan for Rothesay.

## DISCUSSION

The following sections of *New Brunswick's Climate Change Action Plan – Transitioning to a Low Carbon Economy* require the Town to create a plan and then consider the plan for future capital work.

25) Engage with municipalities and regional service commissions to encourage actions at the community planning and local development stages that include strategies for climate change mitigation and adaptation, smart growth and brownfield and infill development.

82) Collaborate with the municipalities and regional service commissions to ensure that climate change vulnerability assessments and adaptation plans are completed for our highest risk municipalities by 2020.

94) Consider future climate conditions when making decisions about replacing or repairing infrastructure following disasters (“build back better” or relocate).

Rothesay would be considered a high risk municipality given its proximity to the Kennebecasis River.

ACAP has proven experience in this area, have successfully obtained provincial funding to complete the work and will complete the work prior to the end-of-year timeline imposed by the province.

## FINANCIAL IMPLICATIONS

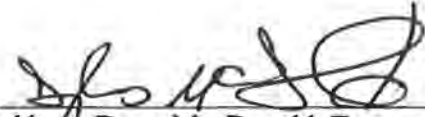
The total cost of Rothesay’s Climate Change Adaptation Plan is expected to be \$45,000 – \$50,000.

Though the Town’s funding request in 2019 was initially denied, the Town did receive \$16,000 from the ETF in late 2019 to start the plan creation process. This amount was sufficient to complete the initial phases of the plan related work.

The preliminary work completed in late 2019 was turned over to ACAP and they structured their 2020 financial ask accordingly. ACAP applied for and was subsequently awarded \$30,000 to complete the plan for Rothesay.

In total the Town and ACAP have been granted \$46,000 from the Environmental Trust Fund to create Rothesay’s plan.

  
Report Prepared by: Brett McLean, Director of Operations

  
Report Reviewed by: Doug MacDonald, Treasurer



February 6, 2020

Dear Environmental Trust Fund (ETF) Award Recipient,

Congratulations on receiving an ETF award for the 2019/20 fiscal year. Attached you will find a Letter of Offer outlining the general terms and conditions associated with all ETF projects. Conditions specific to your award are outlined in the Eligible/Ineligible Project Costs section. Please sign and return the contract to: Environmental Trust Fund, Department of Environment and Local Government, P.O. Box 6000, Fredericton, NB E3B 5H1 or by e-mail: ([etf-ffe@gnb.ca](mailto:etf-ffe@gnb.ca)).

I would ask that you take note of the following important information/deadlines for this fiscal year:

- Final Report: Due on **March 31, 2020**. Please keep in mind that the quality of your Final Report reflects not only on the success of the project, but also on the capacity of your organization and the Fund itself. All Final Reports become public documents and will be stored permanently at the Provincial Legislative Library. Therefore, this year, **there is increased emphasis on the quality and completeness of your report**. If you have any questions as to what should be included, please contact the departmental liaison listed on the first page of your Letter of Offer.
- Final financial claim: A final financial claim must be received by the Department by **March 31, 2020**.

Please note that you will be receiving some correspondence by e-mail so it is imperative that we have your current e-mail address at all times. Changes to your e-mail address or other contact information may be sent to the ETF mailbox ([etf-ffe@gnb.ca](mailto:etf-ffe@gnb.ca)), clearly indicating any changes.

For your convenience, some of the working documents (Detailed Claim Form (DCF), Interim Report Form) that you will utilize during the year will be sent to you electronically. Please ensure that you are using the most current version of the DCF and that you complete all applicable sections in order to avoid unnecessary delays in processing your claim. Additional requirements related to submitting financial claims will be provided shortly.

If you have any questions, do not hesitate to contact your ETF Field Officer, Lévis Thériault, at 506-444-4455 or by e-mail ([etf-ffe@gnb.ca](mailto:etf-ffe@gnb.ca)).

Thank you for your cooperation in these matters and good luck with your project.

A handwritten signature in blue ink, appearing to read "Scott Lloy".

Scott Lloy  
Director, Community Funding Branch



**ENVIRONMENTAL TRUST FUND  
LETTER OF OFFER**

**Re: Town of Rothesay Climate Change Adaptation Plan**

**Project No.: 190259**

The goals of this project are consistent with ongoing departmental initiatives and as such will contribute to important environmental objectives. Designated staff within the Department of Environment and Local Government (ELG) will be following the project to ensure that the outcomes are properly incorporated into appropriate departmental program areas.

With respect to your application to the Environmental Trust Fund (ETF), an offer of financial assistance is hereby authorized by the Department of Environment and Local Government, hereafter referred to as the "Department" for the project herein contained subject to the following conditions.

For the purposes of this project, the project costs are as follows:

**Eligible Project Costs: \$16,000**

- for Phase 1 thru 4 of the proposed Adaptation Plan
- must work closely with Department staff – Robert Capozzi

**Ineligible Project Costs:**

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In addition to the foregoing, this offer is subject to the following terms and conditions:

1. This offer is governed by the laws of the Province of New Brunswick.
2. No contributions shall be made by the Department from the ETF with respect to any costs incurred other than the eligible project costs. The Department may approve eligible costs other than those set out above, but no costs except those specifically approved in writing by the Department will be considered eligible project costs for the purposes of this offer. The total Environmental Trust Fund contribution to the project will not exceed the original Environmental Trust Fund award.
3. No changes shall be made in the scope, specifications and budget of the project without written consent from the Department.
4. Financial claims requesting re-imbusement for expenditures may be submitted as required; for example, at defined time intervals, upon completion of the project or a phase thereof. Each financial claim for payment under the ETF must be submitted using the Detailed Claim Form to summarize expenditures and indicate the total amount requested, name of the project and contact information. Photocopies of all paid invoices and photocopies of proof of payment, such as cancelled cheques, bank statements, receipts, must be included to support the request. **Signed claim forms with related invoices and proof of payment can be emailed to [etf-ffe@gnb.ca](mailto:etf-ffe@gnb.ca)**

5. At the end of the funding period, there will be a 10% holdback of project funding until a final report and all financial back-up, including proof of expenditure, has been received by the Department. A signed request must be submitted to the Departmental contact (Lévis Thériault) before the 10% holdback will be paid. Expenses incurred after **March 31, 2020** will not be reimbursed.
6. The final financial claim must be received by the Department no later than **March 31, 2020**.
7. A final report must be provided to [etf-ffe@gnb.ca](mailto:etf-ffe@gnb.ca) by **March 31, 2020**. The report must include a description of the project, how it was carried out and also elaborate on the project results and the measures of success.
8. Any written material developed and printed for public distribution that promotes responsible environmental activities that may have regulatory requirements must be reviewed by the Department prior to publication.
9. In the event of an intentional breach of any of the terms and conditions of this Letter of Offer by the Recipient, no further contributions shall be made by the Department and all previous payments shall be returned to the Department within 30 days of written notification to that effect.
10. The New Brunswick Wordmark and the slogan "Your Environmental Trust Fund at Work" shall be displayed in a prominent location on all documents, signage and other printed media related to the project. The logo can be found at:  
[http://www2.gnb.ca/content/gnb/en/departments/government\\_services/wordmark\\_guidelines.html](http://www2.gnb.ca/content/gnb/en/departments/government_services/wordmark_guidelines.html)  
or phone: (506) 457-4947.
11. The project site shall be accessible to Departmental staff on a continuing basis. Project records shall be made available to the Department for the purposes of auditing the financial records at a time mutually agreed upon. All records must be retained for audit purposes for a period of seven years following final payment on the project.
12. The Recipient must receive prior approval for any public announcement concerning the project, from the Department of Environment and Local Government.
13. The Recipient will at all times indemnify and save harmless New Brunswick, its officers, servants, employees, or agents, from and against all actions, whether in contract, tort or otherwise, claims and demands, losses, costs, damages, suits or other proceedings by whomsoever brought or prosecuted in any manner based upon or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by, in connection with or arising directly or indirectly from this contract, or a project, except to the extent to which such actions, claims, demands, losses, costs, damages, suits or other proceedings relate to the negligence or breach of this Agreement by an officer, servant, employee or agent of New Brunswick in the performance of his or her duties.

- 14. This offer is to remain open until **February 21, 2020**. To indicate your acceptance, please return this Letter of Offer, signed by an authorized person to Lévis Thériault, Department of Environment and Local Government, PO Box 6000, Fredericton, NB E3B 5H1. It is important to note that any form of conditional acceptance of this offer renders the offer null and void.



Sara DeGrace  
Assistant Deputy Minister, Department of Environment and Local Government

This offer accepted this 12<sup>th</sup> day of FEBRUARY (month) 2020 (year)



Signature of Recipient

BRETT MCLEAN, DIRECTOR OF OPERATIONS, ROTHESSAY  
Name and title of Recipient (please print)

ROTHESSAY, 70 HAMPTON ROAD, ROTHESSAY, NB, E2E 5K5  
Group name and address

Witness:



Signature of witness

DOUGLAS McDONALD, TREASURER  
Name and title of witness (please print)





April 24, 2020

Mr. Graeme Stewart-Robertson  
Executive Director  
Atlantic Coastal Action Program Saint John  
Suite 323 - 139 Prince Edward Street  
Saint John, NB E2L 3S3

Mr. Stewart-Robertson:

I am pleased to advise you of the Government's decision to support, through the Environmental Trust Fund (ETF), the *A Climate Change Adaptation Plan for the Town of Rothesay* project in the amount of \$30,000.00. The amount awarded is for the 2020-2021 fiscal year ending March 31, 2021 and is a one-time assistance with no provision for carry over. At this time, I would ask that no public announcement be made by anyone without coordinating your event through the Department of Environment and Local Government (the Department).

As we navigate the unprecedented circumstances surrounding the COVID-19 pandemic, protecting yourself and others and following safe work procedures is of paramount importance. In light of this situation, the Department would like to extend the opportunity to modify the scope of your project if it cannot be carried out as described in your application. Staff will work with you to ensure revisions are both eligible and viable. Please submit any proposed project amendments to [ETF-FFE@GNB.CA](mailto:ETF-FFE@GNB.CA) on or before May 31, 2020.

In the course of undertaking your project, you will be required to support the Government's values and goals as well as work closely with Departmental staff in implementing your project. Staff will monitor and assess the successful undertaking of your project, as well as ETF expenditures. A contract will be sent to you stating the terms and conditions of this award, which I would ask you to sign and return to the Department.

Please be advised that deliverables must carry the New Brunswick wordmark and the wording, "Your Environmental Trust Fund at Work". Also, please be aware that the final report you submit at the end of your project will be forwarded to the Provincial Legislative Library by Department staff so it is readily accessible to the general public.

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Mr. Graeme Stewart-Robertson  
April 24, 2020  
Page 2

Should you have any questions concerning this award, please direct them to Mr. Scott Lloy, Director, Community Funding Branch at (506) 457-4947. Attached, for your information, are guidelines regarding ETF projects.

In closing, I would like to take this opportunity to wish your group well with this valuable project and thank you for the contribution you are making to the betterment of our Province's environment.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Carr".

Hon. Jeff Carr  
Minister

Enclosure

C. Mr. Scott Lloy, Director, Community Funding Branch



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 August 2020
RE	:	Release - Ryan Drive Easement

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**Recommendation:**

It is recommended Council authorize the expenditure to remove the Government easement.

**Background:**

In 1994 Michael and Vanda Butler granted an easement to the Department of Transportation for the construction of a drainage easement for a ditch over their property at 11 Ryan Drive. Subsequently the Town installed a pipe in a similar but smaller easement realigned to effect a smaller portion of their lot. This rendered the original easement redundant. The new easement was registered in June of 2018. Because the original easement is unnecessary, the Department was asked to remove that easement. Attached is the response. The estimated cost of the process to release an easement including legal fees is no more than \$2,500. Although there is no direct benefit to the Town in removing the redundant easement, I believe the property owners may have understood this to be an outcome of granting the second easement.

Attached is a diagram illustrating the lands affected.

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File No.: 06-1550

Property Services Branch  
Department of Transportation and Infrastructure  
PO Box 6000  
Fredericton, NB E3B 5H1

July 28, 2020

John Jarvie  
70 Hampton Road,  
Rothesay, NB E2E 5L5

**Subject: Request to release the easement on PID 00115733, Ryan Drive,  
Rothesay, Saint John County, NB**

Dear Mr. Jarvie,

This is in response to your expressed interest for the Department of Transportation and Infrastructure to release the drainage easement located on PID 00115733, located on Ryan Drive, Town of Rothesay, Saint John County.

The Department of Transportation and Infrastructure has concluded its review of your request and determined that the subject easement is surplus to our needs. The Property Services Branch is prepared to recommend to the Minister that the easement (document # 305656, Plan 200158, Parcel 94-7) be released under the following condition:

- That you bear the costs associated with the legal, survey and registration of all documentation required for the release of easement.

If you are in agreement with the above-mentioned conditions, please indicate by checking the appropriate box on the attached form and returning a signed copy to my attention.

If you have any questions, I can be contacted at (506) 453-5765 or by email at [Stephane.girouard@gnb.ca](mailto:Stephane.girouard@gnb.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephane Girouard".

Stéphane Girouard  
Property Management Agent



2020August10OpenSessionFINAL\_097



2018 - Local Government Services Easement



1994 - Drainage Easement

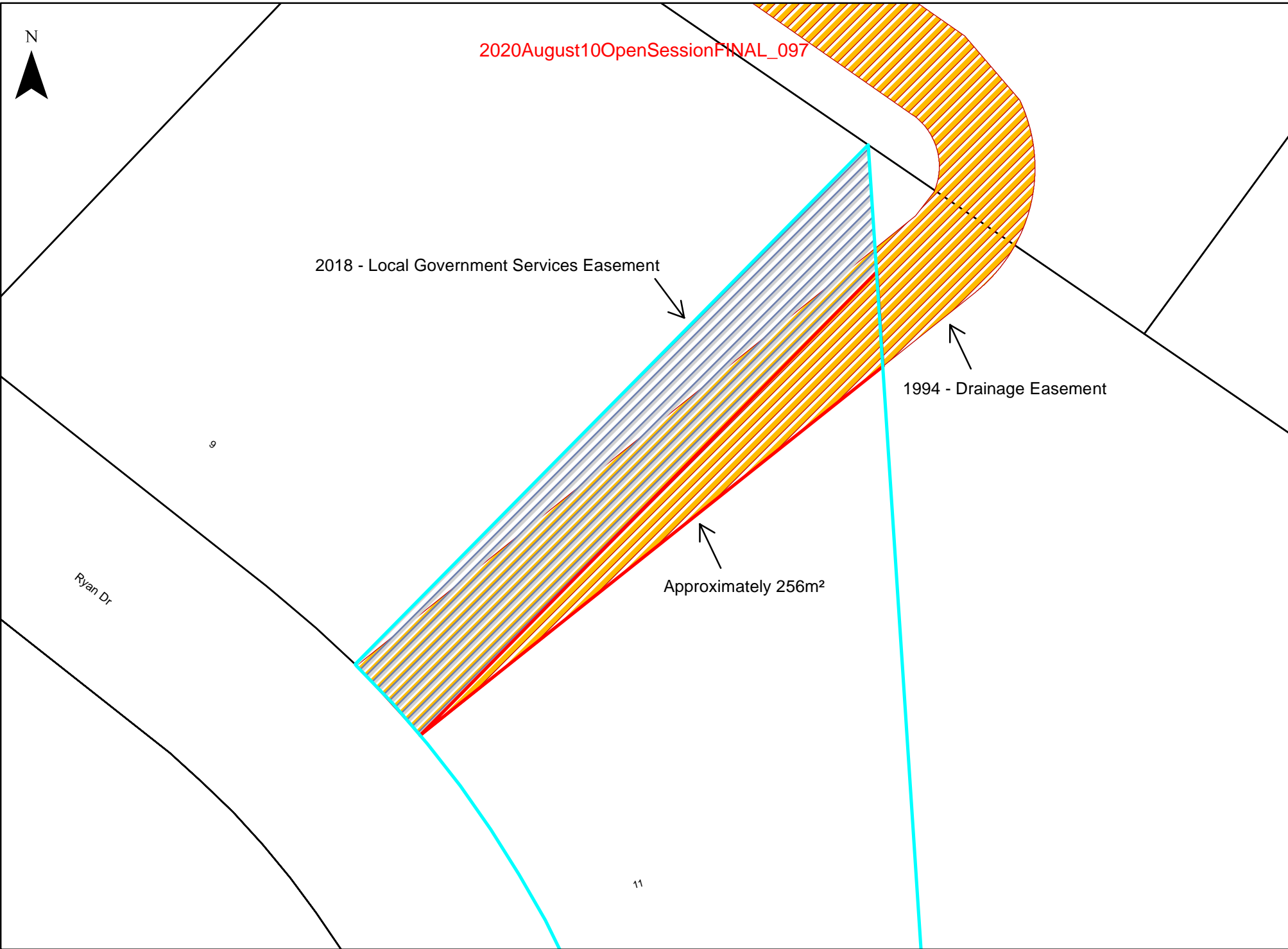
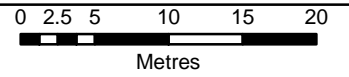


Approximately 256m<sup>2</sup>



Ryan Dr

Ryan Drive Easement



# Rothesay Council

To: Mayor and Council  
Cc: Town Manager & Town Clerk  
From: Don Shea, Councillor  
Re: Costs relating to siting a recreational facility in the vicinity of Rothesay High School  
Date: August 4, 2020

For nearly two decades, consecutive Rothesay councils have utilized both time and resources siting a recreational facility across the street from town hall in the vicinity of Rothesay High School. Over that time, the initial project of a fieldhouse adjacent to Rothesay High School and the conversion of the school gymnasium into a theatre morphed into several changes such that today's efforts have no relationship to the original project.

As one project morphed into another significant dollars were expended for such things as: property acquisition, legal fees, property acquisition, demolition of buildings, architectural designs/drawings to name a few. And yet, in my opinion, neither the citizenry nor councillors know the dollars spent siting a recreational facility in the vicinity of Rothesay High School.

Some on this council have indicated they believed the amount of money spent thus far is in the \$2,000,000 to \$3,000,000 range and perhaps higher. Others believe the amount is considerably less. Does this not beg the question: **What is the amount?**

Following is a chronological listing of decisions, etc., depicting the path councils have travelled during the last two decades siting a recreational facility across the street from town hall.

YEAR	EVENT
2003	Needs assessment completed
2004-2005	Town held discussions with the local school board regarding the construction of a fieldhouse adjacent to Rothesay High School and converting the gymnasium into a theatre.

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2006	Discussions were held with the Royal Canadian Legion regarding an expansion to the arena and the Legion occupying the upper floor.
2006-2007	Council decided to twin the arena.
2008-2009	ADI was hired to develop a recreation master plan.
2010-2012	<ol style="list-style-type: none"><li>1) An RFP was issued to engage a firm to design a fieldhouse.</li><li>2) Two apartment buildings were purchased on Scott Avenue.</li><li>3) A small track of land was purchased to facilitate a connection between the proposed fieldhouse and the current arena footprint.</li><li>4) A business plan was completed.</li></ol>
2013-2016	<ol style="list-style-type: none"><li>1) RFP was issued for a new design for an arena and conversion of the current arena into a multi-purpose facility.</li><li>2) Decision was made to demolish the two apartment buildings on Scott Avenue.</li></ol>
2017	WSP was hired to do an assessment of the arena

Today, I would like to request a breakdown of the amount associated with following this path including any additional costs incurred since 2017. In the timeframe above, how many requests for proposals were issued and how many designs/drawings were done?

Should the above list not be all encompassing, I would respectfully request that staff include whatever might be missing.

Regarding the two apartment buildings on Scott Avenue, permit me to ask:

- 1 What was the purchase price?
- 2 Was a property management company hired to oversee the day-to-day operation of the buildings?

- 3 During the time the apartment buildings were occupied, what was the monthly rental income?
- 4 How many months did the town collect rent before demolishing the buildings?
- 5 What costs were incurred in demolishing the buildings?
- 6 Did the town incur expenses assisting residents to find new accommodations?
- 7 Assuming the original purchase price to be \$1.1 million, what impact did the demolition have on the value of the properties-in-question? Do we know the value of these properties on today's market?
- 8 Had the apartment buildings not been demolished and the town continued to collect rent, what would be an estimate of said revenue between demolition and August 2020?

I believe the answers to the above should, once and for all, lay to rest the dollar figure expended by Rothesay siting a recreational complex in the vicinity of Rothesay High School?

Respectfully submitted,

Don Shea, Councillor