



2021 April 12 Open Session FINAL_001

ROTHESAY

COUNCIL MEETING
By WebEx Videoconference
Monday, April 12, 2021
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 | 8 March 2021 |
| | Special Meeting | 25 March 2021 |

➤ Business Arising from Minutes

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- | | |
|--|---|
| 4.1 Wells Recreation Building | Stephen Kopp, Architect (<i>see item 9.1.1</i>) |
| 4.2 2020 Audited Rothesay Financial Statements | Treasurer Doug MacDonald, CPA, CA |
| Auditors Teed Saunders Doyle & Co. | Peter Logan, CPA, CA (<i>see item 9.1.2</i>) |

5. CORRESPONDENCE FOR ACTION

- 5.1 23 March 2021 Letter from resident RE: Crosswalk visibility on Gondola Point Road and Almon Lane

Refer to Works and Utilities Committee

- 5.2 24 March 2021 Letter from residents of Almon Lane and Peters Lane RE: Traffic concerns

Refer to Works and Utilities Committee

- 5.3 6 April 2021 Email from resident RE: Request for community garden on Maliseet Drive

Refer to Parks and Recreation Committee

- 5.4 6 April 2021 Letter from Anglophone South School District RE: Strong Court sidewalk

Refer to Works and Utilities Committee

- 5.5 7 April 2021 Letter from resident RE: Utility corridor 51 Elizabeth Parkway

Refer to staff

6. CORRESPONDENCE - FOR INFORMATION

- | | |
|-------------------|--|
| 6.1 8 March 2021 | Letter from Dept. of Transportation and Infrastructure RE: Municipal Designated Highway Program |
| 6.2 12 March 2021 | Letter to New Brunswick Energy and Utilities Board RE: Comex Bus Service |
| 6.3 15 March 2021 | Email from the Premier's Council on Disabilities RE: Proclamation for Disability Awareness Week May 30 – June 5, 2021 with attachments |

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Regular Council Meeting

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- 6.4 15 March 2021 Email from Canadian Foundation for Economic Education RE: Proclamation for Talk With Our Kids About Money (TWOKAM) Day April 14, 2021
- 6.5 9 April 2021 Email from CN RE: Train incident in Rothesay, New Brunswick
9 April 2021 Letter to CN RE: Train Blocking Crossing – Sussex Subdivision

7. REPORTS

- 7.0 **April 2021** **Report from Closed Session**
- 7.1 10 February 2021 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 28 February 2021 Draft unaudited Rothesay General Fund Financial Statements
28 February 2021 Draft unaudited Rothesay Utility Fund Financial Statements
28 February 2021 Donation Summary
1 April 2021 Draft Finance Committee Meeting Minutes
 ➤ Regional Facility Funding
 ➤ Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Funding
 ➤ 2020 Audited Rothesay Financial Statements (*see item 9.1.2*)
- 7.3 16 March 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.4 16 March 2021 Draft Parks and Recreation Committee Meeting Minutes
- 7.5 17 March 2021 Draft Works and Utilities Committee Meeting Minutes
 ➤ James Renforth Drive
- 7.6 6 April 2021 Draft Planning Advisory Committee Meeting Minutes
- 7.7 March 2021 Monthly Building Permit Report
- 7.8 8 April 2021 Capital Projects Summary
- 7.9 Kennebecasis Regional Police Force 2020 Annual Report (*full copy available at Town Hall*)

8. UNFINISHED BUSINESS**TABLED ITEMS**

- 8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)
No action at this time

8.2 Municipal Plan By-law 1-20

- 7 April 2021 Memorandum from Town Clerk Banks
AMENDED Draft amended Municipal Plan By-law 1-20

8.3 Plastic Bag Reduction By-law 1-21

- 7 April 2021 Memorandum from Town Clerk Banks
DRAFT Rothesay Plastic Bag Reduction By-law 1-21

9. NEW BUSINESS**9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 Wells Recreation Building**

- 8 April 2021 Memorandum from Town Manager Jarvie
1 April 2021 Rothesay Wells Community Center Report (Acre Architects)

ROTHESAY

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9.1.2 2020 Audited Rothesay Financial Statements

1 April 2021	Memorandum from Finance Committee
31 December 2020	Draft Rothesay Consolidated Financial Statements

DEVELOPMENT SERVICES

9.2 Continuance of Development Agreement – Dobbin Street

6 April 2021	Report prepared by DPDS White
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OPERATIONS

9.3 Engagement of Technical Advisory Services – Wastewater Treatment Facility Upgrade

29 March 2021	Report prepared by DO McLean
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9.4 Equipment Supply – Asphalt Infrared Heater

30 March 2021	Report prepared by DO McLean
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9.5 Carpenter Pond Well #7 Rehabilitation

6 April 2021	Report prepared by DO McLean
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9.6 Equipment Supply – Traffic Signals

7 April 2021	Report prepared by DO McLean
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ADMINISTRATION

9.7 Rothesay Annual Report 2020

DRAFT	Rothesay Annual Report
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10. NEXT MEETING

Oath of Office Ceremony	Monday, May 31, 2021 (<i>to be confirmed</i>)
Regular meeting	Monday, June 14, 2021

11. ADJOURNMENT

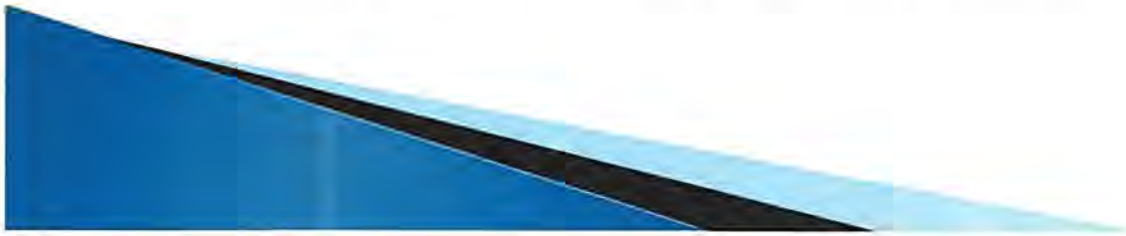
Consolidated Financial Statements Year Ended December 31, 2020

See Agenda item 9.1.2 for detailed financial statements



Overview

- ▶ Differences between final audited financial statements and monthly operating financial statements
 1. Consolidated – includes operating results and balance sheets of the Town general funds (capital and operating), water and sewer utility funds (capital and operating), reserve funds, and the proportionate share of the jointly controlled entities (KRJBPC, KVFD and KPL)
 2. Capital asset purchases are reflected as asset additions even if the expenditure is financed from operating revenue or Grants
 3. Government Grants are recorded as operating revenue resulting in reported surpluses
 4. Amortization is recorded on all capital assets except for land – asset disposals recorded as an expense
 5. Debt repayments are not reflected as an expense
 6. Liabilities are recognized for pension, sick leave and retirement allowances as determined by the actuary



Highlights

Jointly Controlled Entities

	2020	2019	2018
KRJBPC	40.14%	40.19%	40.21%
KVFD	40.74%	40.76%	40.85%
KPL	38.99%	38.99%	38.99%

Allocations are determined based upon funding formulas and contracts. 2020 change in ownership percentage \$889.
Percentages on dissolution could vary.



Highlights

Reconciliation of Annual PSAS Surplus – FS Note24

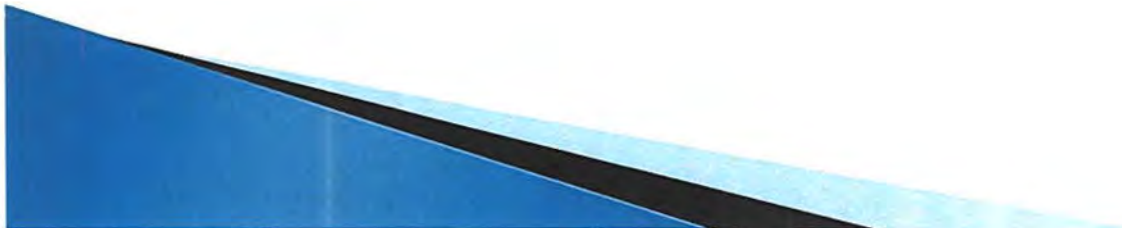
	2020	2019
General Operating Fund	\$ 5,946,880	\$ 3,393,223
General Capital Fund	(3,027,855)	(1,910,651)
Utility Operating Fund	1,025,817	1,500,712
Utility Capital Fund	(1,540,645)	(1,283,622)
General Fund Reserves	81,390	147,669
Utility Fund Reserves	13,351	21,820
Jointly Controlled Entities	<u>586,526</u>	<u>173,553</u>
Total	<u>\$ 3,085,464</u>	<u>\$ 2,042,704</u>



Highlights

Reconciliation of 2020 Annual Operating Fund Surplus (Deficit)

	General	Utility
PSAS surplus	\$ 5,946,880	\$ 1,025,817
2 nd Previous year	99,250	80,211
Fund transfers	(5,132,456)	(574,672)
Pension liability adjustment	(83,000)	-
Loan principal repayment	<u>(778,000)</u>	<u>(483,136)</u>
Surplus for funding requirements	<u>\$ 52,674</u>	<u>\$ 48,220</u>

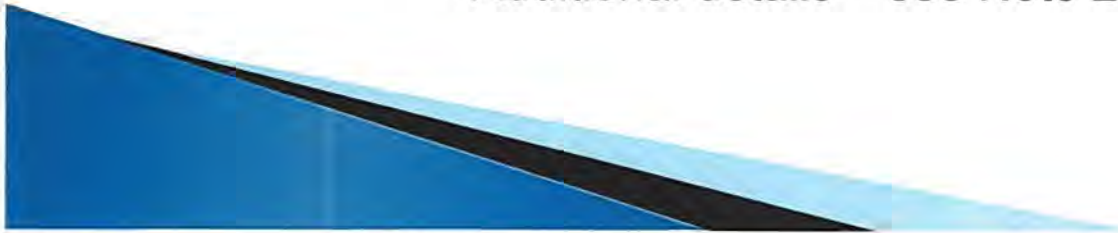


Highlights

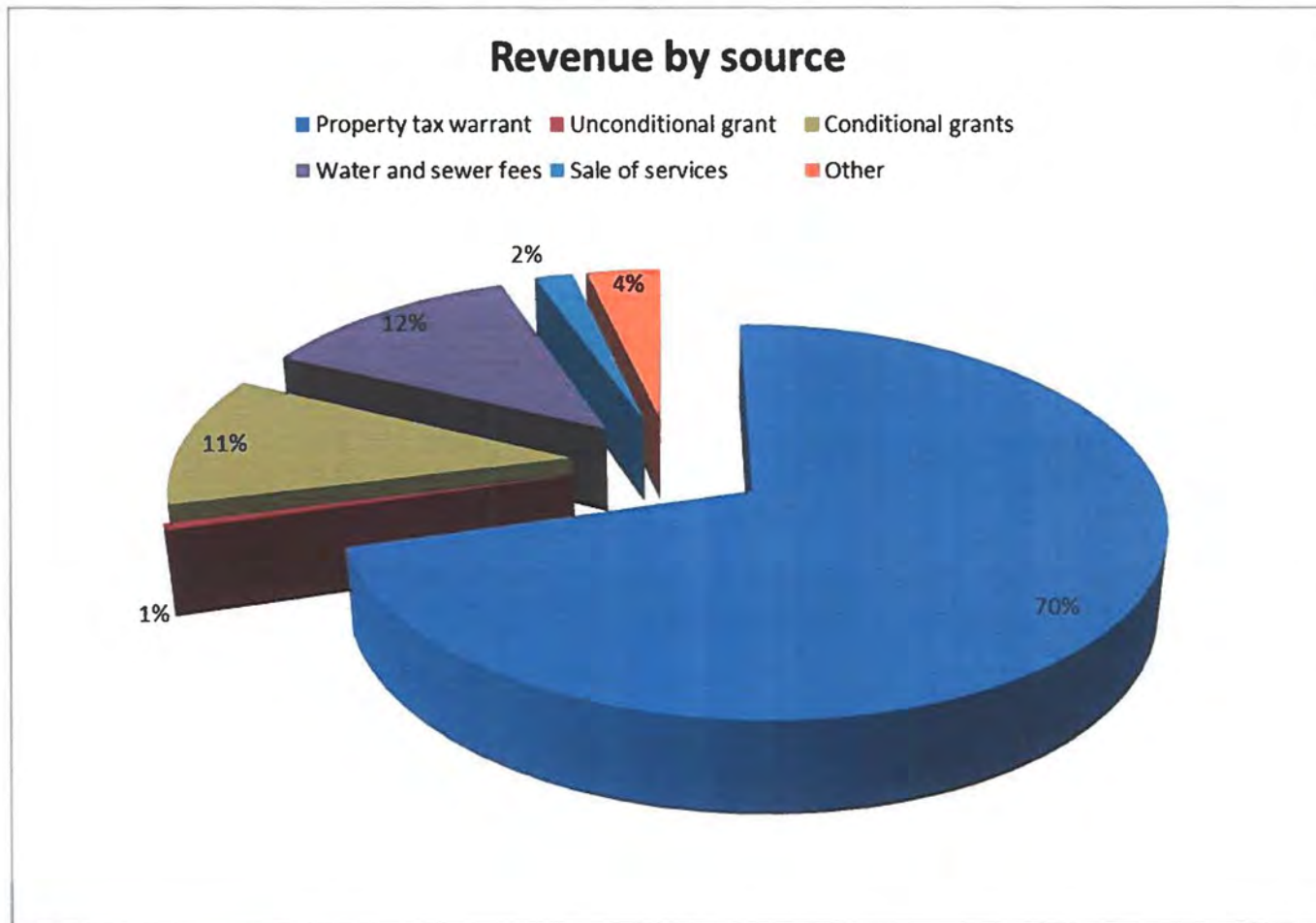
Consolidated Financial Statements Year Ended December 31, 2020 Revenue by source

	2018	Actual 2019	2020	Budget 2020
Property tax warrant	\$ 15,513,249	\$ 16,043,022	\$ 16,492,476	\$ 16,492,464
Unconditional grant	188,558	122,190	128,323	128,335
Conditional grants	2,646,730	1,940,058	2,624,401	1,936,500
Water and sewer fees	2,926,116	2,954,811	2,894,370	2,896,789
Sale of services	483,812	534,568	427,251	470,300
Other	1,180,238	1,039,936	828,977	303,422
	<u>\$ 22,938,703</u>	<u>\$ 22,634,585</u>	<u>\$ 23,395,798</u>	<u>\$ 22,227,810</u>

Additional details – see Note 28



Highlights



Highlights

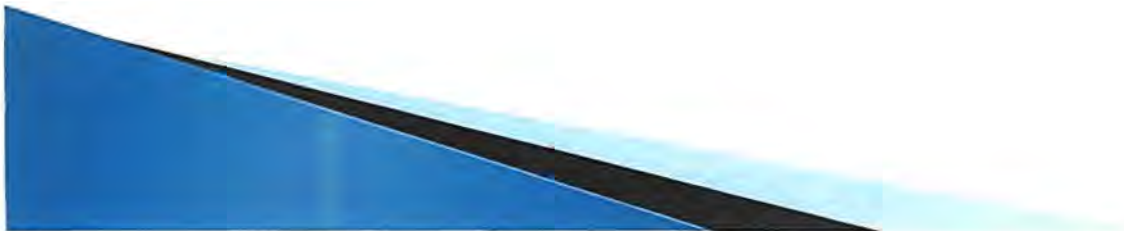
- ▶ Comments re revenue
 - 2.80% increase in property tax warrant
 - 2.0% decrease in utility revenue

	2020	2019	2018
Property tax rate	\$1.24	\$1.24	\$1.24
Municipal Tax base	\$1,330,037,450	\$1,293,791,950	\$1,251,068,506
Property tax warrant	\$16,492,476	\$16,043,022	\$15,513,249

	2020	2019	2018
Annual sewer rate	\$370	\$370	\$370
Base water rate per cm	\$1.15	\$1.15	\$1.15
Total revenue	\$2,894,370	\$2,954,811	\$2,926,116

Revenue Variances

- ▶ **Conditional Government Transfers**
 - Grants relating to a Sewer project = \$115,000
 - Designated Highway = \$480,000
- ▶ **Other revenue**
 - Interest revenue = \$100,000
 - Developer contribution = \$220,000
- ▶ **Water and sewer revenue**
 - Reduction in commercial water usage
 - Connection fees = \$97,725



Highlights

Consolidated Financial Statements

Year Ended December 31, 2020

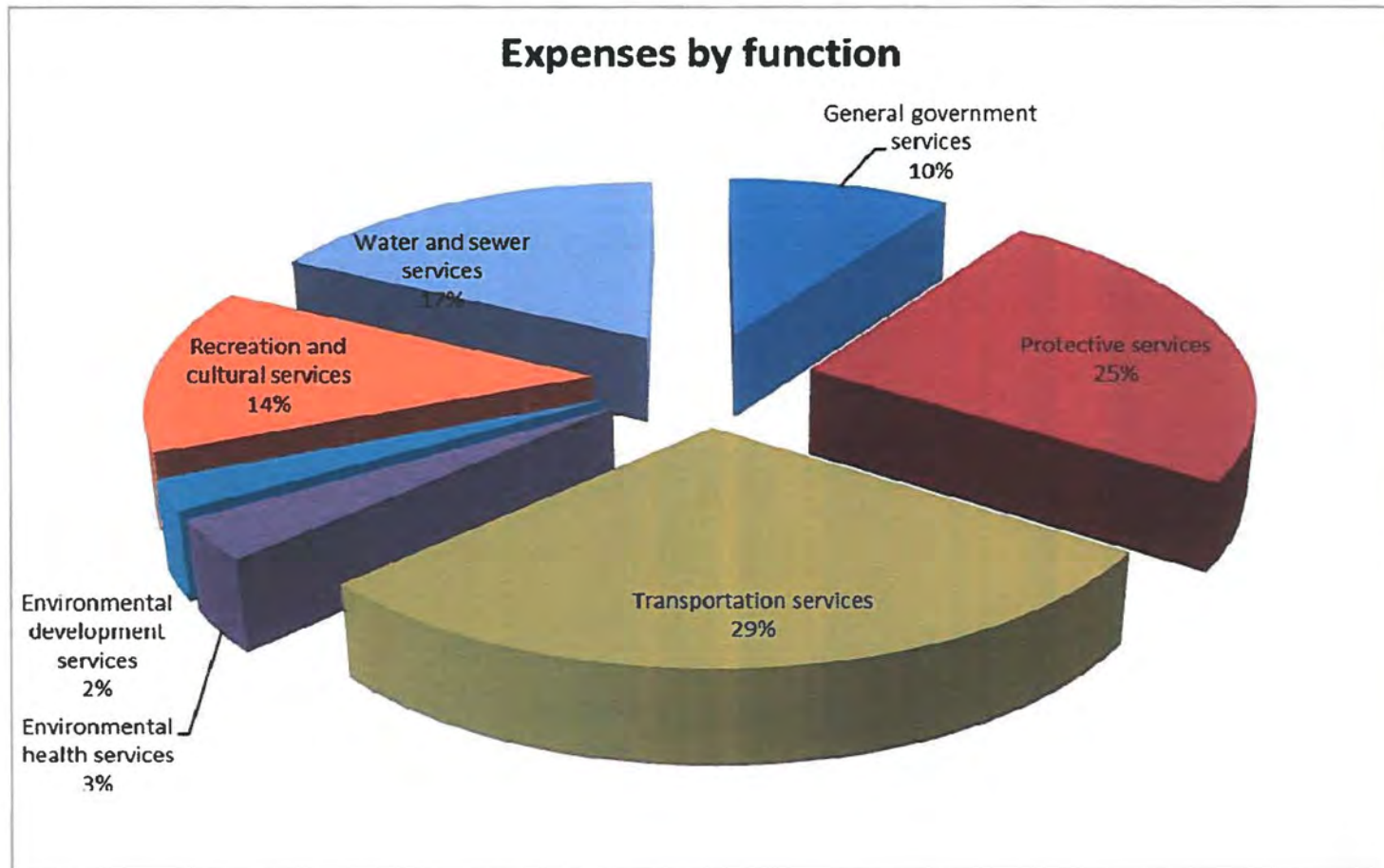
Expenses by function

	2018	Actual 2019	2020	Budget 2020
General government services	\$ 2,008,253	\$ 2,061,090	\$ 1,940,236	\$ 2,077,733
Protective services	4,741,811	5,057,638	5,046,052	5,058,412
Transportation services	6,201,748	5,811,118	5,805,606	5,407,779
Environmental health services	603,013	633,909	674,617	658,000
Environmental development services	557,799	580,575	503,204	605,940
Recreation and cultural services	2,793,212	3,011,998	2,807,327	2,896,539
Water and sewer services	3,171,918	3,435,557	3,533,292	3,276,864
	<u>\$ 20,077,754</u>	<u>\$ 20,591,885</u>	<u>\$ 20,310,334</u>	<u>\$ 19,981,267</u>

Additional details – see Note 28



Highlights



Expenditure variances

▶ Recreation Services

- Lower than budget due to cost reductions from shut downs

▶ Transportation

- Designated highways expensed = \$330,000
- Engineering studies = \$105,000
- Assets written off = \$150,000
- Salt and sand = \$(100,000)

▶ Water and Sewer

- Repairs and Maintenance = \$150,000



Highlights

Capital Asset Continuity

	2020	2019
Opening NBV balance	\$91,838,797	\$89,534,891
Asset additions	6,618,579	6,882,556
Amortization	(4,523,157)	(4,379,961)
Asset disposals (net)	(215,136)	(195,902)
Change in ownership *	(1,699)	(2,787)
Closing NBV balance	\$93,717,384	\$91,838,797
Loss on disposal	\$137,828	\$193,490

* Jointly controlled entities



Highlights

New Capital additions by major projects

	Additions	
Transportation		
Equipment (fleet)	\$ 400,000	
Curbs and sidewalks	430,000	
Storm drainage	400,000	
Asphalt & microseal	1,500,000	\$2,730,000
Utility		
Water tower	\$ 190,000	
Water & Sewer lines	1,600,000	\$1,790,000
Protective services		
Fire truck	\$225,000	
Building	245,000	\$ 470,000
Recreation		
Arena renovations	\$ 780,000	
Wells field	525,000	\$ 1,305,000

Highlights

Statement of Financial Position

	2020	2019	2018
Non-financial assets	\$93,757,875	\$91,878,825	\$89,622,356
Net debt	\$11,595,257	\$12,800,782	\$12,585,650
Equity	\$82,162,618	\$79,078,043	\$77,036,706
Net debt per capita	\$996	\$1,100	\$1,080

Debt service cost

	General	Water & Sewer
Ratio of debt service costs to total expenses	5.14%	20.76%
Maximum allowable	20%	50%



Highlights

Long term debt

	2020	2019	2018
General fund	\$6,522,000	\$5,950,000	\$6,983,000
Utility	\$9,019,548	\$8,733,589	\$9,200,726
KRJBPC	\$272,564	\$ 327,573	\$381,620
Total	\$15,814,112	\$15,011,162	\$16,565,346

New debt-Utility – (sewer line) \$750,000

New debt-Transportation – (Church Ave) \$ 1,000,000
 - Protective services (fire dept) \$ 350,000



March 23, 2021

Dr. Matt Alexander
Chair, Public Works and Infrastructure Committee
Deputy Mayor
Town of Rothesay

Dear Matt,

Thank you for meeting with me and my neighbors at _____ house on March 21. I live with my family at 42 Gondola Point Road. Could the Works Committee please look at optimizing the safety and visibility of the crosswalk that crosses Gondola Point Road at the base of Almon Lane?

This is a busy crosswalk, used by a high volume of walkers, runners, and children. Gondola Point Road is also busy with fast-moving traffic.

Would the Committee please consider adding “simple”, on-demand flashing lights, to maximize the visibility of the crosswalk to drivers at a longer distance? As long-term residents who live in this neighborhood, we would like to see this street crossing made as safe and as visible as possible.

Thank you for addressing this issue with the Public Works and Infrastructure Committee.

Sincerely,

March 24, 2021

Dr. Matt Alexander
Chair, Public Works and Infrastructure Committee
Deputy Mayor
Town of Rothesay

Dear Matt,

We are writing to you and council as the collective group of neighbors known as NAPL(Neighbors of Almon and Peter's Lane) to request some modifications to the area that we believe will increase safety for residents, visitors and pedestrians.

Currently, Almon Lane is a straight thru path from Gondola Point Road to Hampton Road. We would like to implement traffic calming measures to encourage traffic to slow down as well as decrease the overall vehicle traffic on the Lane. The following two modifications are being requested:

1. Implement a 3 – way stop at the corner of Almon and Peter's Lane. This will require the addition of 2 Stop signs on Almon Lane.
2. Implement one "rumble strip" similar to what will be installed on James Renforth Drive. This should be placed at an appropriate location between Gondola Point Road and the intersection of Peter's Lane with Almon Lane.

There are some additional measures that will help improve the overall safety of pedestrian traffic into and out of the area.

1. Gondola Point Road crosswalk at the end of Almon Lane – Traffic does not always stop. One resident counted 11 cars passing through before they were allowed to cross. We would like to see "simple" signal lights (non auditory ones) placed at this crosswalk. We feel this will provide better visibility and awareness of the cross walk to motorists.
2. Rothesay Common walking path onto Church Avenue – Currently the walking path ends at the street centered on Peter's Lane. We would like to see a crosswalk and "simple" signal lights(non auditory) implemented at this intersection. Again, this would enhance the visibility and awareness of the crosswalk as, at times, there are numerous cars parked along the street and visibility, from a pedestrian point of view, is limited.

We are a cohesive, eclectic group of neighbors with ages ranging from infant to 80+ years old. We enjoy the neighborhood and know that it is on the walking path of many people in the community. In the last year, the number of people walking on the Lane, at all times of the day, has increased significantly. Implementing the above mentioned changes will enhance the safety for everyone who lives or visits the area.

Thank you in advance for your consideration in this matter.

Almon Lane

11 Almon Lane

19 Almon Lane

386 Gondola Point Rd.

Almon Lane

8 Almon Lane

2 Peters Lane

Almon Lane

8 Almon Lane

3 Peters

42 Gondola Point Rd.

Liz Pomeroy

From: Liz Pomeroy
Sent: April 6, 2021 2:04 PM
To: Liz Pomeroy
Subject: FW: Adding a community garden to Maliseet subdivision

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

From:
Sent: April 6, 2021 12:52 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Adding a community garden to Maliseet subdivision

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

Dear Mayor and Council,

My name is and I live on 18 Maliseet Drive..

I know we have already addressed issues concerning the new subdivision zoned for 55 new lots however I was wondering if there was a possibility to re-amend the amendment. I am not sure why I did not think of this at that time.. we are loosing a lot of forest and natural environment for construction of residential homes..Could having a community garden somewheres within that block of land be added? Over time as the town loses more land to continually building infrastructure in Rothesay, wouldn't it be beneficial if we kept a parcel of land for this purpose of providing green space to the home owners within the new development. There are multiple resource studies documenting and supporting the positive effects of having a community garden. Some are: increase access to fresh organic foods (and less expensive), food security, increase physical activity, increase dietary habits and education, improve mental health. With the increase rise of obesity and chronic illness, growing your own food can help. A garden encourages people to get out and be active. It also promotes a connection to nature and other people. People grow their own food as well as growing their friendship. The ability to have such an outlet is priceless. I can go on and on.. not to mention how it can help reduce negative environmental impacts.. Tons of acres of land are being cut and destroyed... why not have a place where people can come together and meet. Many people are going to want this availability in the years ahead.. look what's happening now around us..This could also be an attraction when looking to buy..

This might be something that the Parks and Recreation committee could look at too within Rothesay.

Thank you for your time



2021April12OpenSessionFINAL_040
ANGLOPHONE SOUTH SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT
490 Woodward Avenue • Saint John, New Brunswick E2K 5N3
Telephone: (506) 658-5300 • Fax: (506) 658-5399 • www.asd-s.nbed.nb.ca

April 6, 2021

Via Email: maryjanebanks@rothesay.ca

To: Mary Jane Banks, Town Clerk

For: Town of Rothesay – Mayor and Council
70 Hampton Road, **Rothesay**, NB, E2E 5L5

RE: Town proposed to extend sidewalk on Strong Avenue

It has come to our attention that the Town of Rothesay is planning a project that will extend the sidewalk along Strong Court up to School Avenue. This project, if it proceeds, will have a major impact on Fairvale Elementary School located at 11 School Avenue.

We currently have 2 areas for parking in front of the school, separated by a green space. The upper lot is near the school/bus drop off and the lower lot runs along Strong Court. The extension of the sidewalk up to School Avenue will make seventeen parking spaces inaccessible from Strong Court. The parking spaces are critical to the school and are used every day by staff and visiting parents and after school hours by the school community for school rentals, student concerts, etc. Unfortunately, there are no other available parking spaces around the school to replace the ones we will be losing. The only option available to us would require a significant unbudgeted expense for the District. In order to access the spaces that will be blocked off by a new sidewalk, we would have to remove the green space located between the two parking areas, including the removal of five mature trees and the re-location (if possible) of two dusk to dawn light posts and their underground wiring. The lower parking lot may need to be raised so that it is level with the upper parking area. Our school bus lane may also have to be narrowed to allow for sufficient room for the lower spaces. We have contacted the Department of Transportation and Infrastructure to determine if these proposed changes are even possible.

The green space and the trees will be greatly missed by staff as picnic tables would normally be placed along the green space during the warmer months to allow students and staff to enjoy lunch and learning outside. In the winter months, the greenspace allows our plowing contractor a space to deposit snow from the parking areas. Without the green space, the District will incur additional costs to have the snow removed from the schoolyard. The extended sidewalk may also pose a safety concern to any students that may see it as a shorter route to access School Avenue, as the extended sidewalk will be located in the busy area where our busses exit during drop-off and dismissal.

...2

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April 6, 2021

The School District was not aware of the project until mid-January when it was contacted by a private engineering company hired by the Town. The Principal was also not aware of this project. A virtual meeting was held the next week with the Engineer, the Principal and District staff where we expressed our concerns. The meeting ended with a promise to follow up with additional feedback to address our concerns. The District didn't hear back from anyone on the project from the Town's side until mid-March. By then, it was our understanding the project had already gone to tender.

Strong Court is a dead-end street, with only three houses that exit onto it. It is not a busy street and would not be seen from education's perspective as a sidewalk priority. The extended sidewalk will have a significant detrimental impact on the school as per above if it proceeds. We would ask for your consideration before moving ahead with this project.

Yours truly,

A handwritten signature in cursive script that reads "Zoë Watson". The signature is written in dark ink and is positioned above the printed name and title.

Zoë Watson
Superintendent

Copy: John MacDonald, Director Finance & Administration
Bonnie Hierlihy, Principal, Fairvale Elementary

136 Chelsea Drive
Quispamsis, NB
E2E 5Z9

April 7, 2021

Dear Mayor and Council:

My mother lives at 51 Elizabeth Parkway. There is a Town of Rothesay sewer line utility corridor between 51 and 53 Elizabeth Parkway. For many years now, we have been dealing with water flowing onto, under, and across our property. The source of the water appears to be the Town's water line as we have had Town staff on site who have tested the water and it shows signs of chlorine. The water flowing onto, under, and across our property, is causing considerable harm to our property and affecting our enjoyment of our property and the adjacent property.

Below are some issues that have arisen over the years:

- >We can hear water flowing continuously within the lines of the Town's utility corridor
- >We can see water bubbling up from the ground of the utility corridor
- >Our driveway appears to have sunk by several inches and it sounds as though there may be hollow areas under the driveway
- >Our side yard and backyard have become saturated with water as the water flows from the utility corridor across our property to the beach
- >Our side yard and backyard have standing water most of the time and we cannot walk on it without getting our feet wet. Mowing the lawn is next to impossible.
- >Our outbuilding in the backyard has sunk by at least a foot into the backyard

We believe that there may be one or more leaks within the Town's drinking waterline along Elizabeth Parkway and/or within the Town's utility corridor. We would like to once again be able to fully enjoy our property without water flowing onto, under, and across it. The current status prevents us from performing much needed maintenance, which presents the property as a visual eyesore. Could this matter be reviewed by the Town's Works and Utilities Committee to determine if there is a solution to this problem?

If you could please forward this to members of the Works and Utilities Committee, we would greatly appreciate it.

Sincerely _____



File No. 32-93

March 8, 2021

Her Worship Dr. Nancy Grant
Mayor of Rothesay
70 Hampton Road
Rothesay NB E2E 5L5



Dear Mayor Grant:

The Department of Transportation and Infrastructure appreciates the interest you have shown in our program to improve provincially designated highways in your municipality.

The Department, in preparing the 2021 program, reviewed and considered the Five-Year Plan priorities submitted by each of the municipalities.

I recognize that there are many needs and a desire for many improvements to the provincially designated highways in the 99 municipalities in the Province. However, the financial resources of the Department are not sufficient to address all of these needs and desired improvements at the schedules proposed by the municipalities. The priorities identified by the municipalities each year would cost about six times the budget available to do the work.

I therefore was unable to commit funds to your municipality for this fiscal year. I will again review your priorities for work when I prepare the program for work on provincially designated highways for the 2022 fiscal year.

I trust you will understand our position this year and we look forward to your continued cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Jill Green".

Jill Green, P.Eng, FCAE, ICD.D
Minister

c.c. David Thompson, District Engineer – Saint John
Clerk

Minister/Ministre

Transportation and Infrastructure/Transports et Infrastructure

P.O. Box/C.P. 6000 Fredericton New Brunswick/Nouveau-Brunswick E3B 5H1 Canada

www.gnb.ca





12 March 2021

New Brunswick Energy & Utilities Board
15 Market Square, Suite 1400
Saint John, New Brunswick
E2L 4Y9
Attention: David Keenan, Advisor

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677
Rothesay@rothesay.ca
www.rothesay.ca

Dear Mr. Keenan:

Re: Comex Bus Service – Rothesay, New Brunswick

Since 2007, residents of Rothesay have enjoyed a commuter bus service provided by Saint John Transit. This service, locally known as KV Route 52 carries passengers on the Rothesay Road in Rothesay and Hampton Road in both Rothesay and Quispamsis. The provision of this service has required a subsidy in the order of \$150,000 a year from the Towns.

In the fall, Rothesay was advised that Saint John Transit would require a substantial increase in the subsidy to maintain the service. The proposed changes to revert to two runs each morning and afternoon reflect an attempt to control costs while still providing basic service to our community. During the pandemic, ridership has dropped substantially and, while we hope to see it return to a pre-pandemic number or better, that is some way off in the future. We would expect to revisit this matter in 12 to 18 months.

We would be happy to elaborate if desired by the Board.

Yours truly,

John Jarvie, MCIP, RPP
Town Manager

Cc : Rothesay Council
: S. Deuville, Quispamsis
M. Dionne, SJ Transit

Liz Pomeroy

From: Liz Pomeroy
Sent: March 15, 2021 4:21 PM
To: Liz Pomeroy
Subject: FW: Disability Awareness Week / Semaine de sensibilisation à la situation des personnes handicapées

From: Mary Jane Banks
Sent: March 15, 2021 4:13 PM
To: 'Premier's Council on Disabilities (PCD/CPMPH)' <pcd-cpmph@gnb.ca>
Cc: Beverley Cote <BeverleyCote@rothesay.ca>
Subject: RE: Disability Awareness Week / Semaine de sensibilisation à la situation des personnes handicapées

Good afternoon and thank you for your email.

Rothsay, by practice, does not normally read proclamations or declare or recognize the many and varied days requested by multiple organizations. However, the documentation will be included in the Council agenda information (Monday, April 12th), that is posted to the Town website and does usually generate media awareness. Rothsay is also happy to use its social media channels to help raise awareness.

Please feel free to forward any social media messaging to my attention that you would like us to share across Facebook and Twitter.

I look forward to hearing from you~

Mary Jane

Mary Jane E. Banks, BComm, NACLA II
Town Clerk - Rothsay
Director of Administrative Services
70 Hampton Road
Rothsay, NB E2E 5L5

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

Before printing, please think about the environment Respectez l'environnement, réfléchissez avant d'imprimer

From: Premier's Council on Disabilities (PCD/CPMPH) <pcd-cpmph@gnb.ca>

Sent: March 15, 2021 1:54 PM

Subject: Disability Awareness Week / Semaine de sensibilisation à la situation des personnes handicapées

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Good Afternoon,

Disability Awareness Week 2021 (DAW) is quickly approaching. Disability Awareness Week (DAW) continues the tradition of National Access Awareness Week first established in 1988 to promote better community access for people with disabilities. This campaign happened in response to a request from Rick Hansen following his Man in Motion World Tour. For ten years, a national committee coordinated planning for the Week in communities all over Canada. In 1998, a decision was made in New Brunswick to continue celebrating an annual awareness week but with a new name to ensure

that all issues related to persons with a disability could be promoted. 2021 marks the 34th consecutive annual Disability Awareness Week in New Brunswick.

Attached are the 2021 DAW Proclamations for your municipality, accompanied by the declaration sign by Premier Higgs. Municipalities declaring DAW are encouraged to organize or participate in a DAW-related event.

In the event that your municipality does not read proclamations during council meetings there are other ways your municipality can participate in Disability Awareness Week.

Bonjour,

La Semaine de sensibilisation à la situation des personnes handicapées continue la tradition de la Semaine nationale pour l'intégration des personnes handicapées qui a eu lieu pour la première fois en 1988 afin de promouvoir un meilleur accès communautaire pour les personnes handicapées. Cette campagne de sensibilisation avait été organisée en réponse à une demande faite par Rick Hansen à la suite de sa Tournée mondiale. Pendant dix ans, un comité national a coordonné la planification de la Semaine nationale pour l'intégration des personnes handicapées dans les collectivités de l'ensemble du Canada. En 1998, le Nouveau-Brunswick a décidé de continuer d'organiser une semaine de sensibilisation chaque année, mais sous un nouveau nom afin de s'assurer que nous faisons la promotion de toutes les questions qui touchent les personnes handicapées. L'année 2021 marque le 34^e anniversaire de la Semaine de sensibilisation à la situation des personnes handicapées au Nouveau-Brunswick.

Ci-joint sont les déclarations de SSSPH 2021 pour votre municipalité, accompagnée de la déclaration du premier ministre Higgs. Les municipalités déclarant la SSSPH sont encouragées à organiser ou participer à un événement associé avec la SSSPH.

Dans le cas où votre municipalité ne lirait pas de proclamations pendant les réunions du Conseil il y a d'autres façons dont votre municipalité peut participer à la semaine de sensibilisation aux personnes handicapées.

PROCLAMATION

DISABILITY AWARENESS WEEK— MAY 30TH TO JUNE 5TH, 2021

“LET’S TALK ABILITY!”

Whereas, the municipality of _____

is committed to assisting citizens with disabilities to participate fully in our community, and

Whereas, many persons living with disabilities face barriers in the areas of employment, access to information, transportation, housing, education, recreation, and other disability-related supports; and

Whereas, we believe that more citizens with disabilities should have the chance to access disability related supports to improve their opportunities in New Brunswick; and

Whereas, we support the theme: " **Let’s Talk Ability!**";

Now Therefore Be It Known That I, _____

Mayor of _____ , do hereby request the citizens of _____ to join with our Council in recognizing persons with disabilities and their role in our community by the observance of Disability Awareness Week, May 30th to June 5th, 2021.

Signed and Sealed by: _____

Mayor of: _____

Please return this proclamation to:

Premier's Council on Disabilities
250 King Street, Suite 140
PO Box 6000
Fredericton, N.B. E3B 9M9
Fax: (506) 444-3001
E-mail: pcd-cpmph@gnb.ca

The Proclamation for Disability Awareness Week was read by

_____ during the council meeting of
(Name of person)

_____ on this date _____, 2021.
(Name of municipality)



Declaration

WHEREAS the government of New Brunswick wishes to see all citizens able to enjoy full participation in their communities; and

WHEREAS many citizens living with disabilities face particular barriers to employment, as well as to information, transportation, housing, education, recreation, and other disability-related supports; and

WHEREAS we believe that more citizens with disabilities should have access to appropriate disability-related supports to reach their full potential in New Brunswick.

WHEREAS we support the theme "'Let's Talk Ability!";

THEREFORE, I, Blaine M. Higgs, Premier of New Brunswick, do hereby declare May 30th – June 5th, 2021 as:

"NEW BRUNSWICK DISABILITY AWARENESS WEEK"

I ask all New Brunswickers to join me in recognizing persons with disabilities and help them to help themselves to a better future in our province.



The Honourable Blaine M. Higgs / L'honorable Blaine M. Higgs
Premier of New Brunswick / Premier ministre du Nouveau-Brunswick

Déclaration

ATTENDU QUE le gouvernement du Nouveau-Brunswick souhaite voir les citoyens jouir d'une pleine participation dans leurs communautés; et

ATTENDU QUE de nombreux citoyens vivant avec des handicaps font face à des obstacles particuliers à l'emploi et à l'accès à l'information, au transport, au logement, à l'éducation, aux loisirs, et autres soutiens reliés aux handicaps; et

ATTENDU QUE nous croyons que plus de citoyens handicapés devraient accéder aux soutiens reliés aux personnes handicapées nécessaires pour atteindre leur plein potentiel au Nouveau-Brunswick; et

ATTENDU QUE nous appuyons le thème « On est capable, parlons-en! ».

PAR CONSÉQUENT, je, Blaine M. Higgs, premier ministre du Nouveau-Brunswick, déclare la semaine du 30 mai au 5 juin 2021 comme étant la

« SEMAINE DE SENSIBILISATION À LA SITUATION DES PERSONNES HANDICAPÉES DU NOUVEAU-BRUNSWICK »

Je demande à toute la population du Nouveau-Brunswick de se joindre à moi afin de reconnaître les personnes ayant des handicaps et les aider à s'aider eux-mêmes afin d'avoir un meilleur avenir dans notre province.

Liz Pomeroy

From: Liz Pomeroy
Sent: March 17, 2021 9:46 AM
To: Liz Pomeroy
Subject: FW: New message from Garth Wade
Attachments: TWOKAM mini poster.pptx; TWOKAM Brochure English 2017.pdf

From: Garth Wade <gwade@cfee.org>
Sent: March 16, 2021 9:29 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: Beverley Cote <BeverleyCote@rothesay.ca>
Subject: Re: New message from Garth Wade

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Mary Jane Banks - thank you for connecting with me regarding (TWOKAM) Talk With Our Kids About Money Day - April 14, 2021. I have attached a couple of items that you may wish to share.

Appreciate your support of TWOKAM.

Garth Wade

CREE-NB

gwade@cfee.org

506 476

From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Sent: Monday, March 15, 2021 3:17 PM
To: Garth Wade
Cc: Beverley Cote
Subject: RE: New message from Garth Wade

Good afternoon and thank you for your email.

Rothsay, by practice, does not normally read proclamations or declare or recognize the many and varied days requested by multiple organizations. However, the documentation will be included in the Council agenda information (Monday, April 12th), that is posted to the Town website and does usually generate media awareness. Rothsay is also happy to use its social media channels to help raise awareness.

Please feel free to forward any social media messaging to my attention that you would like us to share across Facebook and Twitter.

I look forward to hearing from you~

Mary Jane

Mary Jane E. Banks, BComm, NACLAA II
Town Clerk - Rothsay
Director of Administrative Services
70 Hampton Road
Rothsay, NB E2E 5L5

MaryJaneBanks@rothesay.ca
p (506)848-6664

f (506)848-6677

2021April12OpenSessionFINAL_051

Before printing, please think about the environment Respectez l'environnement, réfléchissez avant d'imprimer

From: Town of Rothesay <rothesay@rothesay.ca>

Sent: March 15, 2021 1:23 PM

To: Rothesay Info <rothesay@rothesay.ca>

Subject: New message from Garth Wade

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

Connecting with you to share the following and to ask if you would share with your networks. Please make contact if you require any additional information. Thank you for your continued support for the Talk With Our Kids About Money initiative. If not too late, requesting the Mayor to consider making a proclamation or to share information at an upcoming council meeting

Garth Wade

CREE-NB gwade@cfee.org 506 476 0598

April 14, 2021 - National (TWOKAM) Talk With Our Kids About Money Day

(CREE) Canadian Foundation for Economic Education, a non-profit organization, would like to invite educators, parents and guardians to participate in this year's (TWOKAM) Talk With Our Kids About Money Day, April 14th, 2021. The goal of the day is for educators, parents and guardians to have a discussion/conversation with their child/children on any topic relating to money. This is the sixth year for New Brunswick to participate in the national day. Learning about money matters is essential to allow children and youth to make positive decisions about finances. Looking for ideas? You are encouraged to visit:

<http://www.talkwithourkidsaboutmoney.com> to access free information and resources to assist with your 'talk'.

-Garth Wade (gwade@cfee.org)

-3F-501 Dundonald St, Fredericton, N.B.

-5064593497

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

ROTHESAY EMAIL ACCOUNTS NO LONGER ACCEPT ANY EMAILS CONTAINING MS OFFICE ATTACHMENTS (WORD, EXCEL, POWERPOINT). PLEASE CONVERT TO A .PDF FILE FOR DELIVERY.



2021April12OpenSessionFINAL_052



talkwithourkidsaboutmoney.com

Inquiries: Susan Lennox:
1-888-570-7610 slennox@cfée.org

Canadian Foundation for Economic Education
110 Eglinton Avenue West, Suite 201
Toronto, Ontario M4R 1A3
Phone: (416) 968-2236 Fax: (416) 968-0488
Toll-free: 1-888-570-7610
www.cfée.org | mail@cfée.org

A PROGRAM OF



SUPPORTED BY



A PROGRAM OF



SUPPORTED BY





Talk With Our Kids About Money “Day” is a designated day during the year, every year, when families and teachers can make a point of talking with kids about money – whether around the breakfast or dinner table, at bedtime, in a classroom, or reading and listening to a news or entertainment program. It is a program for parents, guardians, and teachers that provides information, activities, resources, and other helpful links. There’s a **“Home Program”** for families and a **“School Program”** for students and teachers.

“The Day” is the third Wednesday in April.

School Program

Home Program



visit: talkwithourkidsaboutmoney.com for more

What is the purpose and goal of the program?

The goal is to focus attention on talking with our kids about money – to help kids be more knowledgeable about money so they can make better and more informed financial decisions in life. Any day is a good day to Talk With Our Kids About Money, and it should be an ongoing conversation. That’s why we are focusing on one day a year – the third Wednesday of April – to bring attention to the importance of talking with our kids about money starting at a young age. There will be “Talk With Our Kids About Money” activities throughout the year and the website supports teacher and family activities at any time.

Who is the target audience for the program?

There is a School Program and a Home Program. The School Program targets teachers and students. Teachers from all grades and subject areas are encouraged to participate. However, to make things easier for school and classroom management, the program specifically targets students. Teachers are encouraged to teach a lesson on the Day, relevant to their subject area, with a focus on a money topic. The Home Program supports parents and guardians with children of all ages.

How are schools and teachers being supported?

Sample lesson plans for all subject areas are provided on the website - talkwithourkidsaboutmoney.com. Lesson plans are linked to each provinces’ curriculum outcomes and expectations. The suggested lesson plans require little preparation time and are designed to be fun and engaging for students. The website provides online access to additional information, ideas and resources, as well as an opportunity for teachers to post questions if they require further assistance. We encourage teachers to share the ideas and lessons they create with us so that we can share them with others.



How are parents and guardians being supported?

The Home Program on the Talk With Our Kids About Money website provides parents and guardians with ideas, activities, tools and resources to help them engage their kids in talks and activities about money. The support resources are organized by age range – e.g. ages 5-7, ages 8-10, up to age 18+. There are ideas for activities in the community, day trips that could be taken, games, activities, music, TV shows and movies to watch. Since we recognize that the interaction of a parent/guardian with a child is different than that of a teacher, the ideas and activities aim to make the suggested “talks” and interactions comfortable and a good fit with the parent/child relationship.



What is the cost to participate in the program?

There is no cost to a teacher, student, parent, guardian or anyone to participate.

Who is providing the funding for the development of the program?

Scotiabank, who is a big believer in Talk With Our Kids About Money and is dedicated to improving financial literacy in Canada, generously supports the program. CFEE, on behalf of all our partners, extends appreciation to Scotiabank for its support.

Who are the Project Partners?

Five years ago, the Canadian Foundation for Economic Education started Talk With Our Kids About Money in Canada. To reach and support teachers and families, CFEE works in collaboration with school boards, teacher associations, provincial ministries and departments of education, the Financial Consumer Agency of Canada, the federal government, and other assisting partners who are working to improve financial literacy in Canada. CFEE is planning to take the program global and thus our network of partners will continue to expand.

Is the program available in English and French?

Yes – all aspects of the program are available in both English and French.

www.talkwithourkidsaboutmoney.com

Wednesday, April 14, 2021



Talk
with our **kids**
about **money**™

A program of

CFEE

CANADIAN FOUNDATION FOR ECONOMIC EDUCATION
FONDATION CANADIENNE D'ÉDUCATION ÉCONOMIQUE

Liz Pomeroy

From: Liz Pomeroy
Sent: April 9, 2021 1:51 PM
To: Liz Pomeroy
Subject: FW: Letter re train incident in Rothesay NB
Attachments: letter to cn.pdf

From: Tiffany Edwards <Tiffany.Edwards@cn.ca>
Sent: April 9, 2021 1:34 PM
To: Rothesay Info <rothesay@rothesay.ca>
Cc: John Jarvie <JohnJarvie@rothesay.ca>
Subject: FW: Letter re train incident in Rothesay NB

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

Dear Mayor Grant,

Thank you for proactively reaching out to CN with respect to the train clocking issue in Rothesay NB.

In response to your letter to Sean Finn and as part of CN's stakeholder engagement, we strive to embed a willingness to collaborate with our neighbours on issues that are important, and we apologize for any inconvenience this issue caused.

It is not our intention or desire to occupy any grade crossing any longer than necessary, as we recognize the frustration that is caused in communities when we do so. Our train operations are controlled by a fixed signal system and central dispatching control. It is not at the crew's discretion where they can stop, unless they experience some issue that requires an immediate stop as a safety measure.

This particular issue was investigated by myself and our Operations team who confirm the blocking was caused by a "stop" signal at one of our signal locations which is shared track with the New Brunswick Southern railroad and with safety as a core value, our members followed federal requirements to stop their train until allowed to proceed.

We encourage communities to call the **CN emergency line at 1-800-465-9239, option #3**, when stopped at a crossing and a representative will be able to connect with Rail Traffic Controllers to verify the issue and amount of time needed at the crossing.

It is my hope that this letter satisfies the request stated in your letter of August 9th.

If you have any further questions, Please do not hesitate to call me.

Sincerely,
Tiffany

Tiffany Edwards

Manager, Public Affairs & Gov't Affairs - Atlantic Canada
Corporate Services

Halifax Intermodal
5271 Africville Road
Halifax, Nova Scotia
B3K 5M1

T: 902-428-5270
C: 506-866-2311



Our purpose is to grow and support CN's people, business and reputation.

Notre raison d'être est de faire évoluer et d'appuyer le personnel, les activités et la réputation du CN.



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothsay@rothesay.ca
www.rothesay.ca

April 9, 2021

CN
935 de La Gauchetière Street West
Montreal, Quebec, Canada
H3B 2M9

VIA EMAIL

Attention: Sean Finn, Executive Vice President Corporate Services

Dear Sean:

RE: Train Blocking Crossing – Sussex Subdivision

I am writing to express my concerns over an extended track-crossing blockage. I recognize you are not primarily responsible for rail operations but am writing to you as the senior CN executive with whom I am most acquainted. On Wednesday, April 7th, I, and many of my neighbours had a very unfortunate experience with railway operations at the mile 81.71 crossing. This is a track crossing that serves as the single land access to a neighbourhood of 300 homes and an elementary school; it's where I live.

Between 8:35 am and 9:05 am, I sat in my car half a kilometre from the crossing unable to reach my destination because of a train blocking the crossing. Clearly, others sat there longer.

In the past, the Town has had several discussions with CN Police and Operations about the challenge of blocking access to the neighbourhood (Kennebecasis Park) and we understood that the maximum permitted duration for such blockages was much shorter.

We understand that dynamic capacity in the NB Southern rail yard was the source of the problem but I trust you will agree that holding up access to and from our homes for more than thirty minutes is intolerable no matter the operational convenience. Surely, the train should be pulled back to a section of line with no public crossings when such a situation happens.

I am writing to strongly express my concerns and to ask that steps be taken in CN operations to avoid such situations reoccurring in future. I would like to be able to reassure my neighbours and other Rothesay residents that CN is a responsible corporate partner in our community and that this issue will be swiftly and comprehensively addressed.

Sean, thank you for your attention to this matter. I will await your response.

Yours truly,



Dr. Nancy Grant
Mayor

CC : Rothesay Council


**Fundy Regional
Service Commission**
**Commission de Services
Régionaux de Fundy**
**Regular Monthly Meeting
February 10, 2021**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Wednesday, February 10, 2021, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Nancy Grant, called the regular board meeting to order at 10:54 a.m. noting that all COVID-19 regulations have been followed including active screening, physical distancing and the use of masks.

2. Record of Attendance

Nancy Grant	Chairperson
Jim Bedford	Vice Chairperson
Shirley McAlary	Deputy Mayor, Saint John
Gary Clark	Mayor, Quispamsis
Cindy MacCready	Local Service District Representative (Alternate)
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

Absent

Grace Losier, Mayor, Grand Bay-Westfield
Bette Anne Chatterton, Mayor, St. Martins

OTHERS

Marc MacLeod, Executive Director, FRSC
Alicia Raynes, Recording Secretary, FRSC
Nick Cameron, Assistant Development Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the February 10, 2021 Agenda as presented with the re-numbering of number eight (8) "Adjournment" to number nine (9) and the addition of "Land Purchase Option – Exit" as number eight (8) moved from closed session.

Moved: Director Clark
Seconded: Director McAlary

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the December 21, 2020 minutes as presented.

Moved: Director McAlary

Seconded: Director Clark

Vote: *Motion Carried*

6. Planning – Building Inspection – December 2020, January 2021

Nick Cameron, Assistant Development Officer, FRSC, presented both the December, 2020 Report and the January, 2021 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of December, 2020 was \$15,821,360 compared to 2019 which was \$10,223,000. This is an increase of over 50%. Year-to-date total estimated cost of construction at the end of January, 2021 was \$22,000 compared to January, 2020 in which no permits were issued.

Mr. Cameron advised that the Planning Review and Advisory Committee will be starting to work on the rural plans. Due to COVID, they will be focusing on the preliminary research phase which will not require public meetings or consultations.

Motion: To receive and file the Monthly Report for December, 2020 and January, 2021 as presented.

Moved: Director Rathburn

Seconded: Director McAlary

Vote: *Motion Carried*

7. Finance – Bridge Financing – Cell #9 & Generator

Chairperson Grant explained that an application was submitted to the Municipal Capital Borrowing Board to borrow for the construction of waste containment cell #9 and for the generator rebuild. It was further explained that under ministerial order number 21-0004, the Commission has received approval to borrow and pending the issue of long-term debentures with the New Brunswick Municipal Finance Corporation, the Commission will secure the funding from its' chartered bank.

Motion: To authorize short term loans with the Canadian Imperial Bank of Commerce in the amounts of \$250,000 and \$4,464,000 under the authority of ministerial order number 21-0004.

Moved: Director McAlary

Seconded: Director Clark

Vote: *Motion Carried*

8. Land Purchase Option - Exit

Executive Director MacLeod explained that in December of 2020, a request for extension on the 'option to purchase' was issued for the acquisition of the Pit and Quarry 'across the road' from Crane Mountain Landfill. The extension was denied and the Commission approved pursuit of a new agreement simultaneous with further information on a new liner. A new deal was not signed.

The deadline to include the benefits of the Pit and Quarry in construction of cell #9 had passed on January 31, 2021 and as such, the loss impact on the business case is significant. Coincidentally, it has been demonstrated that materials and expertise for a new liner were available at a cost savings. Additionally, in the region, there were fewer barriers than proceeding with the conditions of the EIA.

Motion: The Commission authorize the Executive Director to exit the pit and quarry acquisition strategy and to pursue approval for a new liner.

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

Chairperson Grant called for a motion to adjourn.

Motion: To adjourn the meeting at 11:02 am.

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

APPROVED (date) March 22, 2021


Nancy Grant, Chairperson


Alicia Raynes, Recording Secretary

Town of Rothesay

General Fund Financial Statements

February 28, 2021

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
Capital Summary	G11

Town of Rothesay

Balance Sheet - Capital General Fund 2021-02-28

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	-
	<hr/> 87,741,394

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)
	<hr/> (37,389,648)

\$ 50,351,745

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(510,000)
Total Long Term Debt	6,522,000

Total Liabilities

\$ 6,012,000

Investment in General Fund Fixed Assets 44,339,745

\$ 50,351,745

Town of Rothesay

Balance Sheet - General Fund Reserves

2021-02-28

ASSETS

BNS Gas Tax Interest Account	4,889
BNS General Operating Reserve #214-15	834
BNS - Gen Operating Reserve GIC	450,000
BNS General Capital Reserves #2261-14	9,565
BNS - Gen Capital Reserve GIC	860,000
BNS - Gas Tax Reserves - GIC	3,660,000
Gen Reserves due to/from Gen Operating	25
	<u>\$ 4,985,313</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,260,246
Invest. in General Capital Reserve	705,773
General Gas Tax Funding	404,644
Invest. in General Operating Reserve	450,834
Invest. in Land for Public Purposes Reserve	144,839
Invest. in Town Hall Reserve	18,978
	<u>\$ 4,985,313</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 2021-02-28

CURRENT ASSETS

Cash	3,434,830
Receivables	171,936
HST Receivable	117,387
Inventory	16,268
Gen Operating due to/from Util Operating	65,853
Total Current Assets	<u>3,806,273</u>
Other Assets:	
Projects	<u>51,511</u>
	<u>51,511</u>
TOTAL ASSETS	<u><u>3,857,784</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	851,614
Other Payables	661,603
Gen Operating due to/from Gen Reserves	25
Gen Operating due to/from Gen Capital	510,000
Accrued Sick Leave	6,600
Accrued Pension Obligation	78,100
Accrued Retirement Allowance	421,460
Def. Rev-Quispamsis/Library Share	57,731
TOTAL LIABILITIES	<u><u>2,587,133</u></u>

EQUITY

Retained Earnings - General	7,288
Surplus/(Deficit) for the Period	<u>1,263,364</u>
	<u>1,270,652</u>
	<u><u>3,857,785</u></u>

2021April12OpenSessionFINAL_066

Town of Rothesay

Statement of Revenue & Expenditure
2 Months Ended 2021-02-28

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,416,858	1,416,858	2,833,717	2,833,717	0		17,002,299
Sale of Services	35,614	51,933	67,869	103,867	(35,997)		465,600
Services to Province of New Brunswick	5,000	5,000	10,000	10,000	0		60,000
Other Revenue from Own Sources	3,773	8,213	7,089	16,425	(9,336)		115,259
Unconditional Grant	10,949	10,933	21,899	21,866	33		131,193
Conditional Transfers	632,920	0	784,674	0	784,674		26,500
Other Transfers	0	0	32,148	32,149	(1)		1,082,149
	<u>\$2,105,115</u>	<u>\$1,492,937</u>	<u>\$3,757,396</u>	<u>\$3,018,023</u>	<u>\$739,373</u>		<u>\$18,883,000</u>
EXPENSES							
General Government Services	344,247	140,269	480,225	514,827	34,603		2,416,763
Protective Services	403,772	406,934	808,102	813,867	5,765		5,439,207
Transportation Services	332,002	341,131	648,213	682,262	34,049		3,687,492
Environmental Health Services	64,251	66,833	132,313	133,667	1,354		842,000
Environmental Development	64,887	75,196	126,945	130,258	3,313		649,200
Recreation & Cultural Services	97,623	125,384	297,636	345,550	47,914		2,147,204
Fiscal Services	568	333	599	667	68		3,701,134
	<u>\$1,307,349</u>	<u>\$1,156,080</u>	<u>\$2,494,032</u>	<u>\$2,621,098</u>	<u>\$127,066</u>		<u>\$18,883,000</u>
Surplus (Deficit) for the Year	<u>\$797,766</u>	<u>\$336,857</u>	<u>\$1,263,364</u>	<u>\$396,925</u>	<u>\$866,439</u>		<u>\$ (0)</u>

Town of Rothesay

Statement of Revenue & Expenditure
2 Months Ended 2021-02-28

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	400	1,667	860	3,333	(2,473)		20,000
Town Hall Rent	5,983	6,083	11,967	12,167	(200)		73,000
Arena Revenue	29,231	41,817	52,597	83,633	(31,036)	1	265,200
Community Garden	0	0	0	0	0		1,000
Fox Farm Rental	0	1,700	1,750	3,400	(1,650)		20,400
Recreation Programs	0	667	696	1,333	(638)		86,000
	<u>35,614</u>	<u>51,933</u>	<u>67,869</u>	<u>103,867</u>	<u>(35,997)</u>		<u>465,600</u>
Other Revenue from Own Sources							
Licenses & Permits	2,433	6,250	3,721	12,500	(8,779)	2	75,000
Recycling Dollies & Lids	0	50	73	100	(27)		600
Interest & Sundry	829	1,167	2,305	2,333	(29)		14,000
Miscellaneous	511	746	945	1,492	(547)		8,951
Fire Dept. Administration	0	0	0	0	0		12,000
History Book Sales	0	0	45	0	45		0
Local Improvement Levy Mulberry Lane	0	0	0	0	0		4,708
	<u>3,773</u>	<u>8,213</u>	<u>7,089</u>	<u>16,425</u>	<u>(9,336)</u>		<u>115,259</u>
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	632,920	0	784,674	0	784,674	3	25,000
	<u>632,920</u>	<u>0</u>	<u>784,674</u>	<u>0</u>	<u>784,674</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	32,148	32,149	(1)		32,149
Utility Fund Transfer	0	0	0	0	0		1,050,000
	<u>0</u>	<u>0</u>	<u>32,148</u>	<u>32,149</u>	<u>(1)</u>		<u>1,082,149</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,938	3,750	5,875	7,500	1,625		47,000
Councillors	9,852	10,342	19,779	20,683	904		136,100
Regional Service Commission 9	0	0	1,307	0	(1,307)		5,226
Other	175	292	175	583	408		13,500
	<u>12,965</u>	<u>14,383</u>	<u>27,135</u>	<u>28,767</u>	<u>1,631</u>		<u>201,826</u>
Administrative							
Office Building							
	5,692	10,292	14,481	20,583	6,102		177,500
Solicitor	0	4,167	906	8,333	7,428		50,000
Administration - Wages & Benefits	72,062	80,477	147,327	160,955	13,628	4	1,107,747
Covid-19 Expenses	2,725	2,083	6,138	4,167	(1,972)		25,000
Supplies	5,910	11,950	8,729	23,900	15,171	5	143,398
Professional Fees	1,121	2,500	1,121	5,000	3,879		30,000
Other	8,792	10,458	33,317	31,916	(1,401)		126,498
	<u>96,302</u>	<u>121,927</u>	<u>212,018</u>	<u>254,854</u>	<u>42,836</u>		<u>1,660,143</u>

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Other General Government Services						
Community Communications	0	833	714	1,667	952	10,000
Civic Relations	0	83	0	167	167	1,000
Insurance	232,901	0	232,901	223,290	(9,611)	223,290
Donations	300	2,833	5,300	5,667	367	34,000
Cost of Assessment	0	0	0	0	0	266,004
Property Taxes - L.P.P.	0	0	0	0	0	18,000
Fox Farm Rental Expenses	1,779	208	2,155	417	(1,739)	2,500
	<u>234,980</u>	<u>3,958</u>	<u>241,071</u>	<u>231,207</u>	<u>(9,864)</u>	<u>554,794</u>
	<u>344,247</u>	<u>140,269</u>	<u>480,225</u>	<u>514,827</u>	<u>34,603</u>	<u>2,416,763</u>
Protective Services						
Police						
Police Protection	233,517	233,517	467,034	467,034	0	2,802,204
Crime Stoppers	0	0	0	0	0	2,800
	<u>233,517</u>	<u>233,517</u>	<u>467,034</u>	<u>467,034</u>	<u>0</u>	<u>2,805,004</u>
Fire						
Fire Protection	169,958	169,958	338,614	339,917	1,302	2,262,703
Water Costs Fire Protection	0	0	0	0	0	330,000
	<u>169,958</u>	<u>169,958</u>	<u>338,614</u>	<u>339,917</u>	<u>1,302</u>	<u>2,592,703</u>
Emergency Measures						
EMO Director/Committee	81	1,667	163	3,333	3,171	20,000
	<u>81</u>	<u>1,667</u>	<u>163</u>	<u>3,333</u>	<u>3,171</u>	<u>20,000</u>
Other						
Animal & Pest Control	215	792	215	1,583	1,368	9,500
Other	0	1,000	2,076	2,000	(76)	12,000
	<u>215</u>	<u>1,792</u>	<u>2,291</u>	<u>3,583</u>	<u>1,292</u>	<u>21,500</u>
Total Protective Services	<u>403,772</u>	<u>406,934</u>	<u>808,102</u>	<u>813,867</u>	<u>5,765</u>	<u>5,439,207</u>

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Transportation Services

Common Services							
Administration (Wages & Benefits)	144,181	141,740	293,236	283,481	(9,755)	7	1,835,500
Workshops, Yards & Equipment	44,480	50,750	89,350	101,500	12,150	8	654,000
Engineering	0	625	0	1,250	1,250		7,500
	<u>188,661</u>	<u>193,115</u>	<u>382,586</u>	<u>386,231</u>	<u>3,644</u>		<u>2,497,000</u>
Street Cleaning & Flushing	0	0	0	0	0		44,000
Roads & Streets	29	4,167	281	8,333	8,052		50,000
Crosswalks & Sidewalks	801	1,766	1,309	3,532	2,223		19,992
Culverts & Drainage Ditches	0	5,417	75	10,833	10,758		65,000
Snow & Ice Removal	121,666	119,458	228,973	238,917	9,944		651,500
Flood Costs	0	0	0	0	0		40,000
	<u>122,496</u>	<u>130,808</u>	<u>230,639</u>	<u>261,615</u>	<u>30,976</u>		<u>870,492</u>
Street Lighting	12,082	10,833	23,912	21,667	(2,245)		130,000
Traffic Services							
Street Signs	2,411	1,000	2,552	2,000	(552)		12,000
Traffic Lanemarking	0	0	0	0	0		30,000
Traffic Signals	4,605	3,333	5,447	6,667	1,219		40,000
Railway Crossing	1,601	1,833	2,785	3,667	882		22,000
	<u>8,618</u>	<u>6,167</u>	<u>10,784</u>	<u>12,333</u>	<u>1,549</u>		<u>104,000</u>
Public Transit							
Public Transit - Comex Service	0	0	0	0	0		83,500
Public Transit - Other	146	208	292	417	125		2,500
	<u>146</u>	<u>208</u>	<u>292</u>	<u>417</u>	<u>125</u>		<u>86,000</u>
Total Transportation Services	<u>332,002</u>	<u>341,131</u>	<u>648,213</u>	<u>682,262</u>	<u>34,049</u>		<u>3,687,492</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	14,918	16,667	33,747	33,333	(414)		200,000
Solid Waste Disposal Compost	(23,430)	2,833	2,918	5,667	2,748		34,000
Solid Waste Collection	72,241	47,333	95,126	94,667	(459)		568,000
Clean Up Campaign	521	0	521	0	(521)		40,000
	<u>64,251</u>	<u>66,833</u>	<u>132,313</u>	<u>133,667</u>	<u>1,354</u>		<u>842,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	64,887	60,237	89,945	97,141	7,196		466,500
Planning Projects	0	2,083	0	4,167	4,167		25,000
Heritage Committee	0	208	0	417	417		2,500
	<u>64,887</u>	<u>62,529</u>	<u>89,945</u>	<u>101,724</u>	<u>11,779</u>		<u>494,000</u>
Economic Development Comm	0	12,667	37,000	25,333	(11,667)	9	152,000
Tourism	0	0	0	3,200	3,200		3,200
	<u>0</u>	<u>12,667</u>	<u>37,000</u>	<u>28,533</u>	<u>(8,467)</u>		<u>155,200</u>
	<u>64,887</u>	<u>75,196</u>	<u>126,945</u>	<u>130,258</u>	<u>3,313</u>		<u>649,200</u>

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Recreation & Cultural Services

Administration	19,853	24,129	40,486	48,258	7,772		332,300
Beaches	0	0	0	0	0		50,636
Rothsay Arena	26,876	29,750	62,931	59,500	(3,431)		315,000
Memorial Centre	4,302	5,667	6,343	11,333	4,991		76,000
Summer Programs	(3,354)	652	0	1,304	1,304		62,824
Parks & Gardens	26,188	36,160	59,041	72,321	13,279	10	613,500
Rothsay Common Rink	14,077	6,790	22,354	13,579	(8,775)	11	43,976
Playgrounds and Fields	2,278	10,333	3,165	20,667	17,502	12	124,000
Regional Facilities Commission	0	0	88,457	98,281	9,824	13	393,125
Kennebecasis Public Library	7,404	7,404	14,807	14,807	0		88,843
Special Events	0	4,500	52	5,500	5,448		39,500
PRO Kids	0	0	0	0	0		7,500
	<u>97,623</u>	<u>125,384</u>	<u>297,636</u>	<u>345,550</u>	<u>47,914</u>		<u>2,147,204</u>

Fiscal Services

Debt Charges							
Interest	568	333	599	667	68		182,134
Debt Payments	0	0	0	0	0		804,000
	<u>568</u>	<u>333</u>	<u>599</u>	<u>667</u>	<u>68</u>		<u>986,134</u>

Transfers To:

Capital Fund for Capital Expenditures	0	0	0	0	0		2,715,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,715,000</u>
	<u>568</u>	<u>333</u>	<u>599</u>	<u>667</u>	<u>68</u>		<u>3,701,134</u>

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Town of Rothesay

Variance Report - General Fund

2 month ending February 28, 2021

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Arena Revenue	\$ 52,597	\$ 83,633	\$ (31,036)	Closed due to Covid
2	Licenses and permits	3,721	12,500	(8,779)	Very little activity
3	Grants other	784,674	-	784,674	Safe restart funding (to be transferred)
Expenditures					
General Government					
4	Wages & benefits	\$ 147,327	\$ 160,955	\$ 13,628	staff turnover
5	Supplies	\$ 8,729	\$ 23,900	\$ 15,171	IT not yet spent
6	Insurance	\$ 232,901	\$ 223,290	\$ (9,611)	Insurance increases
Protective Services					
\$ -					
Transportation					
7	Wages and benefits	\$ 293,236	\$ 283,481	\$ (9,755)	Casual employees
8	Workshop, yards	\$ 89,350	\$ 101,500	\$ 12,150	Timing
Environmental Health					
\$ -					
Environmental Development					
9	Economic Development	\$ 37,000	\$ 25,333	\$ (11,667)	By-law enforcement and projects under budget
Recreation & Cultural Services					
10	Parks and gardens	\$ 59,041	\$ 72,321	\$ 13,280	Timing
11	Rothesay common	\$ 22,354	\$ 13,579	\$ (8,775)	Casual Salary not budgeted
12	Playgrounds and fields	\$ 3,165	\$ 20,667	\$ 17,502	Timing
13	Regional Facilities	\$ 88,857	\$ 98,281	\$ 9,424	Billing error
Fiscal Services					
\$ -					

Town of Rothesay

Capital Plan Summary
General Fund

2021 Budget and Funding Allocation

Services

	Actual	Total	Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT							
Building (Town Hall)		120,000	120,000	-	-	-	-
IT (Cameras/Copier)		38,000	38,000	-	-	-	-
		158,000	158,000	-	-	-	-
PROTECTIVE (Fire Dept)	1,308	136,000	136,000	-	-	-	-
		136,000	136,000	-	-	-	-
TRANSPORTATION							
Street surfacing (per approved list)	14,634	1,610,000	1,100,000	-	510,000	-	-
Curb & Sidewalks		285,000	285,000	-	-	-	-
Drainage		125,000	25,000	-	100,000	-	-
Designated Highways		1,100,000	275,000	-	-	825,000	-
Study completion	25,095	200,000		200,000	-	-	-
Intersection Improvement - Spruce/Clark		300,000	-	-	-	-	300,000
Fleet / Equipment		600,000	600,000	-	-	-	-
		4,220,000	2,285,000	200,000	610,000	825,000	300,000
RECREATION							
Parks Equipment		25,000	25,000	-	-	-	-
Trails		50,000	50,000	-	-	-	-
Wells Ball Field Phase 2		250,000	-	250,000	-	-	-
Wells (New Building)	10,475	61,000	61,000	-	-	-	-
Arena Renovations		600,000	-	-	600,000	-	-
		986,000	136,000	250,000	600,000	-	-
Total Capital Expenditures	51,512	\$ 5,500,000	\$ 2,715,000	\$ 450,000	\$ 1,210,000	\$ 825,000	\$ 300,000
						\$	\$,500,000

Town of Rothesay

Utility Fund Financial Statements

February 28, 2021

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Capital Summary

U6

Town of Rothesay

Capital Balance Sheet

As at 2021-02-28

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	(850,000)
Total Current Liabilities	<u>(850,000)</u>

Long-Term:

Long-Term Debt	9,019,548
Total Liabilities	<u>8,169,548</u>

EQUITY

Investments:

Investment in Fixed Assets	29,521,310
Total Equity	<u>29,521,310</u>

TOTAL LIABILITIES & EQUITY	<u><u>37,690,858</u></u>
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Town of Rothesay
Balance Sheet - Utilities Fund Reserves
2021-02-28

ASSETS

BNS Utility Capital Reserve # 00241 12	10,173
BNS - Util Capital Reserve GIC	<u>1,250,000</u>
	<u>\$ 1,260,173</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	876,161
Invest. in Utility Operating Reserve	105,730
Invest. in Sewerage Outfall Reserve	<u>278,283</u>
	<u>\$ 1,260,173</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 2021-02-28

ASSETS

Current assets:	
Accounts Receivable - Net of Allowance	560,493
Accounts Receivable - Misc.	30
Accounts Receivable - Projects	335,000
Total Current Assets	<u>895,523</u>
Other Assets:	
Projects	121,302
	<u>121,302</u>
 TOTAL ASSETS	 <u>\$ 1,016,824</u>

LIABILITIES

Accrued Payables	41,133
Due from General Fund	65,853
Due from (to) Capital Fund	850,000
Deferred Revenue	14,681
Total Liabilities	<u>971,667</u>

EQUITY

Surplus:	
Opening Retained Earnings	39,288
Profit (Loss) to Date	5,868
	<u>45,156</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 1,016,824</u>

Town of Rothesay
 Utilities Operating Income Statement
 2 Months Ended 2021-02-28

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	600	0	40,409	0	40,409	1	1,127,500
Meter and non-hookup fees	0	0	0	0	0		47,200
Water Supply for Fire Prot.	0	0	0	0	0		330,000
Local Improvement Levy	0	0	0	0	0		62,000
Sewerage Services	670	0	670	0	670		1,800,000
Connection Fees	0	5,833	0	11,667	(11,667)	2	70,000
Interest Earned	6,202	6,667	13,824	13,333	490		80,000
Misc. Revenue	150	561	450	1,121	(671)		6,727
Surplus - Previous Years	0	0	34,573	34,573	0		34,573
TOTAL RECEIPTS	7,622	13,061	89,926	60,694	29,232		3,558,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	0	0	0		420,000
Audit/Legal/Training	0	792	41	1,583	1,543		12,500
Purification & Treatment	31,963	33,333	39,593	66,667	27,074	3	420,000
Transmission & Distribution	961	10,833	1,965	21,667	19,702	4	130,000
Power & Pumping	4,295	3,500	8,148	7,000	(1,148)		42,000
Billing/Collections	97	0	194	0	(194)		0
Water Purchased	0	63	130	125	(5)		750
Misc. Expenses	0	1,250	0	2,500	2,500		15,000
TOTAL WATER SUPPLY	37,316	49,771	50,070	99,542	49,471		1,040,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	0	0	0		630,000
Audit/Legal/Training	0	625	497	1,250	753		14,500
Collection System Maintenance	483	5,333	5,437	10,667	5,229	5	64,000
Sewer Claims	0	1,667	5,226	3,333	(1,892)		20,000
Lift Stations	4,462	5,833	7,591	11,667	4,076	6	70,000
Treatment/Disposal	6,867	6,417	12,663	12,833	171		92,000
McGuire Road Operating	0	1,583	0	3,167	3,167	7	19,000
Misc. Expenses	1,061	1,167	2,574	2,333	(241)		14,000
TOTAL SWGE COLLECTION & DISPOSAL	12,873	22,625	33,987	45,250	11,263		923,500
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	0	0	0		300,617
Principal Repayment	0	0	0	0	0		515,357
Other Debt Charges/Bank Charges	0	0	0	0	0		8,276
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,594,250
TOTAL EXPENSES	50,189	72,396	84,058	144,792	60,734		3,558,000
NET INCOME (LOSS) FOR THE PERIOD	(42,566)	(59,335)	5,868	(84,098)	89,966		(0)

Town of Rothesay

Variance Report - Utility Operating

2 month ending February 28, 2021

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
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Revenue

1	Sale of Water	\$ 40,409	\$ -	\$ 40,409	Safe restart plus Fire Dept early payment
2	Connection Fees	\$ -	\$ 11,667	\$ (11,667)	No activity to date

Water Supply

3	Purification /Treatment	\$ 39,593	\$ 66,667	\$ 27,074	Timing
4	Transmission & Distribution	\$ 1,965	\$ 21,667	\$ 19,702	Timing

Sewerage Collection & Disposal

5	Collection system maintenance	\$ 5,437	\$ 10,667	\$ 5,230	Timing
6	Lift stations	\$ 7,591	\$ 11,667	\$ 4,076	Timing
7	McGuire Road operating	\$ -	\$ 3,167	\$ 3,167	Quarterly allocation

Fiscal Services

Town of Rothesay

UTILITY CAPITAL PLAN - 2021

UTILITY CAPITAL PLAN - 2021	Actual	2021 Original Budget Funding							
		2021	Capital Reserves	Developers	Grants	Gas Tax Infrastructure	Operating	Borrow	
Production wells (Well 7)	\$ 19,594	\$ 290,000					\$ 290,000		
Tower heating system	27,910	60,000					60,000		
Station Road cast iron water line replacement	-	250,000				250,000		-	
ShadowHill water line repalcement	-	400,000	240,000				100,000	60,000	
College Hill Road water line (cfwd)	-	708,000		220,000	115,000	353,000	20,000		
Filtration buyilding water	39,897								
Digital radios (Cfwd)	5,162								
	\$ 92,563	\$ 1,708,000	\$ 240,000	\$ 220,000	\$ 115,000	\$ 603,000	\$ 470,000	\$ 60,000	

SEWER CAPITAL PLAN - 2021

Asphalt related sewer work	\$ -	\$ 95,000						95,000	
Turnbull Ct sewer replacement -Taylor Brook phase 2	-	1,000,000				150,000			850,000
Turnbull Ct sewer replacement -Taylor Brook phase 1	-	500,000							500,000
Seville Sewer repair	-	100,000						100,000	
Cell modems - SCADA	-	35,000						35,000	
WWTF Phase 2 design	28,738	1,000,000			710,000				290,000
	\$ 28,738	\$ 2,730,000	\$ -	\$ -	\$ 710,000	\$ 150,000	\$ 230,000	\$ 1,640,000	
TOTAL CAPITAL 2021	\$ 121,301	\$ 4,438,000	\$ 240,000	\$ 220,000	\$ 825,000	\$ 753,000	\$ 700,000	\$ 1,700,000	

Debt available	CWF from 2020	\$ 850,000
	New application	850,000

Town of Rothesay

2021-02-28

219500-60

Donations/Cultural Support	Budget 2021	Paid to date
KV3C	2,500.00	
NB Medical Education Trust	5,000.00	5,000.00
SJRH	-	
KV Food Basket	5,000.00	
Fairweather Scholarship	1,000.00	-
KV Oasis	2,500.00	-
Saint John Theatre Company	1,000.00	-
Symphony NB	2,500.00	
Vocational Training Centre	6,000.00	
sub -	25,500.00	5,000.00
Other:	8,500.00	
Junior Achievement		300.00
sub	8,500.00	300.00
	34,000.00	5,300.00
G/L Balance		5,300.00

TOWN OF ROTHESAY

FINANCE COMMITTEE
HELD VIA WEBEX

April 1, 2021

Open Session

In attendance:

Councillor Grant Brenan, Chairman
Mayor Nancy Grant
Deputy Mayor Matt Alexander
Councillor Don Shea
Town Manager John Jarvie
Treasurer Doug MacDonald

Guests – Representatives of the financial statement auditor Teed Saunders Doyle & Co – Peter Logan and Keith Waller

The meeting was called to order at 8:31.

The agenda was amended to include; 1A) Federal Government Funding announcement. The agenda was accepted as amended (NG/DS).

The minutes of February 18, 2021 were accepted as presented. (NG/DS)

Federal Government Funding Announcement

Mayor Grant referenced a social media posting from MP Wayne Long regarding additional infrastructure funding to be received by Rothesay in the amount of \$803,000. The Town Manager indicated no formal announcement has been received however, the funds are most likely an additional Gas Tax allocation. More details will be provided as information is received.

Draft 2020 Audited Financial Statements

The Treasurer presented the draft 2020 Audited Financial Statements. The committee was reminded the audited financial statements are prepared on the basis of Public Sector Accounting Standards that are different than the normal monthly reporting including the consolidation of financial results of the Fire Dept, Police Dept and Library. The other significant difference is the treatment of capital expenditures as asset additions rather than expenses. These differences result in reporting an annual surplus of \$3,085,464 for audit purposes versus funding surpluses of \$52,674 in the General Fund and \$48,220 in the Utility Fund.

Peter Logan of Teed Saunders Doyle & Co presented the draft auditors report. He indicated the draft report was the normal “clean” opinion noting the financial statements are in their opinion presented in compliance with the appropriate accounting standards. In response to a question from the Chair, Mr. Logan also noted there were no issues with internal controls or other recommendations and the auditor received good cooperation from staff.

Councillor Brenan left the meeting at 8:51 and Deputy Mayor Alexander assumed the Chair.

The Treasurer and Mr. Logan reviewed various financial statement details in particular noting the following:

Accounts receivable (FS Note 5) have increased as the balance includes \$220,000 from a Developer for capital projects. Outstanding utility receivables have actually decreased by \$60,000.

Due from PNB (FS Note 7) increase relates to funds for Designated Highway and RDC capital projects.

Deferred revenue (FS Note 8) is primarily Gas Tax funding received but to be allocated to future capital projects.

Long Term Debt (FS Note 11) includes three debentures received in 2020, one of which (\$1 million) actually relates to capital projects completed in 2019.

Liabilities for Accrued Pension Obligations (FS Note 16) have decreased significantly due to better than expected investment results.

Revenue and Expenditure Variance (FS Note 28) include additional Grant revenue in excess of budget from Designated Highway funds and RDC funding. Revenue from services decreased due to closure of facilities during the year due to the pandemic. Transportation expenditures exceeded budget due to the additions of stormwater and road studies and the accounting treatment of designated road surfaces. Utility operating expenditures exceeded budget due to unexpected maintenance issues during the year.

The committee recommended approval and referral of the audited financial statements to Council with some minor typographical changes. (DS/NG)

February Draft Financial Statements

Treasurer MacDonald reviewed the draft financial statements including discussion of budget variances. The Treasurer noted that the preliminary results include the second payment of Safe Restart funding and Assessment gap funding in the General Fund of \$784,674. Transfers will be processed to Reserve accounts and reflected in the next month, as approved by Council in March.

The insurance variance was discussed and Treasurer MacDonald explained the actual cost of insurance was greater than the 2021 budget estimate. Treasurer MacDonald noted the variance relating to Regional Facilities indicating the variance will reverse in future months due to an error in the budget request. Other expenditure differences are primarily timing in nature. There is very little activity to report regarding construction activity given the time of year

Motion to accept the draft financial statements for information and refer to Council was approved. (DS/NG)

Donation Summary

The donation summary was approved for information (NG/DS)

Regional Facilities Budget

The Treasurer presented a request from the Regional Facilities Commission for an amendment to their 2021 budget request due to an error in the original calculation. Moved to recommend to Council the request be approved (NG/DS).

KRJBPC Funding

The Treasurer presented a request from the KRJBPC for additional funding to reflect the final 2020 extraneous cost budget. Moved to recommend to Council the request be approved (NG/DS).

Compliance Report

Received for information.

Next Meetings

April 22, 2021 (tentative)

Meeting adjourned at 9:42.

Councillor Grant Brenan, Chairman

Douglas MacDonald, Treasurer



ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Doug MacDonald, Treasurer
DATE	:	March 29, 2021
RE	:	Regional Facility Funding

Recommendations

The finance committee recommends Council approve funding requested by the Regional Facilities Commission in the amount of \$16,978, to be funded from the 2021 operating reserve.

Background

The 2021 Regional Facilities operating budgets were approved with errors in the calculated contributions required by TD Station and the Trade and Convention Centre.

The Rothesay share of the shortfall is \$16,978 (12.59%). We have previously funded, through the normal budget process in December 2020, \$393,125.

The calculation has been determined as follows:

Revised 2021 budget	\$ 3,257,108
Less: original 2021 budget	<u>3,122,269</u>
Net funding required	<u>\$ 134,839</u>
Rothesay funding (12.59%)	\$ 410,103
Original funding	<u>393,125</u>
Additional funding required	<u>\$ 16,978</u>

I recommend funding be approved in the amount of \$16,978 to finance these additional 2021 costs.

REGIONAL FACILITIES COMMISSION

2021 Budget Approved with Recommendation

Approved at August RFC meeting

	TD Station	TCC
Approved Presented Budget	\$ 846,296	\$ 400,000
Other - Common Area Cost		\$ 446,964
2019 Surplus (Deficit)	\$ 69,643	\$ 2,388
Total	\$ 776,653	\$ 844,576

Corrected 2021 Budgets

	TD Station	TCC
Approved Presented Budget	\$ 846,296	\$ 400,000
Other - Common Area Cost		\$ 446,964
2019 Surplus (Deficit)	\$ (69,643)	\$ 6,835
Total	\$ 915,939	\$ 840,129

Variance	\$ 139,286	\$ (4,447)
Total Budget Variance		\$ 134,839

Variance by Town

Grand Bay/Westfield	3.621%	\$ 4,883
Quispamsis	17.047%	\$ 22,986
Rothsay	12.591%	\$ 16,978
Saint John	66.740%	\$ 89,993
	100.00%	\$ 134,839

The Regional Facilities Commission 2021 Budget Spreadsheet used by Saint John, Quispamsis, Rothsay, Grand Bay-Westfield, in setting their 2021 budgets contained two errors.

TD Station - the 2019 Deficit of \$69,643 was subtracted from the approved presented budget which resulted with an overall budget of \$776,653. However, the 2019 deficit should have been added to their approved budget bringing their total amount to \$915,939. This error results in TD Station funding being shorted by \$139,286 in 2021.

TCC - the 2019 surplus inputted as \$2,388 on the 2021 Budget Spreadsheet, however the surplus was actually \$6,838.



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : March 18, 2021
RE : KRJBPC Funding

Recommendations

The finance committee recommends Council approve funding requested by the KRJBPC in the amount of \$30,351.93, relating to 2020 extraneous costs to be funded from the 2021 operating reserve.

Background

The KRJBPC 2020 funding was approved using an estimate for the 2020 operating surplus and extraneous costs. The actual audited results have been determined and the department has requested additional funding based upon the revised results.

The Rothesay share of the shortfall is \$130,512.87 (40.142%). We have previously funded, through the normal budget process in December 2020, \$100,160.94, leaving additional funding required of \$30,351.93.

The calculation has been determined as follows:

Total 2020 extraneous costs	\$ 345,231.51
Less: 2020 operating surplus	9,713.77
Less: insurance recovery	<u>10,389.76</u>
Net funding required	<u>\$ 325,127.98</u>
 Rothesay funding (40.142%)	 \$ 130,512.87
Previous advances	<u>100,160.94</u>
Additional funding required	<u>\$ 30,351.93</u>

I recommend funding be approved in the amount of \$30,351.93 to finance these additional 2020 costs. Additional funding may be required should similar expenditures be incurred in 2021.



ROTHESAY

2021 April 12 Open Session FINAL 087

ROTHESAY HIVE ADVISORY COMMITTEE MEETING BY WEBEX VIDEOCONFERENCE

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

Tuesday, March 16, 2021 at 10:00 a.m.



DRAFT

PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNC. MIRIAM WELLS, CHAIRPERSON
JULIE ATKINSON
NANCY HASLETT
JILL JENNINGS
DR. SHAWN JENNINGS
WILLA MAVIS
DIANE O'CONNOR, VICE-CHAIRPERSON
NEA STEPHENSON

TOWN MANAGER JOHN JARVIE (*joined the videoconference at 10:40 a.m.*)
INTERIM RECREATION COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ POMEROY

ROTARY CLUB OF ROTHESAY-KINGS (*left the videoconference at 10:45 a.m.*)
MONICA WATSON-BEDARD, PRESIDENT
JENNIFER BUTLER, TREASURER
ANDRE WELLAND, FOUNDATION CHAIR

ABSENT: CHRISTINA BARRINGTON
ANGELA CAMPBELL
JEAN PORTER MOWATT
ROBERT TAYLOR

Chairperson Wells called the videoconference to order at 10:00 a.m. All members were connected remotely. She welcomed three members of the Rotary Club of Rothesay-Kings: Ms. Monica Watson-Bedard, Ms. Jennifer Butler, and Mr. Andre Welland.

1. APPROVAL OF AGENDA

MOVED by N. Stephenson and seconded by S. Jennings the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Rothesay Hive Advisory Committee meeting of February 16, 2021.

MOVED by J. Jennings and seconded by D. O'Connor the minutes of February 16, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

4.1 Rothsay Hive Outreach: Rotary Club of Rothsay-Kings joining to discuss opportunities
Chairperson Wells reported the Rotary Club of Rothsay-Kings provided support to the Rothsay Hive in the form of sanitization materials in the summer of 2020. Additionally, the Rotary Club expressed interest in contributing a donation of \$500 but this was put on hold because of the facility's closure during the pandemic. Members of the Rotary Club are present to discuss potential opportunities for Club members to partake in hands-on involvement with the facility to accompany a \$500 donation.

Ms. Watson-Bedard thanked the Committee for the invitation. She explained the Rotary Club is action-focused, and is looking for a way to build a partnership with the Rothsay Hive beyond financial support, possibly through small jobs or tasks. The Club is eager to work collaboratively with a community oriented facility such as the Rothsay Hive.

A lengthy discussion ensued regarding the following:

A Budget for the Rothsay Hive:

- Will be prepared to discuss future financial needs with sponsors
- In progress – but is a challenge due to the uncertainty of the pandemic, and lack of benchmarks during the facility's infancy

A Senior's Outreach Program:

- Interest in continuing the Age-Friendly Committee's exploration of a Senior's Outreach Program with the Kennebecasis Valley Fire Department (KVFD), the Kennebecasis Regional Police Force (KRPf), and the Red Cross
- Mike Boyle, Division Chief with the Kennebecasis Valley Fire Department and former member of the Age-Friendly Committee, offered to assist with development of the Program
 - Chairperson Wells relayed the Division Chief's suggestion to develop a vision for the Program
 - The Committee brainstormed ideas:
 - Creation of a gap analysis by asking Rothsay Hive members (in-person, through social media, and the facility's suggestion box) what services seniors would like to see in the community
 - Committee members were asked to start discussions on the Rothsay Hive Facebook page to help encourage input from community members
 - Identifying key partners based on desired services: KVFD (HomeSafe – home safety inspections, and smoke alarm checks), KRPf (Senior's Police Academy – education on fraud prevention, internet safety, traffic safety, elder abuse, and reporting crimes), Red Cross, other community services such as pharmacies, first-aid services, vehicle assistance
 - Duplication of services should be avoided
 - Engaging the Rotary Club in implementation of the Program
 - "Vial for Life" Program – storage of vital health information in a vial in the refrigerator with a magnet to alert emergency services that the client is part of the program
 - Individuals may not identify with the term "vulnerable" person

- A fridge magnet with contact information for emergency responders, that also provides quick and easy access to basic medical information to first responders if an individual is unable to provide the information themselves such as personal information, medical conditions, medications, and allergies
- Promoting services in the Rothesay Hive newsletter and distributing copies to community organizations (especially sponsor owned businesses)
- Integration of “Home Alone” Support Services idea
- Consideration of social isolation (need for face to face interactions, and transportation) and practical assistance (i.e. pet care, grocery retrieval, hair care, medication delivery, retrofitting homes to be “senior-friendly”)
 - Transportation: eliminate a barrier by providing transportation to and from the facility
 - Investigate volunteer transportation service provided in St. Andrews
 - Possible opportunity for the Rotary Club to assist with transportation or ways to combat social isolation
 - Reintroduce intergenerational “Senior’s Superhero Program” where children are educated about safety issues for grandparents/seniors in their homes
- Creation of a subcommittee for the Outreach Program following feedback from Rothesay Hive members
 - Task the subcommittee with development of a mission statement for the Program

K. Duffley agreed to reach out to members to ask what services could be provided to help seniors feel more connected, safe, and secure in their homes and community. It was suggested posters be put on bulletin boards in apartment buildings and community businesses to invite seniors to submit their input. Ms. Butler suggested the request be included in newspapers since they are a popular informational resource for seniors. The Committee expressed interest in requesting a newspaper article that focuses on detrimental impacts of social isolation especially during the pandemic, Rothesay’s Age-Friendly designation renewal, and the vision for the Outreach Program once confirmed.

Ms. Butler explained the Rotary Club is interested in interviewing a member of the Committee for a promotional video to post to their social media. The purpose is to showcase the various individuals and organizations that the Rotary Club works with. The Committee requested some time to prepare for the interview. Ms. Butler noted this is not a problem, the video can be released in May.

Town Manager Jarvie joined the videoconference.

Chairperson Wells thanked the members of the Rotary Club of Rothesay-Kings and confirmed the Committee intends to further discussions with the group. Ms. Watson-Bedard, Ms. Butler, and Mr. Welland thanks the Committee and left the videoconference.

5. ADMINISTRATION**5.1 Honorariums Reinstated: Scan/Email or Mail Completed form to Mary Jane Banks
FOR INFORMATION.****5.2 Rothesay Hive Seeks Community Support Letter Approved by Town Council**

Chairperson Wells reported the sponsorship campaign was approved by Council at the March 8, 2021 meeting. She added Council members were asked to share the letter and Committee members are asked to do the same. It was noted K. Duffley circulated instructions to the Committee on how to share the letter on social media. Council Wells clarified the purpose of the \$2,000 fundraising goal is to offset the cost of programs to eliminate any financial barriers to participation.

K. Duffley requested individuals provide their names and addresses with any cash donations so that tax receipts can be issued. There was a brief discussion regarding donor recognition. It was suggested donors be asked if they prefer to be recognized in promotional materials such as the Rothesay Hive newsletter, or remain anonymous. There was further discussion with respect to the purpose of collecting public donations. It was clarified while donations can be used to cover unexpected costs, the primary interest is to keep the cost of programs affordable.

D. O'Connor reported the donation from Go Ahead Seniors is to be expected soon.

Chairperson Wells asked for the Committee's thoughts on when it is appropriate to begin the sponsorship campaign. The Committee agreed it is reasonable to begin as soon as possible since the facility is open, and pandemic restrictions continue to ease, which suggests the facility could be open fulltime as early as the fall. When questioned, K. Duffley advised summer programs will likely differ from September – June programming due to instructor availability. D. O'Connor suggested investigating use of online fitness classes now that the facility has Wi-Fi. Chairperson Wells commented on the grant application through ParticipACTION to assist with outdoor programs such as Tai Chi or Yoga in June. J. Jennings noted she believes outdoor activities will be well received, but cautioned the events will depend on the weather. She added learning Tai Chi is often a lengthy process so it may be difficult to condense such a program to one month.

5.3 Rothesay Age-Friendly Renewal Document Approved by Town Council

Chairperson Wells reported the document will be signed and submitted. She noted following approval, the Committee can explore the possibility of a news article highlighting the renewal, harmful effects of social isolation, and the vision for the Outreach Program.

6. ROTHESAY HIVE UPDATE**6.1 K. Duffley to provide the update**

K. Duffley reported: the Rothesay Hive reopened on March 8th; only a few spots remain for programs; the Facebook group has 218 members; the email distribution list has 54 members; Wi-Fi is now active; instructions were sent detailing how to share the sponsorship letter through social media; news on the ParticipACTION grant is not expected until end of April; the application is for outdoor programs once a week for the month of June; and if approved, the program will be provided free of charge for 25 participants with funds to cover the cost of yoga mats, and instructor fees. She explained the rationale behind 25 participants, noting the application was submitted before the transition back to the Yellow Phase of the New Brunswick Covid-19 Recovery Plan. A limit of 25 participants is more manageable in terms of parking, and social distancing. She added it is possible, if the full amount is not received, a portion of the request may be approved.

K. Duffley provided an update noting a plan is underway to start a partnership with Jill Donovan for fitness classes at the Bill McGuire Centre in September. She added protocols and hours of operation are also under review in anticipation of returning to the Green Phase of the Recovery Plan by fall.

Counc. Wells praised K. Duffley on the Rothsay Hive newsletter. S. Jennings thanked D. O'Connor for her work on the Winter Speaker Series.

7. ROTHESAY HIVE PROGRAMMING OPPORTUNITIES

7.1 Get to Know You Series Idea – D. O'Connor

D. O'Connor explained the idea noting it will be similar to the Speaker Series but the focus will be on the Rothsay Hive. For example, interviews would be conducted with sponsors, Committee members, or fitness instructors to act as promotional materials to provide insight into operation of the facility. J. Atkinson suggested this would be a good way to engage sponsors.

7.2 Spring Speaker Series – May 2021

D. O'Connor reported she has received confirmation from five of the seven speakers:

- Dan Curran, Rothsay Pharmachoice (Vaccines)
- Jean Porter-Mowatt (Home Alone)
- Eric Phinney (The Positives of Caregiving)
- Steve Marr (Car Maintenance)
- Margie LeClerc and Marilyn Isenor (KV Walkers)

Confirmation is pending for two other speakers that may address gardening, and downsizing. The Committee expressed interest in exploring the CarFit program as a future topic. CarFit is an educational program that offers older adults the opportunity to check how well their personal vehicles fit them.

7.3 June 1st Intergenerational Day – Celebration Ideas with Rothsay High School

D. O'Connor suggested the following ideas (held in the Rothsay High School parking lot): “Move to the Groove” dance party; a hopscotch challenge; line dancing; bingo; or washer toss. The Committee was amenable to these ideas as they encourage outdoor physical activity. The Committee debated how best to attract seniors to the event. It was suggested students be encouraged to invite a grandparent or senior similar to “Grandparent Day” at Touchstone Academy. Mayor Grant suggested the event be promoted through public service announcements on the radio station Oldies96. D. O'Connor confirmed she will prepare public service announcements for Oldies96 as well as CBC. K. Duffley advised she will pass along the Committee's suggestions to C. Barrington at Rothsay High School.

8. ROTHESAY HIVE COMMUNICATIONS

8.1 Discuss use of full organization name in communications

After some discussion, the Committee indicated a preference for use of “*the* Rothsay Hive”. It was agreed “the Hive” can be used casually if “the Rothsay Hive” has been used previously in the document, or when speaking with individuals that are familiar with the facility. Using “the Hive” on its own may create confusion with “the Hive at Simonds High School”, and “Rothsay Hive” is sometimes misinterpreted as “Rothsay *High*”.

ROTHESAY

Rothsay Hive Advisory Committee (via video conference)
Minutes

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16 March 2021

DRAFT

Meeting Addendum:

Chairperson Wells reported the application for the Rothsay Elementary School greenhouse was successful, and the organization is keen on exploring opportunities with the Rothsay Hive. She added this could be an option for a summer program.

9. DATE OF NEXT MEETING

The next meeting will be on Tuesday, April 20, 2021 at 10:00 a.m.

10. ADJOURNMENT

MOVED by N. Haslett and seconded by N. Stephenson the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:20 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING WEBEX VIDEOCONFERENCE

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

Tuesday, March 16, 2021 at 6:30 p.m.



DRAFT

PRESENT: COUNC. PETER LEWIS
ANNIKA BAGNELL
DR. SHAWN JENNINGS
GARY MYLES, VICE CHAIRPERSON (*joined the videoconference at 7:10 p.m.*)
COUNC. MIRIAM WELLS
JON McEACHERN
HOLLY YOUNG

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECORDING SECRETARY LIZ POMEROY

ABSENT: MARY ANN GALLAGHER, CHAIRPERSON
INTERIM RECREATION COORDINATOR KIRSTIN DUFFLEY

In the absence of the Chairperson and Vice-Chairperson the Committee was amenable to Counc. Wells chairing the meeting. The videoconference was called to order by Counc. Wells at 6:30 p.m. It was noted DRP Jensen and FC Kincade are in the office at the Rothesay Arena observing physical distancing requirements. All other attendees were connected remotely.

1. APPROVAL OF AGENDA

MOVED by S. Jennings and seconded by Counc. Lewis the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Parks and Recreation Committee meeting of January 19, 2021.

MOVED by H. Young and seconded by Counc. Lewis the minutes of January 19, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS:

6.1 Request for a skate park near Rothesay High School

DRP Jensen reported on January 20, 2021 he relayed the Committee's discussion, and the request for more information, to the students' teacher. He received a thank you for addressing the proposal but has not heard anything further.

6.2 Cost of lights at Wells Dog Park

DRP Jensen advised the cost was just under \$10,000 for the lights at the Wells Dog Park. When questioned, Counc. Lewis noted the lights are of great benefit to the public. In response to an inquiry, DRP Jensen advised the lights are set to turn off at 9:00 p.m., but this may be extended to 10:00 p.m. as the season changes. S. Jennings requested clarification. Counc. Wells explained, following the realization that solar-powered lights did not provide sufficient lighting, dusk-to-dawn lights were installed. When questioned, DRP Jensen advised the solar-powered lights will remain at the entrance.

7. CORRESPONDENCE FOR ACTION

- 7.1 2 March 2021 Memorandum from Town Clerk Banks
 24 February 2021 Request from the Boys and Girls Club of Saint John for a location for the Survival Camp Summer Program

DRP Jensen advised Town owned space is significantly limited during the summer. With schools unavailable for public use, the Rothesay Playground Program operated two groups at the Bill McGuire Centre last summer, following suspension of the YMCA Day Camp programs in response to the pandemic. The Playground Program also utilizes the building at the Wells Recreation Park, and the Rothesay Arena will be unavailable for use while renovations are underway.

There was a brief discussion with respect to the YMCA Day Camps, the Rothesay Playground Program, and the Boys and Girls Club Survival Summer Camp.

DRP Jensen agreed to inform the Boys and Girls Club of Saint John there is no space available at this time but the Town will re-evaluate the request next year.

8. NEW BUSINESS

8.1 Parks and Recreation Update

DRP Jensen provided the following updates:

Parks:

- The Rothesay Common ice surface is closed for the season; the facility was busy during March Break and remained open longer than any season before – due to cooperative weather.
- Trails are well utilized – especially the Wells Recreation Park trails and Hillside trail; icy conditions pose challenges for maintenance.
- Proposed design plans for the Wells Recreation Building could be available as early as April and will be provided to Council and the Committee.
- Work on the trail system in Wells will likely be completed in the next few months; this will provide a lengthier loop for cross country skiing.
- Hockey has resumed at the Rothesay Arena following the transition back to the Yellow Phase; spring operations will begin in April, followed by closure mid-May for renovations.
- Tree grooming is underway.
- The annual process for filling summer student positions for the Parks Department has begun.
- Bookings for Arthur Miller Fields are filled.

Counc. Wells noted it is common practice to put a portable restroom on the Hillside trail. She requested this be done as early as possible as trail use will significantly increase as the weather gets warmer.

Recreation:

- The Rothesay Hive reopened March 8th; classes are filling up fast and the second newsletter was released on March 8th.
- 2021 Fundy Winterfest virtual events included:
 - The Winter Speaker Series (a total of 444 views), which resulted in an increase of members on the Rothesay Hive Facebook page (current total: 218 members).
 - Gems Hunt
 - Frozen Moment Photo Contest
 - Snowfolk Making Contest
 - “Do-It-Yourself (DIY)” Winter Birdfeeder
- The virtual Spring Speaker Series will take place in May.
- The annual process for filling summer student positions for Playground Program staff and lifeguard positions has begun.

8.2 Recreational Use for Floating Walkway

- 16 March 2021 Memorandum from DRP Jensen

DRP Jensen explained Council approved the purchase of a floating dock to enable access to properties on Alexander Avenue when the area floods from the spring freshet. It was requested the Committee discuss potential recreational uses for the walkway once the spring freshet is over. DRP Jensen suggested it may be possible to use the floating dock components to expand the Renforth wharf system, allowing individuals more opportunities to tie up and offload boats.

The Committee suggested the floating walkway could be used in the following areas:

- *Kennebecasis Park* – near the lagoon once decommissioned
- *Cameron Road* – must be cautious of boaters and property rights
- *Jordan Miller Park* – public use has increased, space for parking, other recreational amenities, rocky terrain but mainly large boulders, and unlikely to cause nuisances to residential properties
- *Stuart Dobbin Park* – town owned property with a sandy beach

DRP Jensen advised Town staff will explore the matter further. He added if the Committee has any other suggestions they can be brought to Town staff.

9. CORRESPONDENCE FOR INFORMATION

9.1 March 2021 Rothesay Hive Newsletter

Counc. Wells praised K. Duffley for her work preparing the newsletter. She added the document will be used to recognize sponsors and promote services available through the facility. She encouraged the Committee to share the newsletter either in-person or online.

G. Myles joined the videoconference.

9.2 8 March 2021 2020 Recreation and Parks Department Annual Report

DRP Jensen reported there are plans to host the Concert on the Common series this year. He noted staff are discussing opportunities for Canada Day celebrations, but cautioned they may differ from other years as large gatherings are still not recommended. Counc. Wells added a grant application was submitted to ParticipACTION to host outdoor summer activities throughout the month of June.

ROTHESAY

Parks and Recreation Committee (via video conference) 2021 April 12 Open Session FINAL_096
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DRAFT

16 March 2021

Meeting Addendum:

G. Myles confirmed a property on Gondola Point Road, near the railroad tracks abutting Clark Road, was sold. This may prove beneficial for completion of the “Q/R Trail”.

10. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, April 20, 2021.

11. ADJOURNMENT

MOVED by Counc. Lewis and seconded by G. Myles the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:15 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2021 April 12 Open Session FINAL - 097
WORKS AND UTILITIES COMMITTEE MEETING
BY VIDEOCONFERENCE
Pursuant to the *Local Governance Act* and the Province of New
Brunswick State of Emergency (declared 19 March 2020)
Wednesday, March 17, 2021 at 5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
COUNCILLOR MIRIAM WELLS
SHAWN CARTER
ANN McALLISTER
MARK McALOON
CYNTHIA VANBUSKIRK

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

ABSENT: PETER GRAHAM, VICE CHAIRPERSON

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

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of February 17, 2021.

MOVED by Counc. Wells and seconded by A. McAllister the minutes of February 17, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS:

6.1 Capital Projects Summary

DO McLean reported the Town will not receive designated highway funding this year.

In response to an inquiry, DO McLean advised the successful bidder of the Asphalt Resurfacing and Microseal Placement contract is responsible for all projects listed in the contract.

C. VanBuskirk commented on a discrepancy of roughly \$125,000 between the total calculated for street resurfacing, curb and sidewalk, and sewer in the Capital Projects Summary, and the 2021 Rothesay Capital Budget. Chairperson Alexander noted a portion of the \$125,000 pertains to project design. DO McLean advised this was correct, and added the remaining portion can be described as contingency funds. For instance, there is an allotment in the Utility Budget of roughly \$100,000 for unexpected repairs, or upgrades, to utility infrastructure which may be required during street resurfacing projects. He confirmed the total cost of the contract is aligned with the accumulated total in the 2021 Capital Budget.

6.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION.

6.3 Discussion on Private Lanes Policy

- 12 March 2021 Memorandum from Town Manager Jarvie
- 10 February 2021 Letter from resident RE: Garbage Service, 10 Wilson Drive
- Aerial photo of Wilson Drive
- 19 February 2020 Matrix
- 19 February 2020 Excerpt from WUC Minutes
- 22 January 2020 Report prepared by DO McLean
- 22 January 2020 Options
- 22 January 2020 Excerpt from WUC Minutes

Two letters were received from the residents of 10 Wilson Drive – the February 10, 2021 letter was included in the kit, and the March 14, 2021 letter was sent to the Committee via email before the meeting. The letters claim it is unfair to cease garbage collection on Wilson Drive (formerly Milne Avenue) as this service has been provided for 43 years (23 years by the Town), and other private lanes continue to receive the service. The letters request garbage collection be reinstated, on Wilson Drive, and the cost incurred by the Town.

DO McLean provided background noting: there are six lots on Wilson Drive (formerly Milne Avenue) – one residence and five vacant lots – created prior to legislative changes in 1973 requiring municipal approval for construction of roads; Wilson Drive does not meet Town standards and FERO has reported problems providing service to the road; upon review and renewal of the garbage collection contract Wilson Drive was removed from the list; FERO informed the residents of 10 Wilson Drive of the change as well as an option to enter into an agreement, directly with FERO, for an enhanced “back in” service; this service enables personal garbage collection, at a predetermined location, at an annual cost to the property owner (ex. FERO trucks will back in to pick up garbage directly from a residential garage); this service is not to be confused with how FERO trucks sometimes back in to streets that do not have adequate space to properly turn the vehicle around; and the residents indicated an unwillingness to pay the considerable cost for the enhanced “back in” service claiming as a taxpayer, for the six lots on Wilson Drive, they have a right to the service, especially since tax revenue is not applied to specific services utilized by each property owner.

The Committee was sympathetic to the elder couple’s plight but noted the purpose of the ongoing discussions is to develop a Private Lanes Policy that is fair to all residents, regardless of age. The Policy is intended to address the discrepancies between services provided to some private roads and not others. It was noted services are not provided to private roads constructed following amalgamation, until they are upgraded to Town standards, and ownership is transferred to the Town. Problems will continue to arise with service provision to private roads constructed prior to amalgamation as they age and deteriorate.

C. VanBuskirk suggested it would be advantageous to schedule a meeting specifically to discuss a Private Lanes Policy due to the complexity and magnitude of the issue.

M. McAloon asked if other municipalities have faced a similar situation. DO McLean advised, a few years ago, Saint John attempted to acquire parcels of land, from individual property owners fronting private streets, to create municipal right-of-ways and form public streets. Unanimous consent was required from all property owners in each area and, in some cases, the City was unable to obtain such approval. In response, Saint John discontinued services to all private roads. Despite pushback from some property owners, Saint John held firm on the decision.

When questioned, DO McLean advised development of the five vacant lots is unlikely to change the discussion. For instance, the cost of the enhanced “back in” service is for individual properties and cannot be divided by the number of properties on the street. Furthermore, development of the vacant lots would not change the condition of Wilson Drive, which would still be problematic for service provision, unless it was upgraded to meet Town standards. There was a brief discussion with respect to liability concerns for service provision on private roads. DO McLean advised the Town is obligated to pick up garbage for residential units at the interface of a public street. Therefore, garbage collection can resume if the property owners place their garbage at the intersection of Milne Street and Wilson Drive. While the distance is not ideal, similar arrangements occur throughout the Town.

MOVED by Counc. Wells and seconded by C. VanBuskirk the request to resume garbage collection at 10 Wilson Drive be denied, and the property owners be informed they can place their solid waste at the intersection of Wilson Drive and Milne Street for pick-up.

ON THE QUESTION:

The Committee suggested, if the property owners are not amenable to placing their garbage at Milne Street, the owners be encouraged to contact FERO to discuss the enhanced “back in” service option. DO McLean added, as a separate agreement solely between the property owner and FERO, there may be room for negotiation on the cost.

CARRIED.

The Committee continued to discuss how best to address service provision for private roads. While the cost is minimal to continue with the status quo, financial implications for the Town could increase significantly as private roads reach their end of life and require maintenance. The Committee discussed the importance of equitable service provision to all residents. The Committee revisited a prior suggestion to discontinue services to private roads once they reach a certain condition. Property owners would be informed a year in advance to provide sufficient time to adjust to the change. Residents may choose to collectively upgrade the road for the purpose of continuing services – at this point residents do have the option to transfer ownership to the Town if they wish. Town Manager Jarvie clarified private lanes were given names, and blue street signs, to help emergency responders locate properties. He added as private roads do not meet Town standards it typically requires service providers more time and effort to complete tasks on these roads.

DO McLean agreed to prepare a spreadsheet identifying all private roads in Rothesay and what services, if any, they receive. He added the property owners of 10 Wilson Drive will be informed of the Committee’s discussion following Council’s review of the Committee minutes, at the April 12, 2021 Council meeting.

7. CORRESPONDENCE FOR ACTION

N/A

8. NEW BUSINESS:**8.1 Traffic concerns on James Renforth Drive**

- 3 June 2020 Letter from residents RE: James Renforth Drive (*previously distributed to Committee*)
- 17 June 2020 *Excerpt from WUC Minutes*

Chairperson Alexander reminded the Committee concerns were expressed regarding speeding in the area. DO McLean reported the concerns were forwarded to the Kennebecasis Regional Police Force (KRPf); and flashing speed radar signs can be placed in the area. He spoke of the Committee's last discussion contemplating the use of a discontinuous paving treatment (or "cobblestone effect") similar to the road outside the Lily Lake Pavilion. He listed the following benefits: audible (similar to rumble strips), aesthetically pleasing, deters speeding, not raised (will not be problematic for snow plows), signage is not required (addresses concerns of sign pollution), inexpensive, and can easily be reverted back to asphalt if desired. DO McLean advised the street can be widened, but typically narrow streets act as structural deterrents for speeding. The Committee discussed the common traffic issues on James Renforth Drive. A. McAllister expressed concern that vehicles enter onto James Renforth Drive, from the entrance to the Renforth wharf, at dangerous speeds. She asked if signage could be installed to alert individuals to the dangerous intersection. DO McLean advised this can be done but cautioned signage does not always deter individuals. S. Carter inquired as to why the street could not be converted to a one-way configuration. A. McAllister explained two-way access is preferred in the event of an emergency.

Town Manager Jarvie advised, in addition, residents are concerned of excessive noise coming from modified motor vehicle exhaust systems. This was discovered when he and the Mayor visited the area to discuss the issues with residents. He suggested some issues are better suited for local law enforcement. There was a brief discussion with respect to noise regulations in Rothesay.

MOVED by Counc. Wells and seconded by S. Carter the Works and Utilities Committee recommends a discontinuous paving treatment (or "cobblestone effect") be applied on James Renforth Drive, and further residents in the area be notified in advance of the change.

ON THE QUESTION:

C. Vanbuskirk suggested residents be encouraged to continue to submit concerns to the KRPf. Chairperson Alexander noted this can be done through an online KRPf Traffic Complaint Form.

CARRIED.**8.2 Red Light Traffic Cameras**

8 March 2021 Email from AMANB RE: New Motor Vehicle Legislation

The email indicates legislation is under discussion to enable use of red light cameras; and installation, maintenance, monitoring, and issuing penalties for violations will be the responsibility of either the municipality or law enforcement. Town Manager Jarvie reviewed comments received from the KRPf Chief indicating the pros may not outweigh the cons. In his correspondence, the Chief suggests, if there is interest, there should be guidelines outlining where cameras should be installed; and it should be clear the purpose is to improve traffic safety, rather than generate revenue. It was clarified in the correspondence that revenue from the tickets is to be forwarded to the provincial government. The Committee agreed it is unclear if a problem exists to warrant use of red light cameras. It was further noted there are less cumbersome methods to improve traffic safety.

MOVED by Counc. Wells and seconded by S. Carter the email from AMANB RE: New Motor Vehicle Legislation dated 8 March 2021 be received/filed.

CARRIED.

9. CORRESPONDENCE FOR INFORMATION:

9.1 ACAP Saint John – 2021 Rothesay Climate Change Adaptation Report

4 March 2021 Memorandum from Town Manager Jarvie
2021 Climate Change Adaptation Plan for Rothesay
Rothesay Climate Change Adaptation Plan Summary

Counc. Wells thanked A. McAllister and Deputy Mayor Alexander for their work on the Steering Committee for the Rothesay Climate Change Adaptation Plan. A. McAllister suggested the 2018 Corporate and Community Greenhouse Gas (GHG) Inventory and Action Plan be merged with the Rothesay Climate Change Adaptation Report as they are complementary to each other. She noted this will assist the proposed Climate Change Committee. She expressed interest in a position on the new Committee. Chairperson Alexander noted Mr. Eddie Oldfield requested a meeting to discuss the 2018 Corporate and Community Greenhouse Gas (GHG) Inventory and Action Plan; however the meeting was postponed because of the pandemic. DO McLean noted the Climate Change Adaptation Report revealed progress Rothesay has made in relation to the 2018 Plan. He suggested a presentation may not be necessary, but an interim update could be beneficial. In response to A. McAllister's suggestion, he added, it was beneficial to amalgamate the Rothesay Transportation Study and Active Transportation Study.

9.2 Contract T-2021-001 Asphalt Resurfacing and Microseal Placement

3 March 2021 Report prepared by DO McLean

DO McLean reported all public streets in the French Village area will have been resurfaced following completion of the 2021 contract. Counc. Wells reiterated a request to specify where sidewalks will be installed in future reports. She noted sidewalk will be installed during the 2021 Highland Avenue project.

9.3 Turnbull Court Sewer Design – Phase II

3 March 2021 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

9.4 Emergency Response Capacity – Alexander Avenue

5 March 2021 Memorandum from Town Manager Jarvie
Promotional materials for the Candock Floating Dock

RECEIVED FOR INFORMATION.

Meeting Addendum:

A. McAllister asked if Committee members are obliged to accept honorariums. Town Manager Jarvie advised honorariums are intended to offset travel costs for attending meetings, and also act as a token of appreciation for Committee member participation. Committee members are not obliged to accept honorariums. Counc. Wells relayed some members of the Rothesay Hive Advisory Committee choose to donate their honorariums to the Rothesay Hive. M. McAloon asked how to donate honorariums to the Rothesay Hive. Counc. Wells explained committee members can write a note on the honorarium form requesting the funds be donated to the Rothesay Hive. She added donations will be used to offset program costs for the facility in order to eliminate financial barriers for participation.

ROTHESAY

Works and Utilities Committee (via videoconference) **2021 April 12 Open Session FINAL_102**
Minutes

-6-

17 March 2021

12. DATE OF NEXT MEETING

The next meeting is scheduled for Wednesday, April 21, 2021.

13. ADJOURNMENT

MOVED by Counc. Wells and seconded by A. McAllister the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:50 p.m.

CHAIRPERSON

RECORDING SECRETARY



2021 April 120 Open Session FINAL_103

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : March 22, 2021
RE : James Renforth Drive

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular videoconference on Wednesday, March 17, 2021:

MOVED ... and seconded ... the Works and Utilities Committee recommends a discontinuous paving treatment (or “cobblestone effect”) be applied on James Renforth Drive, and further residents in the area be notified in advance of the change.

CARRIED.



ROTHESAY

PLANNING ADVISORY COMMITTEE MEETING BY VIDEOCONFERENCE

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

Tuesday, April 6, 2021 at 5:30 p.m.



PRESENT: ANDREW MCMACKIN, CHAIRPERSON (*left the videoconference at 6:40 p.m.*)
KELLY ADAMS
TRACIE BRITTAIN, VICE-CHAIRPERSON
JOHN BUCHANAN (*left the videoconference at 6:45 p.m.*)
MATTHEW GRAHAM
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA

DRAFT

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

ABSENT: ELIZABETH GILLIS

Chairperson McMackin called the videoconference 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 with the following amendment:

- Item 4.1 moved to follow Item 4.3.

ON THE QUESTION:

Counc. McGuire asked the difference between Items 4.1 and 4.2. DPDS White clarified the applications are for different businesses on the same property.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of March 1, 2021

MOVED by T. Brittain and seconded by Counc. Shea the Minutes of March 1, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

Chairperson McMackin declared a conflict of interest with respect to Item 4.1 47 Clark Road (Foghorn Brewery).

4. NEW BUSINESS

Item moved to follow Item 4.3.

4.1 **47 Clark Road**

OWNER:

PID:

PROPOSAL:

Steve Russell

Mark Hatfield, Propertystar Inc.

30275234

Patio Deck Setback Variance

Dealt with later on the agenda.

4.2 47 Clark Road**Mark Hatfield**

OWNER:

Propertystar Inc.

PID:

30275234

PROPOSAL:

Patio Deck Variance and Increase Occupancy

Mr. Hatfield, and the owners of Cask and Kettle Irish Gastropub – Mike McPartland, and Shawn Verner were in attendance. DPDS White advised in February 2021 the Committee approved a Permanent Liquor Establishment Dining Room license for 60 persons. The applicants are seeking approval to increase the occupancy and reduce the front yard setback for a patio deck. The Zoning By-law stipulates a front yard setback requirement of 4 meters; however staff, with some reservations, are amenable to reducing the setback by 0.5 meters for a total front yard setback of 3.5 meters.

Mr. Hatfield explained the original plan was to request occupancy be increased to 118 persons (*staff report*). Recently, design plans indicate this is not possible but accommodations could be made for 100 persons – including the patio area. Additionally, a variance is requested to construct a patio deck on the back of the building that extends roughly ten feet proud of the side of the building abutting Clark Road.

DPDS White invited Director of Operations (DO) Brett McLean to comment on the proposal. DO McLean explained the purpose of setbacks is multifold, including storage for snow removal, and more importantly to allow sufficient space for a Clear Recovery Zone (CRZ). By definition a CRZ is an unobstructed, traversable roadside area that allows a driver to stop safely, or regain control of a vehicle that has left the roadway. Granting any variance could be dangerous as it reduces the CRZ. Furthermore if the deck is not flush, but rather extends proud of the building, this increases the public safety risk as vehicles leaving the roadway are more likely to hit the deck, thereby potentially injuring both the occupants of the vehicle and the patio. The danger is more prominent on Clark Road as it: is a busy thoroughfare known for dangerous traffic behaviour (i.e. speeding); and the only protection is a seven inch high curb. He recommended against granting a variance citing future plans to widen Clark Road to accommodate bike lanes, thus increasing the risk further. He suggested the deck be constructed flush with the building with a landscaped pathway for access as this would not impact the CRZ. He cautioned against granting conditional approval stipulating relocation of the deck in the future as the applicants may become reluctant to move a feature that the public have become accustomed to.

Counc. McGuire suggested such accidents, as described by DO McLean, may be more likely to occur in winter during icy road conditions when the patio is not in use. He acknowledged the traffic concerns on Clark Road, but noted a 0.5 meter variance is not a considerable request. DPDS White clarified staff are proposing a 0.5 meter variance meaning the deck would extend three feet proud of the building; whereas the applicants prefer a distance of ten feet meaning a much larger variance is needed. Mr. McPartland and Mr. Verner stated they are amenable to extending the deck a distance of six feet, rather than ten feet. This creates sufficient space for access, and allows patrons and staff to abide by proper social distancing requirements.

The following suggestions (*italics*) were offered by the Committee and met with subsequent responses from the applicants:

Construct the deck flush with the building so it extends alongside the back of the building – this would not impact the desired size of the deck, allows an access point of any size, and reduces noise by creating further distance from traffic.

Mr. Hatfield explained the design plans are reflective of maximum utilization of the space behind the building for waste disposal, delivery services, and propane tanks. The plans are also cognizant of the back entrance and retaining wall. He added there is already a plan to move the heat pumps. He commented on the structure of the deck suggesting the posts would likely take the brunt of the impact from a vehicle. He asked if setback requirements are a provincial standard or if they are unique to Rothesay. He commented on other businesses with patios along Hampton Road, on Prince William Street in Saint John, and on Main Street in Moncton which are all in close proximity to busy streets.

DO McLean referenced the examples provided by Mr. Hatfield, noting while occurrences of poor practices do exist, this does not mean they should be replicated. He acknowledged some variances are granted on a case-by-case basis. Town setback requirements are based on standards established by scientific evidence and research. In this instance, a variance would increase the potential risk to public safety, especially with future plans to widen Clark Road. DPDS White noted he supports DO McLean's observations

Moving the door to the patio. Mr. Hatfield noted this is not possible due to the layout of the interior of the building.

Reduce the size of the deck. This limits the capacity for tables and occupants.

Table the application pending a detailed survey plan that identifies the location of the property line, adjacent to Clark Road, to acquire proper measurements. The applicants expressed concern this depends on the availability of surveyors and could delay the timeline for construction.

Lengthen the deck away from the building. Mr. Hatfield noted this will impede the access area to the property.

There was further discussion with respect to the option of extending the deck six feet proud of the building. The applicants reiterated this option is preferred as it will allow sufficient space for access and egress (ex. accessibility for wheelchairs) while abiding by proper social distancing requirements, and it permits a seamless flow for attending to patrons.

There was discussion regarding the location of the property line, use of the stone patio for tables, and a comparison to the patios of the Grove Café on Grove Avenue, and Peddler's Creek/Barrel's Head Gastropub on Hampton Road. DPDS White advised: the image in the staff report displays a rough estimate of the property line, however a survey plan is required to determine the exact location; placing tables on an extended stone patio would place occupants directly in the CRZ area; and different circumstances dictate that the Grove Café and Peddler's Creek/Barrel's Head Gastropub are not comparable examples. For instance, the Grove Café patio is situated on a Heritage property and does not extend proud of the building. Further, a variance was not required for the Peddler's Creek/Barrel's Head Gastropub patio because it was constructed solely on private property. More simply, it did not risk encumbering the Town's right-of-way as this proposal does. In response to an inquiry, Mr. Hatfield suggested roughly 2-3 tables would be eliminated if the deck was constructed flush with the building. When questioned, Mr. Verner confirmed the Saint John Cask and Kettle location has eight tables on the patio. He indicated a willingness to alter the location of the patio once the widening of Clark Road is confirmed.

When questioned, DPDS White confirmed it is possible to approve the application with a stipulation to relocate the deck once the project to widen Clark Road is confirmed. However, enforceability would be difficult, and there is potential for confusion in the future.

Installation of guide rails in front of the deck. DO McLean advised guide rails can mitigate CRZ concerns if they are visible, and not hidden by vegetation. The downside is guide rails are not aesthetically appealing.

Construction of a multi-tiered deck. Mr. Hatfield noted this impacts accessibility and rooflines would need to be considered.

Counc. Shea noted staff have voiced their concerns and guide rails appear to be a viable option. He questioned the preference of the applicants. Mr. Hatfield confirmed guide rails can be constructed but the decision falls to Mr. McPartland and Mr. Verner. Mr. Verner offered to extend the deck five feet proud of the building. It was noted this would require a one meter setback variance. Town Manager Jarvie cautioned the exact location of the property line remains unknown. DPDS White suggested tabling the matter to obtain detailed survey markings would be beneficial in terms of determining exact measurements.

Counc. McGuire suggested, to reduce delay of the project, a special Committee meeting be held once a property line survey is completed. DPDS White noted currently the restaurant has approval for an occupancy of 60 persons thus construction can begin at any time. It was suggested completing construction all at once may be preferable, so work is not underway when the restaurant has opened.

The Committee was amenable to holding a special meeting. When questioned, DPDS White advised the meeting could be held as early as next week, depending on how quickly a survey is completed, and forwarded to Town staff. Mr. Hatfield expressed concern the process will take time and is likely to result in delays. He noted a one meter variance is not an unreasonable request. T. Brittain asked if the Committee has the power to grant approval for a temporary variance. DPDS White noted it is possible, but removal of the deck may be required in the future if an extension is not approved. M. Graham questioned if approval could be granted until the project to widen Clark Road is confirmed. DPDS White noted this would be irregular as conditions are not typically based on Town actions. Chairperson McMackin suggested this could be problematic if the applicants refuse to comply with removal of the deck in the future.

MOVED by Counc. Shea and seconded by K. Adams the Rothesay Planning Advisory Committee hereby permits a Permanent Liquor Establishment Dining Room license not exceeding 100 persons as a conditional use at 47 Clark Road (PID 30275234) subject to review and approval by the Office of the Fire Marshall.

CARRIED.

MOVED by Counc. Shea and seconded by Counc. McGuire a patio deck variance be tabled until such time as a detailed survey plan is received by Town staff.

CARRIED.

Mr. McPartland and Mr. Verner left the videoconference.

4.3 **145 Hampton Road** **Mark Hatfield**
 OWNER: Propertystar Inc.
 PID: 30266845
 PROPOSAL: Temporary Use

Mr. Hatfield was in attendance. DPDS White summarized the report. Counc. Shea inquired about the size of the containers. Mr. Hatfield confirmed the plan is for two twenty-foot containers. He explained the property is a temporary location for its current business. The containers will be used for storage until the business is relocated which he anticipates will occur in roughly two years. Future plans for the property include demolition of the existing buildings and construction of a multi-unit residential building. He noted the containers can be painted and placed for minimal visibility, and a second application can be submitted to extend the temporary permit upon the one year expiration.

Chairperson McMackin asked if there should be a stipulation regarding the exact location of the containers. Mr. Hatfield noted the plan is to place the containers so they abut the back of either side of the furthest building on the property from Hampton Road. Concern was expressed the minimum fire separation requirement for metal enclosures requires the containers to be situated no less than twenty feet from the rear of the existing combustible building. Mr. Hatfield noted this can be done.

MOVED by Counc. McGuire and seconded by Counc. Shea the Rothesay Planning Advisory Committee hereby grants a temporary use permit for two twenty-foot shipping storage containers as an accessory structure at 145 Hampton Road (PID 30266845) subject to the following:

1. The containers be located no less than twenty feet from the rear of the existing combustible building being the minimum fire separation requirement for metal enclosures;
2. The containers be painted white in colour to diminish their visual appearance; and
3. The containers be removed within 1 year of granting of this permit.

CARRIED.

Chairperson McMackin declared a conflict of interest and left the videoconference. Vice-Chairperson Brittain assumed the Chair.

4.1 **47 Clark Road** **Steve Russell**
 OWNER: Mark Hatfield, Propertystar Inc.
 PID: 30275234
 PROPOSAL: Patio Deck Setback Variance

Mr. Russell and Mr. Hatfield were in attendance. DPDS White summarized the report, noting the applicant is seeking a variance that would permit a 20ft x 20ft (400 sq. ft.) addition to an existing 280 sq. ft. patio deck. He explained a variance is required as the proposed location with a 1.0 meter setback does not comply with the minor side yard setback of 3.0 meters. He further noted there may be future plans to construct an apartment building on the property behind the business. The proposed condition prohibiting amplified music, live entertainment and performances is intended to prevent noise concerns for all nearby residential properties.

Mr. Russell noted the business has been in operation for five years, and requires increased capacity to meet current demand. In response to an inquiry, Mr. Russell confirmed amplified music, live entertainment and performances do not occur on the existing deck.

J. Buchanan mentioned he may have a conflict of interest as he has ties with the applicant's family. He apologized for not acknowledging it sooner. He declared a conflict of interest and left the videoconference.

Counc. Shea inquired about business hours and cover for the patio, as well as the location of the apartment building, ramp, and parking. It was noted: the property for the proposed apartment building is behind the business; the ramp is on the side of the building – individuals enter the patio from the front of the building; parking spots are at the front of the building; canvas sails were discussed but there are no plans at this time for a patio cover; and patio hours will mirror taproom hours.

MOVED by Counc. McGuire and seconded by Counc. Shea the Rothesay Planning Advisory Committee hereby grants a variance for a reduced setback of 1.0 meter for a licensed outdoor patio deck at 47 Clark Road (PID 30275234) subject to the following:

- a. amplified music, live entertainment and performances are prohibited on the patio deck; and
- b. the applicant shall submit to the Development Officer a Surveyor's Location Certificate to verify the siting of the patio deck setback from property boundary(s).

CARRIED.

5. OLD BUSINESS

TABLED ITEMS

Tabled February 5, 2018 – no action at this time

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

Tabled September 8, 2020 – no action at this time

5.2 Removal of PAC conditions and variance – 59 Dolan Road (PID 00094938)

6. CORRESPONDENCE FOR INFORMATION

N/A

7. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, May 3, 2021.**

8. ADJOURNMENT

MOVED by Counc. Shea and seconded by Counc. McGuire the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:50 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2021April12OpenSessionFINAL_110

BUILDING PERMIT REPORT

3/1/2021 to 3/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
03/08/2021	BP2021-00003	4 ARENA LN	RENOVATION	\$50,000.00	\$362.50
03/17/2021	BP2021-00017	7 WATERCREST RD	RENOVATION	\$60,000.00	\$435.00
03/08/2021	BP2021-00018	1 CHANTALE ST	FENCE	\$5,800.00	\$43.50
03/11/2021	BP2021-00019	62 LONGWOOD	SIDING	\$15,000.00	\$108.75
03/17/2021	BP2021-00020	5 CHANTALE ST	WINDOWS	\$8,500.00	\$65.25
03/19/2021	BP2021-00021	5 BONNEYCASTLE LN	DEMOLITION	\$0.00	\$500.00
03/25/2021	BP2021-00022	46 MALISEET DR	ADDITION	\$100,000.00	\$725.00
03/24/2021	BP2021-00026	241 ERISKAY DR	FENCE	\$5,000.00	\$36.25
03/24/2021	BP2021-00027	215 RENSHAW RD	FENCE	\$11,968.00	\$87.00
03/26/2021	BP2021-00028	142 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$50,000.00	\$362.50



ROTHESAY

2021 April 12 Open Session FINAL 111

BUILDING PERMIT REPORT

3/1/2021 to 3/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$306,268.00	\$2,725.75
Summary for 2021 to Date:				\$699,739.00	\$5,695.25

2020 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$370,600.00	\$2,700.75
Summary to Date:	\$1,804,500.00	\$13,141.00



2021 April 12 Open Session FINAL_112

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 8 April 2021
 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 28/02/21*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	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
2020	Turnbull Ct sewer replacement	\$1.11M	90%	Pipework complete, pump station under construction
	Production Wells	250,000	60%	Final meeting with Provincial regulators pending
	Town Hall (elevator)	120,000	50%	Delayed by Covid restrictions
	Fleet Renewal	675,000	60%	1 Ton truck to be purchased; one truck to be delivered
	Scribner Field replacement (Wells)	550,000	70%	Work underway
	Arena renovations	1.02M	60%	Structural improvements underway, seating removed; work to be completed in spring 2021
	College Hill Water line	750,000	90%	Reducing valve in place, quality sampling/testing underway
	IT equipment & software	38,000		
	2021 Street Resurfacing	1,610,000		Tender awarded, work to commence April 26, 2021
	2021 Curb & Sidewalk	285,000		Tender awarded, work to commence April 26, 2021
	2021 Designated Highways	1,100,000		Funding denied
	Drainage Study	200,000	8%	Field survey work complete, video inspection underway
	Intersection Improve Spruce & Clark	300,000		Equipment supply on April Agenda
	Fleet/Equipment	600,000	8%	Sidewalk tractor ordered, delivery expected May 1; Sweeper tender to be advertised in April
	Parks Equipment	25,000		
	Trails	50,000		
	Wells Ballfield	250,000		
	Wells New Building	61,000	16%	Report on April Agenda
	Arena Renovations	600,000	2.5%	
	WWTP Phase II design	1,000,000	2.5%	Funding Application pending, technical advisor services proposal on April agenda
	Production Wells (#7)	290,000		Proposal award on April agenda
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Storage Tank heating	60,000	50%	Materials ordered, installation pending warmer weather
	Station Rd, cast iron line replacement	250,000		pending
	Turnbull Ct sewer replacm't Phase II	1,000,000		Design underway
	Seville Sewer repair	100,000		
	SCADA	35,000		
	Asphalt related sewer work	95,000		Included with 2021 tender awarded March meeting

* Funds paid to this date.

KENNEBECASIS
REGIONAL
POLICE



ANNUAL REPORT 2020



126 Millennium Drive
Quispamsis, NB E2E 6E6
www.kennebecasisregionalpolice.com



@KRPFnb



kennebecasisregionalpolice

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FROM THE CHIEF'S DESK

2021April12OpenSessionFINAL_115

I am pleased to present our 2020 Annual Report which highlights how the KRPF has faced the unique challenges of 2020 and continued to provide high quality policing services to the citizens of Quispamsis and Rothesay.

The focus of every KRPF employee continues to be on delivering results that maintain the high level of relative safety and quality of life enjoyed by all citizens living in our communities. Despite all the distractions that 2020 brought with it, our employees continue to advance community based policing efforts with a sharp focus on our strategic priorities. Here are some highlights of our efforts in 2020 for each of our strategic priorities:

Youth:

- Our Youth Advisory Committee, representative of youth from our communities, is actively engaged in assisting our Community Policing Officer with activities in our communities.
- We continue to divert youth that come into contact with the police away from the criminal justice system, using evidence based risk assessments and tailored interventions to prevent youth from being unduly criminalized while providing them with every opportunity to be successful.
- We continue to forge partnerships with the provincial Integrated Service Delivery process so that we can refer youth in crisis for services rather than put them through the court system.
- We continue our community based efforts in schools and delivering education and prevention on a variety of topics important to youth in our communities.

Traffic Safety

- Our focus continues to be on Impaired driving, distracted driving, intersection safety, and aggressive driving
- We continue to pursue strategies that focus our enforcement and education efforts on areas of highest concern
- 2020 saw the KRPF win the Canadian Association of Chiefs of Police National Traffic Safety Award for our focused traffic safety efforts and the results they are achieving

Employee Wellness

- We continued our focus on de-stigmatizing mental health conversations in the workplace.
- Our Health and wellness program saw the first incentive awards awarded for accomplishments in physical, emotional, and spiritual well-being categories.
- We saw numerous employee-led healthy workplace initiatives.
- We continued to update and make improvements to all of our human resource processes with the continued implementation of competency based management.
- Our collective response to the Covid-19 Pandemic was focused on maximizing the health of our employees and ensuring access to the necessary personal protective equipment for our employees.

Excellence in Investigations and Crime Prevention

- During the height of the pandemic in March and April, our officers successfully followed up on a random armed robbery of a female victim leaving the Superstore. This investigation took our officers into different communities where they had to contend with pandemic restrictions to successfully identify and charge a suspect.
- We continued to work with our partners in public safety to prosecute individuals causing the most harm in our community through drug trafficking and other criminal activity.
- Our officers were recognized for national and provincial awards including the Order of Merit, the Tyler Francis Memorial Award, and individual provincial crime prevention awards.

Value for Service

- Despite numerous financial pressures including unplanned Covid-19 expenses, we will be on budget at the end of 2020.
- The KRPF total policing costs continue to be among the lowest for any police force per capita in the country
- The Crime Severity Index and the criminal code clearance rates for the KRPF continue to be among the best in the country.

2020 was a year that presented many unique and unforeseen challenges. I am proud of how KRPF employees responded to these unprecedented challenges with a commitment to professionalism in ensuring public safety for all citizens of Quispamsis and Rothesay. I also want to thank First Responders and Health Care Professionals everywhere for their inspiring efforts in the face of enormous challenges over the course of 2020.

I hope you enjoy reviewing our 2020 Annual Report.

WAYNE GALLANT
Kennebecasis Regional Police Force
CHIEF





ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	7 April 2021
RE	:	Rothesay Municipal Plan Enactment

RECOMMENDATION:

- Council authorize Reading by Summary of amended By-law 1-20, "Rothesay Municipal Plan 2020-2030"
- Council give 3rd Reading by Title and Enactment, to By-law 1-20, "Rothesay Municipal Plan 2020-2030" as amended

BACKGROUND:

Rothesay Council held a virtual public presentation for the draft Municipal Plan By-law in September 2020. Public input was received following the presentation and provided in a summary analysis to Council at the January 2021 Council meeting. A virtual public hearing was held February 2, 2021, when additional public comments were received.

The By-law received 1st Reading by Title and was referred to the Planning Advisory Committee at the February 2021 Council meeting, with the understanding that amendments would be included prior to review by the Planning Advisory Committee.

The amended draft By-law was reviewed by the Planning Advisory Committee at its March 1, 2021 meeting. The Committee unanimously recommended enactment of the By-law, as amended.

Council gave 2nd Reading by Title to the amended draft By-law at the March 2021 Council meeting and directed staff to post the draft By-law and required notice to the Town website.

Reading by Summary

In accordance with Section 15 of the *Local Governance Act*, SNB 2017 c18, a summary of a by-law may be read (rather than reading in its entirety) if proper notice has been given and **no member of Council objects**.

Attachment: Public Notice posted 11 March 2021

By-law Notices / Hearings

 rothesay.ca/town-hall/by-law-notice-hearings/



11 March 2021

Rothesay Municipal Plan By-law 1-20 ***Rothesay Plastic Bag Reduction By-law 1-21***

In accordance with Sections 15 and 70 of the *Local Governance Act*, SNB 2017, c 18, public notice is hereby given the Council of the town of Rothesay, intends to give consideration to enactment of (amended) “Rothesay Municipal Plan By-law 1-20” at the April 12, 2021 Council meeting.

A copy of (amended) “Rothesay Municipal Plan By-law 1-20” is available [online](#) and is also available for examination by the public in the office of the Town Clerk during regular office hours.

Rothesay Municipal Plan By-law 1-20 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 154 policies that will serve to guide Council, the Planning Advisory Committee, and Staff in their decision-making, regulation and management of land, municipal services and infrastructure for the next ten years.

Mary Jane Banks, BComm
Town Clerk

In accordance with Sections 15 and 70 of the *Local Governance Act*, SNB 2017, c 18, public notice is hereby given the Council of the town of Rothesay, intends to give consideration to enactment of “Plastic Bag Reduction By-law 1-21” at the April 12, 2021 Council meeting.

Plastic Bag Reduction By-law 1-21 is intended to reduce the use of plastic bags in Rothesay, at the request of the Fundy Regional Service Commission. All municipalities in the greater Saint John region have been requested to enact a By-law within their jurisdiction. By-law 1-

21 outlines plastic checkout bag prohibition, exemptions to the By-law, and enforcement and offences for By-law infractions.

A copy of Plastic Bag Reduction By-law 1-21 is available online and is also available for examination by the public in the office of the Town Clerk during regular office hours.

Mary Jane Banks, BComm
Town Clerk

MUNICIPAL PLAN

2021 April 12 Open Session FINAL_119

BY-LAW 1-20



ROTHESAY

New Brunswick

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Executive Summary

The Rothestay Municipal Plan is a blueprint to guide decisions for the long-term management and development of our community over the period of the next 10 years (2020-2030). The Municipal Plan presents a consolidation of ideas of how we plan respond to challenges such as; climate change, flooding, ageing demographics, slow population growth, and technology advancements. In response to these challenges, Rothestay embraces new methods and policies that will make our Town more sustainable in the development and redevelopment of our lands. For these reasons, we have articulated a vision, objectives, and goals that are important to the future growth and development of Rothestay.

BUILT FORM AND LAND USE

The built form is the physical organization of buildings and infrastructure; it provides the foundation for our community and the quality of life needed to support the daily life of our citizens. The social, economic, and cultural activities are dependent on the form and function of the built environment; particular importance is on the quality and design of the physical space. The relationship between people and the built environment is vital to health and happiness; we connect with the places we live. However, the built form is not static. Over the course of our history, the built form can change through the way we use our lands, how we develop and build, and how we influence the natural environment; often these changes are brought through community interests and are expressed through policies. Public engagement has shaped the vision of our future and aided in the creation of municipal planning policy; these policies regulate following:

- Existing and future development to ensure Rothestay is designed in a way that makes it aesthetically pleasing, and attractive for all residents and business owners;
- The use and development of lands to provide a range of uses that are appropriate;

- The built form to encourage a complete communities approach, in which neighbourhoods allow for a live, work, play style of life;
- The design and construction of buildings through the use of building techniques that have a reduced negative impact or positive environmental impact and encouraging sustainable construction practices.

RESIDENTIAL NEIGHBOURHOODS

Rothesay is primarily a residential community, a bedroom suburb of Saint John with many distinct neighbourhoods that are represented by single detached dwellings as the prevailing form of housing. Homes are characterized by their different architectural styles, with a range of homes having been built between the 1800s to present day. A growing shift in the local housing market is the addition of apartment and condominium dwellings, which have allowed for a range of new housing choices for residents. Public feedback has helped shape the future vision of Rothesay, and the residential policies required to ensure Rothesay continues to develop in a sustainable way. These policies facilitate the following:

- Allow for a range of residential housing types, sizes, and costs;
- Provide methods for adding affordable housing;
- Provide methods for adding age-friendly, universally accessible housing;
- Address the growing challenge of providing homes for non-traditional families,
- Regulate future residential development to ensure that future growth prioritizes a dense development pattern and reduces sprawl;
- Regulate residential land development to ensure the provision of municipal services is both economically and physically viable; and
- Allow for a narrow range of local commercial uses in residential neighbourhoods to reduce the need to travel by car for daily necessities.

COMMERCIAL CORRIDOR

The local economy is supported by a mix of local, national, and international businesses, which together provide essential goods and services. The majority of the working population in Rothesay commutes to Saint John for employment and is dependent on that city for many of their services, goods, and products. While Rothesay provides essential needs, the City of Saint John is the acknowledged regional service center. Saint John's economic diversity will continue to make Rothesay dependent on the City for the majority of its employment opportunities for residents. Nevertheless, plan policies can guide economic decision-making and investment to provide greater economic opportunities that make our community more self-sufficient:

- Support local business growth through land use development regulations that allow for a diverse range of uses;
- Require urban design standards that will facilitate the development of an attractive, desirable commercial corridor that appeals to private interest and investment;
- Focus on the improvement and prioritization of commercial development in Rothesay's commercial corridor; and
- Use a land use planning methodology that supports neighbourhoods where residents can live, work, and play with emphasis focused on our main commercial areas.

NATURAL ENVIRONMENT

The natural environment provides essentials to our everyday life, and is integral to our health and well-being. Our built physical environment is a product of our natural environment; we share a close connection and are dependent on it for our way of life. How our physical environment is constructed,

designed, and developed through time can alter and significantly influence the local and global natural environments. The Municipal Plan recognizes the relationship our built and natural environments have with one another, accordingly the Plan contains policies that ensure our community will continue to develop and grow in a sustainable way to allow for future generations to fully utilize Rothesay's natural environment. The intent of these policies is to:

- Protect our natural resources;
- Regulate the development of greenfield or natural areas to reduce urban sprawl;
- Require lands that are considered to be socially, economically, and culturally important to be conserved for future generations; and
- Protect the existing and future built form and municipal infrastructure, with robust land development regulations.

MUNICIPAL SERVICES AND INFRASTRUCTURE

Regulating and managing the growth and construction of new development in Rothesay and those areas with existing municipal services and infrastructure requires a deep understanding of the needs of our community. The infrastructure and services of our Town are essential to the function and the provision of necessities of life for residents. The Municipal Plan recognizes the value and importance in maintaining existing services and infrastructure in the Town, while considering future opportunities to provide services and to expand service and utility infrastructure. Accordingly, through the Municipal Plan vision and engagement process, policies are presented which ensure the following:

- Provide emergency services to all residents in Rothesay;
- Require all new development be connected to municipal services, including water and sewer;
- Explore opportunities for municipal and private interest to cooperate on future development opportunities; and
- Regulate development and expansion of municipal service requirements to ensure expansion of infrastructure is done in an economically viable way.

HERITAGE

Rothesay has an extensive history and well established values and traditions. Our built environment, buildings, homes, and businesses are what make up Rothesay's history and is what tells the story of our past. The Municipal Plan acknowledges the history of our built and natural environment through policies created with the direction of public feedback and our collective vision of the future. The intent of these policies is to preserve our traditional and heritage areas so that current and future generations may remember and enjoy these assets. The policies will:

- Regulate the development of buildings and land found within Rothesay's heritage area to ensure new development does not detract from the inherent quality or character of the built, social, or cultural environment;
- Allow for a range of uses that reflect on the historic form and function of the heritage area; and
- Preserve historic sites and buildings to ensure they are kept for the enjoyment of future generations.

IMPLEMENTATION AND INTERPRETATION

The Municipal Plan will be implemented through municipal regulatory documents, including a new Zoning By-law, Subdivision By-law, and Heritage By-law. Together, these documents will provide the necessary requirements to fulfill the intent of the Plan and its policies. The Municipal Plan is a dynamic document, and should be interpreted and implemented in a fluid way. It is not anticipated that the Plan be read so stringently that the most literal definition becomes the accepted interpretation. The strength of the

Municipal Plan is that it is a living document that contains a framework for updates, changes, or adjustments. As the Plan is a living document it may evolve through successive updates, be expanded as needed, and serve a different purpose over time. Accordingly, the policies in the Municipal Plan will:

- Empower Council to make decisions with regards to the development and management of land, the conservation of the physical environment, control waste and pollutants, and provide services;
- Enable Town Committees to provide sound advice to Council regarding the management of lands, services and infrastructure, and the physical environment;
- Allow for future amendments to ensure that the vision is adapting to changing needs and priorities; and
- Facilitate by-laws that ensure Rothsay's lands, resources, and facilities, and infrastructure are controlled and managed in a sustainable manner.





CHAPTER 1 - MUNICIPAL PLAN BACKGROUND

The philosophy behind Town planning in Rothesay is to provide a framework of policies that guide the municipality through thoughtful accommodation of growth without compromising the distinctive characteristics of our social, natural, built, and heritage environment.

This Plan is compelled to reflect a deep appreciation of Rothesay and its residents. It also requires effective communication and engagement in identifying what opportunities and challenges, if any, may arise in the future. Preparation and planning will depend on our understanding of our demographics, economy, housing, transportation, and services and utilities.

In 2017, Town staff initiated the Municipal Plan review process to create a new Municipal Plan for Rothesay. The review process was designed to assess and analyze the effectiveness of the 2010 Rothesay Municipal Plan, its policies, objectives, and vision and whether these were still relevant to the future. The Municipal Plan provides a general overview, as well as policy related to: the development and use of land, the conservation and improvement of the physical environment, the control and abatement of pollution, the development of communication, utility, and transportation systems, the reservation of land for future uses and municipal purposes, and the provision of municipal services and facilities.



Context – Past and Future, Challenges and Opportunities

OUR PAST

Records of indigenous peoples along the Kennebecasis and Saint John River date back to approximately 7000 BC. The Wolastoqiyik (Maliseet) First Nation meaning “people of the beautiful river” were the first inhabitants of the river valley area. The European colonization of the area was expedited largely by the influx of American Loyalists who resettled here during and after the American Revolution 1775–1783. Loyal subjects of King George fleeing the colonial revolt and seeking out safe territory to settle were granted lands in the region. In 1784, these land grants were governed under the newly formed Provincial Government of New Brunswick.

The early 1800s Saint John grew quickly as an industrial and manufacturing center. Numerous mills and plants were established along the Saint John River and the abundance of ships and activity of the shipyards made the area a bustling and vibrant community. In the 1850s, a railway running from Saint John to Shediac would pass through Rothesay and with the coming of the railway, the businesses in Saint John continued to grow and flourish.

By 1860, the cornerstones of the communities, in what is now Rothesay, were beginning to take shape and soon it became a popular residential and cottage destination in the summer for people looking to escape from the rapidly industrializing City of Saint John. Many of the people that moved to the Rothesay area during this time had a range of skillsets that were valuable to the area; some were ship builders, farmers, loggers, and blacksmiths. As a result, by 1867, the communities of Rothesay had grown from a crossroad in the midst of predominantly farm-lots to a settled community. The railway had arrived and the era of prosperity from lumber and shipping was in full sail. The railway made it possible for Saint John residents to spend the summer in Rothesay and seasonal residences soon began to be built on a grander scale. The rail connection also introduced suburban living, with businesspersons building houses for their families in Rothesay and commuting into Saint John.

This connection to the City is very symbolic and Rothesay residents still speak with pride when referring to their identity in the regional context by means of “Greater Saint John.” Greater Saint John denotes a geographic urbanized area that has, since the 1960s, expanded beyond the City of Saint John boundaries with the suburbanization of Rothesay and Quispamsis in the Kennebecasis Valley and Grand Bay-Westfield.

Even though Rothesay has a lengthy history, the principal growth period occurred in the post-WWII period. The arrival of widespread automobile ownership and the construction of highways, spurred the suburbanization of Rothesay. This growth was further stimulated by affordable housing prices and lower property taxes. Suburban housing in Rothesay offered homeowners good value with characteristically larger homes with more floor space in comparison to was available in the established neighbourhoods of Saint John. Suburban Rothesay also boasted larger lots compared to the smaller lots commonly found in Saint John. As the Town’s population grew, there were new highways to provide fast direct connections from the suburbs to major employment and industrial centers in the City.

While Rothesay followed many of the typical characteristics of suburbanization, our history diverges from the North American experience. Characteristically suburbs are defined as communities without cultural or historical foundations, Rothesay still embraces with pride several century-old institutions such as the Riverside Country Club founded in 1897 that remains as New Brunswick’s only private golf club; Rothesay

Netherwood School founded in 1877 as an independent boarding preparatory school; Shadow Lawn Inn founded in 1870; the Rothesay Tennis Club founded in 1898; and a competitive rowing history that dates back to the 19th century.

In 1998, the villages of East Riverside-Kingshurst, Fairvale, Renforth, the local service district of Wells and the Town of Rothesay were amalgamated to form “Rothesay”. Shortly thereafter, the Town created a motto used to represent the strength and unity of the municipality throughout its history and into the future; “Qunique Iuncta in Uno”, which means Five United in One. In 2010, Rothesay celebrated its 150th name-day anniversary.

Rothesay is distinctive in New Brunswick with a strong and vibrant small Town identity, though it has a very strong connection with the City of Saint John. The majority of Rothesay’s working class commute to the City for employment, and access most services and goods. Since 2010, there has been a growing dialog around issues of the City’s financial sustainability and the potential unification of local governments in the Greater Saint John area.

Rothesay has been steadfast in its position that preservation of the Rothesay identity and the relationship of our local government to our residents is paramount. The administration and bureaucracy of a much larger organization like a single-city government, means the importance of resident’s local issues may not get the attention that they need, deserve, and expect. Rothesay does embrace regional and inter-municipal solutions to service delivery such as the Greater Saint John Regional Facilities Commission, the Kennebecasis Regional Police Force and Kennebecasis Valley Fire Department, the Fundy Regional Service Commission, the Comex bus rapid transit service, Economic Development Greater Saint John, and the Kennebecasis Public Library. These service agencies are examples of how collectively municipalities can work together to better meet the service needs of our residents.

For clarification, Rothesay maintains the position that a single regional government model or other form of centralization that would distance our residents from Town Hall and local decision-making is detrimental to our best interest.

Council Shall:

Policy REG-1

Regional Inter-Municipal Cooperation:

Continue to support regional and inter-municipal cooperation to the degree that such collaboration benefits Rothesay without compromising the ability to retain local decision-making and local administrative accountability.

OUR FUTURE

Rothesay, like many suburban communities of New Brunswick finds itself in a position that provides many unique opportunities and challenges for the present and future. Since the 2011 census, the population has decreased. At a glance, we can see from the data available through the Canadian Census Program that the number of persons 50 and older is increasing and those 20 and younger is decreasing. This change in population dynamic further adds to the challenges of a growing, ageing population. The Rothesay area has seen the effects of a slow, but gradual change in climate and is beginning to notice the effects of even small changes. Seasonal weather events are becoming extreme, and as a result flooding is more prevalent. The annual freshet has had a dramatic effect on riverfront communities along the St. John River including Rothesay. Climatologists and hydrologists put forward that extreme weather and resulting river flooding will continue to be more frequent into the future.

Despite these challenges, Rothesay is poised to capitalize on opportunities in the future. In 2018, Rothesay was recognized as an Age-Friendly Community by the Province of New Brunswick, and in 2019, the Town formed a partnership with the YMCA to create an age-friendly resource centre known as the Rothesay Hive. In 2020 Rothesay was accepted into the World Health Organization's (WHO) Global Network for Age-friendly Cities and Communities.

In recent years, Rothesay has seen a rise in residential and commercial development. The long-standing tradition of Rothesay being known for its single-detached homes has evolved with the provision of new multi-unit apartment and condominium buildings. The addition of these dwellings further diversifies our housing stock and provides additional opportunities for people to call Rothesay home. The development of commercial uses has provided excellent additions to our Town.



How much growth for the Future?

Rothesay has a reputation as a community with an excellent quality of life and for that reason growth should be planned to that which improves the quality of life for our residents. By improving and maintaining quality of life, residents will want to stay here. In fact, much of what makes this place special cannot be measured in standard economic or demographic statistics. The Municipal Plan is a delicate balance between permitting some development and regulating other land uses over the next 10 years. Municipal

policy is subsequently influenced by demographic trends and the policy makers weigh those choices against community values.

In preparation of this plan, Rothsay prepared a demographic forecast of our population. Rothsay has a population (See Figure 3) wherein a relatively small proportion of residents are between the ages of 20 and 34 years of age, and the majority of the population is 50 years and older (Heseltine, 2018)¹. The demographic forecast shows that without intervention, our population will gradually diminish over the next 20 years. Rothsay's population had experienced steady population growth until the most recent census period ending in 2016, which recorded a net loss of 2.5% (See Figure 1). By 2021, it is forecasted that Rothsay's population will be 11,361, and by 2026, 10,786 persons (See Figure 2). Beyond the lifetime of the Municipal Plan, the forecasts predict that the population will be 9,444 persons by the year 2036.

This forecasted decline in population would be largely due to the death of persons born during the Baby Boom Generation (1946-1964), the out-migration of young adults particularly of those aged 20 to 34, and a low birth rate due to the loss of young adults and families. The projections are based on looking at Rothsay in isolation and do not reflect changes resulting from changes in the population share in the Greater Saint John region.

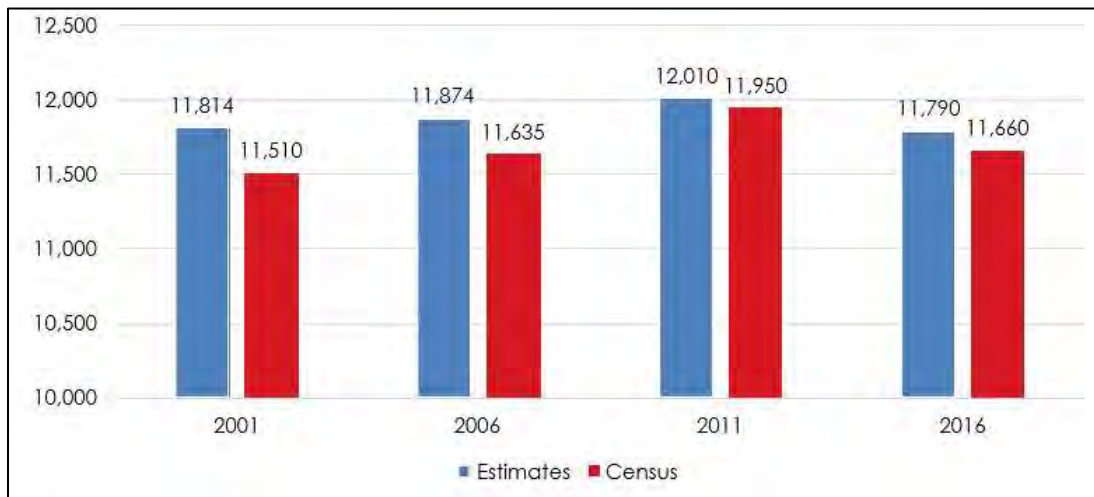


Figure 1 – Total Population Change, 2001-2016, Population Estimates VS Census Data - Source: Heseltine, J. (2018). Town of Rothsay Population and Housing Projections.

¹ Heseltine, J. (2018). Town of Rothsay Population and Housing Projections

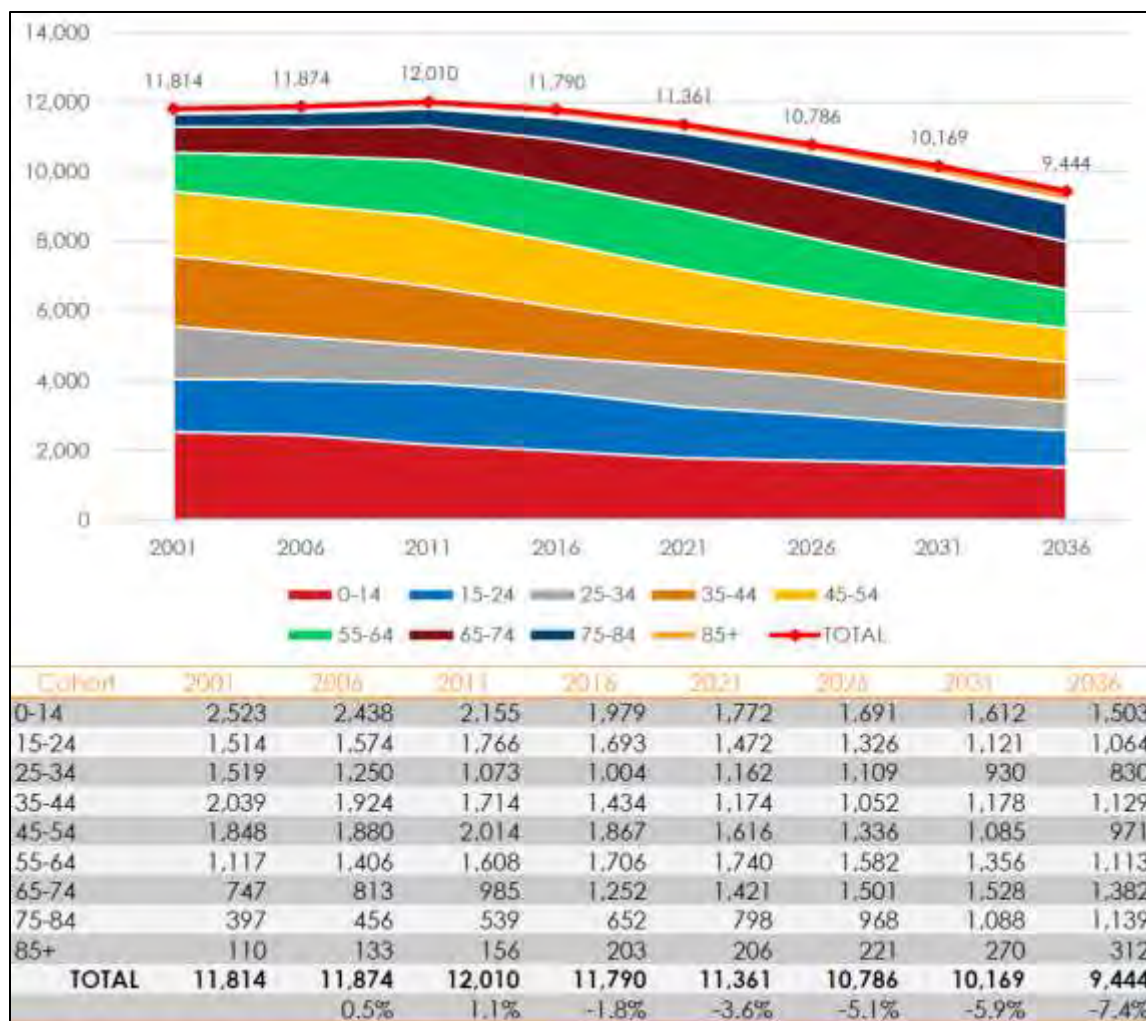


Figure 2 – Population Forecast, 2016-2036- Source: Heseltine, J. (2018). Town of Rothesay Population and Housing Projections

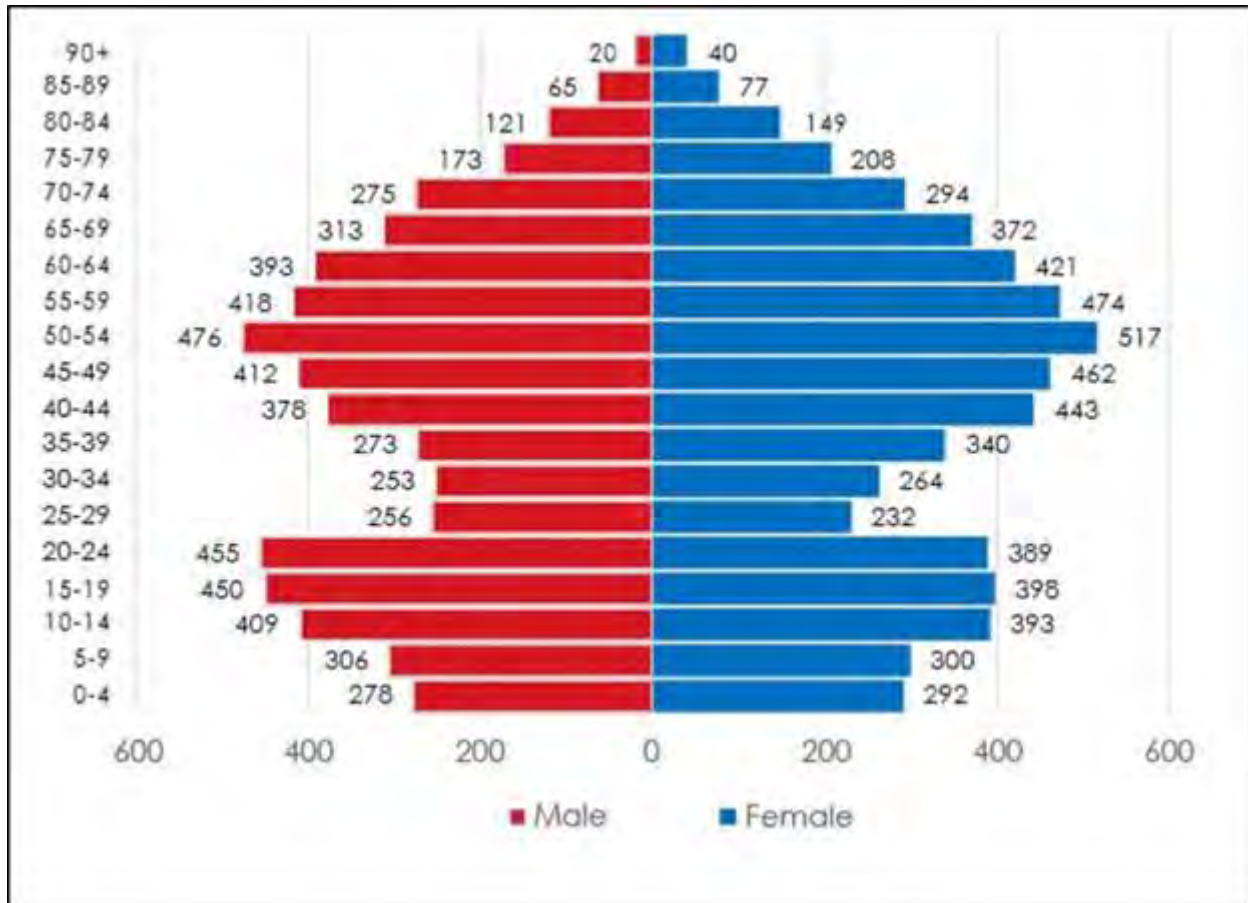


Figure 3 - Population Pyramid Female VS Male (2016 Census) - Source: Heseltine, J. (2018). Town of Rothesay Population and Housing Projections.

The migration of people in and out of Rothesay is integral to the cycle of housing and the age of our residents. Rothesay strikes a balance between in-migrants and out-migrants (Heseltine, 2018); however, an increase in new-build construction would likely attract more in-migrants. Estimates of future migration show that residents in their 30s and 40s and a smaller number of persons up to 20 years of age will increase, but is countered by the consistent and substantial outflow of persons 20 to 29 years of age, which is presumed to be adult children leaving Rothesay for employment and/or education opportunities, or to move to a larger metropolitan centre (Heseltine, 2018). Rothesay is also promoted as a destination for retirees; however, the demographic census data indicates that we are not attracting seniors and that there is an out-migration of pre-retirees, aged 45 to 65 (Heseltine, 2018).

Population growth and decline forecasts are a prediction based on the expected outcomes of the economy and the current number of persons present in the population capable of birthing. Greater economic and employment growth and an increased number of persons capable of new births tends to reflect an increase in population. Rothesay has a challenge in this regard in that there are limited employment opportunities in the Town and we are heavily dependent on the City of Saint John to provide employment for the majority of our labour force. To ensure that Rothesay grows in a sustainable manner and that our needs are met, demographic changes will be monitored and the Municipal Plan upgraded if future growth trends change the vision integral to the Plan.



Creating the Municipal Plan

The Municipal Plan is a by-law enacted by Rothesay Council that seeks to describe our vision, values, and aspirations within a regulatory framework to control and manage land use development. Our municipal plan policies guide our Council, Town staff, and public stakeholders and are vital in identifying and addressing local challenges, and taking advantage of and promoting our local strengths, which include the following:

1. Our municipal water infrastructure has slowly expanded through various development projects and municipal capital projects. Through these initiatives, the availability to connect to municipal water has continued to spread throughout the Town, providing more residents with clean, safe, potable water. The continual expansion of this network will provide future opportunities for residential and commercial developments, and allow existing residents on well water service to connect to municipal water.
2. The Town's primary housing form is single-detached dwellings that are situated on a mix of lot sizes ranging from quarter acre lots to one-acre lots and greater. The majority of the existing homes in Rothesay were built prior to the 1970s; however, there has been a consistent, yet modest, amount of new built construction each year. A change in housing demand and a changing demographic have transformed the housing market, in that the Town has had an increase in the number of apartment and condominium units developed in the past decade. This diversity of housing choice enables existing residents to stay within Rothesay. Further residential development in the Town is possible, through the potential of infill and undeveloped new development areas. In 2019, Council approved a plan for the Hillside North and South Planning Areas as it has high potential for future development growth. There are plans to allow for the development of low, medium, and high-density residential land uses. The timeline of the growth in this area would exceed 40 years at current build rates, but it provides potential growth opportunities for the Town.
3. Rothesay has a proportionally high number of senior citizens and a proportionally low number of youth and young adults compared to national averages. Population forecasts indicate that future population decline will continue, with estimates showing that by 2036 Rothesay could lose 20% of its current population. A cause for this population loss is multifold, though the largest being the death of the senior population, and the smaller number of persons that are capable of bearing children make up for the steady decline. Rothesay's designation as an age-friendly community should encourage more persons to move to Rothesay, and certainly targeting and attracting new persons to the Town, and allowing for new housing options and a variety of commercial uses will support a more diverse lifestyle and encourage growth.
4. Rothesay is situated in an area that allows residents to make the most of the natural environment. Access to the Kennebecasis River, parks, and natural areas make the Town a potential leader in parks and recreation, and environmental sustainability. Preserving these natural areas through strict developmental controls will ensure these areas are protected for future generations and will reduce our impact on the environment. Increasing the number of green spaces and parks will also improve our overall quality of life.
5. The Town has a small employment base in the commercial and industrial sectors, and has opportunities to diversify and expand on these uses in the future. Allowing for the continuation and expansion of these uses will further strengthen our economic opportunities for residents, and

will provide new opportunities for existing residents, and possibly attract new residents to the Town.

Development regulation and land use planning will ensure these uses do not detract from the existing character and or qualities of Rothesay; particularly, the importance is the quality of life of residents and their neighbourhoods. Commercial and industrial growth will be limited to specific areas to ensure development is coordinated and that Rothesay can ensure that these uses do not detract from the existing character of Rothesay, or negatively impact the lives of residents. Commercial growth and development will continue to define and establish a commercial corridor, while industrial uses will further support the needs of residents and the services they require for their everyday lives.

Creating the Municipal Plan: The Planning Process

The Rothesay Municipal Plan was a two-year planning process that took place between June 2018 and June 2020, and was an initiative undertaken by Town staff under the direction of Council. The process required a considerable amount of public engagement, reports, studies, and research and analysis. This was required to capture the full extent of our stakeholders, and the vision of our community for what and how we want Rothesay to develop, grow, and change in the future. Through this process many challenges and opportunities were revealed, including those that residents feel threaten the community and those that may enhance the quality of life and make Rothesay a desirable place to live. The extent to which staff, the public, and consultants were involved was extensive, as noted below:

- A citizen satisfaction survey completed by Corporate Research Associates (CRA), with the assistance of Town staff, that collected 409 responses from residents in the Town to review their overall satisfaction with quality of life, provision of services, and their concerns regarding important issues or challenges facing Rothesay, housing and commercial development, and the impact of storm water drainage and flooding, from May 9th to 24th and again from June 12th to 14th, 2018;
- An age-friendly survey, completed by the Rothesay Age-Friendly Committee and Town staff, that collected 389 responses electronically and through paper submission. The survey was targeted for persons 50 years and older, and asked questions regarding senior's quality of life, their ability to live in Rothesay and their home long-term, the quality and provision of available services, what services would be desirable in the future, and the quality and provision of housing, October 2017 to April 2018;
- CoUrbanize online engagement; managed by Town staff collected 400+ responses over the course of 2 years. Responses were provided from residents asking general questions, providing feedback on the planning review process, and in response to questions were provided by Town staff, October 2017 to December 2019;
- Rothesay Priorities Report, Priorities of Rothesay Town Council 2016-2020;
- Hillside Secondary Plan Open House, Bill McGuire Centre, November 15, 2018;
- Municipal Plan and Zoning By-law Review Open House, Bradley Lake Community Centre, June 7th, 2018;
- Municipal Plan and Zoning By-law Review Open House, Fairvale Outing Association, June 13th, 2018;

- Municipal Plan and Zoning By-law Review Open House, Bill McGuire Centre, June 19th, 2018;
- Municipal Plan and Zoning By-law Review Open House, Rothsay Town Hall, June 27th, 2018;
- Municipal Plan and Zoning By-law Review Pop-up stations (various locations), July – August 2018;
- Rothsay Planning Advisory Committee Workshop, Rothsay Town Hall, August 2019;
- Rothsay Parks and Recreation Workshop, Rothsay Town Hall, November 2018; and
- On-going community engagement, including individual meetings with residents, phone calls, and email communication.



Vision, Objectives, and Goals:

A vision is created through engagement and discussion with stakeholders, and the observation and collection of feedback from residents. Together, the stakeholders and Town staff have created a vision for Rothestay and how it may grow and develop in the future, what regulations may exist to limit or enable development, what intensity and scale may be desirable, what characteristics and values are considered to be crucial to the Town, and what the future of Rothestay may look like over the lifetime of this Plan and beyond. The Municipal Plan, and the vision, is based on the comprehensive understanding of the existing conditions in the Town and how these conditions may change over the lifetime of the Plan. The Vision is the ideal concept for what the future of Rothestay may look like; the vision represents the collective values and goals of the Town's stakeholders and presents a scenario for the future which we may achieve through a series of objectives and or goals, and which may be implemented through policy contained in the Municipal Plan.

Growth, Change, and Resilience

The vision of our community of the next decade into 2030 is based on the gathering of the public's feedback, collected throughout the course of the planning review process. The future expectation of Rothestay is that we continue to create and maintain a highly desirable, livable community. At the heart of the vision are important principles that will shape the future of Rothestay. These principles are integral to how we use and build our physical environment, how our built form dictates how we use land, and what impact we will have on it. The principles reflect this relationship and how we plan to grow our population, change our physical environment, and how we remain resilient in the face of challenges and threats to our way of life. The municipal plan recognizes the social, economic, cultural, and natural environments and how they are interconnected. Through this Municipal Plan will strive to make the following a framework for the Town's vision:





NATURAL ENVIRONMENT:

- Protect the natural environment through the provision of land use development controls that are integrated with Provincial regulations, to ensure Rothsay's natural areas are preserved for future generations;
- Monitor and increase the number of trees in our urban areas, and continue to protect the existing tree canopy;
- Protect our natural resources through the regulation of lands with municipal by-laws and provincial Acts;
- Encourage new development to be designed to include green building design principles; and
- Encourage development of infill sites and identify opportunity areas with access to municipal services in order to reduce sprawl.

BUILT FORM AND URBAN DESIGN:

- Protect the existing built form through land development regulations and heritage and design standards;

- Require that all new construction developments be designed for the pedestrian and at the pedestrian scale, to increase social interaction that fosters meaningful relationships and socialization;
- Establish a commercial corridor that is distinctive and provides functions and utility of multiple modes of transportation;
- Follow best practices in land use planning and urban design to create a built form that may be used and enjoyed by all residents;
- Create spaces that enable the freedom of movement and use of space for all persons of all ages, sizes, abilities, and disabilities; and
- Ensure that lands are developed in an economically and environmentally sustainable fashion, such that a proposed development would not financially burden the Town or adversely affect the development pattern and or lands of the Town.

HOUSING DIVERSITY

- Create land use development regulations that will allow for a mix of residential densities, housing styles, and affordability, which will enable persons of all socio-economic status to live in Rothesay;
- Require new homes to be built to enrich age-friendly living and supports ageing in place;
- Locate moderate and higher density residential housing to areas in close proximity to commercial and institutional uses and transit nodes; and
- Neighbourhood commercial uses and home based businesses will increase live, work, play opportunities and overall healthy neighbourhood function;

AGE-FRIENDLY COMMUNITY

- Public buildings operated by the Town will be designed to be used by all persons regardless of their age, size, ability or disability, or socio-economic status;
- Continue to support the development of Rothesay's Age-Friendly Resource Centre "The Rothesay Hive"; and
- Programs to promote the inclusion and contribution of seniors in all areas of community life in Rothesay.

PARKS AND RECREATION

- Parks will be provided in new neighbourhoods to ensure all residents have access to green space;
- An interconnected system of trails, parks, and green systems will be created with multiple public access points;
- Parks and green spaces will be created and maintained to ensure that they may be used throughout the year to encourage residents to be active;
- Rothesay's waterfront areas will be protected from development pressures to preserve natural areas, green spaces, and parks; and
- The Town will continue to invest in and upgrade existing parks and recreational facilities.

COMPLETE NEIGHBOURHOODS

- Neighbourhoods will support mixed-use development that will lend to the function of residents daily lives;
- Streets will be designed to be walkable to encourage the use of streets by pedestrians;
- Neighbourhoods will be designed in a way that enables the use of multiple transportation options, including private, public, and active transportation;

- The character and quality of neighbourhoods, and their physical form, will be preserved and, where possible, enhanced; and
- A mix of housing will enable a range of household and family sizes.

TRANSPORTATION

- The Town's trail system will be extended in order to connect to the roads in Rothsay providing a seamless method of active transportation travel;
- Major collector roads will be upgraded to include bicycle lanes and sidewalks to allow for the safe movement of pedestrians, cyclists, and vehicles;
- Rothsay's trail system will be expanded so that it links with the regional trail systems and allows for alternative forms of transportation to commute to work;
- Roads will be developed to promote the safe movement of vehicles and pedestrians; and
- Invest in alternative transportation options, including public transit, active transportation, and renewable energies such as electric vehicles and supporting infrastructure.

SUSTAINABILITY

- Land development controls will require that lands be developed in such a way that the subject site does not negatively impact an adjacent site or its use;
- Natural areas will be protected through land use development regulations to avoid unplanned development or urban sprawl;
- New development will require green building design principles;
- All new developments will require stormwater management plans to ensure flooding is controlled;
- Rothsay will allow the construction of renewable energy infrastructure to reduce our carbon footprint;
- Steep land and difficult terrain will have development controls to ensure these areas are developed in a manner that allows for their safe use and occupation;
- Rothsay will continue to work with neighbouring municipal jurisdictions and will continue to adhere to the regulations set by the Province that protect natural resources and protected areas;
- Explore methods and opportunities to become more self-sufficient by increasing local business opportunities and convenience for residents; and
- Limit urban and rural sprawl and prioritize infill development, where possible.

INVESTMENT AND INFRASTRUCTURE

- All development will be regulated in a manner that ensures that the provision of municipal services is done to enhance the affordability and the efficiency of the Town's infrastructure;
- Municipal water and sewer services will continue to be expanded to ensure residents have access to safe, clean water;
- The Town will continue to work with developers and explore opportunities to upgrade municipal infrastructure;
- The Town will invest in renewable energies, where such investment would be financially viable, supply energy to municipal infrastructure, residential, commercial, and industrial land uses; and
- Coordinate with municipal jurisdictions to explore opportunities to work cooperatively on the development of infrastructure and public facilities.

COMMERCIAL CORRIDOR

- Create a pedestrian scaled environment that promotes the commercial corridor of Rothesay as a walkable, pedestrian friendly area;
- Prioritize the location of local businesses and direct new businesses to the Hampton Road commercial corridor to foster local employment and economic growth and to reinforce Rothesay's commercial corridor; and
- Allow for mixed-use development through land use development controls to reduce urban sprawl and encourage a complete communities² approach to commercial and residential development.



² Complete communities are places where homes, jobs, schools, community services, parks and recreation facilities are easily accessible.

Planning Regulation: The Legislative Basis of the Municipal Plan

The Municipal Plan is a by-law that has been prepared in accordance with New Brunswick's Community Planning Act (CPA). The CPA is a legislative document that empowers Council to create a Municipal Plan that regulates land use development decisions within their municipal jurisdiction. However, the Municipal Plan is not limited to the regulation of lands, it is also required that the Plan includes policy regarding the following:

- Development and use of land;
- Conservation and the enhancement of the built form and physical environment;
- Control and abatement of pollutants and waste;
- Development of communication, service and utility, and transportation infrastructure;
- Land reservation and natural areas protection;
- Municipal services, including water and sewer, parks and recreation, waste disposal, parks and recreation, and emergency services;

The Municipal Plan does not commit or legally bind Council³ to carrying out the policies contained within; however, it does require that decisions not be made that would contradict or be inconsistent with the policy that is within the Plan.

The Municipal Plan is intended to be an organic, living document and is best read as a document that may be open to reasonable interpretation. Through the adoption of the Municipal Plan, Council is supporting and proposing policies that would implement a community vision into 2030.

³ **Effect of Municipal Plan – Part 27** The adoption of a municipal plan does not commit the municipality or the Province to undertake a proposal suggested or outlined in the plan, but, in the case of a municipality, shall prevent the undertaking of a development in any manner inconsistent with a proposal or policy outlined or suggested in the plan. Community Planning Act

Reading the Municipal Plan

The Municipal Plan is a by-law enacted by Rothestay Council that endeavors to describe the public's vision and its values within a regulatory framework to control land use development. The by-law's primary purpose is to manage future growth and change and to provide guidance on land use planning related issues. However, without limiting itself to land use, the Municipal Plan can provide guidance and insight regarding public facilities and programs and the provision of municipal infrastructure and services.

CHAPTERS

This document is a replacement for the 2010 Municipal Plan and is intended to cover the period from 2020 to 2030. The Plan is a guide for development, growth, and investment in Rothestay's future. The framework for this document is set out through five Chapters beginning with the Background, followed by Land Use, Municipal Services and Infrastructure, Development Control, and Implementation Chapter. Each chapter also includes policies that serve as guides to Council, the Planning Advisory Committee, and staff in the decision-making process, regulation and management of land, and municipal services and infrastructure.

Chapter 1, The Municipal Plan Background describes the planning process, public engagement, reports, studies, and research and analysis and initiatives undertaken to create the plan including the overall guiding vision.

Chapter 2, 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 3, Municipal Services and Infrastructure provides an overview of the various services provided by the Town. This chapter is supplied with general context for each service and the infrastructure within the Town, in addition to policy for how Council shall continue and supply these services in the future.

Chapter 4, Development Control, prescribes limits to the development that may take place in Rothestay, concerning location, type of use, and 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 5, Implementation, describes how the policies and procedures contained within the Plan are to be carried out by Council. 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 to be carried out.

SCHEDULES AND MAPS

In addition to these chapters are a series of Schedules. These Schedules are to be used in conjunction with this Plan and the policies contained within. The Schedules provide context to the implementation of a policy and the specific development objectives, constraints, or intended use of the land that is shown. The General Future Land Use Map is Schedule A, an attachment that shows the intended land uses in Rothestay over the course of this Plan.



CHAPTER 2 – LAND USE

Residential

Rothsay is primarily a suburban residential area in which 28.5% (23,393 acres) of all land is designated for residential land use. The residential land use development pattern is consistent with many small suburban communities; where the primary land use is residential and the majority of housing is single-detached dwellings, with a mix of semi-detached, attached, and limited multi-unit dwellings that provide a mix of housing stock.

The primary type of residential dwelling in Rothsay is single-detached units. The unique geography and topography of Rothsay provide a tremendous amount of residential opportunities, including traditional suburban lots, large rural lots, and waterfront lots that look out over the Kennebecasis River. The diversity in lot sizes allows for a mix of residential styles and dwelling types throughout the Town. While the primary form of residential dwellings in Rothsay are single-detached units, development projects through 2018-2020 saw an increase in the construction of multi-unit dwelling buildings. These new multi-unit apartment and condominium units are indicators of the demand for smaller, managed property dwellings from our senior population. Regardless, this shift in residential development provides diversity in Rothsay's housing market and lifestyles in a community that has customarily seen traditional uniform development.

This Plan envisions a range of low, medium, and high-density land uses in addition to a range of housing options that will include single-detached dwelling units, secondary dwelling units, two-unit and attached dwellings, clustered residential dwellings, as well as apartments and condominium dwelling units.

The Low Density Residential Designation will preserve existing single family dwelling neighbourhoods. New low-density housing can be accommodated through the subdivision of existing large. In limited circumstances, Council will be able to consider neighbourhood commercial development and some higher density residential. Largely the low-density residential areas of Rothsay will retain their established neighbourhood character.

The Medium Density Residential Designation will be located on the periphery of commercial land designations and act as transitional land use intensity between low and high-density residential dwellings. Medium density dwellings may also serve a secondary purpose as transitional housing that may be ideal for new homebuyers or those looking to downsize from single-detached dwellings.

The High-density Residential Designation will be clustered around the commercial core and will serve to increase density. The higher density designation will provide mixed land use opportunities where appropriate, as well as affordable housing. The provision of the High-density Residential Designation is appropriate to address the increasing demand for apartment and condominium units, and the expected shift in housing that will occur with a shift in our increasingly older population

Council recognizes that there is a shift in housing demands and that our population is changing, the following policies will ensure that there are housing options to address these changing needs, and look to provide a variety of housing in the future.

Rothsay has experienced a demographic drift that has seen a rise in the total number of seniors, which has raised concerns on the affordability of housing and the provision of housing that may accommodate persons on fixed incomes. The provision of housing is the role of the private sector, albeit regulated by the Town of Rothsay. While the Town has no direct control in the free market, we are able to regulate the use, scale, and density of the use, and may provide incentives to the private developer to provide a public amenity or benefit, to offset the increased density or scale of the building. This policy enables Council to consider providing an incentive to a developer so that they may increase the total maximum density that would otherwise not be permitted for the provision of affordable housing dwelling units.

Council Shall:

Policy R-1

Affordable Housing:

Consider an increase in the maximum allowable density by 2 percent for every dwelling unit meeting affordable housing standards as defined by the Canadian Housing and Mortgage Corporation (CHMC) or an equivalent recognized standard, not exceeding 20 percent as determined in the Zoning By-law for the following zones:

- a) Attached Unit Residential (R3);
- b) Clustered Residential (R4); and
- c) Multi-Unit Residential (R5)

Where the total number of units calculated results in a fraction, the number shall be rounded to the nearest whole number.

In the spring of 2018, Rothsay became recognized as an age-friendly community. This designation requires significant investment by the Town to ensure that we accommodate all persons, of all abilities and disabilities throughout their life. The staple of a desirable place to live is good quality housing. Age-friendly communities ensure that a person may live in the Town in which they were raised for the entire duration of their life because there is housing and services that enable them to do so. This policy enables Council to consider providing an incentive to a developer so that they may increase the total maximum density that would otherwise not be permitted for the provision of age-friendly designed dwelling units.

Council Shall:

Policy R-2

Age-Friendly Housing:

Consider an increase in the maximum allowable density by 2 percent for every dwelling unit designed and constructed in conformance with Universal Design Best Practices, as defined by the Universal Design Network of Canada or an equivalent recognized standard, not exceeding 20 percent as determined in the Zoning By-law for the following zones:

- a) Attached Unit Residential (R3);

- b) Clustered Residential (R4); and
- c) Multi-Unit Residential (R5);

Where the total number of units calculated results in a fraction, the number shall be rounded to the nearest whole number.

Rothsay's roots are as a seasonal cottage community for those looking to escape the industrialization of Saint John. Over time, Rothsay has become a very stable, suburban community. Residents have a great sense of pride in both their neighbourhoods, and their homes. This policy would regulate the establishment and operation of short-term rental housing to preserve the character and quality of residential neighbourhoods.

Council Shall:

Policy R-3

Short-term Rental Housing:

Regulate short-term rentals in Rothsay, meaning the rental of owner occupied single-family dwellings including multi-unit dwellings for a period of 28 days or less. Council has determined that allowing residents to rent their residential properties for longer periods without regulation appropriately balances the need to protect neighbourhood stability from issues of neighbourhood nuisance, noise, and housing availability and affordability.

Rothsay is currently experiencing a large shift in its population. Demographic analysis shows that there is an increasing number of seniors and a decreasing number of youth and young adults. The increase in our senior population has required housing arrangements be made so that families may accommodate additional family members in their home. This policy would allow existing residential dwellings to add an addition to the structure or to make an existing area in the home a legal apartment to provide greater housing stability and diversity in the Rothsay.

Council Shall:

Policy R-4

Secondary Suites:

Establish appropriate standards in the Zoning By-law to allow secondary suites in single-family dwelling units to accommodate owner-occupied shared housing where the primary purpose is for care and support or to address affordability.

Rothsay's predominant land use is residential and the primary dwelling type is single-family detached homes, the majority of which are on quarter acre lots or larger. The large number of existing, large lots provides opportunities for infill development of secondary dwelling units on a property, which may be either garden or secondary units, which are self-contained dwellings that may be rented out to a tenant, or used by a family member. This policy would allow residents that had the appropriate lot size and zoning

to build a secondary or garden unit. The intent of this policy is to provide additional housing options in Rothsay.

Council Shall:

Policy R-5

Secondary Units and Garden Units:

Establish appropriate standards in the Zoning By-law to allow independent secondary units and smaller detached backyard garden units in the Low Density Residential Designation, where such development will:

- a) not adversely impact the neighbourhood aesthetics;
- b) increase the diversity of housing choice;
- c) increase the affordability of the rental stock; and
- d) support age-friendly living within Rothsay.

Council Shall:

Policy R-6

Home Occupations:

Establish appropriate standards in the Zoning By-law to allow owner-occupied dwellings to operate a home occupation in residential designations, subject to the following criteria:

- a) The residential character of the property and the surrounding neighbourhood is not adversely affected;
- b) There is no outside storage of equipment or materials;
- c) The home occupation does not create excessive vehicle traffic;
- d) Commercial signage is inconspicuous and appropriate in scale and character for the residential area; and
- e) The home occupation does not produce smoke, dust, fumes, or noise to an extent that it would create an unreasonable nuisance in a manner that substantially interferes with the enjoyment or use of another individual's property or with nearby residential uses.

Council Shall:

Policy R-7

In-Home Daycares:

Establish appropriate standards in the Zoning By-law to allow owner-occupied dwellings to operate an in-home neighbourhood daycare (early learning and childcare home) in accordance with the New Brunswick Early Childhood Services Act, as may be amended from time to time, subject to compliance with the following:

- a) The daycare is secondary to the permitted residential use; and
- b) The residential character of the property and the surrounding neighbourhood is not adversely affected.

Rothsay is known for its quality neighbourhoods, tree lined streets, and traditional architecture. The character of our neighbourhoods has become a basis of pride and value that should be protected for the future. Homeowners in Rothsay take great pride in their homes, and for many this is where they were raised and will continue to be for many years into the future. This policy recognizes the value and quality of our residential neighbourhoods and provides Council with the regulatory authority to establish guidelines for the type of housing that may and may not be permitted in the Town.

Council Shall:

Policy R-8

Design and Appearance of Buildings:

Establish appropriate standards in the Zoning By-law to regulate residential buildings with uncharacteristic design and incompatible architectural styles to those commonly found in Rothsay.

Policy R-9

Residential Dwelling Landscape Standards:

Establish in the Zoning By-law standards for the care and maintenance of the required front and side yards on developed properties visible from a public street such that nominal standards for plants, shrubs, turf, and other landscaping are in healthy condition and reinforce the overall character as a well-cared for community.

Rothsay has experienced a slow, but gradual shift in its population. This change has required developers to supply housing that better suits the needs of persons that are ageing and for non-traditional families. These changes present a unique challenge in that there are few choices in housing in Rothsay and limited lands to develop that are connected to municipal services. However, many sites exist within the Town that are potential sites for infill development and may be ideal for a variety of residential land uses and densities. This policy intends to allow the development of high-density residential development throughout the Town, with conditions, to accommodate a changing population and supply additional housing.

Council Shall:

Policy R-10

Residential Infill – Multi-Unit:

Consider, notwithstanding any other residential policy, that new multi-unit residential development of higher density may be appropriate throughout the entire plan area, accordingly Council may consider multi-unit dwellings and clustered forms of housing through the rezoning and development agreement process where such development complies with the following requirements:

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;
- b) Subject lands are located at the periphery of low density residential neighbourhoods;
- c) The maximum density does not exceed 200 square metres of land per dwelling unit;
- d) Subject lands are in proximity to one or more of the following land uses: commercial, parks and recreation facilities, or institutional;
- e) Subject lands are adequate in size relative to the intensity and scale of the proposed land development;
- f) Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and
- g) A building design of high quality that is consistent with community values and architectural best practices.

Council Shall:

Policy R-11

Residential Design:

Develop architectural design guidelines and standards for residentially designated areas where the architectural character of a neighborhood, corridor, or area is deemed to be of special or unique value.

Council Shall:

Policy R-12

Sustainable Design:

Consider density bonusing provisions when processing a multi-unit residential development rezoning application where the proposal would comply with the Natural Resources Canada's Green Building Certification program or an equivalent standard.

Low Density Residential Designation

The Low Density Residential Designation comprises an area of 19,393 acres or 24 percent of the total land area of Rothsay. The dwelling types in this designation are a mix of single-detached dwellings and duplex dwellings. Most single-detached dwellings are situated on quarter, half, or full-acre lots.

The residents that live in these low-density residential areas of Rothsay highly value their neighbourhoods, the natural settings, and the safety, privacy, and stability found here. These neighbourhoods are highly sought after because many are in close proximity to schools, making them ideal for families. The lots and homes are spacious and most neighbourhoods have mature trees and manicured lawns, and many of the older neighbourhoods have architectural styles that encourage a social lifestyle. Homes are also attractive, well sited, and appropriately scaled to their lots. These neighbourhoods are safe and walkable. These low-density residential neighbourhoods throughout Rothsay are unique, have long-time residents, and are generally based on a distinct custom home development pattern. Most neighbourhoods have a network of interconnected streets, though there are areas where the intended street network was not completed, resulting in dead end streets and poorly connected neighbourhoods. Many local streets are narrow and many do not have curbing. This is a reflection of the long history and perhaps more modest beginnings of the community, but the streets are effective at minimizing speeding and shortcutting through neighbourhoods. Rothsay neighbourhoods also have recognizable, distinguishable boundaries that are well known to long-time residents. These boundaries are identifiable by the unique architectural design, building materials, and development pattern of the lots.



Low-density single-family residential neighbourhoods will continue to be the primary land use in Rothsay. As part of a community building process new homes, streets, and parks and open spaces must contribute to the betterment of our existing neighborhoods by following best practice land use planning. Rothsay neighbourhoods can be enriched and reinforced by protecting the existing residential character through appropriate regulations and standards in this Plan.

The Municipal Plan will endeavor to maintain the traditional suburban character, architectural styles, and overall development pattern for low-density residential uses. Council recognizes the tradition, heritage, and pride residents have in their neighbourhoods. Accordingly, the following policies will seek to protect

these low density residential areas, while enabling opportunities for both traditional and contemporary residential development.

Council Shall:

Policy LDR-1

Low Density Residential Designation:

Designate lands identified on the Generalized Future Land Use Map as encompassing those areas of Rothesay where the primary land use shall be Low Density Residential.

Policy LDR-2

Low Density Residential Uses:

Allow within the Low Density Residential designation, a range of housing types where the dominant form is single family detached homes and other low-density forms of housing, including secondary suites, two unit semi-detached, secondary units, and duplex dwellings. Other compatible uses may be permitted in the Low Density Residential designation without amendment to the Municipal Plan including but not limited to neighbourhood convenience stores, public utilities, parks, municipal facilities, and where appropriate home occupations.

Policy LDR-3

Low Density Residential Zones:

Establish appropriate standards in the Zoning By-law to regulate low-density residential development that is appropriate for the neighbourhood in which it is located by requiring appropriate setbacks, massing, height and limits to the permissible uses in the following zones:

- a) Single Family Residential – Small Lot (R1A);
- b) Single Family Residential – Standard Lot (R1B);
- c) Single Family Residential –Large Lot (R1C);
- d) Single Family Residential – Estate Lot (R1D); and
- e) Two Unit Residential (R2).

Medium Density Residential Designation

Rothestay's secondary form of residential dwellings includes semi-detached, attached, and clustered units. This type of residential land use comprises 2641 acres or 3 percent of the entire land mass of Rothestay.

These residential dwellings typically have a small front and back yard, or share a common green area, and are located in close proximity to the commercial land uses. Despite their proximity to higher intensity uses, these neighbourhoods remain highly desirable. The relative affordability of these dwellings make excellent starter homes for young persons and families, but also enable long-time residents the ability to stay in Rothestay by downsizing. While these dwellings are smaller than traditional single-family detached homes, the advantage is less maintenance is required. Furthermore, the desirable qualities of social mixing and supportive neighbourhood interactions associated with the low-density residential areas are also found in medium density neighbourhoods.



As our population continues to age attached residential dwellings, particularly garden homes, may become more attractive as our senior population looks to downsize. Neighbourhoods can be enriched and protected through the development of parks and municipal facilities. Moreover, medium density shall continue to be developed in tandem with commercial development in an effort to encourage density and reduce suburban sprawl. Council recognizes the importance of housing diversity, accordingly the following policies will allow for a range of medium density residential land uses in Rothestay.

Council Shall:

Policy MDR-1

Medium Density Residential Designation:

Designate land identified on the Generalized Future Land Use Map as encompassing those areas of Rothestay where the primary land use shall be medium density residential.

Policy MDR-2

Medium Density Residential Uses:

Allow within the Medium Density Residential designation, a range of housing types where the

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

Policy MDR-3

Medium Density Residential Zones:

Establish appropriate standards in the Zoning By-law to enable medium density residential development that is appropriate for the neighbourhood in which it is located by requiring appropriate setbacks, massing and height, and limits to the permitted residential uses in the following zones:

- a) Attached Unit Residential (R3); and
- b) Clustered Residential (R4).

The traditional single-detached family home has, and likely will continue to be a staple of our suburban community, though there are increasing interests in non-traditional homes. These dwelling styles have the advantage of providing the physical characteristics of a traditional single-detached home, but on a smaller area of land. Smaller homes on smaller lots may also appeal to the market of first time homebuyers as well as individuals looking to downsize. The intent of this policy is to provide smaller scale traditional housing as a permitted use in the Town.

Council Shall:

Policy MDR-4

Clustered Dwellings:

Establish appropriate standards in the Zoning By-law to regulate a housing type that responds to changing household sizes and ages (e.g., retirees, small families, and single person households) while providing opportunities for ownership of small, detached clustered dwelling units within a Medium Density residential neighborhood and ensure the by-law requirements safeguard compatibility of the development with surrounding land uses. The Zoning By-law shall include definitions of the housing types envisioned through this policy as follows:

- a) Cottage – A detached, single-family dwelling unit containing 140 square meters (1,500 square feet) or less of gross floor area.
- b) Carriage Unit – A single-family dwelling unit, not to exceed 75 square meters (800 square feet) in gross

floor area, located above a garage structure in a cluster dwelling development.

- c) Two/Three-Unit Home – A structure containing two or three dwelling units, designed to look like a single detached single-family home.



High-Density Residential Designation

The High-density residential designation makes up roughly 1358 acres of land 2 percent of the entire land area of Rothesay. Recent high-density residential developments have contributed significantly to the diversity in housing in the Town, and to the total increase in high-density residential designations.

High-density residential areas tend to be located in close proximity to commercial uses, and arterial and/or collector streets. Typically, these high-density residential land uses are located on or adjacent to arterial and/or collector streets, which promotes pedestrian connectivity and ease of access for residents. The proximity to Rothesay's commercial areas reduces sprawl and creates a highly walkable neighbourhood. These neighbourhoods typically promote social inclusion and interaction with neighbours. Because these dwellings attract a diverse range of renters and/or owners there are plenty of opportunities to meet new people. A growing number of residential developments in Rothesay are high-density apartment or condominium dwellings. The increase in the number of these units may be explained by a number of reasons, including a growing ageing population, changing market demands, an increased demand, and a public shift away from interest in homeownership.



High-density residential land uses will continue to be a residential land use for Rothesay. As part of a community that is experiencing consistent growth in its senior population, there are foreseeable demands in non-traditional housing that better suits the needs of these persons. Furthermore, high-density housing will follow a growing trend for young adults and young professionals to opt for non-traditional, single-detached family residential dwellings. Rothesay may be further enhanced with an increase in housing diversity, which may attract new homebuyers and retain existing residents.

Council recognizes the opportunity for increased high-density residential development in Rothesay and the value that housing diversity provides. Accordingly, the following policies will enable a range of high-density residential dwellings in Rothesay.

Council Shall:

Policy HDR-1

High-density Residential Designation:

Designate lands identified on the Generalized Future Land Use Map as encompassing those areas of Rothesay

where the primary land use shall be High-density Residential.

Policy HDR-2

High-density Residential Uses:

Allow within the High-density Residential designation, a mix of housing of types where the dominant form is an apartment or condominium dwelling. Other compatible uses may be permitted in the High-density designation without amendment to the Municipal Plan, including but not limited to parks, municipal facilities, public utilities, clustered residential housing, and attached dwellings.

Policy HDR-3

High-density Residential Zones:

Establish appropriate standards in the Zoning By-law to encourage high-density residential development appropriate for the neighbourhood in which it is located by requiring appropriate setbacks, step backs, massing, height, and limits to the permissible commercial uses in the following zones:

- a) Multi-Unit Residential (R5); and
- b) High-density Residential (R6).

The commercial areas in Rothesay are focal points for residents, whether they are shopping or socializing. Council recognizes this function of commercial space as potential opportunity sites where higher density residential may be added as a means of providing people with better access to the Town's services, to reduce sprawl, to permit a livelihood that allows for walkability and less car dependence, and to increase density in and around the Town's commercial areas.

Council Shall:

Policy HDR-4

High-density Residential:

Consider that High-density Residential (R6) development may be appropriate throughout the Commercial Designation, and may consider multi-unit dwellings through the re-zoning and development agreement process where such development demonstrates compliance with the following requirements:

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;
- b) The maximum density does not exceed 100 square metres of land per apartment unit;
- c) Subject lands are adequate in size relative to the intensity and scale of the proposed land development;

- d) The subject lands do not exceed 1 acre in total area (or 40 apartment units);
- e) Underground parking is provided;
- f) Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space.
- g) Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist;
- h) Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and
- i) A building design of high quality that is consistent with community values and architectural best practices.

Where a developer would undertake a project to add affordable housing units or age-friendly designed dwelling units, clear regulations are required to identify how the building may accommodate the change in density and height of the building. Accordingly, this policy allows Council to consider permitting an increase to the building's total height, where the building meets specific building and design elements, for adding affordable dwelling units or age-friendly dwelling units.

Council Shall:

Policy HDR-5

High-density Building Height:

Consider an increase to the building's height, where the proposed height may exceed the maximum permitted height, as described in the Zoning By-law, and the number of units may be increased for the purpose of complying with either Policy R1 or Policy R2 and where the proposed development site demonstrates compliance with the following requirements:

- a) Subject lands are designated High-density Residential on the Future Land Use Map;
- b) Subject lands are zoned Multi-Unit Residential;
- c) Sufficient on-site parking and green space is provided;

- d) The building is designed to a high quality that is consistent with architectural best practices; and
- e) Subject lands are adjacent to or in close proximity to collector or arterial streets or transit routes.



Commercial Designation

The lands designated as Commercial make up an area of 3847 acres or 5 percent of the total land area of Rothestay. Lands that have been designated as commercial are limited to the area of lands on the northwest side of the Mackay Highway, and are clustered around Rothestay's arterial streets and transit route corridors, including Marr Road, Hampton Road, Campbell Drive, and Millennium Drive, with some limited uses located outside these areas.



The commercial designation permits a wide variety of commercial uses, including General, Central, Neighbourhood, and Recreational. Each of these uses allows for a range of commercial uses, and land use intensities in Rothestay. This Plan envisions a broad range of commercial uses that will provide essential services and leisure opportunities that may be accessible to all residents of Rothestay. The function of these commercial uses is to promote local economic interest and create attractions and destinations. The intent of this Plan is multifold; first, it is to establish a commercial corridor that is walkable, and pedestrian-oriented. Second, it is to enhance commercial uses and provide greater diversity for residents of Rothestay through policy in this Plan.

This Plan envisions a Central Commercial Zone that offers a mix of retail services that are highly valued by our community. Many businesses provide services to Rothestay, including restaurants, grocery stores, personal service, retail stores, and health and fitness facilities. Many businesses in this zone are local and serve as destinations for many residents. This Plan will seek to establish the Central Commercial zone as a walkable, pedestrian-oriented corridor in Rothestay through policy and zoning controls. It is the intent of this Plan to ensure that development in this area is appropriate to the neighbourhood and the intent of the zone; therefore, Council has created policy that will control land use in this zone.

The General Commercial Zone allows for a mix of retail and commercial services that, similar to central commercial uses are essential to everyday life in Rothestay. Typical uses include franchise stores that are otherwise not found in areas of Rothestay, making the General Commercial zone suited to higher intensity, large-scale commercial development. This Plan will endeavor to establish the General Commercial zone as an area for future retail growth that may provide additional services to our community. The intent of

this Plan is to ensure that development in this area is conducive to the land use, and as such Council has created policies that shall limit the uses in this zone.

This Plan will include a Commercial Recreation Zone that enables the operation and provision of private clubs and/or pay per use recreational facilities in Rothestay. These services are highly successful and provide recreational services beyond the scope of fitness centers for the enjoyment and leisure of residents. The commercial recreational uses are spread throughout the Town, each offering a unique service. The intent of this Plan is to support the ongoing use of these facilities, and where possible to enhance them through policy.

This Plan also permits, in specific circumstances, Neighbourhood Commercial uses throughout the entire Plan area where it is believed that the subject lands would be suitable to small scale, low intensity commercial uses serving a neighbourhood. The intent of the Neighbourhood Commercial land is to encourage walkability, density, and complete neighbourhoods. Council recognizes the value in having access to essential commercial services and in creating complete neighbourhoods. Land use planning practices determine complete neighbourhoods are those in which people may live, work, and play.

Council recognizes that Rothestay's primary land use will remain residential, and as such, commercial uses will remain secondary to these uses. Council also recognizes the role that commercial uses will play in Rothestay, in that they are meant to encourage local economic growth through employment and business opportunities. The following policies will allow for a range of commercial uses throughout Rothestay that support local businesses and promote local growth.

Council Shall:

Policy C-1

Commercial Designation:

Identify on the Generalized Future Land Use Map those areas of Rothestay where the primary land use shall be a range of Commercial land uses.

Policy C-2

Commercial Uses:

Allow within the Commercial Designation, a range of commercial uses which include but are not limited to financial services, office, personal services, medical services, retail stores, restaurant, veterinary clinic, grocery store, café, bakery, licensed establishment, daycare facility, pet grooming, fitness and health services, grocery store, microbrewery, cannabis and alcohol retail, medical facilities, private clubs, and sports facilities. Other compatible uses may be permitted in the Commercial Designation without amendment to this Plan, which may include public utilities, parks, recreation facilities, mixed uses, and medium to high-density residential uses.

Policy C-3

Commercial Zones:

Establish appropriate standards in the Zoning By-law to allow for the development of a range of commercial land

uses and require appropriate setbacks, massing, height, and limits to the permissible uses in the following zones:

- a) Central Commercial (CC);
- b) General Commercial (GC);
- c) Neighbourhood Commercial (NC); and
- d) Commercial Recreation (CR).

Policy C-4

Commercial Design Standards:

Develop architectural design guidelines and standards for commercially designated areas along Hampton Road, Marr Road, Campbell Drive, and Millennium Drive.

The Municipal Plan identifies the opportunity to improve Rothsay's commercial corridor to accommodate further commercial and residential development, to establish the Hampton Road and Marr Road areas as commercial corridors. The success of businesses correlates to the access to people, therefore commercial growth is synonymous with residential growth. To facilitate this gap, the Municipal Plan has identified an opportunity to increase the intensity and scale of potential development so that residential and commercial uses may coexist. The following policy provides regulation and land development controls for the provision of mixed-use development.

Council Shall:

Policy C-5

Commercial Apartments:

In conjunction with Policy HDR-4 establish appropriate standards in the Zoning By-law to regulate multi-unit residential developments in combination with ground floor commercial space as a mixed use development in the Central Commercial (CC) zone, where compliance with the following requirements can be demonstrated:

- a) The building design is of high quality and is consistent with community values and architectural best practices;
- b) The commercial uses shall be contained to the first floor of the building; and
- c) The apartment(s) shall:
 - i. Not be located on the first floor of the building;
 - ii. Have a distinct, separate, exterior entrance which is clearly distinguishable from the commercial façade/entrance; and
 - iii. Have dedicated parking that is separate from the commercial use(s).

In service of residents, there are existing businesses that operate seasonal commercial activities such as garden centers, restaurant patios and mobile food-trucks. While such businesses provide service to residents, their activities will require appropriate regulation to ensure potential land use conflicts are mitigated.

Council Shall:

Policy C-6

Temporary or Seasonal Business:

Establish appropriate standards in the Zoning By-law to regulate the operation of temporary businesses and seasonal sales within the commercial area.

The design and function of a commercial corridor is dependent on the accessibility to pedestrians, the scale of the built form, and the location of the building in relation to the street. The framework of good urban design requires that a space be constructed with the pedestrian in mind. The existing development of Rothestay's commercial areas, including Hampton Road and Marr Road have traditionally been focused on the use of these spaces for the automobile, which has in turn created a commercial area devoid of pedestrians and dominated by the automobile. The following policy will require new development along Rothestay's commercial streets be brought forward to abut the road right of way.

Council Shall:

Policy C-7

Commercial Street Frontage:

Require 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 corridor.



Many neighbourhoods in Rothesay are primarily residential, with a mix of parks or recreational facilities, and some are located in close proximity to commercial uses. A mix of uses in a neighbourhood provides the framework for the concept of creating a complete community, in which neighbourhoods allow persons to live, work, and play. A corner store or neighbourhood commercial establishment is often an anchor for a neighbourhood, which provides essential services or goods to residents. These businesses are typically located on major roads or focal points in a residential area, typically on route to other destinations making these businesses accessible to a large number of people. The high accessibility encourages walkability, and discourages the need or use of a car, which further establishes these areas as social anchors. The following policy allows Council to consider permitting the establishment of a neighbourhood commercial use, provided it meets specific criteria.

Council Shall:

Policy C-8

Neighbourhood Commercial:

Consider small neighbourhood retail commercial uses in the Rural, Low, Medium, and High-density Designations by rezoning where compliance with the following requirements is demonstrated:

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;
- b) The site is located on the edge of or periphery of a low or medium density residential neighbourhood;
- c) The market catchment for the use is intended to serve the local neighbourhood and there is a demonstrable need for additional neighbourhood commercial in the immediate area;
- d) The maximum gross floor area of the commercial use does not exceed 50 square meters; and
- e) The building is designed to a high quality that is consistent with community values and architectural best practices.



Light Industrial Designation

The lands designated as Light Industrial make up an area of 812 acres or 1 percent of the total land area of Rothsay. The Light Industrial designated lands are limited to the northwest side of the Mackay Highway, and along Campbell Drive and Marr Road. These lands are situated in high traffic areas on the periphery of Rothsay's urban core to provide a high level of access to residents of the community, and to ensure that existing residential communities are not disrupted by these higher intensity uses.

The Light Industrial land use designation, which is proportionally smaller than the other designations of this Plan, is reflective of our suburban development pattern and of its history as a rural, seasonal cottage community. It is the intent of this Plan to maintain our primary land use and function as a suburban residential area. Historically, the light industrial uses of the past were essential to the function of Rothsay. The intent of this Plan is to continue to provide essential services to the public through a range of light industrial uses.

This Plan envisions a range of industrial uses that may provide additional services for our residents and additional employment opportunities for the future, including a mix of office, industrial retail and service establishments, light manufacturing, service and repair, storage, and landscaping and construction uses. Of particular importance is Rothsay's neighbourhood character, which shall continue to be protected for future generations. Accordingly, the following policies will support a range of light industrial land uses while protecting the existing neighbourhood character of Rothsay.

Council Shall:

Policy LI-1

Light Industrial Area Designation:

Designate lands identified on the Generalized Future Land Use Map as encompassing those areas of Rothsay where the primary land shall be Light Industrial.

Policy LI-2

Light Industrial Uses:

Allow within the Light Industrial designation, a range of industrial uses including but not limited to such uses as motor vehicle sales, repair and rental; machine and equipment sales, service, and rental; landscape material and supply, light manufacturing and production, self-storage, funeral home, office, and other similar uses as set out in the Zoning By-law. Other compatible uses that may be permitted in this designation without amendment to the Municipal Plan include public utilities, parks, and recreational facilities.

Policy LI-3

Light Industrial Zones:

Establish standards in the Zoning By-law appropriate to the neighbourhood to allow for the development of Light Industrial uses with required setbacks, massing, height, screening and limits to the permissible light industrial uses in the following zone:

- a) Light Industrial (LI).

Traditional Area Designation

The Traditional Area Designation comprises an area of 1688 acres or 2 percent of the total land area of Rothsay. This core area was originally a part of Rothsay Corner, where Rothsay Road, Hampton Road, and Gondola Point Road meet, and where the commercial centre of the former “Town of Rothsay” began. For over 100 years this point served as a meeting area or cross roads for travelers from Saint John, Moncton, Sussex, Fairvale, Gondola Point, and the Kingston Peninsula (Carson and Kelbaugh, 2010, p. 168). Over time, this area has transitioned, though many of its characteristics remain. The first notable transition this area experienced was the introduction of the Rothsay Train Station, built in 1860, which reduced the number of stagecoach travelers to and from Saint John, though more people used the train to traverse the area. The second major shift came about with the use and adoption of the automobile. Prior to the introduction of the train station, Rothsay was commonly known as the nine-mile point and was a frequent stopping point for travelers (Carson and Kelbaugh, 2010). At the core is the Rothsay Common, an iconic landmark that has been used since its inception as a popular location to host events, celebrations, festivals, recreational activities, and casual social gatherings. The traditional area lands around the Rothsay Common make a small, but diverse neighbourhood with a mix of residential, commercial, institutional, and recreational uses. The development pattern and diversity of land uses makes it apparent that this was once the core of Rothsay. The architectural styles have been preserved through the use of the Rothsay Heritage Preservation By-law, which limits development in the area to conform to the existing styles.



This part of community has become a highly appreciated area with respect to the preservation and protection of the existing built homes and buildings. The central portion of the area centered on the Rothsay Common is regulated through the Heritage Preservation By-law. The Municipal Plan will continue to protect the inherent traditions in this neighbourhood by considering the existing uses, their scale, density, and architectural styles. Future developments must consider how they may change the established character of the area, and whether it detracts from the quality and enjoyment of this unique neighbourhood. The development pattern of this area is highly walkable, and promotes a highly social space. Homes reflect the traditional building styles and are maintained to reflect the importance of this area.

The Traditional Area will continue to be a significant land use designation of Rothesay. The residents of this neighbourhood live in what is considered to be a complete community, one in which there are opportunities to work, live, and play, making this a highly desirable place to live, and an area that exemplifies a mixed-use neighbourhood. Further protection of this area through heritage by-law regulations has ensured that uncharacteristic development does not alter the look and feel of this area. Accordingly, the following policies will allow for a mix of residential uses throughout the Traditional Area land use designation, while protecting the values and traditional character of this area.

Council Shall:

Policy TA-1

Traditional Area Designation:

Designate lands identified on the Generalized Future Land Use Map as encompassing those areas of Rothesay where the primary land use shall be Traditional Area.

Policy TA-2

Traditional Area Uses:

Allow within the Traditional Area designation, a range of dwelling types including single-detached family homes, garden homes, duplexes, row houses, Townhomes, two-unit, and semi-detached dwellings; as well as commercial and institutional uses. Additional compatible uses include, but are not limited to public utilities, parks, and municipal facilities.

Policy TA-3

Traditional Area Zone:

Establish appropriate standards in the Zoning By-law to enable a diversity of land uses that are appropriate for the neighbourhood in which they are developed by requiring appropriate setbacks, massing, height, and limits to permitted commercial uses in the following zones:

- a) Traditional Area (TA); and
- b) Commercial Recreation (CR).

The Heritage area of Rothesay is regulated by the Town's Heritage Preservation By-law, to ensure that the development and use of these lands and buildings are conducted in a way that development does not destroy, alter, or negatively affect the characteristic use, aesthetic, or qualities. These lands are culturally and historically significant to Rothesay. In the interest of preserving the established character of the build form the following policy requires that architectural design guidelines and standards be created to ensure the traditional area of Rothesay may continue to be regulated and that future development conforms to the existing design characteristics that are valued by our community.

Council Shall:

Policy TA-4

Heritage Design

Develop architectural design guidelines and standards for lands in the Traditional designated area where the

architectural character of a neighbourhood, corridor, or area is deemed to be of special or unique value.

Not to be confused with the Traditional Area is a smaller district of buildings that are regulated by the Rothsay Heritage Preservation By-law. This distinct and separate by-law controls the land use and aesthetic style of all development within the Heritage area of Rothsay. This by-law provides strict controls to ensure the built form of the heritage area may continue to be preserved. Accordingly, the following policy intends to continue the regulation of this area in Rothsay through the Rothsay Heritage Preservation By-law.

Council Shall:

Policy TA-5

Heritage Preservation:

Continue to regulate the lands within the Rothsay Heritage Preservation Area as stated within the Rothsay Heritage Preservation By-law and enacted under the authority of the Heritage Conservation Act.





Institutional Designation

The lands designated as Institutional make up 3241 acres or 4 percent of the total land area of Rothesay. The Institutional Designation allows for a mix of services and recreational amenities that are critical to the function of a municipality. Such uses include places of worship and spirituality, schools, government offices and services, emergency and health services, community centres, and sports and recreational facilities. The range of institutional uses are usually operated by a government agency, though some may be privately owned and operated, including the Villa Madonna Retreat House, Rothesay Netherwood School, and Touchstone Academy.



Institutional uses are located throughout our community, and are compatible with the neighbourhoods in which they are located. Schools provide a strong anchor for these neighbourhoods and are typically successful at attracting families to these areas. During the lifetime of this Plan it is expected that the population dynamic of Rothesay will continue to shift, in that persons older than 50 will continue to grow, while persons 20 and younger and persons between the ages of 20 and 34 will continue to decrease. With this expectation, future consideration shall be given to what services will be needed in the future. We may also consider what amenities or facilities may attract new residents, or retain our existing population, and what may be provided to attract more people to our community. Rothesay's Age-Friendly designation is an incredible asset to the Town's marketability, as it encourages ageing in place.

Our institutional uses can be categorized by their scale and/or intensity of use. Typically those uses that are large in scale would be used by residents in multiple neighbourhoods, and serve as destinations for community activities or events. Minor institutional uses are typically smaller, local uses that service a neighbourhood. Police and Fire emergency services and the Rothesay Arena are examples of major institutional uses, as they serve the public and provide services beyond the scope of a single neighbourhood. Minor institutional uses may include schools and community centers, as they are typically spread throughout Rothesay and are located within established neighbourhoods. Major institutional uses are typically located along arterial or collector roads, while minor uses can be found on local roads. Areas that are in close proximity to institutional land uses are typically highly valued by residents.



Rothsay Netherwood School (RNS) is a private boarding and day school that provides university-preparatory education to students between the grades of 6 and 12. The school is situated on 200 acres of land, and provides education to 275 students. The school provides accommodations for 149 students, male and female, in four different dormitories. RNS has a full kitchen and dining room, providing three meals a day for students. Students and staff also have access to a chapel on-site. RNS provides a range of programs and recreational opportunities, through sports teams, intramurals, and tournaments that take place throughout the academic year. RNS has 3 tennis courts, 5 sports fields, a running track, an indoor arena, and gym. There are 14 buildings, including dorms and educational facilities, in addition to the head masters house and 10 dwellings that are included on the campus for staff.

RNS is a remarkable institution and campus surrounded by gentle hills and approximately 200 acres of land with many trails for students to go hiking and enjoy the scenery with views out to the Kennebecasis River and along Taylor Brook. In the spring of 2020 RNS began construction on a new 8000 square foot science education building. The school has a Strategic Plan and Campus Master Plan and within the timeframe of this Plan (2020-2030) it is anticipated RNS will continue additional expansion. The largely undeveloped land holdings of the school present many opportunities for future campus master planning. Updates to the schools recreational facilities have been completed recently, though future outdoor amenities may be required. Student accommodations may also require updating, and new housing will likely be required if the school were to expand. Council recognizes the long history RNS has in Rothsay, and the service it provides to students. It is expected that RNS will continue to grow in the future. Accordingly, policy encourages future growth and development at RNS, through a variety of uses that will enable institutional education operations and services while permitting for a range of associated campus uses.

Council recognizes the importance and value of institutional uses in Rothsay and their role in supporting the daily life of our residents. Council also recognizes that Rothsay's proximity to Saint John and Quispamsis provides opportunities for collaboration in the future and Rothsay will continue to seek opportunities to meet the needs of its residents. Accordingly, the following policies will ensure that essential institutional services are provided to residents.

Council Shall:

Policy IT-1

Institutional Designation:

Designate lands identified on the Generalized Future Land Use Map as encompassing those areas of Rothsay where the primary land use shall be Institutional.

Policy IT-2

Institutional Uses:

Allow within the Institutional Designation, a range of uses that may provide services to persons of all ages, abilities, and interests, including arena, school, art gallery, place of worship, day care, sports complex, museum, police station, fire hall, library, community hall, assisted living facility, cemetery, nursing home, retirement complex, cultural centre, medical clinic, and government office. Other compatible uses may be permitted in the Institutional Designation without amendment to the Municipal Plan, including but not limited to public utilities, parks, and semi-detached, Townhouse, duplex, garden homes, or attached dwellings.

Policy IT-3

Institutional Zones:

Establish standards in the Zoning By-law to regulate institutional development appropriate for the neighbourhood in which it is located, by requiring appropriate setbacks, massing and height requirements, and the limits to the institutional uses in the following zones:

- a) Institutional (INS); and
- b) Rothsay Netherwood School (RNS).

As Rothsay's population continues to age, and our senior population becomes more dependent, a shift in housing may be required to accommodate the changing needs of our ageing population. Assisted living and retirement homes may provide the support and services necessary to ensure our ageing and dependent residents are able to continue living in our community. Accordingly, the following policy intends to provide the standards necessary in the Zoning By-law to allow for assisted living and/or retirement homes.

Council Shall:

Policy IT-4

Assisted Living and Retirement Homes:

Establish appropriate standards in the Zoning By-law to regulate the location of assisted living facilities or retirement homes in Rothsay, particularly on large sites that may accommodate phased growth, high-density, and/or be able to provide on-site, private recreational and communal facilities.

Accessibility to municipal facilities is an important value in determining where people choose to live. Rothsay is fortunate to offer many municipal facilities and in the future may provide additional services as Rothsay grows. The potential to provide municipal facilities is dependent on the built form, where distance and the relative density of the population account for the accessibility to a service. The concept of complete communities bridges the gap between these two factors and encourages a built form that supports a live, work, and play culture. Through this approach land uses are mixed-use and accommodate high-density residential, commercial, and institutional uses. In an effort to consider the potential for providing additional municipal facilities in the future that may be accessible to more families and users, the following policy allows for a mixed-use institutional and residential zone where specific criteria can be met in the Zoning By-law.

Council Shall:

Policy IT-5

Mixed-Use Institutional:

Establish appropriate standards in the Zoning By-law to allow mixed-use institutional development where the use is a mix of residential and institutional uses; accordingly, Council may consider semi-detached and attached dwellings through re-zoning and the development agreement process where such development can meet the following criteria:

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;
- b) Subject lands are in proximity to one or more of the following land uses: commercial; parks; and recreational facilities;
- c) Subject lands are adequate in size relative to the intensity and scale of the proposed development;
- d) Sufficient on-site parking is provided;
- e) The building is designed to a high quality that is consistent with community values and architectural best practices; and
- f) The residential dwellings are limited to low and medium density uses.

Infill development has the advantage of being able to be developed on a site that will typically have access to services, which reduces costs and urban sprawl, and will often be located in an existing, established community, which is ideal for attracting new users or customers or homebuyers. Furthermore, infill development can be advantageous where the proposed development makes use of existing lands that are underutilized. In an effort to increase access to municipal services and facilities, this policy intends to consider allowing the ability to develop institutional uses through infill development where specific requirements can be met.

Council Shall:

Policy IT-6

Institutional Infill:

Consider, notwithstanding any other institutional policy, institutional development that provides Rothsay with services that may be appropriate throughout the entire Plan area; accordingly, Council may consider government offices and buildings, assisted living facility, daycare, sports complex, nursing home, retirement complex, medical clinic, or health and emergency services through the re-zoning and development agreement process where such development demonstrates compliance with the following requirements:

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;
- b) The subject lands are in close proximity to one or more of the following land uses: commercial, medium or high-density residential;
- c) Sufficient on-site parking is provided; and
- d) The building is designed to a high quality that is consistent with community values and architectural best practices.



Parks and Conservation Designation

The Parks and Conservation Designation comprise an area of 16,311 or 20 percent of the total land area of Rothsay and permits a range of uses, including green spaces, parks, and conservation areas. Lands designated as Parks and Conservation are located throughout the Plan area, with a particular focus on Rothsay's waterfront, the municipal watershed and wellfield, and Town parks. Additional areas are those that have been determined to be environmentally sensitive areas, such as Taylor Brook and Renforth Bog. Lands have also been designated for their function as a park and have been classified as such to preserve these green spaces for the future, and to meet the general intent of the 2009 Rothsay Recreation Master Plan.

Lands zoned for Open Space and Conservation make up those lands that are intended to protect the natural and built environment, including both private and public features, infrastructure, and development. The Open Space and Conservation zone will be used throughout Rothsay as a means of protecting lands for future generations and to restrict development in certain areas of the Town, particularly those areas that are susceptible to damage from flooding and areas determined to be sensitive to development. One such area is the Renforth Bog, a provincially designated wetland that is located west of the Mackay Highway near the Fox Farm Road. The wetland serves a multitude of functions, including its role in providing a natural habitat for wildlife and as its ability to manage stormwater runoff. The 2019 Secondary Planning Study identified future open space and recreation trails such as the Hillside Trail from Grove Avenue continuing past the golf course and then parallel the Wiljac Street extension up to Riverside Drive. This provides access to the future institutional lands and the Renforth Bog wetland, which was identified as a future open space area.



The 2019 Secondary Plan also recognized Spyglass Hill as an important cultural and recreational amenity in Rothsay. The top of Spyglass Hill is one of the highest points in Rothsay, with excellent vistas of the Kennebecasis River and Long Island. While this area is used by many residents, and is considered an incredible community asset the lands remain privately owned in 2021, and therefore are subject to development pressure. The Secondary Plan proposed that a portion of these lands be conserved for park use, and the remainder of the lands be developed with a mix of low, medium, and high-density residential

uses. The Secondary Plan proposed that 15 to 18 acres of land would ensure this recreational amenity is preserved as the area develops. The approach to developing a public park on Spyglass Hill is dependent on the level of cooperation from the landowners, as well as the public's commitment to acquisition of these lands.

The Neighbourhood Park zone is found throughout Rothsay's residential neighbourhoods and provides a small scale, low intensity park use that supports a service area up to 0.8 kilometres. These parks are located on local streets in neighbourhoods. The Rothsay Recreation Master Plan (2009) indicates that additional Neighbourhood Parks need to be added to Rothsay in order to meet the recommended standards set out in the Master Plan. Parks that have been identified in Rothsay as Neighbourhood Parks include: Highland Avenue/Clermont Avenue Playground, Donlyn Drive Playground, Islay Drive Playground, Stuart Dobbin Memorial Park, Dobbin Street Playground, Monaco Drive Playground, and the James Renforth Rotary Park.



The Community Park zone is found in limited areas of Rothsay. Community Parks are typically moderate in scale and intensity, and are effective at providing accessible park space up to an area of 1.5 kilometers. These parks are located on local or collector streets and will typically feature a playground, sports fields, baseball diamonds, community gardens, trails, and small municipal facilities. An assessment of the Rothsay Recreation Master Plan indicates that Rothsay requires additional community park lands. Parks that have been identified in Rothsay as Community Parks include: J.M. Fitzgerald Memorial Field, East Riverside-Kingshurst Park, Scribner Crescent Playground and Ball Field, James Renforth Wharf, Beach, and Playground, Fairvale Outing Association Ball Field, Steele Kennedy Nature Park, and Jordan Millar Park and Beach.



The Regional Park zone is located in specific locations of Rothesay, as these parks serve primarily as green space with limited active recreation uses. Regional Parks are typically large in scale and have a moderate to high land use intensity with a service area of up to 30 kilometers. Typical uses of Regional Parks include trails, sports fields, recreation facilities, outdoor rinks, community gardens, stage and pavilion, dock and marina, and playgrounds. The Rothesay Recreation Master Plan indicates that Rothesay requires additional regional parklands. Rothesay's regional parks include the Rothesay Common, Wells Recreation Park, and James Renforth Rotary Park.

Rothesay is well known for its heavily treed neighbourhoods, its access to green space and parks, and for the quality of its natural environment. Residents have a strong connection and appreciation for their outdoor areas and consider them an asset to Rothesay. For many residents the green spaces of our community are one of the attractions that bring them to Rothesay. The following policies will endeavor to protect these spaces for future generations by limiting development in these areas and provide regulations to allow green spaces and parks to meet the needs of our residents.

Council Shall:

Policy OsC-1

Parks and Conservation Designation:

Designate lands identified on the Generalized Future Land Use Map as encompassing those areas of Rothesay where the primary land use shall be Park and Conservation.

Policy OsC-2

Parks and Conservation Uses:

Allow within the Parks and Conservation Designation a range of passive and active recreation uses, including but not limited to the following uses: trail, playground, beach, swimming pool, outdoor rink, sports field, stage, pavilion, clubhouse, community garden, park, dog park, and green space. Other compatible uses may be permitted in the Park and Conservation Designation

without amendment to this Plan, including public utilities and municipal facilities.

Council Shall:

Policy OsC-3

Parks and Conservation Zone:

Establish standards in the Zoning By-law to allow for a range of conservation and park uses appropriate to the neighbourhood in which it is located, by limiting the permissible uses in the following zones:

- a) Open Space and Conservation (OsC);
- b) Neighbourhood Park (NP);
- c) Community Park (CP); and
- d) Regional Park (RP).

As Rothsay continues to develop and grow the demand for parks and recreational space may change. We must also anticipate that a changing climate will affect some of our more environmentally sensitive lands. For this reason it is critical to provide opportunities for lands to be used in alternative ways in the future, accordingly, the following policy allows parks and conservation lands to be permitted throughout the Rothsay Plan area notwithstanding any other policy in the Plan. The value of this policy allows Council and staff to react to changing societal demands and changing climactic conditions.

Council Shall:

Policy OsC-4

Park and Conservation Infill:

Recognize that notwithstanding any other policy in this Plan, new parks and conservation lands may be added throughout the entire Plan area to conserve lands, or to satisfy the requirements of the Rothsay Recreation Master Plan.

As a means of protecting public infrastructure and municipal facilities, Council will consider acquiring through private purchase lands that are considered to be environmentally sensitive. These lands may be considered environmentally sensitive because of their location, their threat from changing climactic conditions, or may be environmentally significant because the lands serve a cultural, social, or economic function for Rothsay. In the interest of protecting private property, Council will take a firm stance in requiring private property be protected by private interests. However, Council will support the acquisition of these lands if there is public value in making them conservation lands. The intent of this policy is to allow Council to consider purchasing lands where they believe the lands would

Council Shall:

Policy OsC-5

Land Conservation Acquisition:

Consider acquiring lands that are identified as being environmentally sensitive for the purpose of land conservation within Rothsay.

Where existing homes are located on lands that are designated Open Space Conservation in the Municipal Plan but zoned for residential use these homes will be allowed to continue, provided that no new subdivision development is proposed. The intent of this policy is to ensure new homes are not built in the Open Space Conservation designation in the future. This allows existing long-term homeowners to continue living in their homes and does not penalize new homeowners.

Council Shall:

Policy OsC-6

Residential Conservation Existing Use:

Establish standards in the Zoning By-law to regulate existing residential dwellings within the Open Space Conservation Designation, where existing homes are zoned for residential use.



Spyglass Hill is for many an escape to the great outdoors and a greenspace that offers excellent hiking and walking trails with scenic views of the Kennebecasis River. However, these lands are private, and may well be subject to development in the future. While the Spyglass Hill area is widely used by the public, there are private interests in these lands. In an effort to meet the interests of all stakeholders the following policy has provided Council with a clear direction in prioritizing the acquisition of Spyglass Hill land through the land for public purposes subdivision process as public parkland.

Council Shall:

Policy OsC-7

Spyglass Hill:

Prioritize the acquisition of land on Spyglass Hill identified as Park and Conservation in Schedule A of the Plan through the land for public purposes subdivision process, and or direct acquisition from private landowner(s).



The Rothesay Common is a well-known community space often used as a social and cultural center for festivals, community events, and activities. The Common continues to serve an important role as a park and recreation facility. Upgrades to the Common in 2015 provided many new features and allowed for greater uses year round; however, the upgrades did raise questions of how the Common was to be developed and what restrictions were enforced. In the interest of ensuring the Rothesay Common may continue to serve as a relevant and vital community facility, the following policy requires Council be responsible for creating a master plan detailing how the Common may develop and be used in the future. The intent of this policy is not to change the Common, rather it provides an opportunity to gain feedback from the public in how the Common may continue to serve the interests of our community, and where change is desired, have it conducted through a planned approach. In 2016, the Canadian Institute of Planners recognized the Rothesay Common with the People’s Choice for Public Space in the National Great Places in Canada Award.

Council Shall:

Policy OsC-8

Rothesay Common:

Prepare a Rothesay Common Master Plan within the timeline of this Municipal Plan that identifies a long-term strategy for the management, capital reinvestment, and potential expansion of the Rothesay Common, including the following items:

- a) Developing a landscaping care and maintenance plan;
- b) Reinforcing the aesthetic values of the Common;
- c) Addressing emerging recreational trends and needs; and
- d) Ensuring the preservation of the Common’s cultural and heritage significance



The Renforth Bog is a Provincially Significant Wetland (PSW), being an area identified by the province as one of the more ecologically valuable wetlands in New Brunswick. For that reason, the Provincial regulators do not permit development on or around the bog. In an effort to protect this area and to expand future possibilities of providing walking and hiking trails, this policy provides Council with regulation to prioritize the acquisition of land around the Renforth Bog by acquiring land through the land for public purposes subdivision process.

Council Shall:

Policy OsC-9
Renforth Bog:

Prioritize the acquisition of land in and around the Renforth Bog identified as Park and Conservation in Schedule A of the Plan through the land for public purposes subdivision process, and or direct acquisition from private landowner(s).

Rural Designation

The lands designated as Rural comprise an area of 32,557 acres or 39 percent of the total land area of Rothsay. This area is limited to the southeast side of the Mackay Highway. The Rural designated lands are largely undeveloped at this time (circa 2021), and the decision and precedence for doing so in the future will be based upon growing development pressures in Rothsay, and the need to provide more developable land. At this time, Rothsay has an ample supply of infill sites capable of being developed. The majority of these lands will remain undeveloped due to challenging topography of the area, and the existing infill development opportunities in the Hillside South and Hillside North Planning Areas. Municipal services are also not available southeast of the Mackay Highway and are not expected to be during the lifetime of this Plan. The predominant form of land use is residential, though the Rural Designation allows for a mix of uses including commercial, industrial, institutional, open space and conservation, parks, and Holding zone.



The Rural designation accommodates suburban living, but at a scale and intensity more fitting to a rural setting. The rural residential neighbourhoods may be characterized by their large lots, heavily treed properties, and quiet streets. These qualities are reflective of much of the housing, but the rural land uses accommodates much larger residential developments, which further diversify the available housing. This area captures the rural, agricultural history of the community that was so cherished when it was founded.

The Holding zone is identified as lands that are considered to be premature for development. These lands may be undesirable for development because of a lack of municipal services and infrastructure. Lands development may also be premature or undesirable due to the land location, the topography of the land, and existing municipal or provincial policies that limit or prohibit development opportunities on certain lands. This zone also serves as a land use control method that regulates potential development. Lands zoned as Holding may require an in depth planning review and master planning to determine how development will proceed.

The Highway Commercial zone provides a service that caters to commuters and travelers in Rothsay, but also to persons in the greater Kennebecasis Valley area. The location of our highway commercial site is accessible directly off the highway, where other highway commercial uses and services are conventionally

accessed off a highway exit service road. Rothestay's highway commercial establishment, the Route 1 Irving Big Stop, is a gas station, truckers rest, and restaurant destination for the travelling public and more locally for residents. The business is expected to continue to be a destination. The Highway Commercial zone also extends beyond the Route 1 MacKay Highway to French Village, where commercial establishments may be found along major roads as a means to provide essentials to these neighbourhoods.



Council recognizes that this area is unique to Rothestay and sees the value that it provides to the community and the residents of the area. The intent of this Plan is to protect the existing neighbourhood character, and quality of life present in the rural area of Rothestay, while providing additional land use opportunities for the future. Accordingly, the following policies will preserve these land uses while encouraging additional development possibilities.

Council Shall:

Policy RU-1

Rural Designation:

Designate lands identified on the Generalized Future Land Use Map as encompassing those areas of Rothestay where the primary land use shall be Rural.

Policy RU-2

Rural Uses:

Allow within the Rural Designation, a range of uses, including highway commercial, neighbourhood commercial, rural, un-serviced rural residential, open space and conservation, public park, municipal watershed, municipal wellfield, and holding areas. Other compatible uses that may be added to the Rural Designation without amendment to the Municipal Plan include public utilities and municipal facilities, and parks.

Policy RU-3

Rural Zones:

Establish standards in the Zoning By-law to allow for appropriate uses in the neighbourhood and area in which the use is to be located, by requiring appropriate

setbacks, massing, height, and limits to the permissible rural uses in the following zones:

- a) Highway Commercial (HC);
- b) Rural Industrial (RI);
- c) Rural Residential Un-Serviced Small Lot (R1-UNS);
- d) Rural Residential Un-Serviced Large Lot (R1-UNL);
- e) Open Space and Conservation (OsC);
- f) Holding/Reserve (H); and
- g) Institutional (INS).

Policy RU-4

Highway Commercial Zone:

Allow highway commercial uses in the Rural Designation by rezoning where compliance with the following requirements is demonstrated:

- a) The subject site is located on a Provincially designated 100 series highway or major arterial street;
- b) There is a demonstrable need for additional highway commercial in the area; and
- c) Consideration is given to site suitability, including such considerations as road access, availability of services, compatibility with surrounding land uses, and is of high quality design and landscaping.



A long-term planning approach is considered when reviewing the regulations of land development and the designation of lands for future uses. To understand how lands may be used in the future, a comprehensive knowledge of Rothsay is required to identify what demands we may have in the future. To ensure the appropriate lands are available for the uses required, some lands are reserved to provide for future development opportunities where demand merits the extension of services and infrastructure. Lands must also be reserved for future uses to ensure there is ample space to provide growth, and at a time that goes beyond the lifetime of the Municipal Plan. Holding Zones are an effective way of designating lands for future development by requiring developmental controls to ensure the lands are not being developed prematurely, and that the lands will be developed in a planned, coordinated approach by connecting existing infrastructure and roads to future connections. Accordingly, the following policy shall provide Council with clear direction to not allow development within a Holding Zone until certain development conditions arise.

Council Shall:

Policy RU-5

Holding Zone Development Restriction:

Regulate within the Holding Zone all uses prior to the completion of a detailed plan, which shall identify and/or designate lands for future land use, streets, or public services. Council shall determine whether lands shall be rezoned from the Holding zone, based upon the following criteria:

- a) The amount of existing greenfield, infill sites available in Rothsay;
- b) The proposed land use;
- c) The services required; and
- d) The capital costs of municipal services and infrastructure

Environment and Open Space

Rothsay residents have a strong connection to the natural environment. The transitional topography along the Kennebecasis River Valley ranges from gently sloping hills to wooded inland open space areas and areas that provide visual opportunities including parks and green spaces, with pleasant river views. Rothsay residents value the environment as an important part of their daily experience and consequently worthy of protection and preservation for future generations. Residents also enjoy the suburban lifestyle that offers many luxuries not afforded in cities. This section provides policies meant to protect the natural environment and open spaces from development pressures and changing climactic conditions.



Residents continue to enjoy the natural features, and have maintained a close connection to the environment throughout its history, creating social and economic ties with the land. Rothsay and its residents have endured a changing environment too. With more frequent and severe storms, higher flood levels, and harsh weather events, residents have to combat a changing climate. In the future greater consideration must be given to how development impacts the natural landscape, and how in turn the environment may affect the development of land. Growth and development shall be done through a planned approach whereby values and interests are preserved, and the natural and physical features are protected from a changing climate and natural events. Accordingly, the following policies will preserve the social, cultural, environmental, and economic value of our natural and built environment.

The development of land strikes a careful balance between preserving the natural environment and providing additional places to live, work, and enjoy in our community. In identifying this balance, we must recognize as a community that there are requirements to satisfy sustaining the operation of a community; however, we must also acknowledge that the development that may sustain Rothsay may also alter or harm the natural and physical environment if left unchecked. Accordingly, the following policy ensures that Council will require development does not affect, alter, or harm Rothsay's natural or physical environment.

Council Shall:

Policy GE-1

Environmental Preservation:

Ensure that development does not affect, alter, or harm Rothesay's natural or physical environment or the quality of these spaces as a social, cultural, economic, spiritual space, or historical feature.

Rothesay's Wellfield and Watershed area has been defined to include lands owned by both the Town and private stakeholders. In the interest of providing safe, accessible drinking water to residents, it is in the best interest of Rothesay to protect the water source within the existing wellfield and watershed. Accordingly, the following policy provides Council with the regulatory authority to acquire privately owned lands and exercise land development controls to regulate the use of lands in Rothesay's wellfield and watershed area.

Council Shall:

Policy GE-2

Environmental Conservation:

Acquire land within Rothesay's designated wellfield and watershed areas, or lands determined to be environmentally sensitive in order to protect and preserve the natural and physical environment of Rothesay through:

- a) Appropriate zoning and land use controls;
- b) Conditions of a development agreement; and
- c) Land acquisitions, where appropriate.



CHAPTER 3 - MUNICIPAL SERVICES & INFRASTRUCTURE

Access to quality services and community infrastructure are essential to supporting a sustainable and resilient community. Maintaining and renewing infrastructure and supporting the delivery of services in our community can present a major challenge to the fiscal and policy realities of Rothsay.



As of 2021, Rothsay has enjoyed good quality municipal services and infrastructure. Town officials are well aware that from an economic standpoint, failing to provide or having inadequate infrastructure impedes new economic opportunities, which makes existing activities more expensive (and therefore less competitive), and reduces the likelihood that communities will be able to attract and retain people. Accordingly, Rothsay takes pride in the quality of its municipal services and infrastructure associated with wastewater collection and treatment, drinking water treatment and distribution, and the positive effect it has on livability, economic competitiveness, development capacity, and the overall well-being of Rothsay residents.

The water and sewage infrastructure in Rothsay is essential to the operation of the commercial businesses and many of our resident's homes. Moreover, Rothsay takes responsibility for the maintenance of these services and their function as a basic service to residents. The following policy will ensure that these services continue to be provided in a financially sustainable manner.

Council Shall:

Policy MS-1 Service Statement

Ensure that the sewage and water infrastructure under Rothsay's jurisdiction is provided in a manner that will sustain the water resources upon which such services rely is financially sustainable, and that the operating utilities comply with all regulatory requirements for the protection of human health and the natural environment.

Rothesay's water and sewage infrastructure is complex. While the majority of this infrastructure has been mapped and cataloged, through time the exact locations and service points have become unclear. To ensure that the continual operation of service of the water and sewage infrastructure in Rothesay may continue, Council has adopted the following policy to require that a long range water and sewage master plan be prepared, implemented, and then used to monitor this infrastructure.

Council Shall:

Policy MS-2
Servicing Plans

Prepare, implement, and monitor a long-range water and sewage master plan to help direct the development and operation of the municipal servicing systems; where such a plan is prepared, the following aspects shall be considered:

- a) Examine the long range servicing system requirements of Rothesay;
- b) Provide a strategy that addresses the comprehensive long-term servicing needs of Rothesay and ensure they are consistent with the development and growth objectives outlined in this Plan;
- c) Identify major problems or deficiencies in the existing systems;
- d) Identify and evaluate various alternative solutions to solve long range servicing problems or deficiencies;
- e) Establish the preferred solution and corresponding implementation measures; and
- f) Any other considerations as deemed necessary.

The provision of quality services and infrastructure are essential to the long-term sustainability and development of Rothesay and the health of our residents. Renewing outdated services and supporting the delivery of Rothesay's existing service infrastructure can present a variety of problems, including meeting fiscal demands and budgets and in meeting a range of municipal policies. The importance of providing adequate services cannot be overlooked as they serve a vital role in providing a healthy quality of life for residents, allow businesses to operate, and will attract potential new residents and businesses in the future. However, a balance must be continued to ensure the expansion of services is done so in a fiscally responsible way, and in a developmentally sustainable way, to avoid over expansion. Accordingly, the following policy provides clear guidance when new or expanded services may be desirable in our community.

Council Shall:

Policy MS-3
Service Expansion

When considering new or expanded services, give priority to:

- a) Areas identified as experiencing problems related to insufficient quality and/or poor quality of existing wastewater disposal or sources of water supply;
- b) Existing neighbourhoods within a reasonable distance of the wastewater or water supply system where there is a demonstrated need and sufficient supply capacity; and
- c) Areas that would provide looping of existing infrastructure thereby enhancing reliability of the municipal system(s) in the local area.

The provision of water and sewage services is a required basic service of any home. While homes located in the rural area are not connected to Rothsay's municipal services, the Province and Town regulate the services provided on each lot to ensure that homes have adequate services. To ensure that homes are supplied with adequate services that meet the demands of their use, all residential development shall require a permit prior to the construction of the home.

Council Shall:

Policy MS-4
Rural Services

Require that all development designated as Rural shall be served by private sewer and water systems. Prior to deciding on a discretionary application or the issuance of a Development or Building permit, Rothsay in consultation with the relevant Provincial Departments and any other pertinent agencies, shall ensure that there is an adequate on-site supply of potable groundwater and that on-site soils and lot sizes are adequate for the required sewage disposal system. Minimum lot sizes for lots with individual private sewer and water systems shall be set forth in the implementation of the Zoning By-law, although larger lot sizes, as may be required by the Province, shall prevail.

Transportation

Rothsay completed an Active Transportation (AT) Plan and Traffic Study in 2012-2013. The primary goal of the AT Plan was to develop a 10-year implementation plan of active transportation facilities throughout Rothsay that included bike lanes, sidewalks, and multi-use trails, while the primary goal of the Traffic Study was to evaluate and recommend road network improvements and prioritize those recommendations over a 10-year implementation period. The two studies were carried out at the same time allowing to coordinate recommendations.



In 2017, four years into the planning periods of the two studies, the Town hired consultants to review and update the two plans and produce a concise, consolidated report. This updated document contains a summary of implementation progress made to date and provides coordinated recommendations over a 5-year implementation timeframe with cost estimates for each improvement. This will be a guiding document that coordinates capital roadwork priorities with the sidewalk and trails program that allows for annual tracking of progress.

In coordination with the transportation report from 2017, active transportation facilities and infrastructure will need to be identified and created where demand deems necessary. As a measure of importance a list of Active Transportation Priorities will be created in an effort to identify these facilities and infrastructure. Priority will be based on importance, function, and length of time. Accordingly, the following policy requires Council to create and maintain a list of active transportation priorities over the lifetime of the Municipal Plan to ensure that facilities and infrastructure demands are met.

Council Shall:

Policy GT-1
Active Transportation

Maintain a list of Active Transportation Priorities and update an implementation plan of active transportation

facility improvements to be prioritized over short term (0-2 years), medium term (2 to 5 years), and long term (5-10 years) implementation timeframes. Those facilities may include the following:

- a) Dedicated bicycle lanes, shared lanes, and signed bicycle routes;
- b) New sidewalks and pedestrian street or highway crossings;
- c) Paved roadway shoulders; and
- d) Hard and gravel surfaced multi-use trails.

Following the creation of the consolidated transportation study by consultants in 2017, Rothsay has continued to upgrade and maintain roads throughout Rothsay. To have a clear understanding of future work, Council will create a road and network priorities list to identify what roads must be improved based on existing conditions. Accordingly, the following policy requires Council to create a Road Network Priorities list to be used over the lifetime of the Municipal Plan to ensure Rothsay's roads and road network are maintained and upgraded to meet demand and safety requirements.

Council Shall:

Policy GT-2
Transportation

Maintain a list of Road Network Priorities and update an implementation plan of road network improvements (exclusive of regular maintenance) based on existing and future traffic needs and deficiencies, as well as other factors to improve safety and quality of life in the Town prioritized over short term (0-2 years), medium term (2 to 5 years), and long term (5-10 years) implementation timeframes.

Urban Forest Management

One of Rothestay's greatest assets is our mature urban forest canopy. Elevating the importance of the urban forest in Rothestay will create an environment that is resilient to change and enhance our reputation as a place where people want to live, raise families, and retire.



Urban forests require sustainable management that focuses on the ecological, cultural, economic, and health benefits that our trees provide. Conversely, should Rothestay lose a large population of mature tree canopy it would have a dramatic effect on the aesthetic and livability of Rothestay. The urban forest provides multiple benefits for people in a developed community; the trees are part of Rothestay's identity and a source of civic pride, quality of life and sense of wellbeing, but they also provide measurable economic benefits. Some examples of these services include improved air quality, biodiversity, carbon capture and storage, improved energy efficiency, stormwater control, and noise reduction.

Management of the entire urban forest in Rothestay, including both public and private ownership, must draw from a wide array of tools and approaches to satisfy the values of residents and foster public engagement and stewardship. In Rothestay, tree management is focused primarily on response to dangerous or diseased tree removal, post storm cleanup of fallen trees and branches, and associated replacement planting. Council recognizes that there will be costs associated with the management of our trees; however, the benefits of prioritizing the urban forest will result in the creation of a community legacy that benefit the next generation of Rothestay residents. Urban forests improve health, social and economic function in a community. Accordingly, the following policy provides Council with the direction in managing our urban forests with the preparation of an Urban Forest Management Plan.

Council Shall:

Policy UF-1

Urban Forest Master Plan

Prepare an Urban Forest Management Plan within the timeline of this Municipal Plan that identifies a clear strategy to maximize the urban forest in Rothestay by:

- e) Documenting the location, quantity, and condition of trees under Rothsay's care;
- f) Developing a care and maintenance action plan;
- g) Reinforcing the aesthetic values of mature canopy cover over and along public streets;
- h) Ensuring the health of parks and recreational areas; and
- i) Ensuring the preservation of Rothsay's wellfield, watershed and other conservation areas of Rothsay.

Private Streets

Rothsay consists of both Town owned and maintained roads, and privately owned roads. Private roads are those that are owned by one or more landowners who use it to access their properties. Public maintenance and services are limited on these roads. Garbage collection, asphalt maintenance, and snow removal is traditionally offered at the nearest intersection to a public street.

Rothsay, has received requests from property owners to assume public ownership of these private roads. However, Rothsay requires that the property owners must construct roads to the better-quality municipal standard prior to change in public ownership.

Where possible, the planning of new neighbourhoods should be designed to incorporate new public roads with existing public road networks to enhance the overall street network. Private streets can prove challenging to maintain and can create accessibility challenges for residents and emergency vehicles. Public roads are built to a design standard that ensures traffic safety and access, and are maintained by the public. The following policy ensures that Council will prohibit the development of new private streets within Rothsay.

Council Shall:

Policy PS-1
Private Streets

Prohibit development of new private streets, exclusive of private driveways.

The new buildings lots should be accessible directly to a public road right-of-way accessible by emergency responders, and these lots should, ideally, be connected to municipal services. When creating a flag lot, limitations are placed on the lot in that the total frontage of the lot is decreased, and that the accessibility and serviceability is potentially reduced. As a means of controlling the limit and size of a property that may be subdivided in such a method, Council has adopted the following Policy.

Council Shall:

Policy PS-2
Flag Lots

Restrict the design of flag lots in new subdivisions such that no more than three flag lots are contiguous to each other with all access through a common right-of-way. The maintenance of the common right-of-way shall be attributed to all properties and documented through a private driveway agreement registered on the property title.

Rail

Rothestay has a long-lasting association with rail. The Rothestay Railway Station is a registered National Historic Site of Canada and is one of the oldest railway stations in Canada, built between 1858 and 1860. The rail line that runs through Rothestay is called the “Sussex subdivision” of CN rail. The rail runs for 7.8 kilometres through Rothestay. At present there are 408 houses within the Rothestay boundaries that can only be accessed by crossing the tracks. There is also an elementary school located in Kennebecasis Park and housing approximately 200 students that can only be reached by crossing the railroad tracks. Seniors housing at Sisters of Charity and the Villa Madonna and the Bill McGuire Memorial Centre and the East Riverside – Kingshurst Park are also located between the tracks and the River.



Trains running on this track have a length in excess of several kilometers long, travelling 64 kilometres per hour, and regularly cut off access to these riverfront homes. The desire to ensure safety and promote a high quality of life for people living and working in close proximity to railway corridors is a shared objective of both the railway operator and our community.



In 2013, the Federation of Canadian Municipalities and the Railway Association of Canada developed a National Guideline for New Development in Proximity to Railway Operations. The Proximity Guidelines are for use by municipalities and provincial governments, municipal staff, railway corporations, developers, and property owners when developing lands in proximity to railway operations. Rothestay agrees that these guidelines will contribute considerably in the preparation of plan policies regarding development of land in proximity to railway facilities.

Rail has always been a part of Rothestay and increasingly important public safety issues around public road railway grade crossings, residential proximity to railway operations, and trespassing on railway property are topics of local and national discussion. The increased attention given to railroad safety manifests in our desire to be pre-emptive in regulating land use near the existing rail line. Rothestay has approximately 400 residential properties and an elementary school in close proximity to the railway. For that reason, the community is aware of the risks associated with rail traffic. Reports from the Federation of Canadian Municipalities and the Railway Association of Canada have provided guidelines for development setbacks. This Municipal Plan includes the following policy to require Council to establish land development set back standards from railways.

Council Shall:

Policy RS-1
Rail Safety Setbacks

Establish within the Zoning By-law such requirements and regulations necessary to implement appropriate separation distances from freight rail lines to address fundamental life safety concerns and land use incompatibilities such as noise and vibration.

Kennebecasis Valley Fire Department

Since 1924, the Kennebecasis Valley Fire Department (Department) has existed to protect the citizens of the Kennebecasis Valley. In 2020, the Department is comprised of 40 full-time professional firefighters including 12 company officers that includes senior firefighters, lieutenants, and captains. The management structure includes the fire chief, deputy fire chief, two division chiefs, and two support staff including an administrative assistant and financial clerk. As an incorporated entity, the Department is directed by the Joint Board of Fire Commissioners (Fire Board) which is formed from the Rothestay–Quispamsis Regional Fire Protection Agreement.



Operating out of two fire stations, the Department provides fire protection and vehicle, off-road, ice, and water rescue and responds to medical emergencies with Ambulance New Brunswick. The Department also has an active fire prevention division that conducts fire code inspections, provides fire and life safety educational programs, including a child car seat installation program.

The provision of essential emergency services is required for the health and safety of our community. In order to provide these services, first responders and their organizations must be knowledgeable of Rothestay and be able to access the community in a timely manner. Accordingly, Rothestay Council will support capital projects and subdivision applications that support the entry and movement of Kennebecasis Valley Fire Department vehicles and responders.

Council Shall:

Policy FR-1

Reduce Response Times

Support capital projects and subdivision applications where the development of alternative vehicle entry points, new street network connections, and standardized public street road designs in new and existing neighbourhoods would reduce neighbourhood isolation and improve public safety through reduced emergency vehicle response times.

The effectiveness and ability for our firefighters to serve our community relies on their ability to access our community quickly and access to well-located fire hydrants. The placement and infrastructure required to provide fire hydrants require the careful planning and consideration for how our community develops. Accordingly, Council will maintain and expand the network of fire hydrants to ensure the Kennebecasis Valley Fire Department may have access to hydrants that provide sufficient fire flow ratings through the following policy.

Council Shall:

Policy FR-2

Hydrants

Maintain and expand the network of fire hydrants as the water system is expanded throughout Rothesay and ensure that hydrants have sufficient fire flows and reserve water capacity. In addition, hydrants shall be colour coded to denote fire flow rating in accordance with the National Fire Protection Association's Recommended Practice for Fire Flow Testing and Marking of Hydrants, as may be amended from time to time.

The provision of publicly funded services requires transparency in the work provided. As such Council will direct the Joint Board of Fire Commissioners prepare and maintain a five year plan and request that plans are presented on an annual basis to inform Council and the public on Department operations in response to community needs and demands.

Council Shall:

Policy FR-3

Governance

Direct the Joint Board of Fire Commissioners (Fire Board) to prepare and maintain a five-year plan and request that such plans be presented to Council and the public on an annual basis.

The taxpayers of Rothesay have a collective interest in the services provided to them. Moreover, they have an interest in the services necessary to protect and maintain their community. Accordingly, where issues or questions are raised by Rothesay taxpayers, Rothesay Council will require that the Fire Board respond to these inquiries related to fire services.

Council Shall:

Policy FR-4
Response to Issues

Require that the Fire Board responds to service related issues raised by Rothsay taxpayers.

The operation, management, and provision of the Fire Department are crucial to the success of the Fire Department, as well as the need to provide the appropriate resources and finances to fund the organization. Council will ensure the annual budget considers the financial demands and concerns of the Fire Department through the following policy.

Council Shall:

Policy FR-5
Budget

Ensure that Rothsay's annual budget considers the financial demands and concerns of the Fire Department.

Where possible Council will consider the enactment of by-laws that support the Fire Department in their role to serve and protect the public, properties, and to recover fire service fees and charges through the following policy.

Council Shall:

Policy FR-6
By-law Support

Consider the enactment of by-laws that support the Fire Department in their public safety role to prevent fires, to protect people and property, and to recover fire service fees and charges.

The value of our Fire Department's service to protect our built form cannot be understated. Having a clear understanding of what limitations or prohibitions a development may have on the Fire Department's ability to protect our community is a critical component of the planning and development process. In an effort to ensure, new development does not encumber the effectiveness of our firefighters; the Kennebecasis Fire Department will be consulted. Accordingly, the following policy requires Council review proposals with the Kennebecasis Fire Department to ensure public safety and firefighting concerns are addressed.

Council Shall:

Policy FR-7
New Development

Review proposals for new development projects with the Fire Department to ensure that public safety and firefighting concerns are addressed.

Kennebecasis Regional Police Force

The Kennebecasis Regional Police Force (Force) is responsible for policing of the Towns of Quispamsis and Rothsay, a service area with a combined population of 29,904 citizens (2016). The Force currently (circa 2020) has 39 sworn police officer positions, 4 civilian staff and a significant complement of volunteers. Term employees are also used to fill vacancies created by secondments or assignments. As of September 2018, there are four term employees. There are 19 police vehicles including two all-terrain vehicles and one motorcycle. The Force offers a range of general and specialized policing services, with some employees fulfilling more than one role.



The Force's jurisdiction encompasses a relatively large area (NB standards) and presents aspects of urban and rural policing. The Force's 2018 Multi-Year Strategic Plan notes that of the "307 jurisdictions in Canada with over 10,000 people the Kennebecasis Regional Police Force enjoys the lowest Crime Severity Index at 18.25. The national average is 72.87 and the highest in the country is 371.58. The Crime Severity Index is compiled considering the amount of crime in a jurisdiction as well as the severity of the crime. The lower the rate the safer the community."

The provision of essential emergency services is required for the health and safety of our community. In order to provide these services these responders and their organization must be knowledgeable of Rothsay and able to access the community in a timely manner. Accordingly, Rothsay Council will support capital projects and subdivision applications that support the entry and movement of Kennebecasis Regional Police Force vehicles and responders.

Council Shall:

Policy PF-1

Reduce Response Times

Support capital projects and subdivision applications where the development of alternative vehicle entry points, new street network connections, and

standardized public street road designs in new and existing neighbourhoods would reduce neighbourhood isolation and improve public safety through reduced emergency vehicle response times.

The provision of publicly funded services requires transparency in the work provided. As such Council will direct the Kennebecasis Regional Joint Board of Police Commissioners prepare and maintain a five year plan. The plans are then presented to Council and the public how the Police Board is operating in response to community needs and demands

Council Shall:

Policy PF-2
Governance

Direct the Kennebecasis Regional Joint Board of Police Commissioners to prepare and maintain a five-year plan and request that such plans be presented to Council and the public on an annual basis.

The taxpayers of Rothsay have a collective interest in the services provided to them; moreover, they have an interest in the services that are required to protect and maintain their quality of life in their community. Accordingly, where issues or questions are raised by Rothsay taxpayers Rothsay Council will require that the Police Board respond to these inquiries related to issues and services.

Council Shall:

Policy PF-3
Response to Issues

Require the Kennebecasis Regional Joint Board of Police Commissioners to respond to service related issues raised by Rothsay taxpayers.

The operation, management, and provision of the police officers are all crucial to the success of the Police Department. Council also understands that it has a responsibility to provide the appropriate resources and finances to fund the police. As such, Council will ensure Rothsay's annual budget will consider the financial demands and concerns of the Police Department through the following policy.

Council Shall:

Policy PF-4
Budget

Ensure that Rothsay's annual budget considers the financial demands and concerns of the Police Force.

The role our police officers have in policing our community and protecting our residents is a highly valued service. The Town also recognizes the relationship between an officer's duty and their role in protecting residents and their property, which includes the social, cultural, and built environments. In an effort to assist the Kennebecasis Regional Police Force, the Municipal Plan contains the following policy that allows Council to consider enacting new by-laws to aid the Police Force in their duties to protect residents and their property.

Council Shall:

Policy PF-5
By-law Support

Consider the enactment of by-laws that support the Police Force in their public safety role to prevent crime and to protect people and property.

Financial Services

In New Brunswick, local governments are required to prepare and adopt a five-year capital plan to ensure the effective management of capital assets. A five-year capital plan is prepared for municipal infrastructure, water, sewer, transportation, and other essential public services and is an important component of a Rothesay's municipal plan.

Capital plans will be drafted in conformity with the broader Capital Asset Management Plan including regulations mandated by other levels of Government (i.e. the requirement for a five year Gas Tax Funding Plan). These budgets will be reviewed annually with an objective to address changing priorities that occur, balanced against the financial resources of Rothesay.

Good fiscal management at the local government level requires that the expenditures of the municipality be carefully balanced with the revenues to be generated; including user fees and taxes, grants from senior levels of governments and miscellaneous sources. Expenditures should reflect the services provided and these services should be in turn reflect the priorities of taxpayers. The Town will adopt a set of Financial Principles consistent with these objectives.

Capital expenditures are prioritized to ensure the most effective expenditure of funds to meet the needs of the community as understood by Council.

Capital projects are a necessary requirement for Rothesay as they ensure new and existing services and infrastructure are maintained and upgraded. It is in the public's best interest to ensure there is a clear vision for needed infrastructure projects. Accordingly, this policy requires Council have capital plans that clearly identify capital-planning projects.

Council Shall:

Policy FS-1
Capital Plans:

Ensure that capital plans are prepared to facilitate the physical development of Rothesay.

The capital budget sets goals for capital spending in future years, though through time the objectives and/or priority of capital spending may change, thereby requiring a new budget. Annual reviews of the capital budget may ensure that priority projects are funded and that Rothesay is made aware of new projects crucial to the everyday operations of the Town and of benefit to residents. The following ensures Council will prepare a five-year capital budget that will be reviewed annually.

Council Shall:

Policy FS-2

Capital Budget:

Ensure that the five-year capital budgets are reviewed and updated on an annual basis.

In providing quality services and infrastructure to the community, Rothesay is required to budget for large capital expenditures, which are paid for in part by our taxes. This fiscal responsibility demands transparency and accountability which the Town has maintained by producing reports that detail yearly capital expenditures. So too is the responsibility of Rothesay to ensure these expenditures are necessary or of importance. Accordingly, the following policy requires Council to include capital expenditures to those listed and thereby circumvent inefficient spending.

Council Shall:

Policy FS-3

Capital Expenditure:

Require that capital expenditures include:

- a) Maintenance of existing infrastructure;
- b) Extension of sewer and water systems supported by user fees;
- c) Projects co-funded by senior levels of government;
- d) Upgrades of existing roads in accordance with the Transportation policies of this Plan; and
- e) Additions to open space and conservation, parks, and trails.

Policy FS-4

Funding Sources:

Seek alternate sources of funding in addition to property taxes whenever applicable.

The Town must meet the demands of many stakeholders; but the primary focus remains to serve the residents of Rothesay and the public interest. The public interest is measured in many ways, though the collective interest may be considered as projects that benefit the greater good. Concerning capital expenditure, the Town holds a principled standard in its duty to uphold fiscal responsibility and in performing its duty to serve the public interest in which there are measurable benefits. Where capital spending is required to support a project, the money spent must be in the public's interest. Accordingly, the following policy requires Council to direct spending where the projects have a broad benefit to Rothesay.

Council Shall:

Policy FS-5

Capital Spending:

Require capital spending be directed to projects with broad benefits to Rothesay.

As a means to improve specific areas of Rothsay, local improvement charges may be levied against a private properties by the Town in order to improve infrastructure or a public amenity. These charges can be beneficial to parts of Rothsay that require infrastructure updates and allow developers to pay the fee over a set period of time at a fixed rate. In the interest of ensuring Rothsay's infrastructure is continually maintained, the following policy will require that Council consider local improvement charges for projects benefiting local areas.

Council Shall:

Policy FS-6

Local Improvement Charges:

Require that local improvement charges and by-laws be considered for projects benefiting local areas.

The operation and management of public infrastructure and services requires constant investment. As a means of controlling spending and to allow future withdrawal of large-scale loans, Council will undertake to fund capital projects from operating revenues.

Council Shall:

Policy FS-7

Small Capital Projects:

Undertake to fund capital projects from operating revenue and to borrow only for large capital projects.

The operation and maintenance of the Town requires significant investment and resources, which requires planning for future capital investment and projects. Understanding the future demands of Rothsay and anticipating what priorities may arise requires careful planning and a comprehensive understanding of the Town's finances. It is in the best interest of Rothsay and its residents to be financially sound; accordingly, the following policy ensure that the proposed capital budgets are within the fiscal budgets of the Town.

Council Shall:

Policy FS-8

Capital Management:

Ensure that the proposed capital budgets are within the fiscal resources of Rothsay.

To manage the costs of Town facilities and/or services a fee may be implemented to ensure that users may have continued access and use. A fee may be used to charge a portion of the cost or all of the cost assumed by Rothsay as a means of providing long-term public service. Accordingly, Council may consider implementing a user fee through the following policy.

Council Shall:

Policy FS-9

User Fee:

Consider that, notwithstanding any other by-law, where a direct relationship exists between the service provided and those receiving benefit, a user fee to recover all or a portion of the cost may be charged.

The recommended User Fee Policy sets out a consistent and transparent approach for establishing and managing user fees. The fundamental principle of the recommended Policy is that user fees should be utilized to finance those public services and projects that provide a direct benefit(s) to specific users and that user fees should be set to recover the full cost of those services to the extent that there is no conflict with Town policy objectives and other provincial legislative requirements. Services that benefit the entire community should continue to be funded by the Town.

Council Shall:

Policy FS-10

Fee Structure:

Adopt fee structures for development control (e.g. building permits) services that reflect a cost recovery approach.

DEVELOPMENT CHARGES

When a new community, subdivision, or other development project is built, developers must cover 100 per cent of the cost of that new growth. Rothsay recognizes that new growth represents an opportunity to rehabilitate, upgrade, and replace infrastructure that would not otherwise be in the Town's short-term capital program schedule. Since there are generally limited public financial resources to apply to infrastructure upgrades in a given year, Rothsay has an interest in cost sharing with developers in limited situations where there are demonstrated mutual benefits for the public to address existing infrastructure deficiencies.

Development costs associated with private development is the sole responsibility of the developer. The Town maintains that development of private land holdings be determined by free market interests and as such should be constructed when the market will support the development of homes and/or businesses. The Town has an obligation to the residents and taxpayers of Rothsay to be economically sustainable, and to avoid unjust or unwarranted risk. Fiscal responsibility requires the Town avoid dealings with private landowners where the development is not seen as providing a community benefit. Accordingly, the following policy requires Council have developers pay 100 percent of the infrastructure costs within the boundaries of their private land holdings and 100 percent of the costs of the minimum upgrades needed that would connect with the site.

Council Shall:

Policy DEVC-1

Developers' Responsibility

Require that developers pay for 100 percent of the growth-related infrastructure expenses to service development inside the boundaries of their proposal as well as 100 percent of cost of minimum upgrades to local infrastructure that falls outside their project boundaries but is directly necessary for the development.

Development costs associated with private development is typically the sole responsibility of the developer, except in circumstances where there is mutual benefit to the private landowner and the Town to upgrade the infrastructure servicing a property. While Rothsay has an obligation to the residents and taxpayers of

Rothsay makes every effort to be economically sustainable, and provide the public infrastructure and services to a standard that is safe and ensures a healthy community. Where there are possibilities that allow Rothsay to cooperate and share the cost of infrastructure that would benefit Rothsay, it is in the best interest of Council to consider cost sharing through a development charge. Accordingly, the following policy allows Council to consider a cost sharing agreement with a developer where applicable conditions can be met.

Council Shall:

Policy DEVC-2

Development Charge By-law

Notwithstanding Policy DEVC-1, consider cost sharing through the enactment of a Development Charge By-law to pay for all or part of the on or off-site capital cost of new, expanded, or upgraded infrastructure associated with a proposed development as follows:

- a) To address existing infrastructure deficiencies or to upgrade existing undersized infrastructure;
- b) Facilities and infrastructure for the supply and distribution of water;
- c) Facilities and infrastructure for the collection, treatment and disposal of sewage;
- d) Storm water management facilities and infrastructure;
- e) New or expanded public street, sidewalks, and trails required for or impacted by a subdivision or development; and
- f) New traffic signs, signals, and new or expanded transit facilities.

CAPITAL ASSET MANAGEMENT

Rothsay is a safe, livable, sustainable, and economically vibrant community underpinned by well-managed and maintained infrastructure assets. These assets include, but are not limited to: transportation networks (roads and sidewalks), water distribution networks, stormwater management infrastructure, sewage collection systems, vehicle and equipment fleets (snowplows, dump trucks, etc.), parks, and municipal facilities (Town hall, community centre, etc.). The public expectation is that the Town maintain and operate these assets efficiently and effectively for many years.



It is acknowledged that each individual asset (buildings, vehicles, etc.) has a defined service life. As these assets age and deteriorate, Rothesay must manage the infrastructure in such a way to ensure that the full service life is reached and that a mechanism is in place to enable their replacement. The term Asset Management fundamentally refers to the application of sound technical and economic principles that consider present and future needs of Rothesay residents and the service life of an asset. An asset management policy articulates Rothesay's commitment to asset management and provides policy guidance in carrying out Rothesay's strategies, plans and activities.

Of increasing importance in communities is the practice of asset management, that is the management of the Town's assets, including facilities and infrastructure, to ensure that they are working in a functional and economically viable manner. An Asset Management Plan (AMP) will allow staff and Council to be aware of the condition of public infrastructure and facilities and respond accordingly to issues that may arise. The success of the AMP will require monitoring of Rothesay's corporate capacity with respect financial, staff, and technological services and inputs. The following policy requires Council implement and periodically update an AMP to support an Asset Management system for Rothesay.

Council Shall:

Policy AM-1

Asset Management

Implement and periodically update an Asset Management Plan (AMP) and maintain the necessary corporate capacity (including human resources, financial support, staff capabilities, business processes, data and integrated information systems) to support the elements and practices of an Asset Management system.

UNIVERSAL DESIGN

In 1976 New Brunswick became the first jurisdiction in Canada to add *physical disability* as a listed ground of prohibited discrimination to the New Brunswick Human Rights Act. The Act "stipulates a right to accessible workplaces, public transit, schools, libraries, restaurants, shops, hotels, theatres etc. and places an obligation on businesses and government to make their facilities accessible. Failure to provide equal access to a facility, including a workplace is a violation of the Act and can form the basis of a human rights complaint."

To ensure that Rothesay's infrastructure meets the intent of the Act an important first step would be an accessibility audit. An accessibility audit of the locations or facilities that have accessibility barriers would give Council a working list of improvements to make Rothesay more accessible and inclusive for all people including those with disabilities. In particular, this type of audit would:

- a) Inventory the existing conditions in Rothesay as they relate to accessibility and inclusion;
- b) Identify issues and opportunities to improve accessibility and inclusion within Rothesay;
- c) Present an implementation strategy for making Rothesay a model community for accessibility and inclusiveness; and
- d) Increase the awareness and knowledge of accessibility issues faced by people with disabilities.



The change in our population's demographics requires an assessment of our changing needs as the proportion of older persons continues to increase. Our built form must be able to accommodate the lifestyle of this demographic. Universal Design principles allow persons of all abilities and/or disabilities to use a space, which greatly increases our Town's livability, and marketability and a desirable place to live for persons of all ages, and of any ability. As a recognized age-friendly community, it is critical to understand how our built form may support age friendly living. Accordingly, the following policy requires Council to direct staff to include Universal Design principles for new development of municipal buildings, facilities, and parks.

Council Shall:

Policy UD-1

Universal Design

Direct Staff to include Universal Design principles when tendering construction and the design of new municipal buildings, undertaking significant upgrades to existing municipal buildings, public park and recreational amenities, and where possible during minor upgrades and maintenance work to existing buildings.

The adoption of Universal Design in our community will increase the livability for all residents. Identifying public owned buildings and facilities and parks will be crucial in ensuring Rothesay is outfitted with the appropriate Universal Design standards. An audit of Town owned buildings, facilities, and parks is necessary in determining the quality of these spaces with respect to Universal Design principles. In identifying these areas Rothesay will be able to renovate and upgrade existing buildings, facilities, and parks to the appropriate standards. Accordingly, the following policy requires Council to undertake a

community wide audit of Town owned buildings, facilities, and parks to ensure they meet appropriate standards.

Council Shall:

Policy UD-2
Universal Design Audit

Undertake within the timeframe of this plan a Universal Design compliance audit of Town owned buildings, facilities, and parks.



CHAPTER 4 - DEVELOPMENT CONTROL

The day-to-day activities involved in implementing the Municipal Plan include both routine and complex procedures associated with the issuance of permits and development controls. These daily responsibilities are delegated to Rothsay's public servants and appointed bodies who carry out their duties in a fair, transparent and efficient manner.

Projects that are more complex require a higher level of expertise in navigating and interpreting the Plan's policies and other applicable regulations that apply to a development proposal. Applicants will be provided with information that is both relevant and complete and is accurately prepared so they may receive timely results. Applicants must also recognize the legal nature of the process and must appreciate that Rothsay has a legitimate interest in how their lands are to be developed.

The engagement of professional expertise is critical in ensuring that the necessary research is done before moving forward with a discretionary approval application. Because the applicable Land Use regulations can sometimes be difficult to navigate and understand, Rothsay strongly encourages the use of development professionals. Furthermore, there may be other limitations to a development proposal that are not regulatory in nature.



Rothsay Council also understands that developer's costs for professional expertise is not insignificant. However, architectural and engineering professionals are an important factor for Council's decision-making process and a reasonable business expense for developers. Moreover, without full, clear, and accurate information it would be challenging for the public to engage in meaningful participation and for Council to make knowledgeable decisions.

The Province of New Brunswick has set standards and regulations through the Clean Water Act that regulate standing and flowing waterbodies, including lakes, wetlands, bogs, rivers, streams, and other tributary systems. In recognition of this Act and the regulations that permit development in our area, Rothesay Council has adopted the following policy to ensure these water features may continue to be protected through the standards and practices of the Province.

Council Shall:

Policy DC-1

WAWA Permits

Ensure that development applications comply with the Watercourse and Wetland Alteration Regulations of the Clean Water Act, as may be amended from time to time, by requiring that applicants obtain necessary provincial permit(s) prior to the issuance of a permit by Rothesay.

The Province of New Brunswick regulates the issuance and use of wells through the New Brunswick Water Well Regulation as a means of controlling and monitoring the use of wells. This ensure that wells are constructed in a way that support safe, healthy operation, and that the wells are located in an area that may access a sustainable source of water. In recognition of this regulation, Council has adopted the following policy to ensure water wells are constructed in a regulated manner.

Council Shall:

Policy DC-2

Ground Water Well Construction

Ensure that applications that would utilize groundwater supply sources comply with the New Brunswick "Water Well Regulation" by requiring that applicants obtain necessary provincial permit(s) prior to the issuance of a permit by Rothesay. Furthermore, Council may require, when necessary, that an applicant provide a written assessment from a qualified professional regarding how neighbouring properties might be impacted from the operation of the proposed well.

On-site sewage disposal systems are used for a large number of homes in Rothesay, many of which are located southeast of the Mackay Highway. On-site sewage systems require technical installations, and maintenance to provide a healthy and safe waste disposal service, which are covered under the Public Health Act. Accordingly, Council recognizes the importance of ensuring these systems are built and maintained to a standard that protects public health through the following policy.

Council Shall:

Policy DC-3

On-Site Sewage Disposal

Ensure that applications that would utilize an existing or new on-site sewage disposal system comply with the Technical Guidelines established in accordance with regulations respecting On-site Sewage Disposal Systems under the Public Health Act, as amended from time to

time, by requiring that applicants obtain necessary provincial permit(s) prior to the issuance of a permit by Rothsay.

The quality and character of our community is in the built form. Home and business owners take pride in their properties, a reflection of the manicured yards, and well care for buildings. This established built form can at times clash with temporary uses, whether through location on the property or because of the use. As a means of controlling the temporary use and mitigating its effect on the established uses of a neighbourhood, the following policy will require that Council locate temporary uses in the side or rear yard of a lot. The restriction of these temporary uses to be located in the side or rear yards will ensure the existing character of a neighbourhood remains unchanged.

Council Shall:

Policy DC-4

Temporary Uses:

Require all temporary uses be located in the side or rear yard of a lot, unless permitted otherwise by the Development Officer or the Planning Advisory Committee.

MUNICIPAL WATERSHED

Rothsay residents use wells or municipal water as their source of potable water. Those using municipal water are serviced by the large water source, known as the Carpenter Pond Watershed, which serves approximately 2000 equivalent users. Council recognizes that the municipal watershed is an extremely vital asset to the community. The protection and preservation of this asset is a mandate for the future. Where possible, the municipality has acquired undeveloped land in the watershed in an effort to control development activity to protect this valuable community resource, and will continue to do so in the future as Council recognizes the importance of safe, clean, municipal water. Accordingly, the following policies encourage the protection of these lands for their continued use as watershed lands so that future generations have access to clean, potable water.

The Town's watershed area is a crucial asset for our community. Where possible, Rothsay has acquired lands within the Watershed as a means of controlling and limiting the potential development of land. In order to protect this asset for future use, Council will identify within the Zoning By-law the areas where the Rothsay Watershed exists.

Council Shall:

Policy CRP-1

Watershed Designation:

Identify within the Zoning By-law those areas of Rothsay where the lands that are Watershed as the Watershed Overlay Zone.

Policy CRP-2

Watershed Uses:

Allow within the Watershed Overlay Zone, only the land uses that are permissible with provincial regulations.

Policy CRP-3

Municipal Watershed Zone:

Establish appropriate standards in the Zoning By-law to protect the Municipal Watershed by requiring appropriate massing, setbacks, and limits to the permissible uses in the following zone:

- a) Watershed (WS).

WELLFIELD PROTECTED AREA

Wellfields are large areas of land that contain undergroundwater storage areas called aquifers. Rothsay's wellfield protected area is located on the east side of the Mackay Highway, around the Carpenter Pond Watershed. Wellfield Protected Areas are an effective way to protect groundwater sources to limit and/or prevent contamination of groundwater at the source. Accordingly, Council has identified the importance of protecting the wellfield area and has ensured this area is preserved for future generations through the provision of the following policies.

The Town's wellfield protected area is a critical asset for the community. The wellfield area serves as a groundwater retention area that provides potable water to many of our residents. Land use development controls may protect this asset by limiting the types and intensities of development permitted. Accordingly, the following policy requires Council to identify within the Zoning By-law the areas where Rothsay has a wellfield-protected area.

Council Shall:

Policy WLF-1

Municipal Wellfield Designation:

Identify, within the Zoning By-law, Wellfield areas in Rothsay as the Wellfield Overlay Zone.

Policy WLF-2

Wellfield Use:

Allow within the Wellfield Overlay Zone, only the land uses that are permissible with provincial regulations.

Policy WLF-3

Municipal Wellfield Zone:

Establish appropriate standards in the Zoning By-law to protect the Municipal Wellfield by requiring appropriate massing, setbacks, and limits to the permissible uses in the following zone:

- a) Wellfield (WF).

GROUNDWATER PROTECTION

Many residents use private wells as their source of potable water that are connected to undergroundwater sources known as aquifers. These sources of water are recharged through water permeation through the soil over long periods of time from precipitation and water runoff. As these aquifers are located deep beneath the soil and rock layers, the recharge area is large and is also highly susceptible to contamination from various sources, including bacteria, pesticides and herbicides, petroleum products, and other contaminants. Council recognizes the value of these natural assets in our community and their importance in serving residents with a potable water source. Accordingly, Council

has created the following policies to ensure these sources are protected for future generations through municipal collaboration efforts, monitoring, and land use controls.

Groundwater does not follow the boundaries of a municipality; however, these underground aquifers can collect water from a large area including multiple municipalities. As a result the source of the water and water quality will be impacted by the area it is collected. For the purpose of ensuring that Rothsay has access to clean, safe, potable ground water, the following policy shall require Council participate in a joint municipal groundwater monitoring program with the Town of Quispamsis in an effort to protect groundwater sources.

Council Shall:

Policy GWP-1

Regional Participation Program:

Participate in a joint municipal groundwater-monitoring program with the Town of Quispamsis to ensure groundwater resources in both municipalities are actively monitored.

Groundwater sources are highly valuable, though they are also susceptible to many inputs, including land uses and contaminants. Once contaminated, groundwater sources are typically left unusable for future use, making them fragile to the pressures of development. Recognizing this, Council shall regulate land uses that have a measurable negative impact on groundwater sources in Rothsay through the following policy.

Council Shall:

Policy GWP-2

Groundwater Management:

Regulate land uses which have a measureable negative impact on the groundwater resources of Rothsay.

The provision of federal and provincial Acts, regulations and programs in Canada and New Brunswick set clear standards and guidelines for how groundwater and water sources shall be protected and used. Rothsay is no exception, and Council recognizes the value these groundwater sources are to the Town. Accordingly, Council shall require that all federal and provincial Acts, regulations, and programs are implemented and followed.

Council Shall:

Policy GWP-3

Groundwater Protection:

Require that all federal and provincial Acts, regulations, and programs for the conservation and protection of groundwater and source water in Rothsay are complied with prior to the issuance of any development control permits.

Rothsay has a mix of well water and municipal water users, where approximately 2000 users are connected to municipal water. The demand for water will continue as our community grows, and with it a greater need to monitor and protect our water sources. As a means of regulating the use of water, and

ensuring that all new developments provide citizens with clean, safe, potable water, each will be required to connect to a municipal water connection as a condition of their development.

Council Shall:

Policy GWP-4

Municipal Water Connections:

Require all new development to be connected, where available, to the municipal water system.

WATERCOURSES AND WATERBODIES

Rothsay has a significant number of brooks, streams, ponds, marshes and a provincially designated wetland, the Renforth Bog. The Kennebecasis River, Taylor Brook, and Bradley Brook are notable watercourses in the area. This system of watercourses and waterbodies provides numerous benefits to Rothsay as a habitat for fish and wildlife, as green space and a natural buffer between the physical and natural environment, and as a source of recreation throughout the year. This system also helps with the collection and discharge of stormwater runoff. Accordingly, Council recognizes the value of these natural areas and has determined their use is important to the ongoing function of Rothsay. The following policies seek to protect these watercourse and waterbody features for future generations with the use of development controls.

The protection of watercourses and waterbodies is regulated at the federal and provincial levels through Acts, regulations, and programs. Recognizing the importance of our watercourses and waterbodies, the most notable being the Kennebecasis River, Council shall require that all federal and provincial standards and regulations are met through the development control permits.

Council Shall:

Policy WW-1

Watercourse and Waterbody Development

Restriction:

Require that all federal and provincial Acts, regulations, and programs for the conservation and protection of watercourses in Rothsay are complied with prior to the issuance of any development control permits.

In recognition of the proximity to nature and the numerous watercourses in Rothsay, Council has determined that in certain standards should be provided within the Zoning By-law that limits and controls development within a certain area of a watercourse. The following policy will ensure that these watercourse features are protected from development and ensure they may continue to serve Rothsay as a natural stormwater runoff discharge, and to play a role in the ecosystem.

Council Shall:

Policy WW-2

Watercourse Development Restriction:

Establish appropriate standards in the Zoning By-law to regulate development activity in the watercourse buffer.

FLOODING AND FLOOD RISK AREAS

Rothestay has more than 15 kilometers of river frontage on the lower reaches of the Kennebecasis River in an area where the river forms a junction with the Saint John River. In 2018 and 2019 Rothestay, like many other communities along the Saint John and Kennebecasis River experienced record flooding at levels not seen in decades. Residents are long accustomed to the annual spring freshet that occurs as the snow pack melts and the spring rains begin to fall in the upper portions of the Saint John River watershed. However, these two years (2018 and 2019) marked historically bad years for Rothestay, in which more than 150 homes were impacted by the flood. In addition, parks and public facilities were damaged, municipal services (sewerage) were interrupted, wells contaminated, and infrastructure damaged.



It is anticipated that regular flooding in conjunction with the annual freshet is now the new standard, due in part to a changing climate and more extreme weather. It is also expected that future flooding events will be more severe, that the severity of storms will increase, and that the duration of the events will be longer. This Plan will endeavor to control land uses and development in these areas to avoid unnecessary damage and loss to the built and natural environment.

Rothestay reaches flood stage when the river level is measured at 4.2 metres above sea level. Flood levels reached 4.64 metres in 2017, 5.76 metres in 2018, and 5.55 metres in 2019. In the five years between 2014 and 2019, Rothestay had only a single year 2016 in which it did not reach flood stage during the annual spring freshet. In lieu of a provincial policy and a statement on flooding, Rothestay has identified areas of land along the Kennebecasis River with the greatest risk of flooding. Accordingly, Rothestay has developed policy and regulations to ensure that development in these areas is more resilient to the risks of flooding.

As a river community, Rothestay experiences annual freshets that cause widespread flooding for those along the shores of the Kennebecasis River. The floods of 2018 and 2019 were particularly damaging, and have raised questions for many landowners and how future floods may affect their properties. Comparatively, the 2019 flood was better handled by most, though its effects left many in our community

without accessible homes during the flood and thousands of dollars in damages. In preparing for future floods it has become necessary to identify those areas that will be most severely affected, and how those areas may be protected from future flood events. In an effort to identify these flood prone areas, the following policy requires Council to identify these areas in the Zoning Bylaw.

Council Shall:

Policy F-1

Flood Area Identification: Identify within the Zoning By-law those areas prone to or at risk of flooding as the Flood Overlay zone.

The Town's role in regulating the development and use of land has required Town staff and Council to consider how Rothsay may be involved in the planning of lands involved in flood prone areas. As a means of limiting the damage done to future developments, it would be beneficial to restrict the possible development allowed within these flood areas. The following policy requires Council to establish standards in the Zoning By-law to regulate development in flood prone areas.

Council Shall:

Policy F-2

Flood Area Development Restrictions: Establish appropriate standards in the Zoning By-law to regulate development in areas identified in the Flood Overlay Zone.

With the possibility of more intense flooding in future freshets, staff and Council considered the possibilities in preparing Rothsay for future flood events. A strategy for such a large widespread problem requires cooperation at many levels and the coordination of many moving parts. Thus, a strategy is required to ensure that the execution of a plan is coordinated. A management and mitigation flood response strategy will ensure that our community is organized and prepared for future flood events.

Council Shall:

Policy F-3

Flood Preparation and Response: Create a flood management and mitigation strategy for Rothsay in conjunction with the New Brunswick Emergency Measures Organization (EMO), and other relevant agencies.

It is anticipated that annual freshets will continue to increase in severity, due in part to changing climactic conditions. With these changes, it is unknown how much the flood waters are expected to rise in future freshets and how much damage may occur. The majority of lands that front the Kennebecasis River are privately owned and host a range of single-detached family dwellings. These lots are expected to bear the burden of future floods because of the existing development. In contrast, most of Rothsay owned lands abutting the River do not have structures as the land is designated for Open Space and Conservation. The Town has a vested interest in preserving the Kennebecasis River shoreline, and in preserving public infrastructure. Where possible, Rothsay has taken initiatives to improve infrastructure for the betterment of its citizens. As a means of further improving the quality of the Town's shoreline access, and preventing damage to infrastructure, Council shall consider acquiring lands along the Kennebecasis River if those lands

are prone to or at risk of flooding. While this policy is conditional, it does provide a supporting policy for Council to consider over the course of the lifetime of the Municipal Plan and provides direction for future decisions regarding private land holdings along the River.

Council Shall:

Policy F-4

Flood Area Land Sterilization:

Consider the acquisition of lands along the Kennebecasis River that are prone to or at risk of river flooding in order to prevent reoccurring property damage and development in the flood risk areas.

STORMWATER MANAGEMENT

Rothestay's stormwater system uses both natural features and infrastructure to collect and control stormwater runoff. Stormwater runoff accumulates as precipitation falls onto hard, impervious surfaces towards stormwater management features. However, severe storm events can overwhelm this system as the total runoff exceeds the capacity of the infrastructure (pipes, ditches, etc.), which can cause localized flooding. The amount of stormwater runoff the community has to manage is essentially based on how Rothestay is developed and what stormwater management is carried out. Effective stormwater managements systems can delay the stormwater discharge, slow its flow, and where possible collect some of the runoff.



Climate change will continue to increase the frequency and intensity of storm events. The resulting increase in precipitation will put greater stress on our existing stormwater infrastructure, so it is imperative that future development consider the importance of site design in response to stormwater runoff. Accordingly, the following policies will ensure future development in Rothestay manages stormwater runoff.

New development has created some flooding and drainage problems in Rothestay in the past. These matters have been primarily private matter between property owners. Rothestay upholds that stormwater drainage across private land is a civil matter to be resolved by the between private property owners. Rothestay is aware that the permitting and regulatory authorization of development falls on the Town. As

a measure to ensure all new development does not adversely impact or alter the lands' ability to control or hold stormwater runoff. The following Policy requires all developments meet a net zero increase standard for stormwater runoff.

Council Shall:

Policy SWM-1

Net Zero Increase:

Require that all new development stormwater runoff have a net zero increase to the pre-development stormwater runoff levels.

New development can disrupt the flow of stormwater runoff, particularly in areas that are marshy or have a large flow of surface water runoff. In these areas, the chance of flooding is greatest when a stormwater management plan is not in place to identify how the development may affect the flow of stormwater runoff. As a requirement for all future development, Council will require that all proposed developments have a Stormwater Management Plan.

Council Shall:

Policy SWM-2

Stormwater Management Plan:

Require all proposed developments have a Stormwater Management Plan, which shall be completed by a qualified engineer or other qualified professional, in addition to a Development Permit prior to the alteration, excavation, or change of the land. The Stormwater Management Plan and Development Permit shall be submitted prior to the issuance of a Building Permit.

The methods and materials used in stormwater management infrastructure can be diverse, and some more effective than others based on the climate and site conditions of a site. To ensure developers and engineers have a variety of materials and methods in constructing the necessary stormwater infrastructure for their site; the following policy will allow Council to consider the use of soft and hard landscape designs, features, and materials.

Council Shall:

Policy SWM-3

Stormwater Infrastructure:

Consider the use of soft and hard landscape designs, features, and/or materials in stormwater management site design.

Policy SWM-4

Stormwater Quality and Runoff Rates:

Require that developments conform to stormwater quality and runoff rates within the Zoning By-law.

ENVIRONMENTALLY SIGNIFICANT AREAS

Environmentally significant areas may be classified as either physical or natural areas, and may have social, cultural, environmental, or economic importance. The significance of an area is often founded in local traditions, and are places recognized for wilderness and open space qualities. Accordingly, Council recognizes the importance of several key areas in the Town and has created the following policies so that these areas may be protected for future generations.

Council Shall:

Policy ESA-1

Environmentally Significant Area: Identify within the Zoning By-law environmentally significant areas as the Environmentally Significant Overlay Zone.

Policy ESA-2

Environmentally Significant Uses: Allow within identified Environmentally Significant areas conservation and parkland uses.

Policy ESA-3

Environmentally Significant Area Development Restrictions: Establish appropriate standards in the Zoning By-law to regulate the conservation of land with appropriate setbacks from watercourses, water bodies, and wetlands.

STEEP SLOPES

Rothsay's geographical location creates many attractions and development opportunities in our community. The varying elevations provide exceptional views of the Kennebecasis River and Long Island and add tremendous value to the homes and neighbourhoods of these areas. These areas have been and will continue to be a highly desirable area for homeowners of all types. However, there are challenges in building in these areas for homeowners and developers.

Slope refers to the change in height between two points; the greater the slope the larger the degree of change in height and or elevation between the points. Land use planning must consider how development will interact with the natural and built environment; moreover, planning must consider safe, sustainable land uses so as not to jeopardize the health or well-being of community or its residents. Slopes that are calculated to be less than 10 percent are typically considered standard for development and are common in most communities. A slope of between 10 and 30 percent is considered to be steep, and land use planning dictates that these areas be analyzed to ensure proper municipal services be provided and that development in this area would not affect or in any way impact a neighbouring property. Slopes that are greater than 30 percent are considered undevelopable and/or have too many constraints to develop in a safe, sustainable way. Few areas of Rothsay have a slope that is greater than 30 percent.

The development of steep slopes while idealistic for views of the river can provide challenges in regards to stormwater management, soil erosion, snow clearance, and the provision of municipal and protective services. The challenge is to balance these with the attraction and opportunities of these areas as natural features that may be enjoyed by property owners and the public. Furthermore, a balance must be met

with the type and location of development and how it may potentially impact adjacent land uses. Accordingly, Council has identified these areas as being a development opportunity for homeowners and has created the following policies to limit the development and land uses acceptable in these areas.

Council Shall:

Policy ESA-4

Steep Slopes Identification:

Identify within the Zoning By-law steep slope areas as the Steep Slopes Overlay Zone.

Policy ESA-5

Steep Slope Uses:

Allow within identified Steep Slope areas parks and conservation land uses.

Policy ESA-6

Steep Slope Development Restrictions:

Establish appropriate standards in the Zoning By-law to regulate the conservation of land with development restrictions on sloped lands.

Construction Practices

As Rothesay continues to grow, older mature neighbourhoods and undeveloped natural areas are being disturbed to accommodate new development. The Town's topography is such that the new development in many areas results in the creation of lots that are either on steep sloping sites or with properties that slope away from the street and below the grade of road. These conditions lead to substantial cut and fill activity. The scale of some fill and excavation operations has been such that they are a major neighbourhood nuisance and the resulting graded lots may perhaps pose a significant negative impact on neighbouring properties. Rothesay is aware that uncontrolled fill and excavation activity in the past has led in some instances, to runoff and erosion problems. In other cases, building foundation problems were experienced because the foundation soils and unsuitable fill were improperly compacted.

The development and use of land are a natural part of a community's growth, operation, and management. However, the method of land use can drastically change the intended building site. One of most sudden and damaging changes to a site is the removal of vegetation and/or the altering of the surface of the land. Levelling, grading, filling, cutting, or making other changes to the surface of land may affect adjacent properties by redirecting stormwater runoff, privacy may be reduced or eliminated, and the value and/or character of the neighbourhood may be changed. Additionally, removing trees and vegetation may reduce shade, reduce habitat for wildlife, and lead to soil erosion. Together, these changes can have a large impact on a site and its ability to provide social, economic, and environmental value to Rothesay. In many instances changes of this magnitude can have costly fixes and in some cases cause irreversible damage. Accordingly, the following policies regulate how land may be cleared, altered, and/or graded in order to protect existing properties and reduce impacts to the subject site.

Council Shall:

Policy CP-1

Unsuitable Roads

Regulate the placement or dumping of fill on a lot fronting on a public street that has been deemed by the

Director of Operations or their designate, in their sole discretion, to be unsuitable for the transportation of heavy loaded trucks transporting fill.

The development of a site often requires an alteration to the land, with either the removal or addition of soils and aggregates, to have the desired grade to begin construction. As a result, trucks are used to haul soils and aggregates through dumping or removal of fill from or to the site. This process can be quite disruptive to the surrounding properties and to the neighbourhood in which the site is located; furthermore, the transportation of fill often creates dust and the deposit of materials on the road right-of-way. Council recognizes the impact that the transportation and hauling of fill can have on a neighbourhood; accordingly, the following policy will require Council to establish requirements and standards in the Zoning By-law to control this process.

Council Shall:

Policy CP-2

Hauling

Establish within the Zoning By-law such requirements as necessary to ensure that the alteration of land by placing, dumping or removal of fill is done in accordance with proper engineering principles and any design standards of Rothsay, including a mud tracking and dust control program containing measures to control mud tracking and dust along the proposed truck route to be used by the Applicant.

Proposed changes to haul routes to and from the site, are to be submitted to the Director of Operations or designate for review and approval. Modifications of haul routes are not to occur unless approved by the Director.

Furthermore, where a permit is to be issued, no person shall place or dump fill, remove any topsoil or fill, alter the grade or land, or perform or permit any site alteration except in accordance conditions that may include, but are not limited to:

- a) Restricted hours of operation;
- b) Designated haul routes to and from the site;
- c) Restricted daily volume or daily number of truck loads; and
- d) Restrict designated sources of the fill.

Policy CP-3

Erosion Control

Establish within the Zoning By-law erosion control measures and enforce those standards through the subdivision approval process in order to minimize the

impact of development on Rothesay's environment and adjacent properties.

To maintain the established character defining elements of Rothesay's built form, all properties will be required to maintain a minimum level of landscaping. Accordingly, the following policy requires that all properties meet the minimum landscaping requirements as identified in the Zoning By-law for the respective zone.

Council Shall:

Policy CP-4

Standard Quality:

Require all properties, irrespective of zone, meet the minimum landscaping requirements as set out in the Zoning By-law and any relevant General Provisions.

To preserve the aesthetic and character defining elements of Rothesay's built form, all properties will be required to maintain yards facing all public right-of-ways. This also ensures all residents and land owners continue to take pride in their land and in their community. Accordingly, the following policy requires all properties be maintained.

Council Shall:

Policy CP-5

Yard Maintenance:

Require all properties maintain yards facing a public right-of-way. Yards will be manicured and free of debris and garbage.

The development of land often requires the movement and alteration of top soils and the grade of land in order to achieve the desired groundwork for the development. As a means of controlling the work conducted on a site, Rothesay has required grading plans be submitted. However, there have been issues with consistency and quality of the plans submitted, that resulted in undesirable outcomes for landowners and the Town. As a means of regulating all future grading plans, Rothesay will require these plans to be submitted by a qualified engineer or another qualified professional.

Council Shall:

Policy CP-6

Grading Plan:

Require all developers submit a Grading Plan, completed by a qualified engineer or another person qualified to do such work, when the development would change the slope, grade, or surface of the land.

The development of a site often requires the topsoil be moved and in other instances, a site needs to be excavated in order to have the desired conditions to build. As a result, the surface of a site changes and the conditions on the site and those surrounding it may be affected. Often the first impact is of surface water runoff and encroachment. As a means of controlling for these factors, Rothesay requires that all proposed development have a Development Permit prior to alteration.

Council Shall:

Policy CP-7

Surface Alteration, Development Permit:

Require all proposed development have a Development Permit prior to the alteration or change of the surface of land, prior to the issuance of a Building Permit.



CHAPTER 5 - IMPLEMENTATION

The implementation Chapter describes how the policies and procedures contained within this Municipal Plan are carried out by Rothestay. It outlines the procedures and application requirements for the different types of planning applications such as development agreements, rezoning, variances, and by-law amendments. This section also outline the plan amendment process.

Council values input from the public, applicants, and Staff when considering planning applications. In order to ensure that the land use planning application decision making process has the benefit of meaningful input, it is essential to consistently follow a clear procedure where all parties understand how their opinions will be heard. A confusing planning application process that is not implemented consistently will tend to frustrate attempts by both applicants and the public to have their say. The following policies and proposals consist of basic requirements related to proper implementation of the Plan.

The Community Planning Act and Local Governance Act are statutes that provide regulatory and legislative authority to Council to make decisions with respect to land use development and municipal affairs. Accordingly, Council will ensure that the Municipal Plan is implemented in compliance with the Acts through the following policy.

Council Shall:

Policy IM-1

Implementation Power

Ensure that the Municipal Plan is implemented pursuant to the powers delegated to Council, Rothestay's Planning Advisory Committee (PAC) and Council appointed officials under the legislated authority of the Community Planning Act, the Local Governance Act and other relevant Provincial and Federal legislation as may be amended throughout the life of this Plan.

Council recognizes the importance of maintaining a clear and consistent methods for the public and developers. Accordingly, Council has adopted the following policy to ensure that a clear and consistent application process be adopted.

Council Shall:

Policy IM-2

Consistent Process

Develop and consistently follow clear application processes for all applications to amend the Municipal Plan or the Zoning By-law.

The Municipal Plan By-law provides a blue print for Rothestay with respect to growth, development, and land use. In reading the Plan, the intention is to serve the interests of Rothestay. Interpretation of the By-law, when needed, should be consistent and reasonable. Council recognizes this and has adopted the following policy to guide readers in the interpretation.

Council Shall:

Policy IM-3
Interpretation

Recognize that this Plan is enacted as a by-law and shall not be interpreted as a statute. Accordingly, the contents are statements of policy and shall be afforded a liberal interpretation with a view of furthering the policy objectives herein. Such an approach requires that this Plan not be subject to excessive meticulous interpretation, as might be expected in a jurisdictional examination of a statute. The Municipal Plan By-law is prepared and enacted by Council and is a wide-ranging document which establishes an extensive variety of policies to guide Rothsay Council, its appointees and Staff.

The Generalized Future Land Use Map (GFLUM 2020) is a blueprint for future development in Rothsay. In conjunction with the policies of this plan the GFLUM informs and guides future land use decisions and potential zoning. Accordingly, Council shall ensure that all future growth and development in Rothsay will abide by the GFLUM as stated in the following policy.

Council Shall:

Policy IM-4
Future Land Use

Ensure that the growth and development of Rothsay is guided by the Generalized Future Land Use Map adopted as Schedule A of this document.

The Generalized Future Land Use Map (GLFUM) is used as a blueprint for all future development and growth in the Town, as such, it is critical to ensure that those areas identified on the GFLUM are suitable for the designated uses. Accordingly, Council has adopted the following policy to ensure that those identified on the Generalized Future Land Use Map are sufficient for the intended uses.

Council Shall:

Policy IM-5
Future Land Use Map

Ensure that those areas identified on the Generalized Future Land Use Map:

- a) Provide sufficient lands to accommodate the projected demands for residential, commercial, light industrial and other uses;
- b) Provide for a limited range of compatible uses to occur within each of the land use designations subject to the applicable policies of this Plan and relevant legislation;
- c) Provide for the more specific delineation of map designations in the Zoning by-law; and

- d) Consider amendments to Schedule A through the process of proposed significant or substantive land use changes.

The Municipal Plan is a document that provides regulatory authority over the growth, development, and use of land in Rothesay. This regulation is carried out through various policies, which are informed through public feedback, consultation, and professional opinion of staff and consultants. Over the course of the lifetime of the Plan, it is expected that the objectives of Rothesay may change and the relevance and effectiveness of policies may require review. As a result, the Community Planning Act requires a Municipal Plan review be initiated within 10 years of the enactment of this Plan and that the review take no longer than 36 months, as stated in the following policy.

Council Shall:

Policy IM-6

Ten Year Review

Ensure that a review of the Municipal Plan is initiated within ten (10) years after the enactment of the by-law and that such a review shall take no longer than 36 months.

To limit the densification of land, and the scale and intensity of a development, no more than one density bonusing policy may be used on a single project or proposal as stated in the following policy.

Council Shall:

Policy IM-7

Density Bonus Conflicts

Restrict the density bonusing provisions of this Plan (Policy R-1 Affordable Housing and R-2 Age-Friendly Housing) to not more than one policy per proposal or project and in no circumstance shall the density bonus exceed 20% of the maximum allowable density permitted by the Zoning By-law. Furthermore, the proposal shall meet all other provisions of the Zoning By-law, notwithstanding that the Development officer, Planning Advisory Committee (PAC), or Council may at their discretion grant an applicable variance.

The Municipal Plan is a living document, its intent and purpose is to fulfill the objectives and vision of our community and its stakeholders. As such, the document may be considered a dynamic, living document that is subject to change based on real world conditions and stakeholder feedback. These changes may come about through proposed amendments to the Plan, where the changes may address changing community conditions, make use of technical or scientific data, or be in compliance with either Provincial or Federal regulations, laws, or policies. A Plan amendment shall be considered by Council through the following policy.

Council Shall:

Policy IM-8
Plan Amendments

Consider amendments to the Municipal Plan when it can be demonstrated that the Plan's effectiveness and policies should be examined based on one or more of the following:

- a) changing community demographics, climactic or environmental conditions, technological advances, or unforeseen community economic circumstances;
- b) additional technical information or scientific studies which identify the need for change; and
- c) Changes to Provincial or Federal regulations, laws or policies.

Where necessary it may be reasonable to enact additional by-laws in support of the Municipal Plan that address building, development, design, land use, and other such matters that may be deemed necessary to achieve the intent and policy directs of the Plan as stated in the following policy.

Council Shall:

Policy IM-9
Additional By-Laws

Enact by-laws respecting building, property maintenance standards, signage, subdivision, unsightliness and other matters deemed necessary to achieve the intent and policy directives of the Municipal Plan.

Through the Zoning By-law a series of land use regulations and development controls will be established in order to implement and carryout the policies of the Municipal Plan. Accordingly, the following policy will allow Council to establish appropriate standards in the Zoning By-law.

Council Shall:

Policy IM-10
Zoning By-Law

Establish appropriate standards in the Zoning By-law including development control regulations that are necessary to implement the policies of this Municipal Plan.

Policy IM-11
Policy Consideration

Review all applications to amend the Zoning By-law for conformity with the policies of this Plan with particular regard to the Future Land Use designation relevant to the application and the policies found in the Implementation chapter.

To assist in the consistency and clarity of the application process, it is critical that all applications received be of the same quality, and prepared in a clear and understandable manner. To this end, all submissions will require a qualified professional to prepare the supporting documents used in an application, as outlined in the following policy.

Council Shall:

Policy IM-12

Submission Requirements

Require that applicants submit with their rezoning application for a specific development proposal, where such a proposal involves dimensional or aesthetic issues, a professionally prepared site plan and graphic representations of the proposal drawn to accurate scale. Such documents supporting the application must clearly indicate the following;

- a) The location, area, and dimensions of the subject property;
- b) The location, dimensions, height, and proposed use of all proposed buildings;
- c) The means by which the site is to be serviced by sanitary and storm water infrastructure, water, electrical service and other utilities;
- d) The location of any parking stalls, driveways, walkways, lighting, fencing, refuse containers, and snow storage;
- e) Landscape plans including the vegetation to be retained and a reasonably precise estimate of the number and location of proposed shrubs and trees; and
- f) Architectural details of the proposed development including exterior cladding and finishing materials.

A development agreement is a contract between Rothsay and a property owner that stipulates the details and obligations of the respective parties concerning the development of the subject property. Where a development agreement is believed to be necessary, Council shall consider development applications as stated in the following policy.

Council Shall:

Policy IM-13

Development Agreements

Consider development agreement applications pursuant to the provisions and criteria as set out in various policies of this Plan and consideration of the following:

- a) That the proposal is not premature or inappropriate by reason of:
 - 1) The financial capability of Rothsay to absorb any costs relating to the development;
 - 2) The adequacy of municipal wastewater facilities, storm water systems or water distribution systems;
 - 3) The proximity of the proposed development to schools, recreation or other municipal facilities and the capability of these services to satisfy any additional demands;
 - 4) The adequacy of road networks leading to or within the development; and
 - 5) The potential for damage or destruction of designated historic buildings and sites.
- b) that controls are placed on the proposed development so as to reduce conflict with any adjacent or nearby land uses by reason of:
 - 1) Type of use;
 - 2) Height, bulk and lot coverage of any proposed building;
 - 3) Traffic generation, access to and egress from the site, and parking; open storage; and
 - 4) Signage.
- c) That the proposed development is suitable in terms of the steepness of grades, soil and geological conditions, proximity to watercourses, or wetlands and lands that are vulnerable to flooding.

Council Shall:

Policy IM-14
Adjoining Designations

Consider amendments to the Zoning By-law on lands that adjoin a different land use designation for a use that is permitted within the adjoining designation. Notwithstanding the above, no such considerations shall be given to properties where the designations are not adjoining.

Policy IM-15
Proposed Public Streets

Consider that the location of proposed roads on Schedule C as approximate and for illustrative purposes and Council may give Assent to new public streets as shown on a plan of subdivision where the arrangement and alignment of these roads generally conforms to the Plan without need to revise or amend Schedule C.

Policy IM-16
Public Participation

Subject to the legislative requirements, adopt a decision-making process for discretionary approvals of development projects that provide opportunities for meaningful public participation and education in the planning process for all interested parties.

Policy IM-17
Text Only Amendments

Evaluate text only amendments to the Zoning by-law that do not include a specific development proposal by considering the land use planning implications and conformance with other Municipal Plan policies.



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Repeal and Enactment

Repeal of Existing By-Laws

By-law 1-10 and amendments thereto are hereby repealed.

Enactment of By-Law 1-20

Rothsay By-law 1-20, the Rothsay Municipal Plan, is enacted as follows:

FIRST READING BY TITLE: February 8, 2021

SECOND READING BY TITLE: March 8, 2021

(Advertised as to content on Rothsay
website in accordance with the
Local Governance Act) March 11, 2021

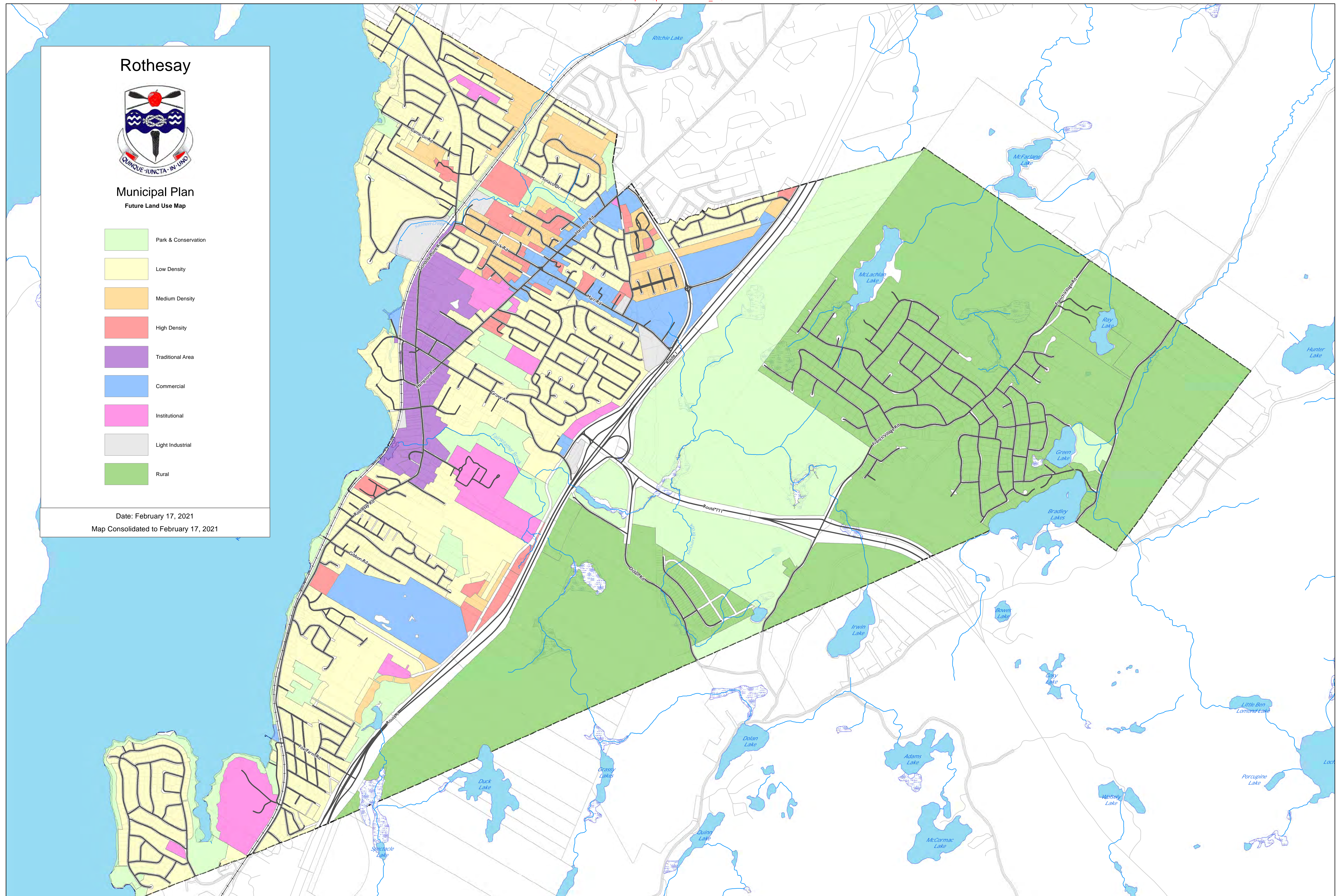
READ IN SUMMARY

THIRD READING BY TITLE/ENACTMENT

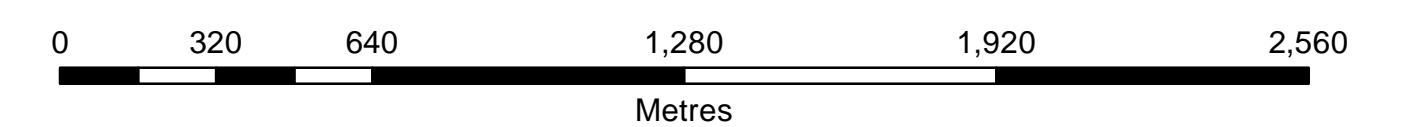
Nancy E. Grant
Mayor

Rothsay Corporate Seal

Mary Jane E. Banks
Clerk



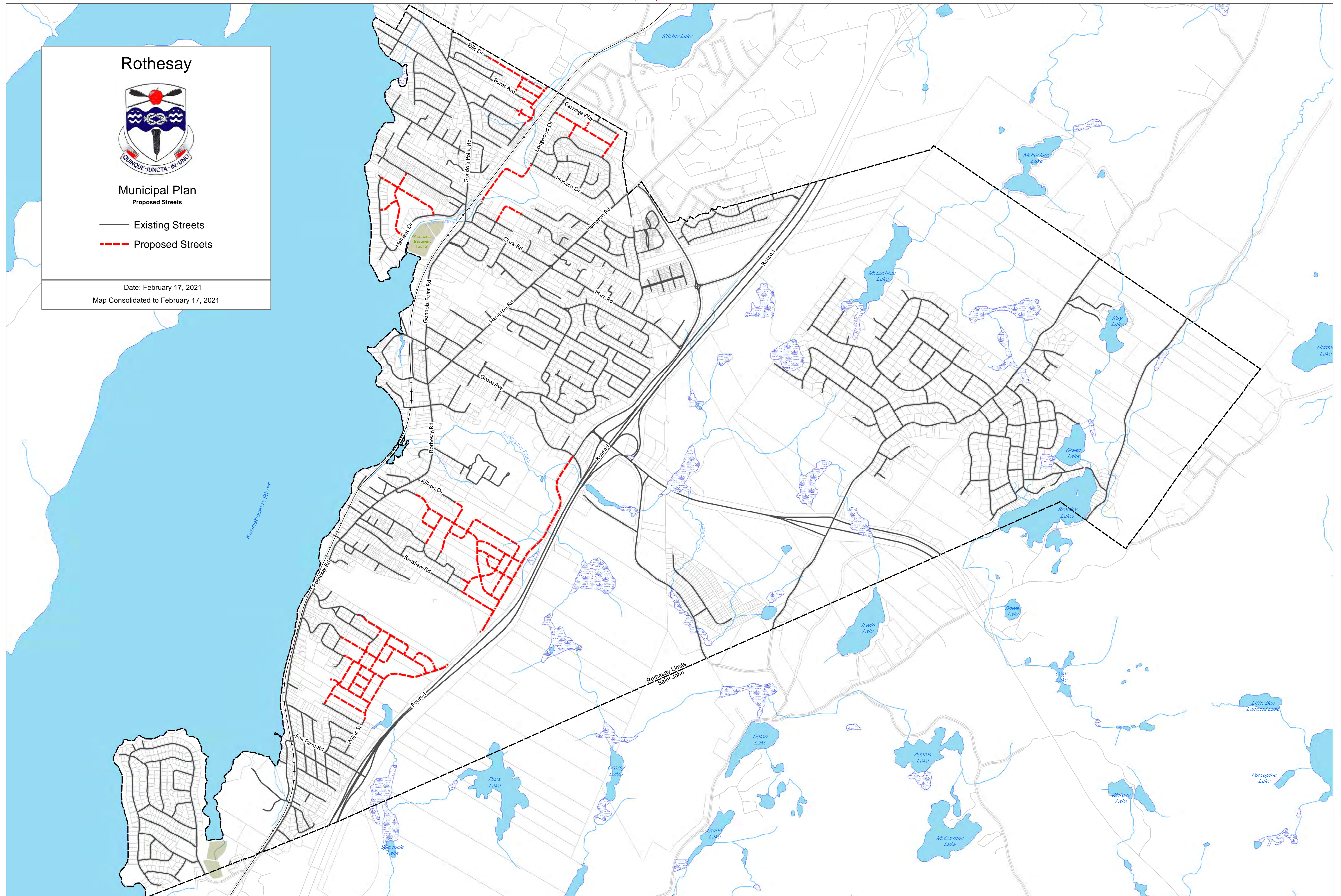
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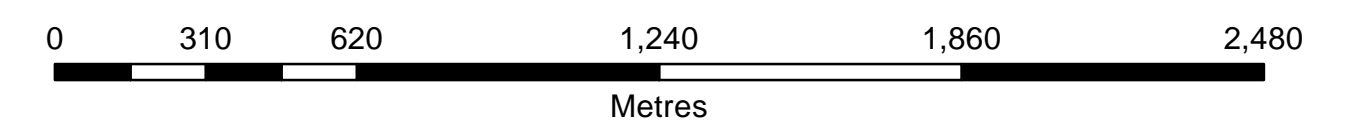
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FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	Actual 2021	2022	Preliminary Forecast		2025	Total
			2023	2024		
Operating Fund						
General Government - Municipal buildings & IT	\$ 158,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$358,000
Protective services - equipment	136,000	1,000,000	200,000	200,000	200,000	1,736,000
Transportation						
Buildings	-	100,000	100,000	100,000	100,000	400,000
Designated highways	1,100,000	1,000,000	1,000,000	1,000,000	1,000,000	5,100,000
Street surfacing	1,910,000	1,600,000	1,600,000	1,600,000	1,600,000	8,310,000
Storm sewers	325,000	300,000	300,000	300,000	300,000	1,525,000
Curb and Sidewalks	285,000	300,000	300,000	300,000	300,000	1,485,000
Fleet/Equipment	600,000	500,000	500,000	500,000	500,000	2,600,000
	4,220,000	3,800,000	3,800,000	3,800,000	3,800,000	19,420,000
Recreation						
Buildings/Arena	661,000	2,000,000	500,000	-	-	3,161,000
Equipment	25,000	50,000	50,000	50,000	50,000	225,000
Parks & Trails	300,000	50,000	50,000	50,000	50,000	500,000
	986,000	2,100,000	600,000	100,000	100,000	3,886,000
Total General Fund	5,500,000	6,950,000	4,650,000	4,150,000	4,150,000	25,400,000
Water and Sewer Utility Fund						
Water system upgrades	1,000,000	500,000	450,000	500,000	500,000	2,950,000
Sewer system upgrades	2,730,000	8,500,000	8,450,000	8,500,000	500,000	28,680,000
Total Utility Fund	3,730,000	9,000,000	8,900,000	9,000,000	1,000,000	31,630,000
Total Capital Expenditures	\$9,230,000	\$15,950,000	\$13,550,000	\$13,150,000	\$5,150,000	\$57,030,000
SOURCE OF FUNDS						\$57,030,000
GTF Agreement - operating	\$ 1,210,000	\$ 2,700,000	\$ 1,100,000	\$ 600,000	\$ 600,000	\$ 6,210,000
Capital Reserve Fund	450,000	-	-	-	-	450,000
Operating Fund	2,715,000	2,800,000	2,800,000	2,800,000	2,800,000	13,915,000
Long Term Borrowing	300,000	700,000	-	-	-	1,000,000
Others (specify) Designated Highway grants	825,000	750,000	750,000	750,000	750,000	3,825,000
Others (specify) RDC						-
Others (specify) Build Canada						-
	5,500,000	6,950,000	4,650,000	4,150,000	4,150,000	25,400,000
GTF Agreement - water and sewer	500,000	300,000	200,000	300,000	300,000	1,600,000
Build Canada (Fed/Prov)	700,000	5,333,333	5,333,333	5,333,333	-	16,700,000
Long term borrowing - water and sewer	1,830,000	2,666,667	2,666,667	2,666,667	-	9,830,000
Capital reserve - water and sewer	-	-	-	-	-	-
Operating - water and sewer	700,000	700,000	700,000	700,000	700,000	3,500,000
	3,730,000	9,000,000	8,900,000	9,000,000	1,000,000	31,630,000
Total Sources of Funds	\$9,230,000	\$15,950,000	\$13,550,000	\$13,150,000	\$5,150,000	\$57,030,000



Schedule C - Proposed Public Streets





ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	7 April 2021
RE	:	Plastic Bag Reduction By-law 1-21

RECOMMENDATION:

- Council authorize Reading by Summary of By-law 1-21, "Plastic Bag Reduction By-law"
- Council give 3rd Reading by Title and Enactment, to By-law 1-21, "A By-law of the town of Rothesay Respecting the Reduction of Single-Use Plastic Bags in Rothesay"

BACKGROUND:

The Fundy Regional Service Commission (FRSC) stopped collecting plastic bags early in 2020 as there is no longer a market. The Commission has requested all area municipalities adopt a By-law with respect to the use of plastic bags.

Council gave 1st Reading to By-law 1-21 at its February Council meeting and referred it to the Works and Utilities Committee for a recommendation. The Committee reviewed the Draft By-law and there was consensus from the Committee they are in favour of enactment.

Council gave 2nd Reading by Title to the draft By-law at the March 2021 Council meeting and directed staff to post the draft By-law and required notice to the Town website.

Reading by Summary

In accordance with Section 15 of the *Local Governance Act*, SNB 2017 c18, a summary of a by-law may be read (rather than reading in its entirety) if proper notice has been given and **no member of Council objects**.

Attachment: Public Notice posted 11 March 2021

By-law Notices / Hearings

 rothesay.ca/town-hall/by-law-notice-hearings/



11 March 2021

Rothsay Municipal Plan By-law 1-20 ***Rothsay Plastic Bag Reduction By-law 1-21***

In accordance with Sections 15 and 70 of the *Local Governance Act*, SNB 2017, c 18, public notice is hereby given the Council of the town of Rothesay, intends to give consideration to enactment of (amended) “Rothsay Municipal Plan By-law 1-20” at the April 12, 2021 Council meeting.

A copy of (amended) “Rothsay Municipal Plan By-law 1-20” is available [online](#) and is also available for examination by the public in the office of the Town Clerk during regular office hours.

Rothsay Municipal Plan By-law 1-20 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 154 policies that will serve to guide Council, the Planning Advisory Committee, and Staff in their decision-making, regulation and management of land, municipal services and infrastructure for the next ten years.

Mary Jane Banks, BComm
Town Clerk

In accordance with Sections 15 and 70 of the *Local Governance Act*, SNB 2017, c 18, public notice is hereby given the Council of the town of Rothesay, intends to give consideration to enactment of “Plastic Bag Reduction By-law 1-21” at the April 12, 2021 Council meeting.

Plastic Bag Reduction By-law 1-21 is intended to reduce the use of plastic bags in Rothesay, at the request of the Fundy Regional Service Commission. All municipalities in the greater Saint John region have been requested to enact a By-law within their jurisdiction. By-law 1-

21 outlines plastic checkout bag prohibition, exemptions to the By-law, and enforcement and offences for By-law infractions.

A copy of Plastic Bag Reduction By-law 1-21 is available online and is also available for examination by the public in the office of the Town Clerk during regular office hours.

Mary Jane Banks, BComm
Town Clerk

BY-LAW NO. 1-21
A BY-LAW OF THE TOWN OF ROTHESAY RESPECTING
THE REDUCTION OF SINGLE-USE PLASTIC BAGS IN ROTHESAY

BE IT ENACTED by the Council of Rothesay, under authority vested in it by the *Local Governance Act*, S.N.B. 2017, c. 18, as follows:

1. TITLE

This By-law may be cited as the *“Plastic Bag Reduction By-law”*.

2. DEFINITIONS

In this By-law, unless the context otherwise requires:

“business” means any corporation, individual, partnership or co-operative association engaged in a retail operation and, for the purposes of section 3, includes a person employed by, or acting on behalf of, a business;

“checkout bag” means

(a) any bag intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the business providing the bag, or

(b) a bag used to package take-out food or food to be delivered,

and includes a paper bag or plastic bag, but does not include a reusable bag.

“Council” means Rothesay Council;

“paper bag” means a bag made out of paper that is recyclable;

“plastic bag” means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a reusable bag;

“pre-packaged” in relation to foods or bakery goods, means food or bakery goods that are completely enclosed by wrapping or a container;

“reusable bag” means a bag with handles that is

(a) designed and manufactured to be capable of at least 100 uses, and

(b) primarily made of cloth or other durable material suitable for reuse;

3. CHECKOUT BAG PROHIBITION

(1) Except as provided in this By-law, no business shall provide a checkout bag to a customer that is a plastic bag.

(2) No business shall deny or discourage the use by a customer of the customer’s own reusable bag for the purpose of transporting items purchased or received by the customer.

4. EXEMPTIONS

(1) Section 3 does not apply to

(a) bags used to:

- (i) package loose bulk items such as fruit, vegetables, nuts, grains or candy;
- (ii) package loose small hardware items such as nails and bolts;
- (iii) contain or wrap frozen foods, meat, poultry or fish, whether pre-packaged or not;
- (iv) wrap flowers or potted plants;
- (v) protect prepared foods or bakery goods that are not pre-packaged,
- (vi) contain prescription drugs received from a pharmacy;
- (vii) transport live fish;
- (viii) protect linens, bedding or other similar large items that cannot easily fit in a reusable bag;
- (ix) protect newspapers or other printed material intended to be left at the customer's residence or place of business;
- (x) protect clothes after professional laundering or dry cleaning;
- (xi) protect tires that cannot easily fit in a reusable bag; and
- (xii) collect and dispose of animal waste.

(2) Section 3 does not limit or restrict the sale of bags, including plastic bags, intended for use at the customer's home or business, that are sold in packages of multiple bags.

5. ENFORCEMENT

(1) Every person duly appointed by Council as a By-law enforcement officer is hereby authorized to carry out any inspection that is necessary for the administration or enforcement of this By-law.

(2) Any peace officer or By-law enforcement officer is hereby authorized to take such actions, exercise such powers and perform such duties, as may be set out in this By-law or in the *Local Governance Act* and as they may deem to be necessary to enforce any provisions of this By-law.

6. OFFENCES

(1) Any person who violates any provision of this By-law is guilty of an offence and is liable on conviction to a fine.

(2) The minimum fine for an offence committed under this By-law is one hundred and forty dollars (\$140) and the maximum fine for an offence committed under this By-law is two thousand one hundred dollars (\$2,100).

(3) If an offence committed under this By-law continues for more than one (1) day:

- (a) the minimum fine that may be imposed is the minimum fine established in this By-law multiplied by the number of days during which the offence continues; and,
- (b) the maximum fine that may be imposed is the maximum fine established in this By-law multiplied by the number of days during which the offence continues.

(4) Contraventions:

- (a) All contraventions of this By-law are designated By-law contraventions that may be dealt with by the provisions of the *Local Governance Act* and the Rothesay Procedural By-law.

7. SEVERABILITY

Where a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, the remainder of this By-law shall continue in force unless the Court makes an order to the contrary.

8. COMMENCEMENT

This By-law comes into force on June 30, 2021.

FIRST READING BY TITLE: 8 February 2021

SECOND READING BY TITLE: 8 March 2021

(Advertised as to content on the
Rothesay website in accordance with the
Local Governance Act, SNB (2017) c. 18) 11 March 2021

READ IN SUMMARY:

THIRD READING BY TITLE
AND ENACTMENT:

MAYOR

CLERK



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	8 April 2021
RE	:	Wells Building Concept Report

Recommendation:

It is recommended that Council:

Receive and file the report entitled 'Rothesay Wells Community Centre – Pre-design Services' prepared by Acre Architects with a view to further consideration during the 2022 budget process.

Background:

The Wells recreation site is the only public space in that neighbourhood of Rothesay. There are no community halls, schools or churches and hence no communal gathering place.

The current building at the Wells recreation site was moved from the top of Marr Road when the Superstore and Shell gas station were developed about twenty years ago. It has served its purpose with limitations and with renovations and additions to increase its functionality over the years. It has never fully met the needs of the community and has begun to show some significant signs of deterioration. Staff had originally proposed a project in 2020 to begin a program of replacement which was removed during budget preparation process. As a preliminary step, it was agreed (at the August Council meeting) that a planning exercise be held in the neighbourhood to determine neighbourhood needs and desires. This was to result in a identification of the type of spaces necessary to support neighbourhood activities and the overall recreation facilities.

At the August 2020 meeting, Council accepted a proposal from Acre Architect with funding through the Regional Development Corporation. Now that the proposal is developed and if acceptable to Council, staff will be in a position to search for funding sources for construction in 2022 or beyond.

The attached report: Rothesay Wells Community Centre – Pre-design Services is the product of a process where the neighbourhood and users of the existing recreation park provided input on their current use and desired improvements. From this and the experienced analysis and vision of the consultant team a concept was developed that included establishing a new building as a transitional entrance experience into the core areas of the park. It is important to note that the report is not intended as a detailed design of a building but rather as an exercise to identify the optimum location and the scope of a future building design including a general magnitude of cost.

I believe this is a concept that will be well received in the Wells neighbourhood (Please note the response to the question of the community name in the survey). It should excite park users and residents of the neighbourhood alike and when brought to fruition will be an important addition to the public facilities in Rothesay



ROTHESAY WELLS COMMUNITY CENTER

PRE-DESIGN SERVICES

01 APRIL 2021

9736
acre
STORIED ARCHITECTURE

brackish



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Wells Recreation Trail View

01 EXECUTIVE SUMMARY

2021April12OpenSessionFINAL_258

We believe that a well placed and well programmed trail head/ adventure centre can and will transform not only the Wells Recreation Park, but the future of recreation infrastructure in Rothesay to come. It is important that the new building and landscape not only create a new sense of place for people to gather, understand each other, share a story, a meal or just get out of the rain, but also use the architecture to allow visitors to become clearly directed to the pavilion itself.

After analysing the two-part community feedback survey, we recommend transforming the site by creating a threshold to the increasingly popular trail system while simultaneously using the structure itself to help re-define the existing parking area and surrounding assets into a courtyard typology. This further adds value to the existing landscape of the site and sets the stage for future landscape projects to come.

Based on the community feedback, we have proposed a simple yet flexible structure to accommodate a variety of uses. By keeping a simple footprint, the building should be easily adaptable to changing demographics in years to come, but the placement is crucial to the overall landscape strategy of the recreation park.

This park is unique, and we believe that it is an opportunity for Rothesay to place high importance on choreographing an overall visitor experience and creating an original architecture that the residents will be proud of. The Landscape Master Plan aims to improve the visitor's experience through creating a strong sense of arrival, a friendly welcome, and a clear path of movement that celebrates site exploration and creates a visual attraction.



**“WHATEVER ROTHESAY BUILDS,
BUILDS ROTHESAY.”**

- STEPHEN KOPP

02 SURVEY SUMMARY

2021April12OpenSessionFINAL_260

Community members within Rothesay were invited to participate in an online survey between December 20th 2020 to January 11th 2021. Over the 3 week period, 278 participants recorded responses for 20 questions put forward by the project team. The following provides a summary of the responses.

RESPONDENT INFORMATION OVERVIEW

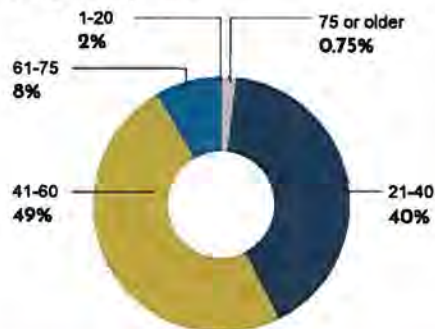
Q1 Gender: How do you identify?

Of those that completed the survey, the majority (68%) of them were female, proving higher participation of women than males and non-binary individuals.



Q2 What is your age?

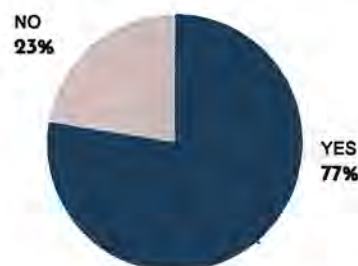
The most majority of respondents to the survey were between the ages of 41-60, followed by the age group 21-40. Both youth and 75+ represent less than 3% of respondents. This distribution suggests that a high percentage of adult women are engaged in their community, and interested in its future development.



HOUSEHOLD INFORMATION

Q3 Do you live in Wells/ French Village?

The majority of the respondents (59%) live in the Wells/French Village area of Rothesay, while others were from the surrounding neighborhoods, as well as Quispamsiss and Saint John.



Q4 If you live in Wells/French Village, what community name do you prefer to use?

Respondents were asked what name they use to reference the area surrounding Wells Recreation Park, of which 70% responded French Village. It is important to note that whether called French Village, or Wells, this area is within Rothesay.

Q5 If you are NOT from Wells/French Village, how frequently do you visit the community?

62% of respondents who do not reside in this area of the community, said they visit 1-4 times per month for the primary reason being to utilize the recreational amenities provided by the Wells Recreation Park.

Q6 What area of the community do you live in? (select the image that corresponds with the location of your residence).

Respondents who live within the French Village/ Wells area were asked to identify the zone where they live. The three zones were orientated based on French Village Road including Northwest of French Village Rd, Southeast of French Village Rd, and Northeast of French Village Rd. The majority of respondents (60%) live in the area Northwest of French Village Rd area.

Q7 How long have you lived in the community?

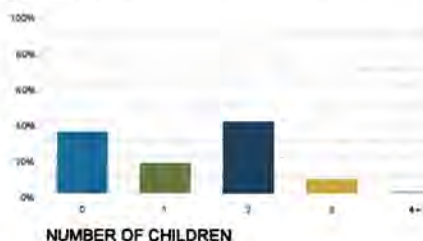
Most respondents (54%) have lived in Wells/ French Village for 6-20 years. The fact that most residents have lived in the area for an extended period of time attests to its livability, affordability and quality.

Q8 How many people are in your household?

Results highlight that the majority of respondents are part of a family (57%), having 3-4 people living in their household. The high percentage of families in the community indicate a new amenity that can accommodate programming for all ages and is flexible for family members to participate in activities simultaneously would be beneficial.

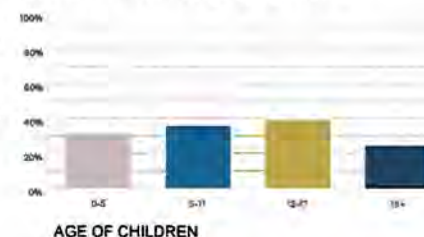
Q9 How many children are in your household (if any)?

60% of respondents have children living in their household. Of the households with children, most (40%) have 2 kids. Recognizing the high number of children who live in the area, programming for kids of all ages including play facilities, sports areas and safety should be prioritized.



Q10 If you have children in your household, what age bracket(s) do they fall within?

There is an even distribution of children's ages amongst the age brackets. Diversifying opportunities for 'play' should be considered when developing children's programming for the project. Kids of different ages should be separated for safety, with opportunities to choose collaborative play if desired.



Q11 Do you have any extended family members living in your household (grandparents, cousins, siblings etc.)?

A small portion of respondents, at 9% live with extended family. They specified extended family members to be nieces and nephews, siblings, and parents.

LIVING IN WELLS/FRENCH VILLAGE

Q12 Out of 5 stars, how do you rate the quality of life in Wells/French Village?

Over 75% of the areas residents rated the quality of life to be either Great (3 stars) or Excellent (4 stars). Recognizing that residents are highly satisfied with the quality of life in Wells/French Village, it is important that any improvement to community amenities build off the existing assets and further enhance qualities that render it a desirable place to live.

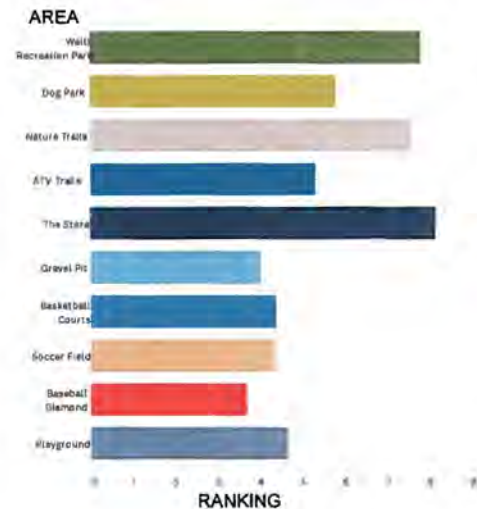


Q13 What characteristics influenced your decision to live in Wells/French Village? (rate based on level of importance)

All of the characteristics listed were ranked as 'important' by the majority of respondents, with 'Safe and Family-friendly community' being ranked as the most important reason for living in Wells. Participants stated that their reason for living in Wells/French Village focused on the natural beauty and outdoor amenities that the area provides.

Q14 What areas of the community do you use the most? (rank below)

Respondents frequent "The Store" more than any other area, followed by the Wells Recreation Park, Nature Trails, Dog Park and ATV Trails. The community relies on the Store as a core community asset for daily needs and passive socializing.



Q15 In what specific recreational activities do you participate within the community? (select all that apply)

Almost all of the respondents (93%) said they participate in walking, running and hiking. Overall responses to this question are a testament to the community's high degree of participation in outdoor active recreation.



Q16 If you were going to Wells Recreation Park, how would you typically travel there?

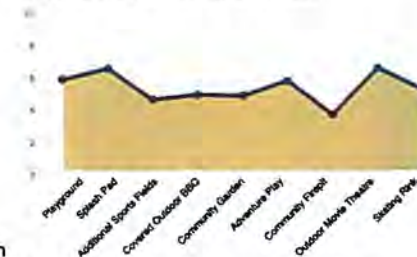
The majority of respondents drive to the Wells Recreation Park, followed by walkers. Recognizing the high percentage of people who drive to reach outdoor recreation areas such as the Wells Recreation Park, the new amenity space should be mindful of vehicular parking needs.



NEW COMMUNITY INVESTMENT

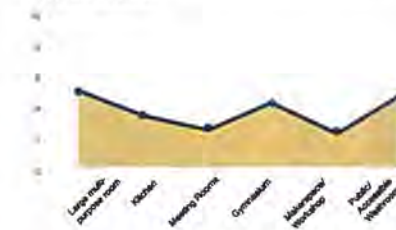
Q17 If there were a new outdoor amenity constructed in Wells/French Village, what are the most important features to be included? (rank in order of importance)

The highest ranked new outdoor amenity feature was a splash pad closely followed by skating rink. The third ranked feature was adventure play followed closely by an outdoor movie theatre. It is apparent that the community places a high importance towards amenities that serve children's play and opportunities for family activities.



Q18 If there were a community facility (building) constructed in Wells/French Village, what are the most important features to be included? (rank in order of importance)

Preference was given to the public/accessible washrooms and a large multi-purpose space, followed by an interest in a kitchen and gymnasium. It is apparent that community is interested in extending the usability of community spaces and improving flexibility with washrooms and multi-purpose spaces or a gymnasium.



Q19 In what activities would you like to participate in the new facility (building)? (select all that apply)

The majority of respondents placed the highest priority on yoga and fitness groups, community court sports, community and party rentals, and sports teams and tournaments. Other desired activities were listed and include: skating, ball hockey, pool, squash, walking track and youth group activities. Overall, community interests were diverse with spaces that accommodate group and team activities.



Q20 Please share any additional comments or thoughts

Participants responding to the question with additional comments included key words such as community, children, Wells Park, public, trails, recreation, field, place and live. Key words highlight the attraction to the Wells Recreation Park as a draw to the area, focusing on active recreation that comes with access to trails and nature. It is apparent through the responses that this community has a strong connection to nature, which helps define it's character.

WELLS PARK FIELD
PLACE COMMUNITY
TRAILS CHILDREN
RECREATION LIVE
PUBLIC

03 CONTEXT REGIONAL AMENITIES MAP

2021 April 12 Open Session FINAL_262

WELLS RECREATION
TRAIL VIEW



WELLS RECREATION
X-COUNTRY SKI TRAIL



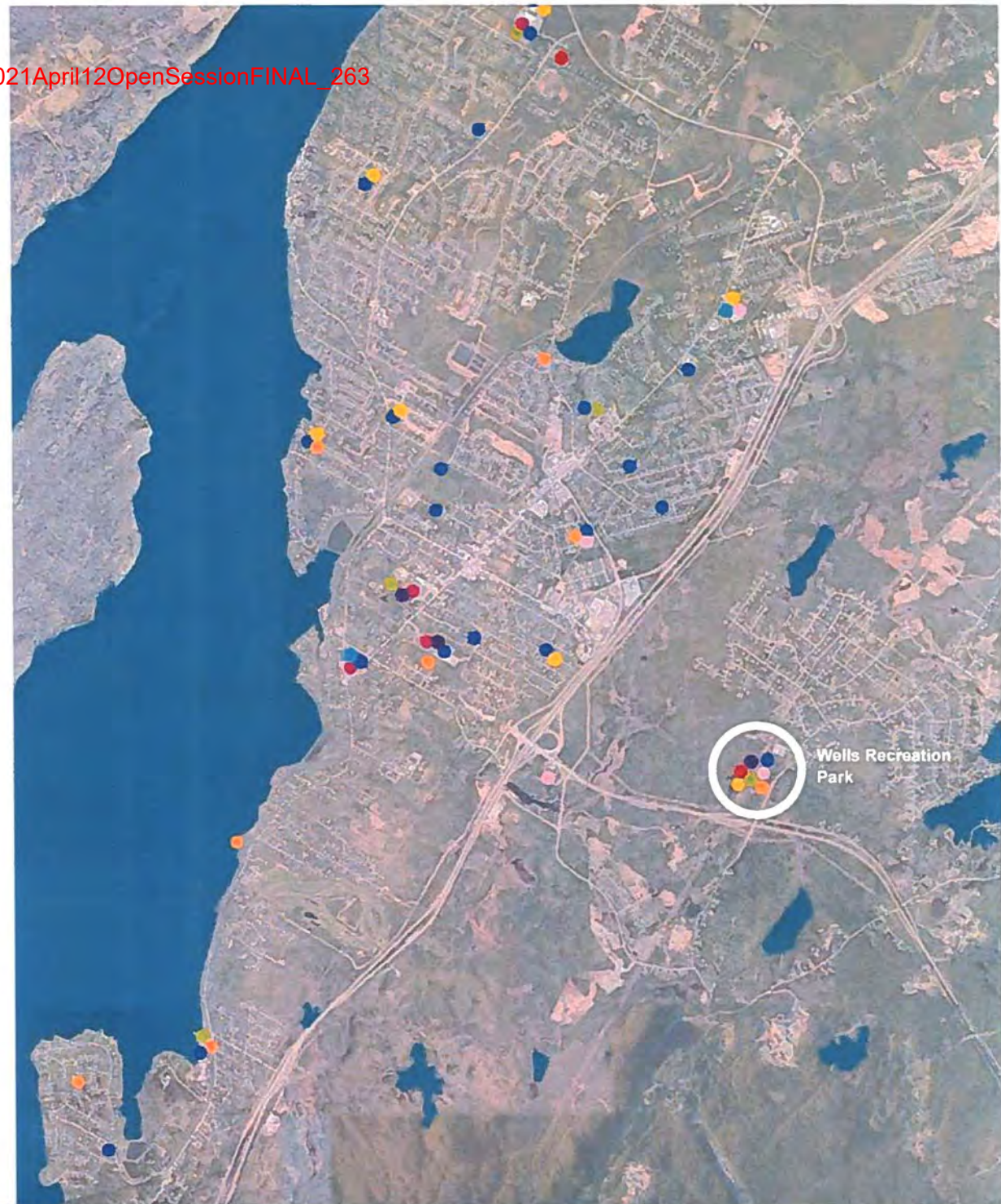
COFFEE HOUSE NIGHT
IN ROTHESAY



Regional Amenities

The Town of Rothesay provides a wide variety of recreational opportunities throughout the region. When mapped, it becomes evident that the Wells Recreation Park is as an amenity and hub for those residents living East of Route 1.

- Park
- Playground
- Hockey/Skating
- Gymnasium
- Community Building
- Dog Park
- Basketball/Tennis (Court Sports)
- Baseball/Softball
- Soccer Field



03 CONTEXT SITE STRATEGY

2021April12OpenSessionFINAL_264

BUILDING SITING

Based on a physical and programmatic site analysis, the existing Wells Recreation Park has two primary opportunities for siting a new building facility.

OPTION A - Gateway

Situated as a gateway to the park, Option A would provide an immediate impact upon entering the site. Despite the prominent location and strong connectivity to the tennis court area, the location limits opportunity for expanding programmatic elements to connect with the broader park amenities. Similarly, access to location A would require park users to bypass the new community 'hub' and circle back for use.

OPTION B - Central Trail Head

Option B serves as a central destination for site users and becomes a park Trail Head. Acting as threshold, the location delineates protected pedestrian areas from primary vehicular routes to access parking. The central location would provide suitable access to washrooms during sporting events and is situated in an ideal location for trail goers. Opportunities to expand programming exist to both the north and south of the facility.

The opportunities and constraints for each option are further evaluated in the following section.



03 CONTEXT OPPORTUNITIES & CONSTRAINTS

OPTION A - GATEWAY



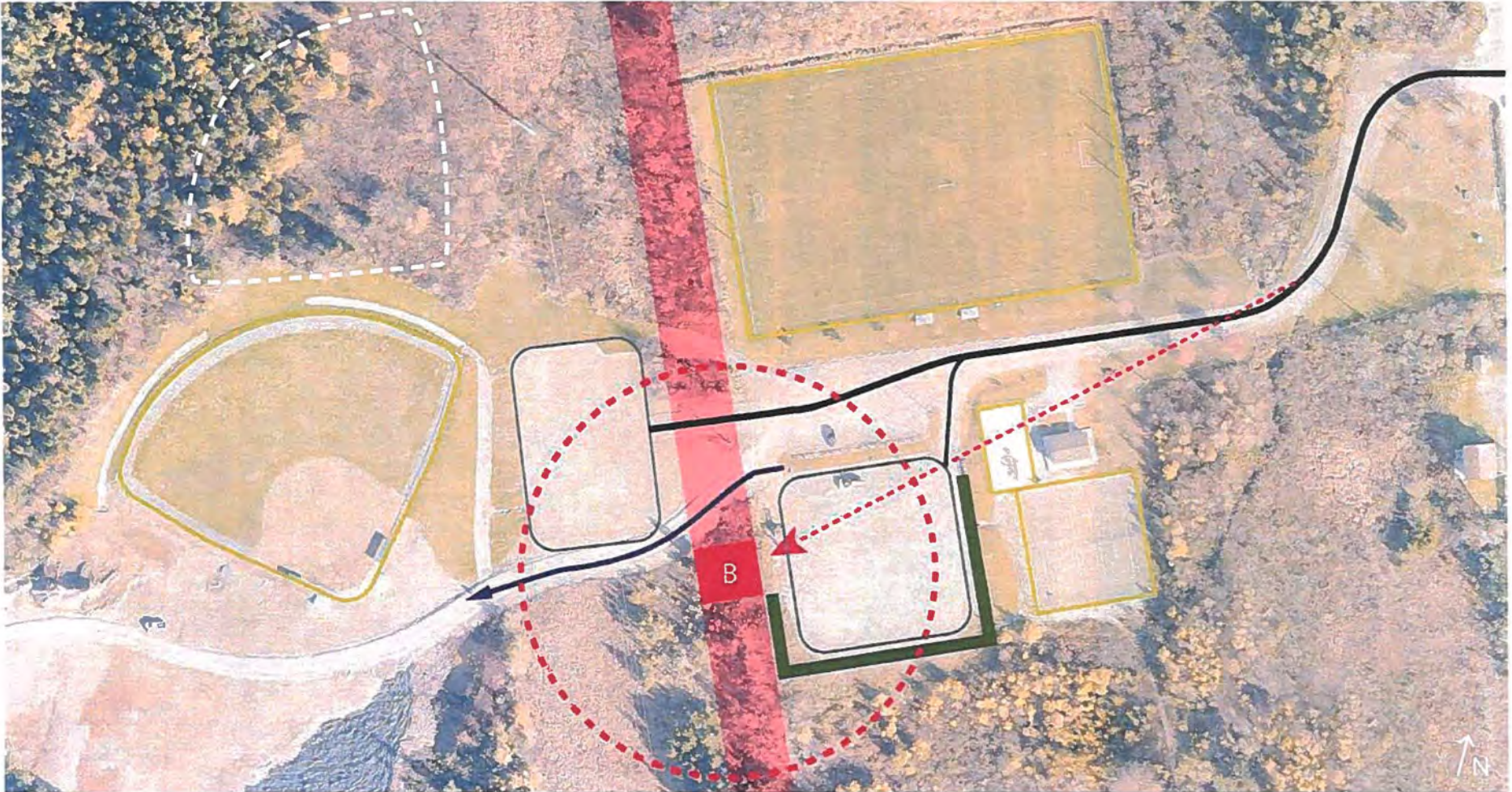
opportunities

- Expansion of current building facility
- High point with views over the entire park
- Creates a visual gateway to the park

constraints

- Program held to the perimeter of the site
- Disjointed site circulation and parking, having to back track to the facility
- Excessive distance from new washrooms to existing fields, trails, & dog park
- Steep grade change difficult for universal accessibility.

OPTION B - CENTRAL TRAIL HEAD



opportunities

- Central location creates a hub for all facilities
- Architecture acts as a trail head
- Creates a strong visual connection upon park entry
- Building creates a threshold between vehicular and pedestrian traffic.
- Building frames a parking courtyard and creates a cohesive landscape structure

constraints

- Less visual connection from the main road
- Requires moving existing utility shed

03 CONTEXT SIGHT LINES

2021April12OpenSessionFINAL_268



01 APPROACH



02 PARK ENTRANCE



03 EXISTING BUILDING



04 TRAIL HEAD



03 CONTEXT PROPOSED SITE DIAGRAM

2021 April 12 Open Session FINAL_270

Proposed - Central Trail Head

The adjacent site plan provides a high level landscape concept that responds to a new community facility being located at the core of the Wells Recreation Park. Through locating the building as a central node, it creates a landscape structure that clearly defines pedestrian and vehicular circulation, minimizing potential conflicts. Planted medians and pathways not only promote safe circulation, but also add dimension to the large surface lots through planting and increased biodiversity. The increased landscape areas provide opportunity for better stormwater management and low-impact strategies to promote infiltration into groundwater systems.





WE ARE
WHAT WE
CREATE



04 STORIED ARCHITECTURE

2021April12OpenSessionFINAL_273

ESTABLISHING STORIED ELEMENTS & ASPIRATIONS

01

INCLUSIVE DESIGN

A COMMUNAL PLACE FOR ALL AGES & ABILITIES

02

MULTI-PURPOSE SPACES

GATHER WITH FRIENDS & FAMILY IN TRANSITIONAL PLACES

03

A NEW SENSE OF PLACE

INTERCONNECTED WITH THE TRAILS AND DEFINING A NEW BRAND

04

A SUSTAINABLE ROTHESAY

SUSTAINABILITY STRATEGY THAT YOU CAN SEE & EXPERIENCE

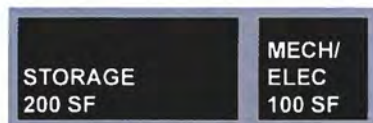
05

PAVILION AS A BEACON

OVERALL SITE ORGANIZER AND TRAIL HEAD GATEWAY

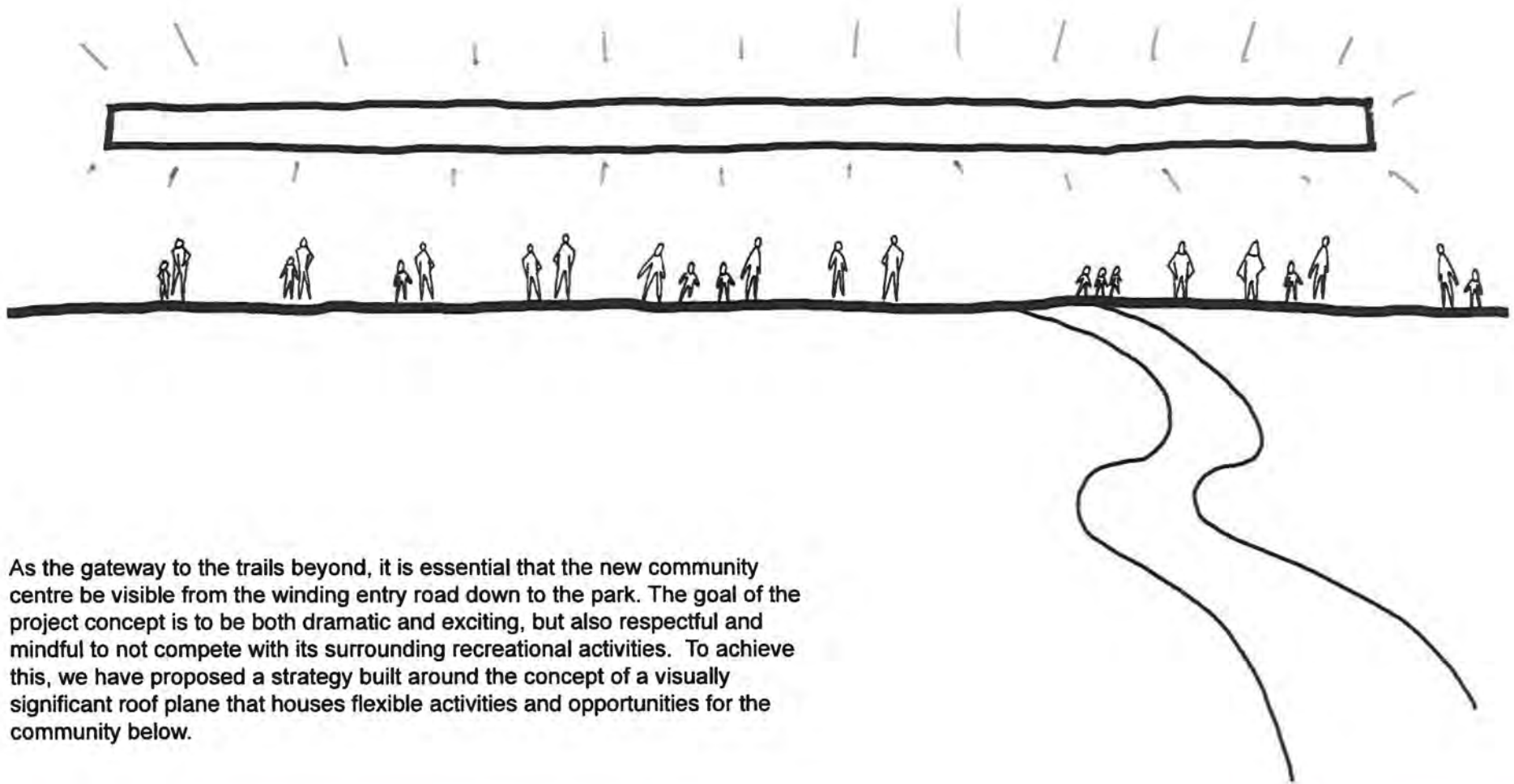
05 PROGRAM CONSOLIDATED / FLEXIBLE SPACES

2021 April 12 Open Session FINAL 274



06 BUILDING STUDY CONCEPT SKETCH

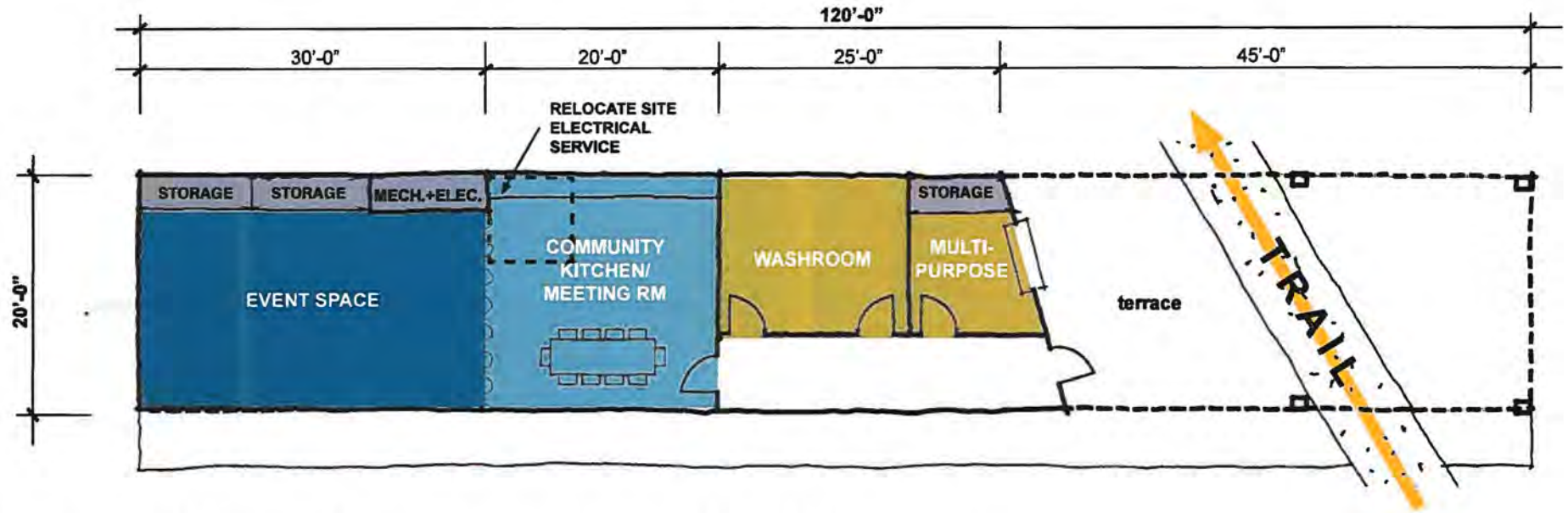
2021 April 12 Open Session FINAL_275



As the gateway to the trails beyond, it is essential that the new community centre be visible from the winding entry road down to the park. The goal of the project concept is to be both dramatic and exciting, but also respectful and mindful to not compete with its surrounding recreational activities. To achieve this, we have proposed a strategy built around the concept of a visually significant roof plane that houses flexible activities and opportunities for the community below.

06 BUILDING STUDY CONCEPT PLAN

2021 April 12 Open Session FINAL_276

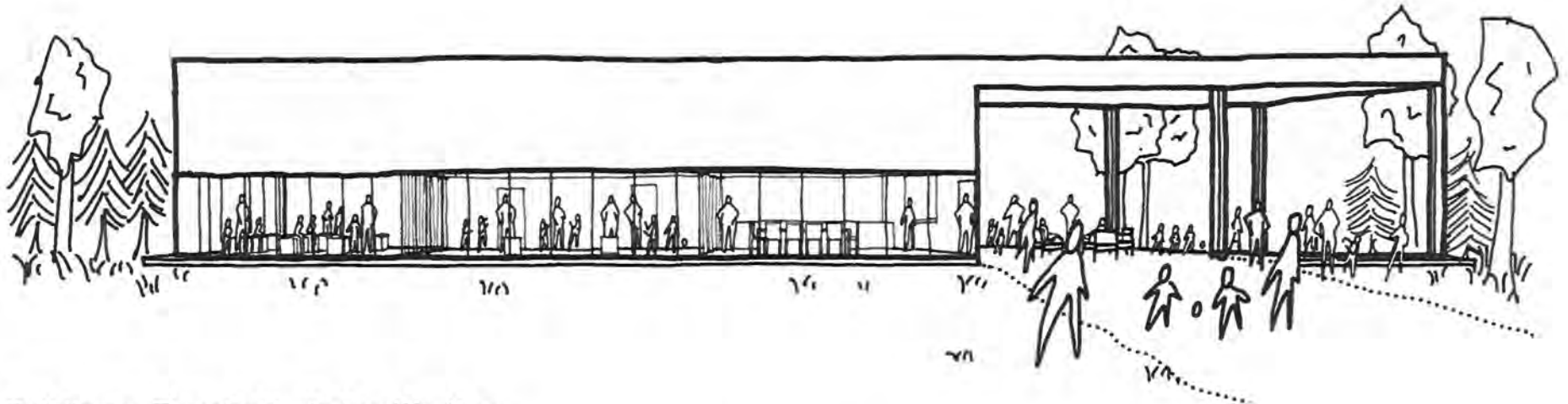


Articulation of Central Axis Threshold Through Program, Length & Landscape

On this site comprised of multiple recreational activities, the formation of the concept plan is intended to establish a spatial hierarchy between the central axis of the site running north – south and to provide programmatic support as a central hub. Through this lens, we believe the new trail head community pavilion will create flexible space both inside and out.

Although multiple layouts will be pursued in the subsequent design phases to come, the overall concept is to create an open event space beside a community kitchen/meeting room with a movable 'wall' between. A six-person washroom block accessible from the outside and inside will be of value to all the recreational uses as well as community events within. This modular building could be expanded to the south if need be.





Building as Threshold – In Any Weather

With the aim to create a threshold with a relatively small program, we propose the central axis program to be linear in form, communal, engaging and interactive and visually defined around a covered outdoor hub as the focal point – in any weather. The community centre will become a basecamp for all visitor experiences and interactions in the park.

As you can see in the Appendix, multiple variations can and will be investigated in subsequent design stages and by moving the program blocks along the linear axis, multiple forms and programmatic opportunities arise.

07 SUSTAINABILITY LANDSCAPE

STORMWATER

With the proposed site being located within the watershed for the Town's water supply, and given that there is no municipal infrastructure on or near the site, it will be imperative to manage both quality and quantity of runoff from impervious surfaces on the site, and there are a number of low-impact strategies that are suitable. The landscape design should promote storm water infiltration and natural filtration of contaminants from stormwater before it enters the watershed. There may also be an opportunity to collect and harvest roof water for re-use either in the building or for irrigating landscaped areas on the site.

Low-impact stormwater strategies can include bioswales, collection cisterns, and rain gardens, which use a special bioretention growing medium and carefully selected plants to promote infiltration and aid in the uptake of excess rainwater through root systems. The end result is reduced runoff quantities, improved water quality and improved ecological integrity.

- Bioswales can be introduced into the parking lot adjacent to the building, to manage storm water runoff and filter contaminants and sediments before discharging excess water into the adjacent landscape.
- Rain gardens around the building can absorb excess rainfall from rooftops and promote infiltration
- Use plant materials with extensive root systems (grasses and shrubs), to create landscaped slopes and prevent erosion, while encouraging uptake of storm water by evapotranspiration.

In addition to implementing sustainable stormwater features on the site, other landscape elements can contribute to the project's overall sustainability:

- Specify local and durable materials for landscape construction that contribute to overall sense of place while minimizing the overall carbon footprint of the project.
- Use native plants and species to increase the overall biodiversity of the park, contributing to a healthy ecosystem that balances human activity.



[above]
bioswale sketch and section

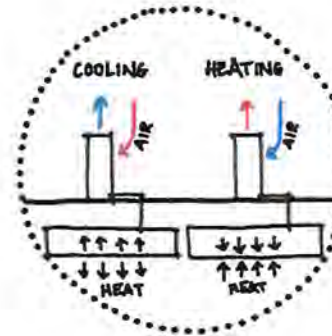
07 SUSTAINABILITY BUILDING

2021April12OpenSessionFINAL_279



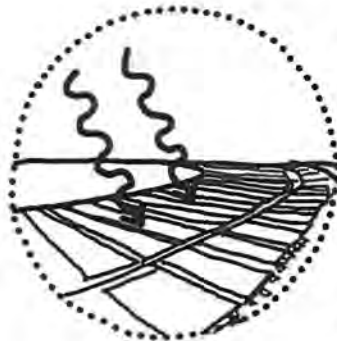
EARTH TUBES

Outside air drawn into earth tubes is conditioned by the surrounding earth before entering into the building, which is cooler in the summer and warmer in the winter, thus reducing energy loads on building systems.



GEO THERMAL

A ground source heat pump is a central heating and cooling system that transfers heat to and from the ground as an environmentally sustainable strategy for moderating the internal temperatures of a building throughout the year. This earth coupled energy system provides heating in the winter months by extracting heat from the ground and transferring it into the building. In the summer months the process is reversed and the system extracts heat from the building by transferring it into the ground.



SOLAR PANELS

The flat roof structure maximizes the area available for mounting solar panels. With uninterrupted southern exposure over the surface of the entire building, solar panels have the potential to substantially reduce the overall environmental footprint. Made visible from grade, these panels will contribute to the town's image of sustainability and can be used as visual learning tools to educate community members on sustainable practices.

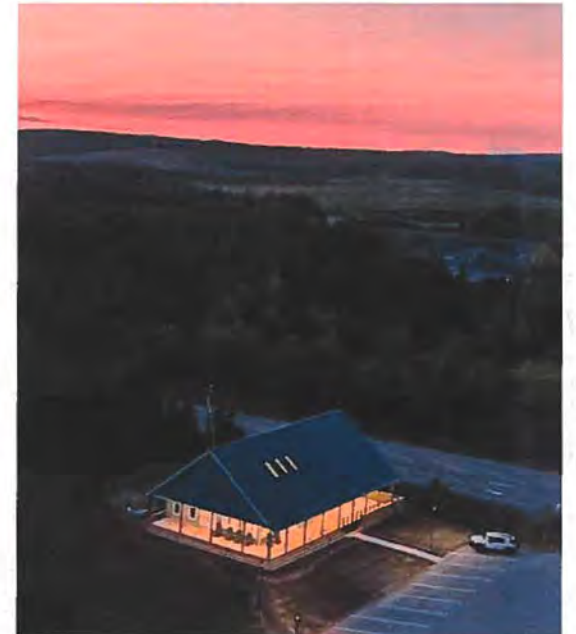
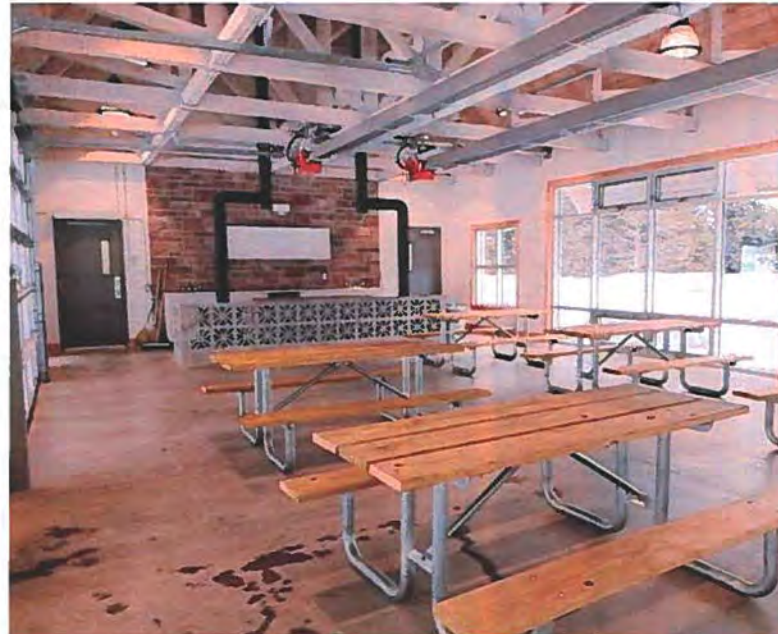
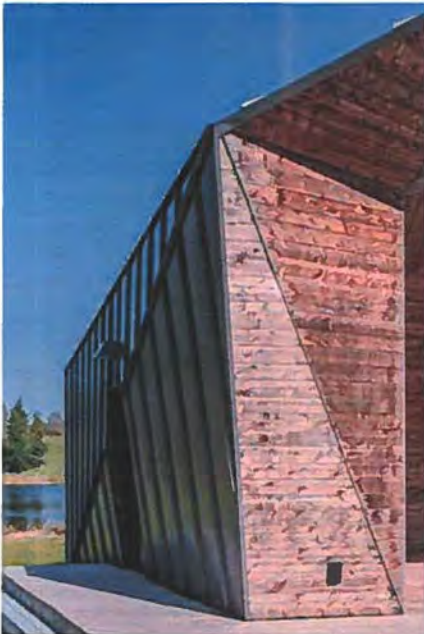


RAINWATER HARVESTING

Rainwater catchment is the collection of run-off rainwater from the buildings and impervious surfaces by directing it to a rainwater storage tank. This environmentally responsible system can replace a significant proportion of water needs with a relatively clean and free source of water. Similar to solar panels, this system will reinforce the building's investment in sustainability and act as an educational tool.

08 PRECEDENTS

2021April12OpenSessionFINAL_280





08 PRECEDENTS

2021April12OpenSessionFINAL_282





09 ORDER OF MAGNITUDE COST ESTIMATE

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Architecture

At this preliminary stage, we feel that a project of good quality and in keeping with the spirit of contemporary park pavilions that a cost per square foot magnitude of \$350 is a good starting point for this project.

Depending on design development, engineering and sustainable goals/targets set in the next phase, this number will be adjusted as more detail is created. Our current Covid times also make for an unknown factor, other than that prices appear to be continually moving upwards.

Landscape

The cost estimate for the landscape includes only the essential elements to ensure the architecture successful integrates into the immediately adjacent site conditions. This includes clearing and grubbing, grading, concrete walkways, a small entry plaza, returning disturbed areas to meadow grasses, and a modest entry sign. It is our understanding that Town staff would realize the overall vision through parking lot enhancements and planting.

To realize the full vision of the project as shown through the landscape diagrams, it would be in the best interest of the project to have full construction document drawings complete. With drawings in hand, the Town can assess what elements can be constructed by staff, and which require a landscape contractor.

Estimate of Probable Building Costs - Summary Prepared by: Acre Architects

Item no.	Item	
	Rothsay Wells Community Center (2400 SF)	
1	Meeting Room / Community Kitchen / Canteen, Event Space, Film Screening / Summer Camp, 6 Stall Gender Neutral Washrooms, Storage / Mechanical Electrical	\$840,000
	SUBTOTAL - (Excluding Contingency & HST)	\$840,000
	15% Contingency	\$126,000
	TOTAL (EXCLUDING HST)	\$966,000

Estimate of Probable Landscape Costs - Summary Prepared by: Brackish Design Studio Inc.

Item no.	Item	
2	Site Preparation	\$21,960
3	Hard Landscape	\$52,500
4	Soft Landscape	\$24,275
5	Signage	\$15,000
	SUBTOTAL - (Excluding Contingency & HST)	\$113,735
	30% Contingency	\$34,121
	Subtotal including Contingency (HST Excluded)	\$147,856
	TOTAL - ALL LANDSCAPE PHASES	\$147,856

Not included in the above estimates:

Interior & exterior furniture, fixtures & equipment (FF&E)
Site servicing (sewer, water, septic, well, electrical, municipal or other)
Demolition of existing buildings
Environmental remediation
Consulting fees
Background studies (Geotech, survey, environmental, archaeological, etc.)
Solar Panels

10 NEXT STEPS

Acre Architects have made one of our foundational pillars to be at the forefront of community-focused design in the Maritimes and to become a leader in designing for inclusivity. Although the brief of our study was to help define the program needed/wanted by the existing Wells/French Village community and to find an appropriate site for this program, together with Brackish Studio, we were very excited about the long-term opportunity to create a design strategy around this community infrastructure.

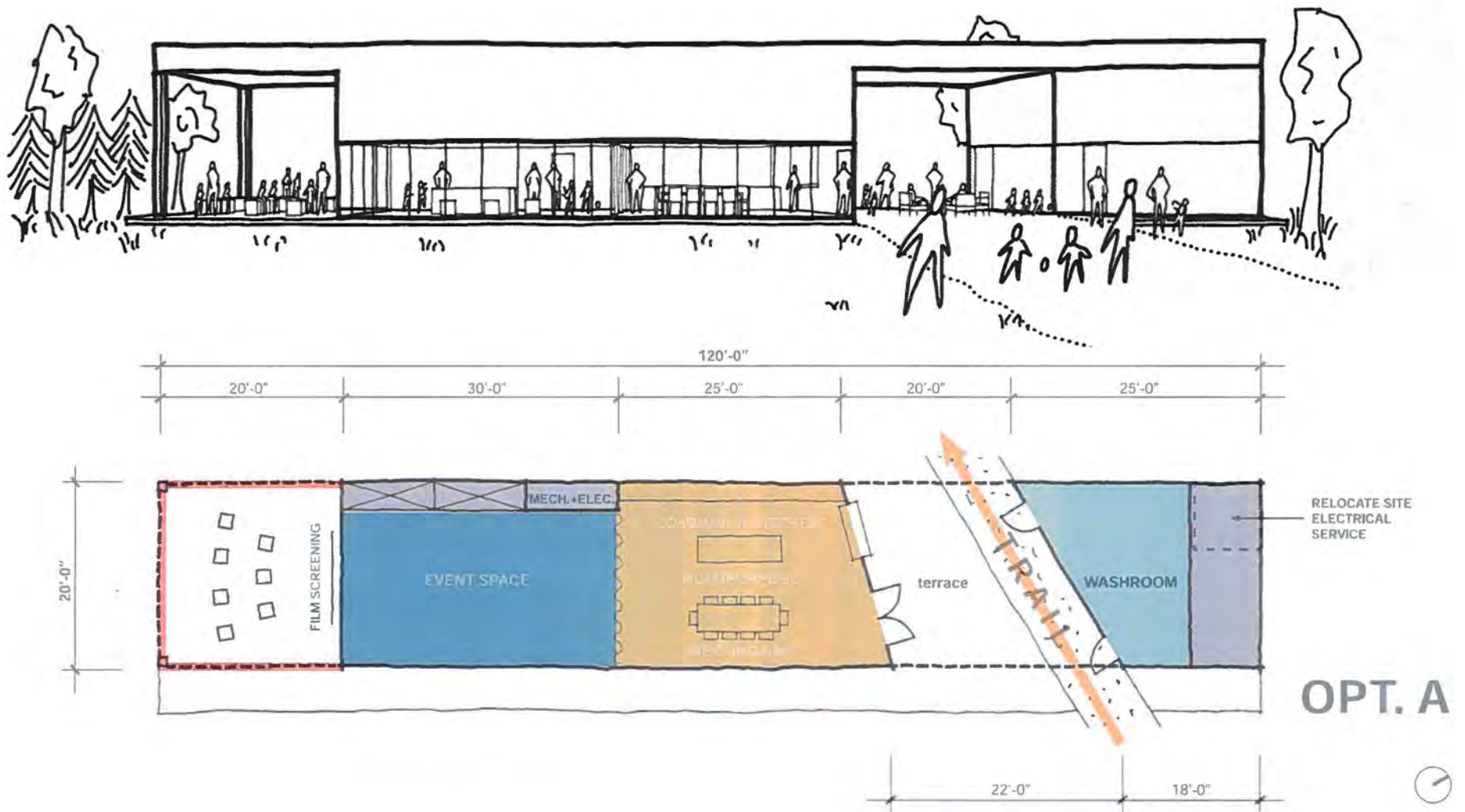
The public survey identified many uses desired and we heard the need to be able to house different uses at the Recreation Park in a sheltered environment. Once approved to proceed into a formal design project, our process would be to get initial feedback on the initial concept from a possible building committee, evaluate that feedback and generate a new design and engineering brief to be able to develop a building and landscape with. We would take into consideration additional program needs, appropriate building width, and accomodating additional storage. Our collective team would love to continue this development for Rothesay as we are grateful for the insight into the community we've now had and see the opportunities to transform outdoor recreation, health and ultimately regional tourism.

We believe design matters, and even the most basic and functional program spaces are opportunities of impact for many members of the community, and for the community itself.



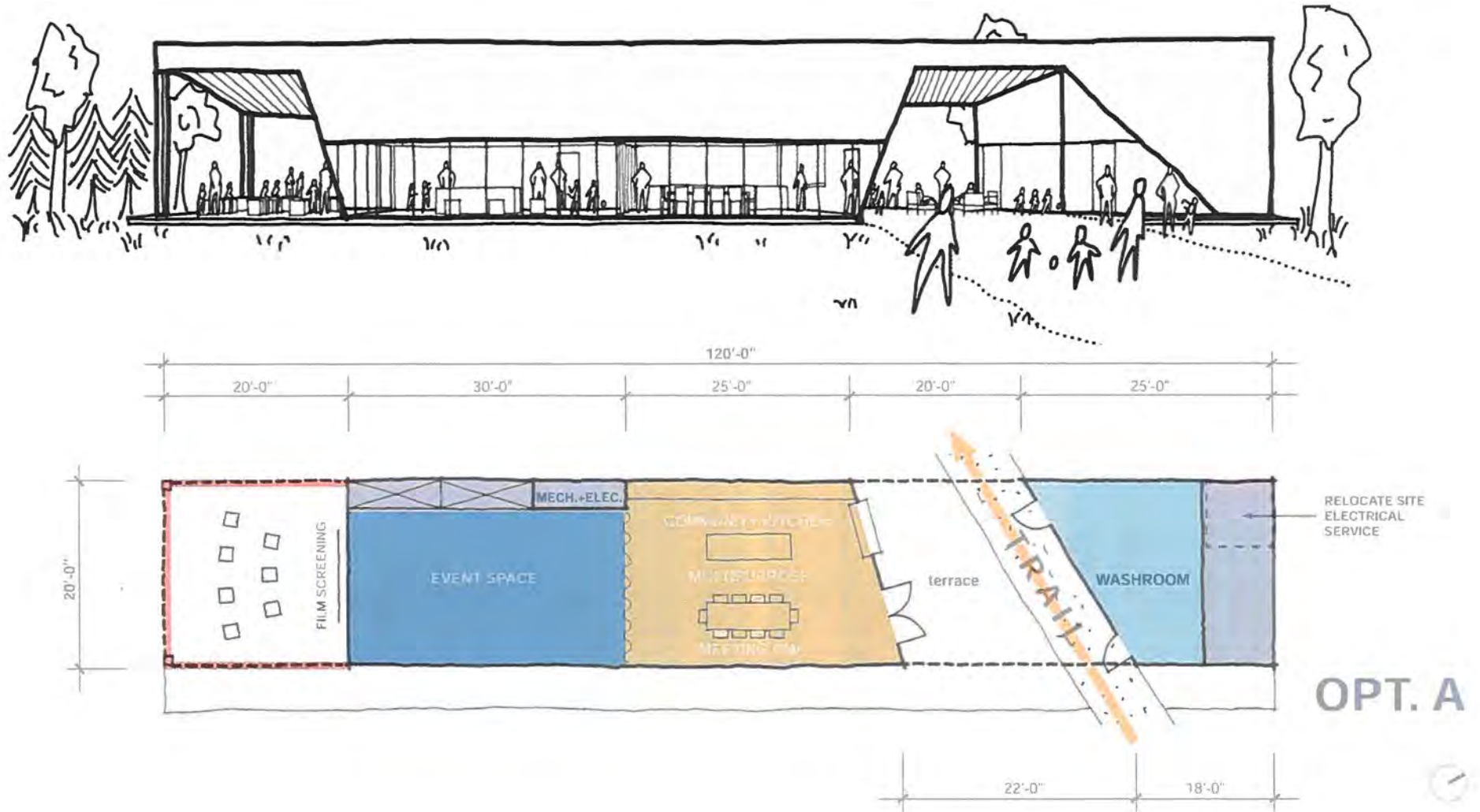
10 APPENDIX OPTION A

2021April12OpenSessionFINAL_286



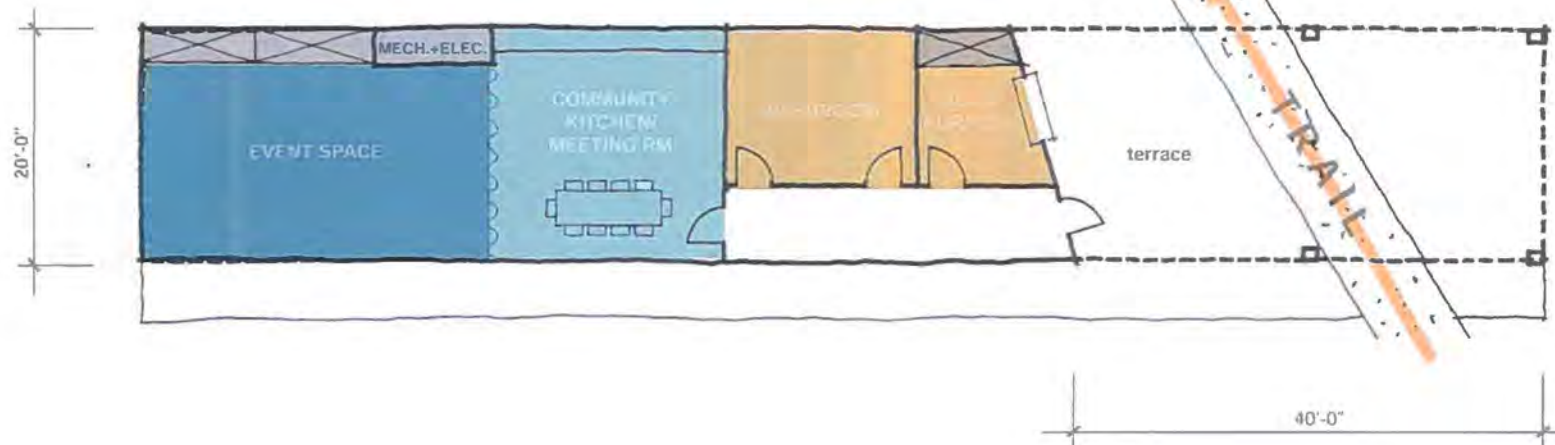
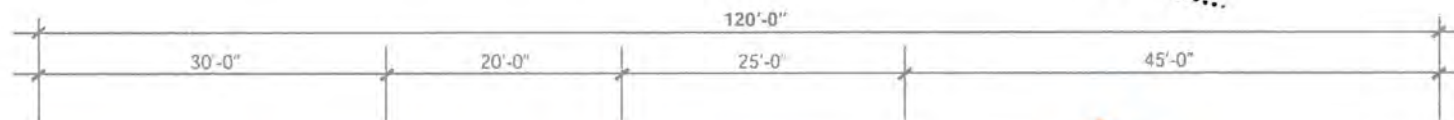
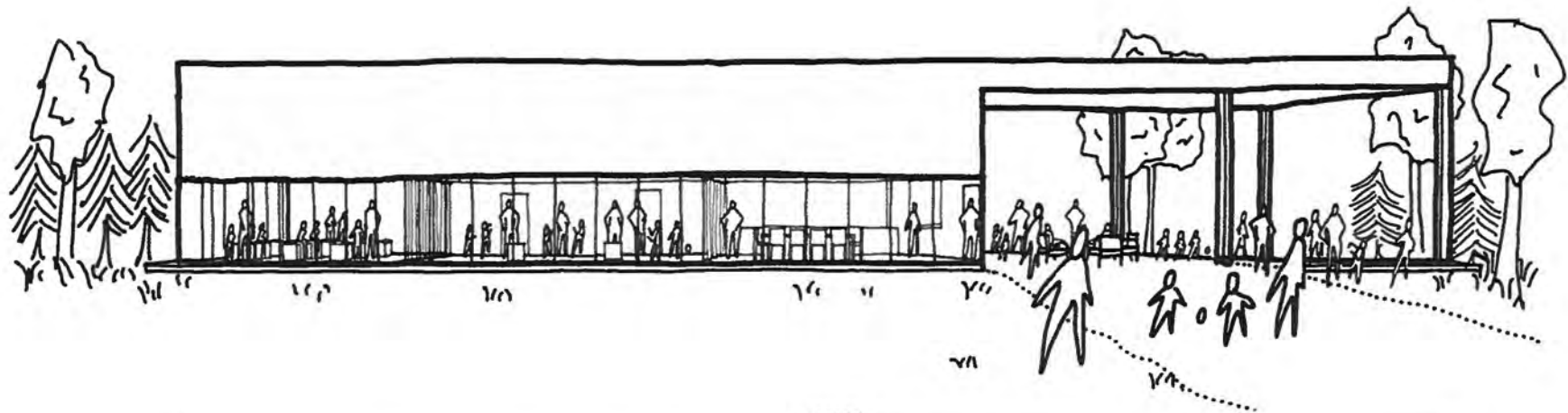
OPTION A.1

2021April12OpenSessionFINAL_287



OPTION B

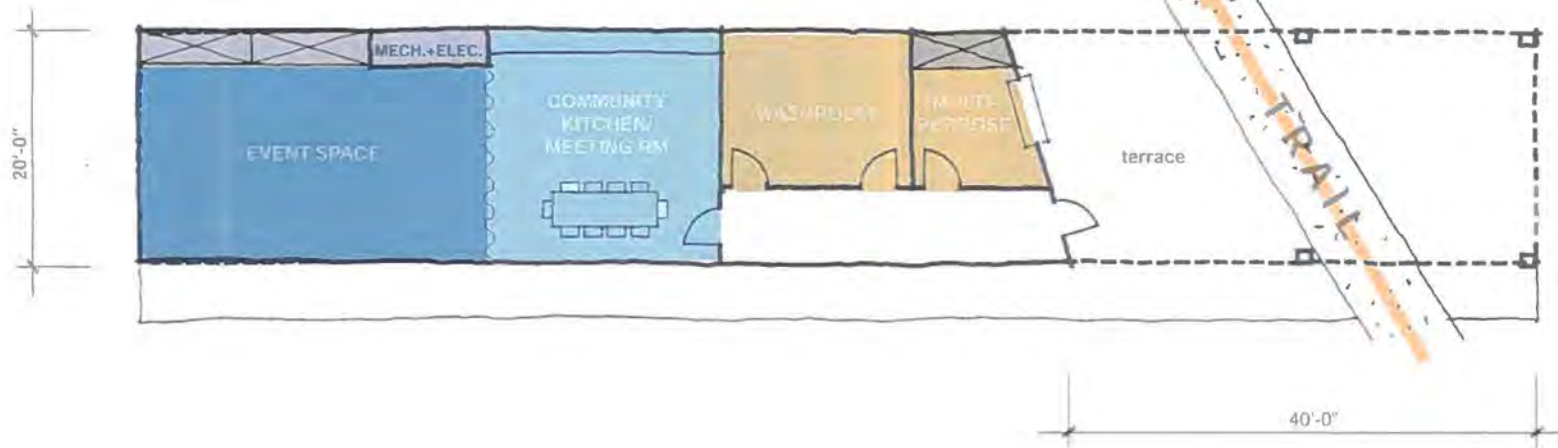
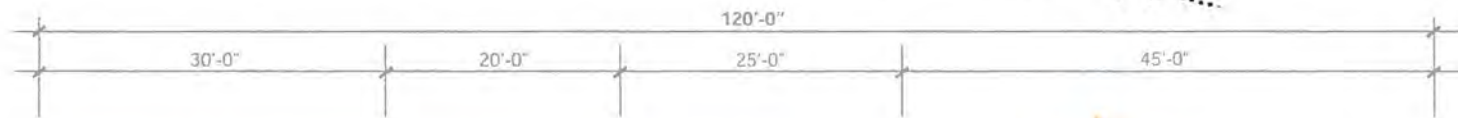
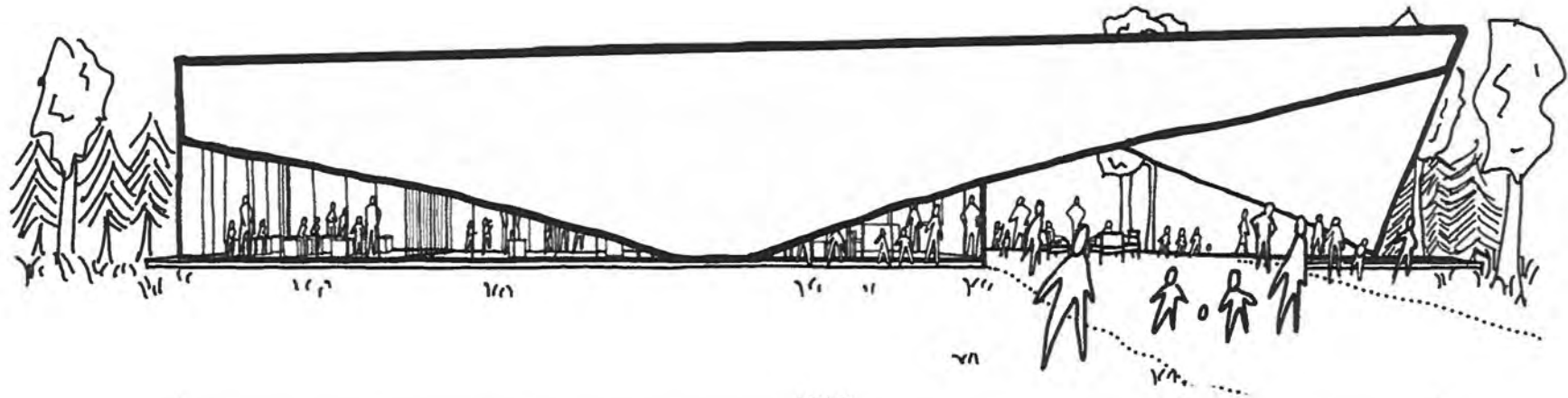
2021April12OpenSessionFINAL_288



OPT. B

OPTION B.1

2021April12OpenSessionFINAL_289



OPT. B



ACRE ARCHITECTS

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HALIFAX, NOVA SCOTIA
CANADA
B3J 2B9

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E info@brackish.ca
www.brackish.ca





ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	April 1, 2021
RE	:	Audited Financial Statements

The draft audited consolidated financial statements for the year-ended December 31, 2020 are enclosed for your consideration

The committee recommends the following motions to Council:

Council approves Rothesay's 2020 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay's 2021 financial statements at a fee to be negotiated.

DRAFT

ROTHESAY
CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2020

ROTHESAY
2021April12OpenSessionFINAL_293
DECEMBER 31, 2020

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Consolidated Statement of Operations	3
Consolidated Statement of Financial Position	4
Consolidated Statement of Changes in Net Debt	5
Consolidated Statement of Cash Flows	6
Notes to Consolidated Financial Statements	7 - 36

INDEPENDENT AUDITORS' REPORT

To Her Worship The Mayor and Members of Council
Rothesay, New Brunswick

Opinion

We have audited the consolidated financial statements of Rothesay, which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

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

(continues)

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (cont'd)

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

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

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

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB
April 12, 2021

ROTHESAY
2021April12OpenSessionFINAL_296
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2020

DRAFT

	<u>2020</u> Budget (Note 27)	<u>2020</u> Actual	<u>2019</u> Actual
REVENUE			
Property tax warrant	\$ 16,492,464	\$ 16,492,476	\$ 16,043,022
Unconditional grant	128,335	128,323	122,190
Conditional government transfers (Note 28)	1,936,500	2,624,401	1,940,058
Services other governments	60,000	83,288	83,288
Sale of services (Note 28)	410,300	343,963	451,280
Other own source (Note 28)	91,150	447,775	544,801
Water and sewer user fees	2,896,789	2,894,370	2,954,811
Sundry income	<u>212,272</u>	<u>381,202</u>	<u>495,135</u>
	<u>22,227,810</u>	<u>23,395,798</u>	<u>22,634,585</u>
EXPENDITURE (Note 28)			
General government services	2,077,733	1,940,236	2,061,090
Protective services	5,058,412	5,046,052	5,057,638
Transportation services	5,407,779	5,805,606	5,811,118
Environmental health services	658,000	674,617	633,909
Environmental development services	605,940	503,204	580,575
Recreation and cultural services	2,896,539	2,807,327	3,011,998
Water and sewer services	<u>3,276,864</u>	<u>3,533,292</u>	<u>3,435,557</u>
	<u>19,981,267</u>	<u>20,310,334</u>	<u>20,591,885</u>
ANNUAL SURPLUS FOR THE YEAR	\$ <u>2,246,543</u>	3,085,464	2,042,700
ACCUMULATED SURPLUS - BEGINNING OF YEAR		79,078,043	77,036,706
CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES (Note 2)		<u>(889)</u>	<u>(1,363)</u>
ACCUMULATED SURPLUS - END OF YEAR		\$ <u>82,162,618</u>	\$ <u>79,078,043</u>

ROTHESAY
2021April12OpenSessionFINAL_297
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020

DRAFT

	<u>2020</u>	<u>2019</u>
FINANCIAL ASSETS		
Cash and cash equivalents (Note 4)	\$ 8,238,448	\$ 8,012,036
Accounts receivable (Note 5)	2,213,963	2,109,326
Investments (Note 10)	<u>376,705</u>	<u>356,807</u>
	<u>\$ 10,829,116</u>	<u>\$ 10,478,169</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 9)	1,815,177	2,186,557
Deferred revenue (Note 8)	3,332,658	4,420,471
Long term debt (Note 11)	15,814,112	15,011,162
Accrued pension obligation (Note 16)	179,620	440,730
Accrued sick leave (Note 15)	290,006	305,268
Accrued retirement allowance (Note 16)	<u>992,800</u>	<u>914,763</u>
	<u>22,424,373</u>	<u>23,278,951</u>
NET DEBT	<u>(11,595,257)</u>	<u>(12,800,782)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 21)	154,359,864	149,179,306
Accumulated amortization (Note 21)	<u>(60,642,480)</u>	<u>(57,340,509)</u>
	93,717,384	91,838,797
Inventory	16,268	21,683
Prepaid expenses	22,044	15,693
Unamortized debenture costs	<u>2,179</u>	<u>2,652</u>
	<u>93,757,875</u>	<u>91,878,825</u>
ACCUMULATED SURPLUS	<u>\$ 82,162,618</u>	<u>\$ 79,078,043</u>
CONTINGENT LIABILITY (Note 17)		
COMMITMENT (Note 18)		

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHESAY
2021April12OpenSessionFINAL_298
CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT
AS AT DECEMBER 31, 2020

DRAFT

	<u>2020</u>	<u>2019</u>
Annual surplus	\$ 3,085,464	\$ 2,042,700
Acquisition of tangible capital assets	(6,618,579)	(6,882,556)
Proceeds on disposal of tangible capital assets	77,308	3,111
Amortization of tangible capital assets	4,523,157	4,379,961
Change in ownership of tangible capital assets	1,699	2,787
Loss on disposal of tangible capital assets	<u>137,828</u>	<u>192,791</u>
	1,206,877	(261,206)
Acquisition of inventories	(16,268)	(21,683)
Acquisition of prepaid assets	(22,044)	(15,693)
Acquisition of unamortized debenture costs	(2,179)	(2,652)
Consumption of inventories	21,683	29,642
Use of prepaid assets	15,693	54,698
Consumption of unamortized debenture costs	<u>2,652</u>	<u>3,125</u>
	1,206,414	(213,769)
Change in ownership of controlled entities	<u>(889)</u>	<u>(1,363)</u>
Increase (decrease) in net debt	1,205,525	(215,132)
Net debt - beginning of year	<u>(12,800,782)</u>	<u>(12,585,650)</u>
Net debt - end of year	<u>\$ (11,595,257)</u>	<u>\$ (12,800,782)</u>

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHESAY
2021April12OpenSessionFINAL_299
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2020

DRAFT

	<u>2020</u>	<u>2019</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 3,085,464	\$ 2,042,700
Loss on disposal of tangible capital assets	137,828	192,791
Amortization of tangible capital assets	4,523,157	4,379,961
Accounts receivable	(104,637)	(86,444)
Accounts payable and accrued liabilities	(371,380)	332,795
Deferred revenue	(1,087,813)	410,072
Accrued sick leave	(15,262)	(41,420)
Change in accrued pension obligation	(261,110)	(15,204)
Change in accrued retirement allowance	78,037	64,064
Change in inventory/prepaid expenses/unamortized debenture costs	<u>(463)</u>	<u>47,437</u>
	<u>5,983,821</u>	<u>7,326,752</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(6,618,579)	(6,882,556)
Change in ownership of capital assets	1,699	2,787
Proceeds on disposal of tangible capital assets	<u>77,308</u>	<u>3,111</u>
	<u>(6,539,572)</u>	<u>(6,876,658)</u>
FINANCING TRANSACTION		
Long term debt (net)	<u>802,950</u>	<u>(1,554,184)</u>
	<u>802,950</u>	<u>(1,554,184)</u>
INVESTING TRANSACTION		
Increase (decrease) in investments	<u>(19,898)</u>	<u>(32,657)</u>
CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES	<u>(889)</u>	<u>(1,363)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	226,412	(1,138,110)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>8,012,036</u>	<u>9,150,146</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 8,238,448</u>	<u>\$ 8,012,036</u>

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1. PURPOSE OF THE ORGANIZATION

Rothesay ("the Town") was incorporated as a town by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Rothesay is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The focus of Public Sector Accounting Standards ('PSAS') financial statements is on the financial position of the Town and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Town and its jointly controlled entities.

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

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or jointly controlled by the Town.

The entities included in the consolidated financial statements are as follows:

- Rothesay
- Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
- Kennebecasis Valley Fire Department Inc. (KVFD)
- Kennebecasis Public Library

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	<u>2020</u>	<u>2019</u>
Kennebecasis Regional Joint Board of Police Commissioners	40.14%	40.19%
Kennebecasis Valley Fire Department Inc.	40.74%	40.76%
Kennebecasis Public Library	38.99%	38.99%

Changes in ownership percentages have been accounted for as an adjustment to accumulated surplus (deficit).

Ownership percentages on any dissolution of the controlled entity may vary from the above depending upon the terms of the agreements.

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

Budget

The budget figures contained in these consolidated financial statements were approved by Council on December 9, 2019 and the Director of Community Finances on December 20, 2019.

Financial Instruments

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

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

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

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets; and
- post employment benefits liability.

Inventories

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

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

Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

Operating Reserves

The use of these funds is restricted to payment of operating expenses.

Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-75 years
Buildings and leasehold improvements	20-40 years
Vehicles	3-25 years
Machinery and equipment	3-20 years
Roads and streets	5-75 years
Storm sewer	25-60 years
Water and wastewater networks	30-60 years

Assets under construction are not amortized until the asset is available for productive use.

Segmented Information

The Town is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

Environmental Health Services

This department is responsible for the provision of waste collection and disposal.

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

Segmented Information (cont'd)

Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Recreation and Cultural Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including arena, parks and playgrounds and other recreational and cultural facilities.

Water and Sewer Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Town has documented a schedule of segmented disclosure in Note 23.

Post Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Town has a sick leave benefit as documented in Note 15 and a pension plan and retirement allowance as documented in Note 16.

3. FINANCIAL INSTRUMENTS

The Town is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Town's risk exposure and concentration as of December 31, 2020:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from its accounts receivable. The Town minimizes credit risk through ongoing credit management.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Town is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

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

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3. FINANCIAL INSTRUMENTS (cont'd)

Interest Rate Risk

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

4. CASH

	<u>2020</u>	<u>2019</u>
Unrestricted	\$ 1,787,299	\$ 511,561
Restricted - reserve funds (Note 25)	6,245,474	7,325,779
Restricted - controlled entities	<u>205,675</u>	<u>174,696</u>
	<u>\$ 8,238,448</u>	<u>\$ 8,012,036</u>

5. ACCOUNTS RECEIVABLE

	<u>2020</u>	<u>2019</u>
Due from the Federal Government and its agencies (Note 6)	\$ 432,404	\$ 458,006
Due from the Province of New Brunswick (Note 7)	618,250	520,188
Water and sewer	830,576	897,561
Arena	41,239	69,598
Due from developer	220,000	-
Other	<u>71,494</u>	<u>163,973</u>
	<u>\$ 2,213,963</u>	<u>\$ 2,109,326</u>

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2020</u>	<u>2019</u>
Canada Revenue Agency (HST refund)	\$ 409,559	\$ 360,860
RCMP Secondments	22,845	22,146
Small Communities Fund	<u>-</u>	<u>75,000</u>
	<u>\$ 432,404</u>	<u>\$ 458,006</u>

7. DUE FROM PROVINCE OF NEW BRUNSWICK

	<u>2020</u>	<u>2019</u>
NB EMO - Disaster Financial Assistance	\$ -	\$ 167,188
Department of Transportation and Infrastructure	503,250	278,000
Regional Development Corporation	115,000	-
Small Communities Fund	<u>-</u>	<u>75,000</u>
	<u>\$ 618,250</u>	<u>\$ 520,188</u>

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	<u>2020</u>	<u>2019</u>
Government transfers - Gas Tax	\$ 3,260,246	\$ 4,366,824
Deferred revenue - Quispamsis	57,731	37,631
Deferred revenue - K-Park Levy (Note 14)	<u>14,681</u>	<u>16,016</u>
	<u>\$ 3,332,658</u>	<u>\$ 4,420,471</u>

9. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2020</u>	<u>2019</u>
Accounts payable - trade	\$ 1,033,095	\$ 1,695,319
Bid deposits	132,210	160,822
Accrued interest	51,344	45,247
Accrued liabilities	178,679	254,884
Accounts payable - other	<u>419,849</u>	<u>30,285</u>
	<u>\$ 1,815,177</u>	<u>\$ 2,186,557</u>

10. INVESTMENTS

The investments represent the Town's proportionate share of the investments of the KRJBPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2020 was \$20,837 (2019 - (\$23,088)). The investments are restricted for future payment of retirement benefits.

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11. LONG TERM DEBT

(a) General Capital Fund

	Balance January 1, <u>2020</u>	Issued during <u>year</u>	Redeemed during <u>year</u>	Balance December 31, <u>2020</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77	408,000	-	127,000	281,000
BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08	2,571,000	-	186,000	2,385,000
BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08	1,215,000	-	243,000	972,000
B019 1.45% - 3.50%, due 2031, OIC # 13-08	1,756,000	-	222,000	1,534,000
BX18 0.90% - 2.95%, due 2040, OIC # 19-0020	-	1,000,000	-	1,000,000
BY23 0.50% - 1.80%, due 2030, OIC # 19-0020	<u>-</u>	<u>350,000</u>	<u>-</u>	<u>350,000</u>
	<u>\$ 5,950,000</u>	<u>\$ 1,350,000</u>	<u>\$ 778,000</u>	<u>\$ 6,522,000</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2021 - \$804,000; 2022 - \$784,000; 2023 - \$667,000; 2024 - \$682,000; 2025 - \$637,000

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11. LONG TERM DEBT (cont'd)

(b) Water and Sewer Capital Fund

	Balance January 1, 2020	Issued during year	Redeemed during year	Balance December 31, 2020
New Brunswick Municipal Financing Corporation				
Debentures:				
BF23 1.35% - 3.45%, due 2021, OIC # 00-18	\$ 1,125,000	\$ -	\$ 83,000	\$ 1,042,000
BG19 1.65 - 3.80%, due 2027, OIC # 11-0045	419,000	-	13,000	406,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	508,000	-	32,000	476,000
BL27 1.2% - 3.7%, due 2034, OIC # 11-0045	886,000	-	25,000	861,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-38	219,000	-	34,000	185,000
BP21 1.20% - 3.80%, due 2036, OIC # 18-0020	793,000	-	20,000	773,000
BR22 1.65% - 3.30%, due 2037, OIC # 15-0069	1,240,000	-	30,000	1,210,000
BU21 2.55% - 3.7%, due 2038, OIC # 15-0069, 96-006, 96-0072	1,311,000	-	78,000	1,233,000
BY24 0.50% - 2.60% due 2040, OIC # 19-0020	<u>-</u>	<u>750,000</u>	<u>-</u>	<u>750,000</u>
	<u>6,501,000</u>	<u>750,000</u>	<u>315,000</u>	<u>6,936,000</u>

Canada Mortgage and Housing Corporation

CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012	<u>2,232,589</u>	<u>-</u>	<u>149,041</u>	<u>2,083,548</u>
	<u>\$ 8,733,589</u>	<u>\$ 750,000</u>	<u>\$ 464,041</u>	<u>\$ 9,019,548</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt.

The Water and Sewer Capital Fund contains long term debt of \$477,782 (2019 - \$508,555) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

Principal payments required during the next five years for the Water and Sewer Capital Fund are as follows:

2021 - \$1,474,357; 2022 - \$446,808; 2023 - \$458,498; 2024 - \$474,435; 2025 - \$487,629

In 2021, debenture BF23 will mature with a final amount due of \$1,042,000, however it is expected that \$956,000 of this payment will be refinanced during that year for an additional ten years.

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11. LONG TERM DEBT (cont'd)

(c) Jointly Controlled Entity - KRJBPC (proportionate share)

	Balance January 1, <u>2020</u>	Issued during year	Redeemed during year	Balance December 31, <u>2020</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53	\$ 106,147	\$ -	\$ 19,643	\$ 86,504
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	<u>221,426</u>	<u>-</u>	<u>35,366</u>	<u>186,060</u>
	<u>\$ 327,573</u>	<u>\$ -</u>	<u>\$ 55,009</u>	<u>\$ 272,564</u>

Principal payments required during the next five years are as follows:

2021 - \$54,662; 2022 - \$56,270; 2023 - \$57,476; 2024 - \$58,682; 2025 - \$60,691

Total Long term debt:

	<u>2020</u>	<u>2019</u>
General Capital Fund	\$ 6,522,000	\$ 5,950,000
Water and Sewer Capital Fund	9,019,548	8,733,589
Jointly Controlled Entity - KRJPC	<u>272,564</u>	<u>327,573</u>
	<u>\$ 15,814,112</u>	<u>\$ 15,011,162</u>

12. LAND FOR PUBLIC PURPOSES

In accordance with the Community Planning Act, the Town has the authority to set aside up to 10% of any land subdivided, or up to 8% of the monetary value of such land, as a reserve. As well, any proceeds on the sale of public lands must be reserved. These funds can only be used for the purchase or development of public lands and are included in the Reserve Funds (Note 25).

13. SEWER OUTFALL RESERVE

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2020, the balance in this reserve was \$278,283 (2019 - \$259,062).

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14. DEFERRED REVENUE

In 2002, the Town issued a special warrant of assessment to the residents of Kennebecasis Park for local improvements made to the area. The assessment will be invoiced annually over a period of 30 years. A number of residents paid the entire levy amount in the first year, and as a result, the prepayment has been recorded as deferred revenue to be amortized over 29 years.

15. ACCRUED SICK LEAVE

Rothestay provides sick leave that accumulates at a rate of 18 hours per month. All employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSA 3255, was performed for each plan, the 43 employee plan for Rothestay and the 37 employee plan for KVFD. The actuarial method used was the Projected Unit Credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Town's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligations is 3.07% for Rothestay and 3.07% for KVFD;
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consist of:

	Estimated 2020	2019
Rothestay	\$ 6,600	\$ -
KRJBPC	6,141	6,149
KVFD	<u>277,264</u>	<u>299,119</u>
	<u>\$ 290,005</u>	<u>\$ 305,268</u>

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16. POST EMPLOYMENT BENEFITS PAYABLE

Retirement Allowance Program

Rothestay's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks. The employee must be 55 years of age to receive the benefit.

The accrued liability is based on an actuarial valuation as at December 31, 2019, which used a discount rate of 5.75% and an annual salary increase rate of 3%. The liability was determined using the projected unit credit method pro-rated on service to the date the maximum benefit is earned.

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks based on a minimum of ten years service. The employee must be of retirement age of 60.

The accrued liability is based on an actuarial valuation as at December 31, 2016, which used a discount rate of 3.3% and an annual salary increase rate of 3%.

KRJBPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months.

The accrued liability is based on an actuarial valuation as at July 31, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 3% for four years and 2% thereafter.

The consolidated unfunded liability consist of:

	<u>2020</u>	<u>2019</u>
Rothestay	\$ 448,222	\$ 408,322
KVFD	206,085	178,879
KRJBPC	<u>338,493</u>	<u>327,562</u>
Balance at end of year	<u>\$ 992,800</u>	<u>\$ 914,763</u>

KVFD and KRJBPC have internally restricted funds for their liabilities.

Pension Obligation

Employees of Rothestay, KVFD and KRJBPC participate in the New Brunswick Municipal Employees Pension Plan (NB MEPP). The NB MEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NB MEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NB MEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2018 and resulted in an overall NB MEPP accrued benefit obligation of \$125,249,500 based on the accounting basis.

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2019:

- the expected inflation rate is 2.10% (prior 2.25%);
- the discount rate used to determine the accrued benefit obligation is 5.75% (prior 5.50%);
- the expected rate of return on assets is 5.75% (prior 5.50%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARS�) is 14.0 years (prior 13.0 years).

The actuarial valuation prepared as at December 31, 2018 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$7,538,000, a change of \$7,581,100 from the December 31, 2017 surplus of \$43,100. Based on the assumptions as at December 31, 2018, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2018, the NB MEPP provides benefits for 258 retirees. Total benefits payments to retirees and terminating employees during 2020 are estimated to be approximately \$4,313,800 (actual 2019, \$5,759,400) in totality for the NB MEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 8.00%. Each municipality contributes an amount that equals their employees contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities and foreign equities. Combined employees and municipalities contributions for 2020 are estimated to be approximately \$6,940,000 (actual 2019, \$6,775,300) in totality for the NB MEPP.

The following summarizes the NB MEPP data as it relates to Rothesay:

- The average age of the 44 active employees covered by the NB MEPP is 47.5 (as at Dec 31, 2018);
- benefit payments were \$95,200 in 2018 and were estimated to be \$90,300 in 2019; and
- combined contributions were \$442,800 in 2019 and were estimated to be \$456,000 in 2020.

The following summarizes the NB MEPP data as it relates to KVFD:

- The average age of the 43 active employees covered by the NB MEPP is 42.9 (2019 - 42.1);
- benefit payments were \$531,700 in 2019 and were estimated to be \$529,600 in 2020; and
- combined contributions were \$690,800 in 2019 and were estimated to be \$711,000 in 2020.

The following summarizes the NB MEPP data as it relates to KRJBPC:

- The average age of the 42 active employees covered by the NB MEPP is 43.1 (2019 - 42.6);
- benefit payments were \$440,500 in 2019 and were estimated to be \$432,700 in 2020; and
- combined contributions were \$721,100 in 2019 and were estimated to be \$705,000 in 2020.

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

In addition to determining the position of the NB MEPP as it relates to Rothesay and the other controlled entities as at December 31, 2018 and December 31, 2019, NB MEPP's actuary performed an extrapolation of the December 31, 2019 accounting valuation to determine the estimated position as at December 31, 2020. The extrapolation assumes assumptions used as at December 31, 2020 remain unchanged from December 31, 2019. The extrapolation also assumes assets return 5.75%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	Estimated Jan 1, 2020 to Dec 31, 2020	Jan 1, 2019 to Dec 31, 2019
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 440,730	\$ 455,934
Change in ownership percentage	(321)	(531)
Adjustment to actual	(14,436)	(33,729)
Pension expense for the year	267,978	511,651
Employer contributions	<u>(514,331)</u>	<u>(492,595)</u>
Accrued benefit liability at end of period	<u>\$ 179,620</u>	<u>\$ 440,730</u>

In summary, the consolidated accrued benefit liability is estimated to be \$179,620 as at December 31, 2020. The December 31, 2019 liability was estimated in the prior year. The actual liability was calculated to be \$426,294. The difference of \$14,436 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	Estimated Jan 1, 2020 to Dec 31, 2020	Jan 1, 2019 to Dec 31, 2019
Rothesay	\$ (4,900)	\$ 78,100
KVFD	59,317	193,980
KRJBPC	<u>125,203</u>	<u>168,650</u>
	<u>\$ 179,620</u>	<u>\$ 440,730</u>

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

	Estimated Jan 1, 2020 to Dec 31, 2020	Jan 1, 2019 to Dec 31, 2019
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 19,483,276	\$ 18,161,671
Plan assets	<u>(19,300,912)</u>	<u>(17,732,492)</u>
Plan deficit	182,364	429,179
Unamortized experience losses	<u>(2,744)</u>	<u>(2,885)</u>
Accrued benefit liability at end of period	<u>\$ 179,620</u>	<u>\$ 426,294</u>

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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

	Estimated Jan 1, 2020 to Dec 31, 2020	Jan 1, 2019 to Dec 31, 2019
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 18,161,671	\$ 17,270,912
Change in ownership	(10,472)	(13,571)
Current service cost	764,944	797,427
Benefits payments	(484,653)	(488,974)
Interest for period	1,051,787	957,660
Experience loss during period	<u>-</u>	<u>(361,783)</u>
Accrued benefit obligation at end of period	<u><u>\$ 19,483,277</u></u>	<u><u>\$ 18,161,671</u></u>

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

	Estimated Jan 1, 2020 to Dec 31, 2020	Jan 1, 2019 to Dec 31, 2019
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 17,732,492	\$ 15,300,307
Change in ownership	(10,213)	(12,126)
Employer contributions	514,331	499,605
Employee contributions	514,331	514,601
Benefit payments	(484,653)	(488,974)
Return on plan assets during period	<u>1,034,624</u>	<u>1,919,079</u>
Plan assets at end of period	<u><u>\$ 19,300,912</u></u>	<u><u>\$ 17,732,492</u></u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2020 to Dec 31, 2020	Actual Jan 1, 2019 to Dec 31, 2019
Pension Expense		
Employer current service cost	\$ 250,613	\$ 282,826
Interest on accrued benefit obligation	1,051,787	957,660
Expected return on assets	(1,034,624)	(855,389)
Amortization of unrecognized balances		
Experience loss	<u>202</u>	<u>119,029</u>
Pension expense	<u><u>\$ 267,978</u></u>	<u><u>\$ 504,126</u></u>

The pension expense is included in the statement of operations.

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17. CONTINGENT LIABILITY

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2020 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect.

18. COMMITMENTSolid Waste Collection, Transportation and Recycling Services

The Town has a three year contract for solid waste services. The contract expires on December 31, 2023. The minimum annual commitment for the next three years are as follows:

2021	568,399
2022	568,399
2023	568,399

Snow Clearing Contract

In 2017, the Town entered into a contract for snow clearing services from November 2017 to April, 2021. The minimum annual commitment for the next two years are as follows:

2020	\$410,000
2021	\$285,000

19. SHORT TERM BORROWINGOperating Borrowing

As prescribed in the Local Governance Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Water and Sewer Fund operations is limited to 50% of the operating budget for the year. In 2020, the Town has complied with these restrictions.

Capital Funds

At December 31, 2020, there were short-term funds totaling \$510,000 (2019 - \$210,000) borrowed from other funds and no short-term funds (2019 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2020, there were short-term funds totaling \$850,000 (2019 - \$400,000) borrowed from other funds and no short-term funds (2019 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Water and Sewer Capital Fund.

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19. SHORT TERM BORROWING (cont'd)

Inter-fund Borrowing

The Local Governance Act requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and council is given a summary at year end to be fully informed of these transactions.

20. UTILITY FUND SURPLUS

The Local Governance Act requires Utility Fund surplus amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the surplus at the end of the year consists of:

	<u>2020</u>	<u>2019</u>
2020 Surplus	\$ 48,220	\$ -
2019 Surplus	34,573	34,573
2018 Surplus	<u>-</u>	<u>80,211</u>
	<u><u>\$ 82,793</u></u>	<u><u>\$ 114,784</u></u>

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21. SCHEDULE OF TANGIBLE CAPITAL ASSETS

			Buildings and Leasehold Improvements		Machinery and Equipment	Roads and Streets	Infrastructure Storm Sewer	Water	Sewer	Subtotal	Assets Under Construction	2020 Total	2019 Total
	Land	Land Improvements		Vehicles									
COST													
Balance - beginning of year	\$ 4,869,751	\$ 8,536,649	\$ 11,307,912	\$ 5,662,553	\$ 4,551,459	\$ 42,238,179	\$ 20,247,321	\$ 27,712,961	\$ 24,052,521	\$ 149,179,306	\$ -	\$ 149,179,306	\$ 143,577,772
Change in ownership	(111)	(28)	(1,665)	(1,069)	(530)	-	-	-	-	(3,403)	-	(3,403)	(5,907)
Add: Net additions during the year	-	225,000	238,846	456,120	528,720	1,902,184	621,708	43,332	43,332	4,059,242	2,559,337	6,618,579	6,882,556
Less: Disposals during the year	-	(49,506)	-	(424,490)	(22,598)	(926,915)	(11,109)	-	-	(1,434,618)	-	(1,434,618)	(1,275,115)
Balance - end of year	<u>4,869,640</u>	<u>8,712,115</u>	<u>11,545,093</u>	<u>5,693,114</u>	<u>5,057,051</u>	<u>43,213,448</u>	<u>20,857,920</u>	<u>27,756,293</u>	<u>24,095,853</u>	<u>151,800,527</u>	<u>2,559,337</u>	<u>154,359,864</u>	<u>149,179,306</u>
ACCUMULATED AMORTIZATION													
Balance - beginning of year	-	3,875,308	4,468,757	2,916,782	2,013,148	20,722,219	7,115,515	7,671,922	8,556,858	57,340,509	-	57,340,509	54,042,881
Change in ownership	-	(21)	(772)	(575)	(336)	-	-	-	-	(1,704)	-	(1,704)	(3,120)
Add: Amortization during the year	-	449,970	343,995	505,271	405,810	1,502,680	365,104	551,987	398,340	4,523,157	-	4,523,157	4,379,961
Less: Accumulated amortization on disposals	-	(36,434)	-	(424,988)	(22,581)	(727,981)	(7,498)	-	-	(1,219,482)	-	(1,219,482)	(1,079,213)
Balance - end of year	<u>-</u>	<u>4,288,823</u>	<u>4,811,980</u>	<u>2,996,490</u>	<u>2,396,041</u>	<u>21,496,918</u>	<u>7,473,121</u>	<u>8,223,909</u>	<u>8,955,198</u>	<u>60,642,480</u>	<u>-</u>	<u>60,642,480</u>	<u>57,340,509</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 4,869,640</u>	<u>\$ 4,423,292</u>	<u>\$ 6,733,113</u>	<u>\$ 2,696,624</u>	<u>\$ 2,661,010</u>	<u>\$ 21,716,530</u>	<u>\$ 13,384,799</u>	<u>\$ 19,532,384</u>	<u>\$ 15,140,655</u>	<u>\$ 91,158,047</u>	<u>\$ 2,559,337</u>	<u>\$ 93,717,384</u>	<u>\$ 91,838,797</u>
Consists of:													
General Fund Assets	\$ 4,515,621	\$ 4,369,691	\$ 2,962,484	\$ 1,712,146	\$ 1,830,538	\$ 21,515,586	\$ 13,384,799	\$ -	\$ -	\$ 50,290,865	\$ 1,035,502	\$ 51,326,367	\$ 50,351,739
Utility Fund Assets	119,971	-	1,228,072	82,661	581,175	200,944	-	19,532,384	15,140,655	36,885,862	1,523,835	38,409,697	37,690,860
Controlled Entities	<u>234,048</u>	<u>53,601</u>	<u>2,542,557</u>	<u>901,817</u>	<u>249,297</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,981,320</u>	<u>-</u>	<u>3,981,320</u>	<u>3,796,198</u>
	<u>\$ 4,869,640</u>	<u>\$ 4,423,292</u>	<u>\$ 6,733,113</u>	<u>\$ 2,696,624</u>	<u>\$ 2,661,010</u>	<u>\$ 21,716,530</u>	<u>\$ 13,384,799</u>	<u>\$ 19,532,384</u>	<u>\$ 15,140,655</u>	<u>\$ 91,158,047</u>	<u>\$ 2,559,337</u>	<u>\$ 93,717,384</u>	<u>\$ 91,838,797</u>

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22. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Assets Under Construction</u>	<u>2020 Total</u>	<u>2019 Total</u>
COST								
Balance - beginning of year	\$ 234,159	\$ 120,153	\$ 3,861,646	\$ 1,675,979	\$ 765,987	\$ -	\$ 6,657,924	\$ 6,351,646
Change in ownership	(111)	(28)	(1,665)	(1,069)	(530)	-	(3,403)	(5,907)
Add: Net additions during the year	-	-	238,846	220,648	46,766	-	506,260	369,057
Less: Disposals during the year	-	-	-	(178,034)	(22,598)	-	(200,632)	(56,872)
Balance - end of year	<u>234,048</u>	<u>120,125</u>	<u>4,098,827</u>	<u>1,717,524</u>	<u>789,625</u>	<u>-</u>	<u>6,960,149</u>	<u>6,657,924</u>
ACCUMULATED AMORTIZATION								
Balance - beginning of year	-	58,976	1,414,297	882,318	506,135	-	2,861,726	2,613,893
Change in ownership	-	(21)	(772)	(575)	(336)	-	(1,704)	(3,120)
Add: Amortization during the year	-	7,569	142,745	112,496	57,110	-	319,920	305,414
Less: Accumulated amortization on disposals	-	-	-	(178,532)	(22,581)	-	(201,113)	(54,461)
Balance - end of year	<u>-</u>	<u>66,524</u>	<u>1,556,270</u>	<u>815,707</u>	<u>540,328</u>	<u>-</u>	<u>2,978,829</u>	<u>2,861,726</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 234,048</u>	<u>\$ 53,601</u>	<u>\$ 2,542,557</u>	<u>\$ 901,817</u>	<u>\$ 249,297</u>	<u>\$ -</u>	<u>\$ 3,981,320</u>	<u>\$ 3,796,198</u>

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23. SCHEDULE OF SEGMENT DISCLOSURE

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Recreation and Culture</u>	<u>Water and Sewer</u>	<u>2020 Consolidated</u>	<u>2019 Consolidated</u>
REVENUE									
Property tax warrant	\$ 1,907,326	\$ 4,960,463	\$ 5,707,134	\$ 663,174	\$ 494,669	\$ 2,759,710	\$ -	\$ 16,492,476	\$ 16,043,022
Sale of service	89,118	-	5,333	-	-	249,512	-	343,963	451,280
Services provided to other governments	-	-	83,288	-	-	-	-	83,288	83,288
Other own source	71,137	-	-	-	156,638	-	220,000	447,775	544,801
Unconditional grant	14,840	38,597	44,405	5,160	3,849	21,472	-	128,323	122,190
Conditional government transfers	68,072	-	1,333,250	-	-	500,000	723,079	2,624,401	1,940,058
Water and sewer user fees	-	-	-	-	-	-	2,894,370	2,894,370	2,954,811
Sundry and interest	<u>115,957</u>	<u>148,316</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,782</u>	<u>111,147</u>	<u>381,202</u>	<u>495,135</u>
	<u>2,266,450</u>	<u>5,147,376</u>	<u>7,173,410</u>	<u>668,334</u>	<u>655,156</u>	<u>3,536,476</u>	<u>3,948,596</u>	<u>23,395,798</u>	<u>22,634,585</u>
EXPENDITURE									
Salaries and benefits	996,968	4,243,169	956,539	-	276,489	320,674	513,658	7,307,497	7,419,630
Goods and services	836,536	565,523	2,213,956	674,618	226,715	1,689,127	1,564,966	7,771,441	8,039,639
Interest	3,164	8,555	75,635	-	-	109,379	324,836	521,569	514,309
Other	33,797	(768)	153,640	-	-	-	-	186,669	238,346
Amortization	<u>69,771</u>	<u>229,573</u>	<u>2,405,836</u>	<u>-</u>	<u>-</u>	<u>688,147</u>	<u>1,129,831</u>	<u>4,523,158</u>	<u>4,379,961</u>
	<u>1,940,236</u>	<u>5,046,052</u>	<u>5,805,606</u>	<u>674,618</u>	<u>503,204</u>	<u>2,807,327</u>	<u>3,533,291</u>	<u>20,310,334</u>	<u>20,591,885</u>
Surplus for the year	\$ <u>326,214</u>	\$ <u>101,324</u>	\$ <u>1,367,804</u>	\$ <u>(6,284)</u>	\$ <u>151,952</u>	\$ <u>729,149</u>	\$ <u>415,305</u>	\$ <u>3,085,464</u>	\$ <u>2,042,700</u>

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24. RECONCILIATION OF ANNUAL SURPLUS

	<u>General Operating Fund</u>	<u>General Capital Fund</u>	<u>Utility Operating Fund</u>	<u>Utility Capital Fund</u>	<u>General Operating Reserve Fund</u>	<u>General Capital Reserve Fund</u>	<u>Utility Operating Reserve Fund</u>	<u>Utility Capital Reserve Fund</u>	<u>Jointly Controlled Entities</u>	<u>Total</u>
2020 annual surplus (deficit)	\$ <u>5,946,880</u>	\$ <u>(3,027,855)</u>	\$ <u>1,025,817</u>	\$ <u>(1,540,645)</u>	\$ <u>(712)</u>	\$ <u>82,102</u>	\$ <u>1,055</u>	\$ <u>12,296</u>	\$ <u>586,526</u>	\$ <u>3,085,464</u>
Adjustments to annual surplus (deficit) for funding requirements										
Second previous year's surplus	99,250	-	80,211	-	-	-	-	-	(27,290)	152,171
Transfers between funds										
Transfer elimination	(803,422)	-	-	-	-	803,422	-	-	-	-
Transfer elimination	-	1,350,000	-	560,000	-	(1,910,000)	-	-	-	-
Transfer elimination	117,000	-	-	-	(117,000)	-	-	-	-	-
Transfer elimination	-	189,708	-	-	-	(189,708)	-	-	-	-
Transfer elimination	(6,218)	-	-	-	6,218	-	-	-	-	-
Transfer elimination	-	-	(97,725)	-	-	-	-	97,725	-	-
Transfer elimination	-	-	(5,686)	-	-	-	-	5,686	-	-
Transfer elimination	-	-	(10,918)	-	-	-	-	10,918	-	-
Transfer elimination	-	-	189,571	-	-	-	-	(189,571)	-	-
Transfer elimination	(225,000)	-	-	-	-	225,000	-	-	-	-
Transfer elimination	35,000	-	-	-	-	(35,000)	-	-	-	-
Transfer elimination	(3,161,980)	3,161,980	(649,914)	649,914	-	-	-	-	-	-
Long term debt principal repayment	(778,000)	778,000	(483,136)	483,136	-	-	-	-	-	-
Provision for retirement allowance	-	-	-	-	-	-	-	-	(2,788)	(2,788)
Provision for pension liability	(83,000)	-	-	-	-	-	-	-	(177,675)	(260,675)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	(21,704)	(21,704)
Accumulated amortization on disposal of capital assets	-	(1,018,369)	-	-	-	-	-	-	(201,022)	(1,219,391)
Deferred Gas tax revenue	(1,087,836)	-	-	-	-	-	-	-	-	(1,087,836)
Unrealized gain on investments	-	-	-	-	-	-	-	-	(20,837)	(20,837)
Amortization expense	-	<u>3,073,406</u>	-	<u>1,129,831</u>	-	-	-	-	<u>319,920</u>	<u>4,523,157</u>
Total adjustments to 2020 annual surplus (deficit)	<u>(5,894,206)</u>	<u>7,534,725</u>	<u>(977,597)</u>	<u>2,822,881</u>	<u>(110,782)</u>	<u>(1,106,286)</u>	<u>-</u>	<u>(75,242)</u>	<u>(131,396)</u>	<u>2,062,097</u>
2020 annual surplus (deficit) for funding requirements	\$ <u>52,674</u>	\$ <u>4,506,870</u>	\$ <u>48,220</u>	\$ <u>1,282,236</u>	\$ <u>(111,494)</u>	\$ <u>(1,024,184)</u>	\$ <u>1,055</u>	\$ <u>(62,946)</u>	\$ <u>455,130</u>	\$ <u>5,147,561</u>

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25. STATEMENT OF RESERVES

	<u>General Operating Reserve</u>	<u>General Capital Reserve</u>	<u>Utility Operating Reserve</u>	<u>Utility Capital Reserve</u>	<u>Land for Public Purpose</u>	<u>2020 Total</u>	<u>2019 Total</u>
ASSETS							
Cash and short term investments	\$ 450,833	\$ 4,534,475	\$ -	\$ 1,260,166	\$ -	\$ 6,245,474	\$ 7,325,779
Accounts receivable from other funds	-	-	-	-	-	-	93
Due from (to) other funds	-	(144,839)	105,730	(105,730)	144,839	-	117,172
	<u>\$ 450,833</u>	<u>\$ 4,389,636</u>	<u>\$ 105,730</u>	<u>\$ 1,154,436</u>	<u>\$ 144,839</u>	<u>\$ 6,245,474</u>	<u>\$ 7,443,044</u>
ACCUMULATED SURPLUS	<u>\$ 450,833</u>	<u>\$ 4,389,637</u>	<u>\$ 105,730</u>	<u>\$ 1,154,434</u>	<u>\$ 144,840</u>	<u>\$ 6,245,474</u>	<u>\$ 7,443,044</u>
REVENUE							
Other government transfers	\$ -	\$ 803,422	\$ -	\$ -	\$ -	\$ 803,422	\$ 1,693,497
Transfers from Operating Funds	-	225,000	-	114,329	6,218	345,547	210,433
Interest	<u>5,506</u>	<u>74,859</u>	<u>1,055</u>	<u>12,294</u>	<u>1,026</u>	<u>94,740</u>	<u>169,489</u>
	<u>5,506</u>	<u>1,103,281</u>	<u>1,055</u>	<u>126,623</u>	<u>7,244</u>	<u>1,243,709</u>	<u>2,073,419</u>
EXPENDITURES							
Transfers to General Operating Fund	117,000	224,708	-	-	-	341,708	488,000
Transfer to General Capital Fund	-	1,350,000	-	-	-	1,350,000	1,300,000
Transfers to Water and Sewer Operating Fund	<u>-</u>	<u>560,000</u>	<u>-</u>	<u>189,571</u>	<u>-</u>	<u>749,571</u>	<u>-</u>
	<u>117,000</u>	<u>2,134,708</u>	<u>-</u>	<u>189,571</u>	<u>-</u>	<u>2,441,279</u>	<u>1,788,000</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ (111,494)</u>	<u>\$ (1,031,427)</u>	<u>\$ 1,055</u>	<u>\$ (62,948)</u>	<u>\$ 7,244</u>	<u>\$ (1,197,570)</u>	<u>\$ 285,419</u>

Included in the General Capital Reserve Fund is \$3,260,246 of gas tax funds to be used for capital projects that meet the criteria of the Agreement on the Gas Tax Fund with Local Governments.

<u>Name of Investment</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Date of Maturity</u>
Cashable GIC	3,660,000	0.65%	June 18, 2021
Cashable GIC	1,250,000	0.65%	June 18, 2021
Cashable GIC	860,000	0.65%	June 18, 2021
Cashable GIC	450,000	0.65%	June 18, 2021

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25. STATEMENT OF RESERVES (cont'd)

Council Resolutions regarding transfers to and from reserves:

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$117,000.00 be transferred from the General Operating Reserve Fund to the General Operating Fund to cover operating costs.

CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$35,000.00 be transferred from the General Capital Reserve Fund (Town Hall) to the General Operating Fund to cover the costs of Capital projects.

CARRIED

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$189,708.18 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.

CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea Gas Tax Funding in the amount of \$803,422.00 for the year 2020, be transferred to the General Capital Reserve Fund (Gas Tax).

CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$1,350,000.00 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

CARRIED.

MOVED by Council. Brenan and seconded by Deputy Mayor Alexander the sum of \$6,217.56 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

CARRIED.

MOVED by Council. Brenan and seconded by Deputy Mayor Alexander the sum of \$225,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects

CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea \$97,725.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$560,000.00 be transferred from the General Capital Reserve (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

CARRIED.

MOVED by Council. Brenan and seconded by Deputy Mayor Alexander \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

CARRIED.

MOVED by Council. Brenan and seconded by Deputy Mayor Alexander \$10,918.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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Outfall Reserve Fund.

CARRIED.

25. STATEMENT OF RESERVES (cont'd)

MOVED by Counc. Brenan and seconded by Counc. Shea \$189,570.78 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the cost of Capital projects.

CARRIED.

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on December 14, 2020.

Clerk,
Rothesay

Date

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DRAFT****DECEMBER 31, 2020****26. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS**

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2020 Total</u>	<u>2019 Total</u>
ASSETS	\$ <u>2,022,330</u>	\$ <u>1,353,880</u>	\$ <u>1,628,844</u>	\$ <u>5,005,054</u>	\$ <u>4,576,970</u>
LIABILITIES	\$ <u>616,071</u>	\$ <u>909,073</u>	\$ <u>15,687</u>	\$ <u>1,540,831</u>	\$ <u>1,736,023</u>
ACCUMULATED SURPLUS	\$ <u>1,764,324</u>	\$ <u>663,278</u>	\$ <u>1,703,817</u>	\$ <u>4,131,419</u>	\$ <u>2,852,948</u>
REVENUE	\$ 2,662,565	\$ 3,019,124	\$ 91,930	\$ 5,773,619	\$ 5,196,057
EXPENDITURES	<u>2,049,026</u>	<u>2,953,733</u>	<u>172,337</u>	<u>5,175,096</u>	<u>5,049,277</u>
	613,539	65,391	(80,407)	598,523	146,780
CHANGE IN OWNERSHIP	<u>(407)</u>	<u>(482)</u>	<u>-</u>	<u>(889)</u>	<u>(1,363)</u>
ANNUAL SURPLUS (DEFICIT)	\$ <u>613,132</u>	\$ <u>64,909</u>	\$ <u>(80,407)</u>	\$ <u>597,634</u>	\$ <u>145,417</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

27. OPERATING BUDGET TO PSA BUDGET

	Operating Budget <u>General</u>	Operating Budget <u>Water and Sewer</u>	Amortization <u>TCA</u>	Controlled <u>Entities</u>	<u>Transfers</u>	<u>Total</u>
REVENUE						
Property tax warrant	\$ 16,492,464	\$ -	\$ -	\$ -	\$ -	\$ 16,492,464
Unconditional transfers from other governments	128,335	-	-	-	-	128,335
Conditional transfers from Federal or Provincial governments	26,500	-	-	-	1,910,000	1,936,500
Services other governments	60,000	-	-	-	-	60,000
Other own source	103,150	-	-	-	(12,000)	91,150
Sale of services	410,300	-	-	-	-	410,300
Other transfers	1,000,000	-	-	-	(1,000,000)	-
Water and sewer user fees	-	3,254,789	-	-	(358,000)	2,896,789
Sundry income	5,000	65,000	-	142,272	-	212,272
Surplus (deficit) of second previous year	<u>99,251</u>	<u>80,211</u>	<u>-</u>	<u>-</u>	<u>(179,462)</u>	<u>-</u>
	<u>18,325,000</u>	<u>3,400,000</u>	<u>-</u>	<u>142,272</u>	<u>360,538</u>	<u>22,227,810</u>
EXPENDITURES						
General government services	2,308,843	-	70,000	-	(301,110)	2,077,733
Protective services	5,331,346	-	229,574	(186,008)	(316,500)	5,058,412
Transportation services	3,606,766	-	2,450,000	-	(648,987)	5,407,779
Environmental health services	658,000	-	-	-	-	658,000
Environmental development services	605,940	-	-	-	-	605,940
Recreation and cultural services	2,112,991	-	690,346	11,602	81,600	2,896,539
Fiscal services						
Long term debt repayments	778,000	483,135	-	-	(1,261,135)	-
Interest	173,114	323,614	-	-	(496,728)	-
Transfer from General Operating Fund to						
Transfer from General Operating Fund to						
General Capital Fund	2,750,000	-	-	-	(2,750,000)	-
Transfer from Water and Sewer Operating Fund to Water						
and Sewer Capital Reserve Fund	-	70,000	-	-	(70,000)	-
Transfer from Water and Sewer Operating Fund to Water						
and Sewer Operating Capital Fund	-	700,000	-	-	(700,000)	-
Water and Sewer	<u>-</u>	<u>1,823,251</u>	<u>1,130,000</u>	<u>-</u>	<u>323,613</u>	<u>3,276,864</u>
	<u>18,325,000</u>	<u>3,400,000</u>	<u>4,569,920</u>	<u>(174,406)</u>	<u>(6,139,247)</u>	<u>19,981,267</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,569,920)</u>	<u>\$ 316,678</u>	<u>\$ 6,499,785</u>	<u>\$ 2,246,543</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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DECEMBER 31, 2020

28. REVENUE AND EXPENDITURES SUPPORT

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
REVENUE			
Sale of services			
Community Centre	\$ 20,000	\$ 3,919	\$ 27,990
Rental revenue	95,200	86,019	67,851
Recreational programs	295,100	248,692	355,439
Transportation	<u>-</u>	<u>5,333</u>	<u>-</u>
	<u>\$ 410,300</u>	<u>\$ 343,963</u>	<u>\$ 451,280</u>
Other own source			
Permits and fines	\$ 75,000	\$ 156,638	\$ 107,215
Developers contributions	-	226,218	8,345
Miscellaneous	<u>16,150</u>	<u>64,919</u>	<u>429,241</u>
	<u>\$ 91,150</u>	<u>\$ 447,775</u>	<u>\$ 544,801</u>
Conditional government transfers			
Government of Canada	\$ 25,000	\$ 48,812	\$ 191,542
Province of New Brunswick	-	663,589	446,516
Gas Tax revenue	1,910,000	1,910,000	1,300,000
Canada Day grants	<u>1,500</u>	<u>2,000</u>	<u>2,000</u>
	<u>\$ 1,936,500</u>	<u>\$ 2,624,401</u>	<u>\$ 1,940,058</u>
EXPENDITURE			
General government services			
Legislative			
Mayor	\$ 47,000	\$ 36,468	\$ 41,959
Councilors	136,100	118,592	120,749
Fundy Regional Service Commission	7,000	3,597	6,683
Other	<u>13,500</u>	<u>1,825</u>	<u>4,473</u>
	<u>203,600</u>	<u>160,482</u>	<u>173,864</u>
Administrative			
Administration	778,156	735,722	718,394
Office building	155,000	182,982	242,800
Solicitor	50,000	4,213	16,005
Supplies	36,000	37,241	43,400
Other	<u>233,319</u>	<u>208,084</u>	<u>259,679</u>
	<u>1,252,475</u>	<u>1,168,242</u>	<u>1,280,278</u>
Financial management			
Professional fees	<u>30,000</u>	<u>28,814</u>	<u>11,698</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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DECEMBER 31, 2020

28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
General government services (cont'd)			
Other			
Civic relations	2,000	326	226
Community communications	10,000	835	8,817
Insurance	195,131	194,165	185,839
Property tax - land for public purposes	15,000	16,469	11,791
Grants to organizations	35,000	20,448	39,486
Fox Farm Road rental expenses	4,000	19,493	27,070
Cost of assessment	258,027	258,027	250,996
Interest	2,500	3,164	6,632
Amortization	<u>70,000</u>	<u>69,771</u>	<u>64,393</u>
	<u>591,658</u>	<u>582,698</u>	<u>595,250</u>
	<u>\$ 2,077,733</u>	<u>\$ 1,940,236</u>	<u>\$ 2,061,090</u>
Protective services			
Fire			
Administration	\$ 291,822	\$ 317,866	\$ 317,196
Firefighting force	1,467,770	1,420,659	1,491,881
Telecommunications	3,137	1,857	1,612
Insurance	13,852	15,062	13,498
Prevention and training	20,574	12,397	15,101
Facilities	90,272	91,458	90,545
Fleet	43,815	30,627	43,655
Operations	23,629	26,856	20,071
Water costs	12,846	12,847	12,478
Retirement allowance	22,457	25,390	20,978
Other	1,222	1,044	727
Gain on disposal of tangible capital assets	-	(15,044)	(958)
Amortization	<u>140,307</u>	<u>140,306</u>	<u>116,607</u>
	<u>2,131,703</u>	<u>2,081,325</u>	<u>2,143,391</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	1,970,403	1,945,639	1,958,396
Vehicle Fleet	80,559	67,934	72,311
Property	86,015	88,475	85,010
Administration	491,977	559,005	503,302
Retirement allowance	34,829	34,534	30,246
Communications	(2,291)	15,600	5,833
Unrealized gain on investments	(20,837)	(20,837)	(23,088)
Loss (gain) on disposal of tangible capital assets	(768)	(768)	259
Amortization	<u>89,267</u>	<u>89,267</u>	<u>98,090</u>
	<u>2,729,154</u>	<u>2,778,849</u>	<u>2,730,359</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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DECEMBER 31, 2020

28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
Protective services (cont'd)			
Other			
Emergency measures	156,755	157,634	149,486
Animal control	9,500	6,264	7,074
Interest	8,500	8,555	11,119
Other	<u>20,000</u>	<u>10,625</u>	<u>13,409</u>
	<u>194,755</u>	<u>183,078</u>	<u>181,088</u>
	<u>\$ 5,058,412</u>	<u>\$ 5,046,052</u>	<u>\$ 5,057,638</u>
Transportation services			
Common			
Wages and benefits	\$ 1,099,179	\$ 956,539	\$ 984,529
Workshop, yard and equipment maintenance	693,723	704,374	750,554
Engineering	<u>7,500</u>	<u>10,675</u>	<u>29,675</u>
	<u>1,800,402</u>	<u>1,671,588</u>	<u>1,764,758</u>
Roads and Streets			
Roadway surfaces	55,000	425,627	139,694
Storm water and traffic studies	-	105,448	-
Crosswalks and sidewalks	21,063	14,018	18,706
Culverts and drainage ditches	27,500	37,543	25,530
Storm sewers	40,000	42,624	35,080
Street cleaning	40,000	16,687	33,577
Snow and ice removal	602,000	507,392	642,843
Street lighting	130,000	152,537	146,895
Street signs	8,000	17,028	7,464
Traffic lane marking	30,000	27,513	25,654
Traffic signals and signs	40,000	23,952	38,340
Railway crossing signals	24,000	19,368	19,451
Public transit - Comex Service	73,701	72,953	71,901
KV committee for the disabled	4,000	4,000	5,500
Flood costs	-	32,217	214,714
Interest	62,113	75,635	59,880
Loss on disposal of tangible capital assets	-	153,640	186,995
Amortization	<u>2,450,000</u>	<u>2,405,836</u>	<u>2,374,136</u>
	<u>3,607,377</u>	<u>4,134,018</u>	<u>4,046,360</u>
	<u>\$ 5,407,779</u>	<u>\$ 5,805,606</u>	<u>\$ 5,811,118</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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DECEMBER 31, 2020

28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
Environmental health services			
Solid waste disposal	\$ 195,000	\$ 212,853	\$ 196,445
Solid waste compost	36,000	76,611	26,612
Solid waste collection	290,000	278,656	278,233
Curbside recycling	97,000	59,028	96,328
Clean up campaign	<u>40,000</u>	<u>47,469</u>	<u>36,291</u>
	<u>\$ 658,000</u>	<u>\$ 674,617</u>	<u>\$ 633,909</u>
Environmental development services			
Environmental planning and zoning	\$ 503,960	\$ 401,087	\$ 478,666
Greater Saint John Economic Development Agency, Inc.	98,780	98,988	98,780
Tourism	<u>3,200</u>	<u>3,129</u>	<u>3,129</u>
	<u>\$ 605,940</u>	<u>\$ 503,204</u>	<u>\$ 580,575</u>
Recreation and cultural services			
Administration	\$ 245,560	\$ 288,585	\$ 292,962
Beaches	45,500	36,384	47,678
Rothesay Arena	335,434	244,979	302,302
Memorial Centre	61,000	56,225	218,570
Summer programs	62,000	63,086	63,947
Rothesay Common	57,672	49,957	50,618
Parks and gardens	586,554	618,654	605,930
Regional Facilities Commission	451,692	451,692	427,095
Kennebecasis Public Library Inc	97,746	80,589	92,019
Special events	39,500	7,432	30,730
Playgrounds and fields	115,000	112,218	104,613
Living museum	1,035	-	357
PRO Kids	7,500	-	7,500
Interest	100,000	109,379	123,858
Amortization	<u>690,346</u>	<u>688,147</u>	<u>643,819</u>
	<u>\$ 2,896,539</u>	<u>\$ 2,807,327</u>	<u>\$ 3,011,998</u>
Water and sewer services			
Water System			
Administration	\$ 429,500	\$ 413,425	\$ 418,376
Purification maintenance and treatment	360,000	550,846	512,156
Source of supply - purchase of water	750	1,176	780
Transmission and distribution	112,000	141,160	100,151
Power and pumping	50,000	48,567	47,798
Billing and collecting	<u>3,000</u>	<u>2,941</u>	<u>2,914</u>
	<u>955,250</u>	<u>1,158,115</u>	<u>1,082,175</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DRAFT****DECEMBER 31, 2020****28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
Sewer System			
Administration	679,000	616,744	624,504
Sewer collection system	84,000	165,948	186,007
Sewer lift stations	13,000	38,783	60,566
Treatment and disposal	92,000	93,163	76,574
Infiltration study	-	5,872	3,501
Loss on disposal of tangible capital asset	<u>-</u>	<u>-</u>	<u>6,495</u>
	<u>868,000</u>	<u>920,510</u>	<u>957,647</u>
Interest	323,614	324,836	312,820
Amortization	<u>1,130,000</u>	<u>1,129,831</u>	<u>1,082,915</u>
	<u>1,453,614</u>	<u>1,454,667</u>	<u>1,395,735</u>
	<u>\$ 3,276,864</u>	<u>\$ 3,533,292</u>	<u>\$ 3,435,557</u>



To: Mayor and Members of Rothesay Council

From: John Jarvie, Town Manager

Date: Tuesday, April 06, 2021

Subject: Continuance of Development Agreement – Dobbin Street

RECOMMENDATION:

Council HEREBY agrees to continue the Development Agreement registered on title as Document #34727207 reserving the right to terminate the Agreement if the specific proposal has not been undertaken to the satisfaction of Council within 12 months of this resolution.

ORIGIN:

At their regular meeting of October 2013, Council approved a rezoning (By-law 2-10-23) of a nine (9) acre parcel of land on Dobbin Street (PID# 00242875) from Single Family Residential (R1B) to Multi-Unit Residential (R4) and the Attached Residential Zone (R3). The rezoning is subject to a development agreement. Part 41 (see below) of the development agreement states that Council may terminate the agreement after 5 years if the development has been completed. The development is not complete and property owner has requested that the agreement be extended.

Part 41. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed satisfactorily such that the written certifications contemplated in this agreement could reasonably be issued within sixty (60) months of the execution of this Agreement.

BACKGROUND:

The rezoning permits the development of a new public road connecting Dobbin Street to Salmon Crescent and the accompanying mixed density residential neighbourhood. The rezoning and accompanying development agreement require the developer to construct a new public road connecting Dobbin Street to Salmon Crescent.

The proposal includes the following:


- 96 apartments in 2 twelve unit buildings and 3 twenty four unit buildings
- 15 Townhouse Units
- 290 meters of new public road and sidewalk connecting Dobbin Street to Salmon Crescent/Clark Road
- 2580 square meters of Land for Public Purposes

Notwithstanding that many years have passed since the agreement was signed Staff can confirm that the developer and their representatives have been in recent discussions with the Town regarding the public street and utility infrastructure with the goal of beginning construction this year. The developer has indicated that development of the property (e.g. construction of buildings) will proceed over the

next several years and is expected to involve several other future developers / project partners. Staff can also confirm that based on the discussions with the developers the public interest would be served by continuing the terms of the agreement. Staff recommend that a one-year extension of the agreement would be sufficient to determine the strength of the developer's intentions to undertake the project, after that period Council could reevaluate their interest in the agreement.

ATTACHMENTS:

Attachment A	Signed Development Agreement
Attachment B	Letter from Developer



Report Prepared by: Brian L. White, MCIP, RPP
Date: Tuesday, April 06, 2021

34727207

2015-04-02
11:30:40

DEVELOPMENT AGREEMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.24

Parcel Identifiers
of Parcels Burdened
by Agreement:

00242875, 00243428

Owner of Land Parcel:

J. P. J. Enterprises Ltd.
PO BOX 4694
Rothesay, NB
E2E 5X4 (Hereinafter called the "Developer")

Agreement with:

Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the
Municipalities Act, RSNB 1973, Chapter M-22,
located in the County of Kings and Province of New
Brunswick

WHEREAS the Developer is the registered owner of certain lands PID 00242875, and PID 00243428 located on Dobbin Street and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS Rothesay did on 15 October 2013 rezone said lands to the Multi-Unit Residential R4 zone; the Attached Residential Zone (R3) and the Recreation Zone (Rec) pursuant to the execution of a Development Agreement;

AND WHEREAS the Developer is now desirous of entering into an Agreement for the development of multi-unit apartment buildings and town homes located off a new public street as an extension of Dobbin Street.

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in the consideration of the mutual covenants and agreements herein expressed and contained, the parties hereto covenant and agree as follows:

1. The number of residential dwellings situated on the portion of the Lands indicated on Schedule A shall not exceed a total density of 111 units including a combination of apartment units and townhouse units.
2. The Developer agrees to submit for approval by the Town, prior to commencing any work on the subdivision, the following plans, each meeting the requirements in accordance with the minimum requirements, standards and specifications as prescribed in the Standard Specifications for Developers of Rothesay Subdivision By-law No. 4-10:
 - i. Plan of Subdivision prepared by a person registered to practice land surveying in the Province of New Brunswick;
 - ii. a letter of engagement from the project engineer retained by the Developer to design the proposed works, along with engineering design drawings for all municipal services as specified herein; and
 - iii. a Storm Water Management Plan prepared in accordance with Schedule "D" - Stormwater Standards of Rothesay Zoning By-law No. 02-10.
3. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-laws or any statutory by-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Developer for work directly connected with the

development of the Lands, nor shall the Developer be entitled to such a permit unless and until the Developer deposits with the Town an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to the Town:

- a) Valued at 50% of the cost of construction to execute the work approved by the Engineer pursuant to this agreement; and
- b) containing a provision that upon the expiration of a thirty-six (36) month term it be renewed and extended (with appropriate amendments to reduce the sum to an amount sufficient to recover the remaining work) from year to year until such time as the Town has accepted "final completion" of the work mentioned in this agreement, by resolution of the Town Council.

SCHEDULES

4. The Developer shall develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with the following Schedules attached to this Agreement as follows:

- Schedule A Conceptual Site Plan
- Schedule B Architectural Design Concept Building Elevations
- Schedule C Proposed Public Road Extension
- Schedule D Typical Residential Street Cross Section
- Schedule E Typical Traffic Circle Plan and Section

Development

5. Except as otherwise provided for herein, the development, subdivision and use of the Lands shall comply with the requirements of the Rothesay Zoning By-law 2-10 and Subdivision By-law 4-10, as may be amended from time to time.
- a) The Developer shall develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with this Agreement.
 - b) Maximum density shall not exceed 111 residential units comprised of the following:
 - i. apartments units as per the Multi-Unit Residential (R4) zone
 - ii. townhouse units as per the Attached Residential (R3) Zone

Architectural Guidelines

6. The Developer agrees that an objective of this development is to provide an aesthetically pleasing streetscape which exhibits a complementary variety of houses types and architectural designs. The Developer agrees to ensure the following:
- i. The architectural design of the buildings shall be, in the opinion of the Development Officer, generally in conformance with Schedule B.
 - ii. Building plans shall have similar features, such as roof lines, facade articulation (projections/recesses), fenestration, primary exterior wall colour or materials or roof colour, etc.
 - iii. Building façades shall be designed so that windows and doors are prominent features with a variety in setbacks and projections to provide visual interest along the streetscape they front.
 - iv. Attached Residential (R3) dwellings shall be designed so that

garages do not dominate the width of the front façade and do not project past the front building wall of the residential dwelling.

- v. Street facing façade walls of Multi-Unit Residential (R4) buildings shall incorporate brick, cast stone, stone or other high quality, long-lasting masonry material over a 25% minimum percentage of surface area.

Land for Public Purposes

- 6. The Town agrees to accept an amount no less than ten percent (10%) of the subdivision area, exclusive of the public street, the parcel identified as "Land for Public Purposes" as so indicated on the tentative plan of subdivision.
- 7. As a as a condition of subdivision approval the Development Officer, in consultation with the Director of Recreation, shall specify to the Developer the degree of land preparation that may be necessary to be completed by the developer prior to dedication of Land for Public Purposes to the Town.
- 8. The Town agrees to credit the Developer for the value of such land preparation that may be necessary toward the Land for Public Purposes subdivision requirements.

Municipal Infrastructure

- 9. The Developer shall be responsible for securing all applicable approvals associated with the onsite and offsite servicing systems required to accommodate the development, including but not limited to sanitary sewer system, water supply system, stormwater sewer and drainage system, and utilities. Such approvals shall be obtained in accordance with all applicable by laws, standards, policies, and regulations of the Town and other approval agencies.
- i. The Developer expressly agrees and understands that they are responsible to furnish the entire project with Rothesay approved infrastructure as required herein, and where identified on Schedules to this Agreement.

Municipal Streets

- 10. The Developer shall carry out, subject to inspection and approval by Town representatives, and pay for the entire actual cost of an extension of Dobbin Street through Salmon Crescent ending at Clark Road as shown on Schedule C including all of the following:
 - a) surveying and staking of lots and streets;
 - b) rough grading of streets to profiles approved by the Town;
 - c) fine grading of streets to profiles approved by the Town;
 - d) hard surfacing of the streets and sidewalks as shown the attached Town specification cross section Schedule D (Typical Residential Street Figure 335A) and approved in writing by the Town Engineer, before final hard surfacing may be installed;
 - e) hard surfacing of a traffic circle including a raised circular island constructed in the centre of Dobbin Street as shown in the attached Town specification Schedule E (Typical Traffic Circle Plan and Section) and approved in writing by the Town Engineer, before final hard surfacing may be installed;
 - f) engineering design and inspection of those works referred to in clauses b), c) d), and e) of this section; and
 - g) supply and maintenance for a period of one (1) year the topsoil, sod, landscaping and the planting of street trees located every 10 meters, or an equivalent number planted in locations approved by the Town, along the length of the public road right-of-way where trees are as follows:

- a. Not smaller than six centimetres (100mm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by the Town.
11. Upon the request of the Town Engineer the Developer agrees to provide progress reports from an engineer qualified to practice in New Brunswick that the work done and materials provided herein are in accordance with this Agreement and approved specifications and a final certificate to the Town when the work has been completed.
12. The Town shall supply street name signs and traffic signs to the Developer. The Developer is responsible for the full cost of the signs, including HST, plus a ten percent (10%) administration fee.
13. Town Council reserves the right to assign appropriate street names through a resolution of Council, notwithstanding that the names may not coincide with those shown on the filed subdivision plan.
14. All items following acceptance of delivery on site by the Developer shall become the responsibility of the Developer against their accidental breakage or vandalism until the completed works are accepted by the Town.
15. The Developer agrees that it will not commence construction of any dwelling and no building permit will be issued by the Town for any such dwelling until such time as the street, which provides the normal access, to each dwelling, has been constructed to Town standards as specified by the Town and is ready for hard surfacing at least beyond the point which shall be used as the normal entrance of the driveway to service such dwelling.

Storm Water Management System

16. The Developer agrees to submit for approval by the Town, prior to commencing any work on the developed, a storm water management plan, meeting the requirements as described in the Specifications for Developer and the Zoning By-law.
17. The Developer, at their cost, will restore the public road for the entire frontage of this development to the satisfaction of the Town Engineer following installation of the required services.
18. The Developer shall carry out, ensuring compliance with Town By-laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the installation of a storm water management system which will result in a zero net increase of storm water runoff to the Town system. The Developer will be responsible for the costs of the following:
 - (a) Construction, to Town Standards, of a storm water control system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water, to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer, from the entire developed portion of the lands as well as top soil and hydro-seeding of shoulders of roadways; and
 - (b) provide and grant to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the storm water control system.
19. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water control system, such plans required by the Town, each plan meeting the requirements as described

in the Specifications for Developers.

20. The written certification of the Town Engineer that the construction of the said storm water control system has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to any construction of any buildings on the Lands pursuant to the specific proposal under this Agreement.

Water Supply

21. The Town agrees to supply potable water for the purposes and for those purposes only for residential development and for minor purposes incidental thereto and for no other purposes whatsoever.
22. The Developer agrees that the water supply shall not be used to service any water-to-air heat pump or exchanger and that there shall be no inter-connection with domestic wells.
23. The Developer agrees to provide and grant to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the water supply system including the water service laterals and fire hydrants.
24. In addition to and notwithstanding the payments committed elsewhere in this agreement the Developer agrees to pay the Town the sum of \$1500 as a connection fee for each residential unit, plus the application fee of \$100, or an amount pursuant to the applicable By-law as may be amended from time to time, to the Town water system calculated in the manner set out by by-law, shall be paid to the Town on issuance of each building permit.
25. The Town does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water. Further the Developer agrees to the following:
 - (b) The Developer agrees that a separate water meter shall be installed, at his expense, for each connection made to the Town Water System.
 - (c) The Developer agrees that the Town Council may terminate the Developer's connection to the Town water system in the event that the Town finds that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion.
26. It is expressly agreed and understood that all connections to the Town water mains shall be approved and inspected prior to backfilling by the Town Engineer or such other person as is designated by the Town and shall occur at the sole expense of the Developer. Operation of valves is not permitted by anyone other than the Town Engineer or designate.
27. The written certification of a Professional Engineer, licenced to practice in the Province of New Brunswick that the connection of service laterals and the connection to the existing town water supply has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to the occupation of any buildings or portions thereof. The connection must be inspected prior to backfilling or the Developer will be required to excavate at no cost to the Town.

Sanitary Sewer System

28. In addition to and notwithstanding the payments committed elsewhere in

this agreement the Developer agrees to pay the Town the sum of \$1000 as a connection fee for each residential unit, plus the application fee of \$100, or an amount pursuant to the applicable By-law as may be amended from time to time, to the Town sanitary sewer system calculated in the manner set out by by-law, shall be paid to the Town on issuance of each building permit.

29. The Developer shall carry out, ensuring compliance with Town By-laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - a) Engineering design, supply, installation, inspection and construction of all service lateral or laterals necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units. The Developer shall connect to the existing sanitary sewer system at a point to be determined by the Town Engineer.
 - b) Providing and granting to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the sanitary sewer inclusive of all pipes, laterals, fittings and precast concrete units crossing the Lands of the Developer.
 - c) The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Specifications for Developers (hereinafter referred to as the "Specifications for Developers").
30. It is expressly agreed and understood that all connections to the Town sanitary sewer system shall be supervised by the Developer's engineer and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and shall occur at the sole expense of the Developer.

Site Development

31. The Developer shall develop the site in accordance with **Schedule A**.
32. The Developer shall install lighting on the building to provide clear illumination to the building 9-1-1 number which shall be placed on each building facing the driveway.
33. The Developer shall maintain, at its own expense, the Lands, buildings or structures shown on the site plan in a condition appropriate to the area in which it is located, such determination to be made in accordance with standards prescribed by the Town.
34. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-Laws or any statutory by-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Property Owner for work directly connected with the development of the Lands, nor shall the Property Owner be entitled to such a permit unless and until the Development Officer has approved the Site Plan submitted as part of the Development Permit process illustrating the precise size, location and configuration of the proposed buildings.
35. The Developer shall maintain a treed buffer of no less than 2m at the rear of each lot. In the event the buffer is disturbed, it shall be replaced with appropriate vegetation which creates a visual barrier to the satisfaction of the Town.

Retaining Walls

36. The Developer agrees that the use of gabion basket retaining walls is not appropriate and will not be used for erosion protection or slope stability for the development.
37. Any retaining walls required on the site will be designed by a Professional Engineer, licensed to practice in the Province of New Brunswick and any over four feet in height will require a Building Permit and a fence along the top of the wall.

Indemnification

38. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.⁹⁹). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, cancelled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

39. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to J.P.J. ENTERPRISES LTD. 24 ROBINSON STREET, ROTHESAY, NB, E2E 4X4 and to the Town if delivered personally or by prepaid mail addressed to ROTHESAY, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

40. The Developer agrees to be bound by and to act in accordance with the By-laws of the Town and such other laws and regulations that apply or may apply in future to the site and to activities carried out thereon.

Termination

41. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed satisfactorily such that the written certifications contemplated in this agreement could reasonably be issued within sixty (60) months of the execution of this Agreement.
42. If the Town terminates this Agreement, the Developer agrees that the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in the agreement. If there are amounts remaining after the completion of the work in accordance with this agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this agreement, the Developer shall promptly on receipt of an invoice pay to the Town the amounts required to complete the work.

Entire Agreement

43. This Agreement contains the whole agreement between the parties hereto and supersedes any prior agreement as regards the lands outlined in the plan hereto annexed.

Severability

44. If any paragraph or part of this agreement is found to be illegal or beyond the power of the Town Council to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent therefrom and to be agreed as such.

Reasonableness

45. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

Registration

46. A copy of this Agreement and every amendment and/or discharge of this Agreement shall be recorded at the Land Registry Office, in Hampton, New Brunswick and the Developer shall incur all costs in recording such documents.

Subsequent Owners

47. This Agreement shall be binding upon the parties thereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Lands which is the subject of this Agreement until this Agreement is discharged by Council.
48. Upon the transfer of title to any lot(s), the subsequent owner(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable to the lot(s).

IN WITNESS HEREOF the parties have duly executed these presents the day and year first above written.

Date: March 24, 2015

Witness:

[Signature]

J. P. J. Enterprises Ltd.

[Signature]
Director

Witness:

[Signature]

[Signature]

Rothsay:

[Signature]
Mayor

[Signature]
Clerk



SCHEDULE "A"

All those certain lots, pieces or parcels of land and premises situate lying and being in the Parish of Rothesay in the County of Kings and Province of New Brunswick and described as follows:

FIRSTLY

The lands and premises conveyed in a deed from Alexander McV. Dobbin to Anthony Alexander Dobbin bearing date the 7th day of May, 1937 and duly recorded in the office of the Registrar of Deeds for and in the County of Kings as No. 90875 in Book 28 at pages 694-695 on the 7th day of May, 1937, therein described as follows:

"Bounded on the southeasterly side by the Chappel Road (so called) on the northeasterly side by land now owned or occupied by Hazen and Arthur Wiggins. On the northwesterly side by land formerly owned by James Dobbin at present owned by one Burnett. On the southwesterly side by land owned by R. D. Clark and Joseph Meehan and lands now or formerly owned by Charles Lawrence and containing fifty acres more or less." Saving and excepting thereout, and therefrom all that portion lying to the South of the highway from Hampton to Rothesay (No. 9 highway).

SECONDLY

The lands and premises conveyed in a deed from Robert D. Clarke and his wife Alice M. Clarke to Anthony Alexander Dobbin bearing date the 4th day of October, 1944 and duly recorded in the office of the Registrar of Deeds for and in Kings County as No. 97587 in Book 41 at pages 587-588 on the 21st day of November, 1944, therein described as follows:

"A portion of that certain piece or parcel of land situate in the Parish of Rothesay on the eastern side of the Kennebecasis River conveyed by Amasa H. Stanton to Robert Douglas Clarke by Deed registered in the Registry Office for Kings County in Book "F" No. 6 pages 5 and 6 on the Twenty-seventh day of April, A.D. 1907, and bounded on the West by the Gondola Point Road, on the north by land owned or occupied by James Dobbin, on the east by the Hampton Post Road and on the south by land of George Henderson." Said portion hereby agreed to be sold and conveyed being Lot No. Thirteen (13) in Block Two (2) on the Plan of Fairvale Heights made by Smith & Turnbull, Civil Engineers and Land Surveyors dated November 25th, 1913."

END

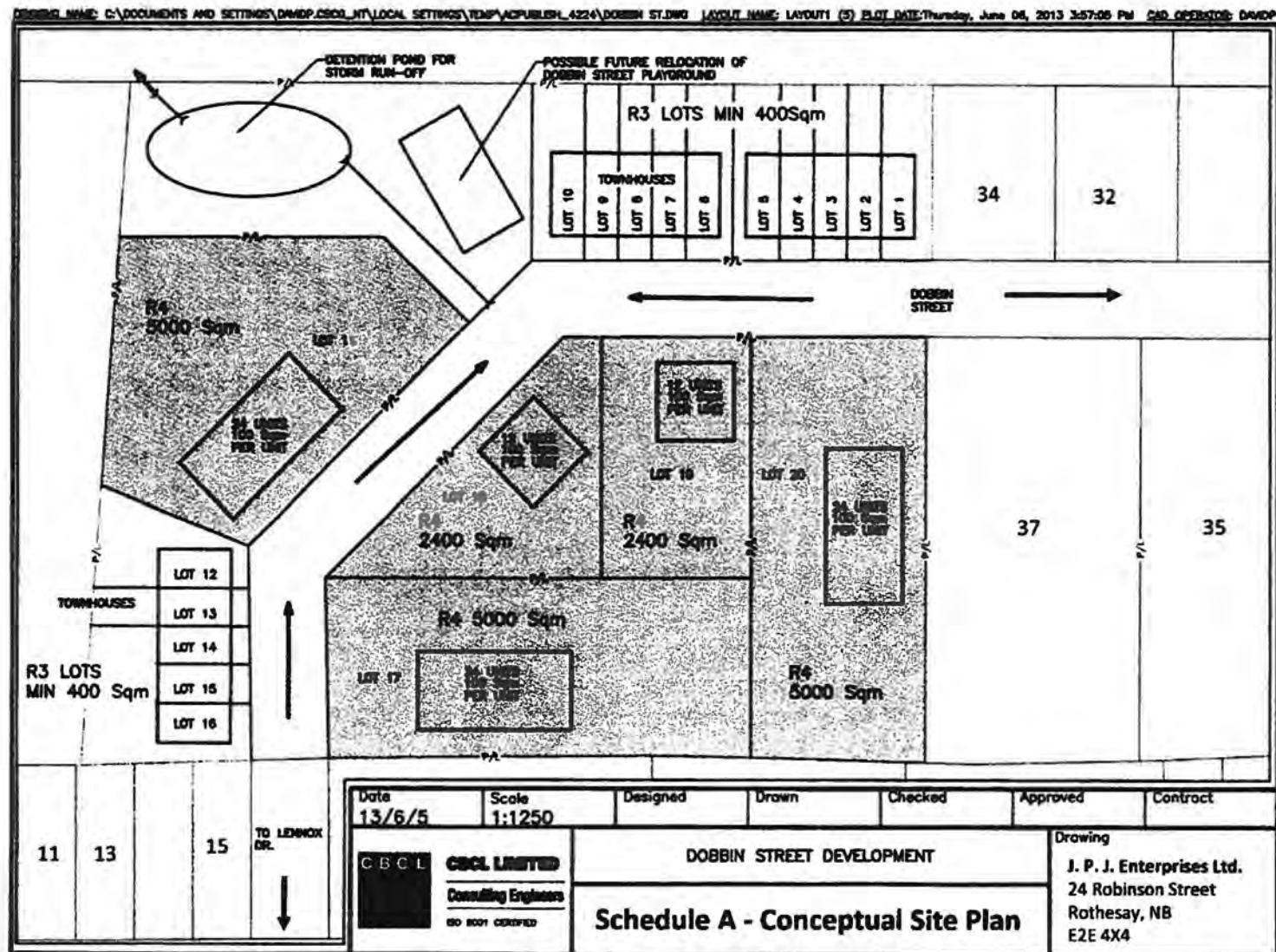
00242875
00243428

James M. Spence
APR 02 2015

APPROVED FOR REGISTRATION

June 18 1974

[Signature]
DEPUTY CLERK OFFICER
VILLAGE OF FAIRVALE





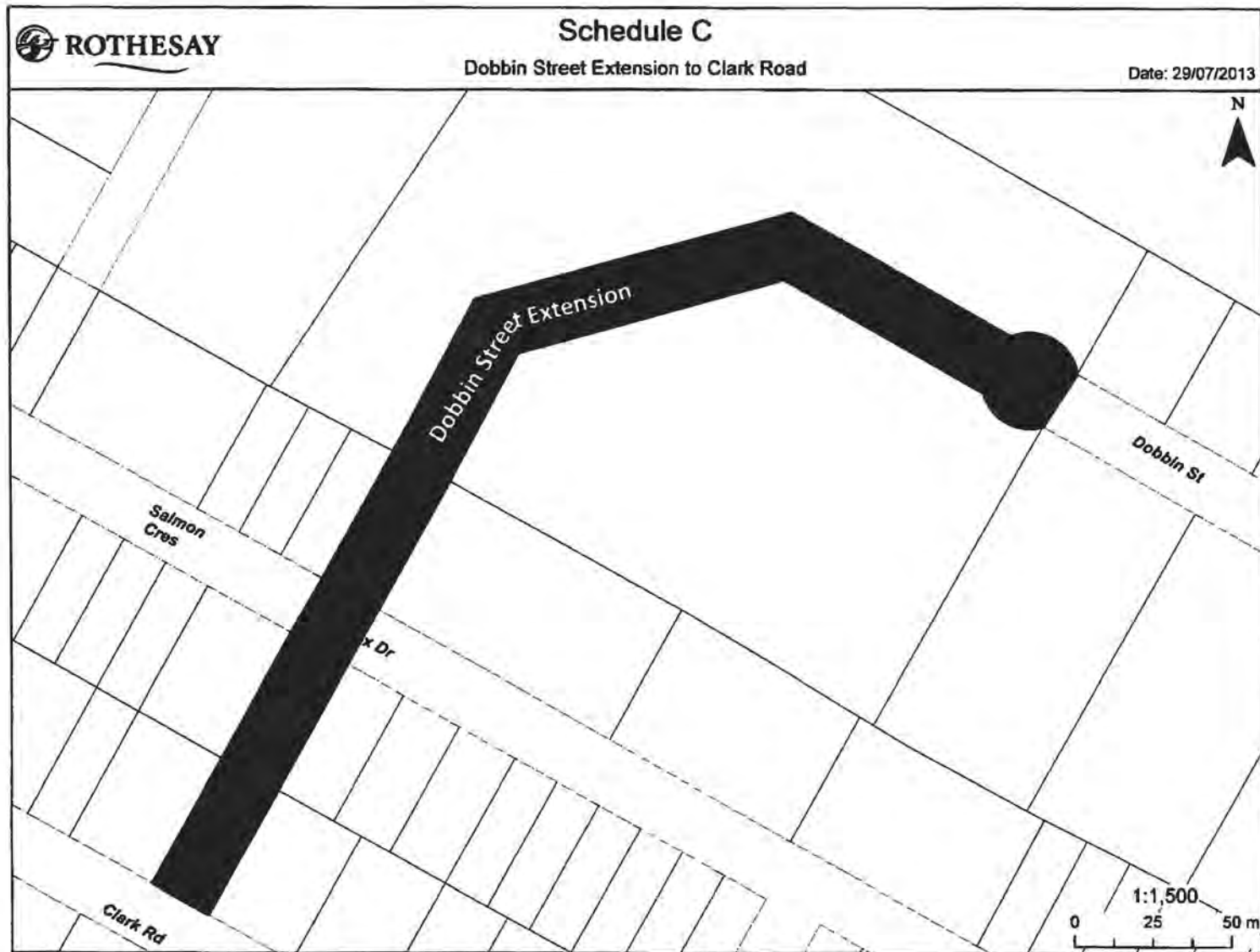
SCHEDULE B
Proposed Apartment Building Concept Renderings



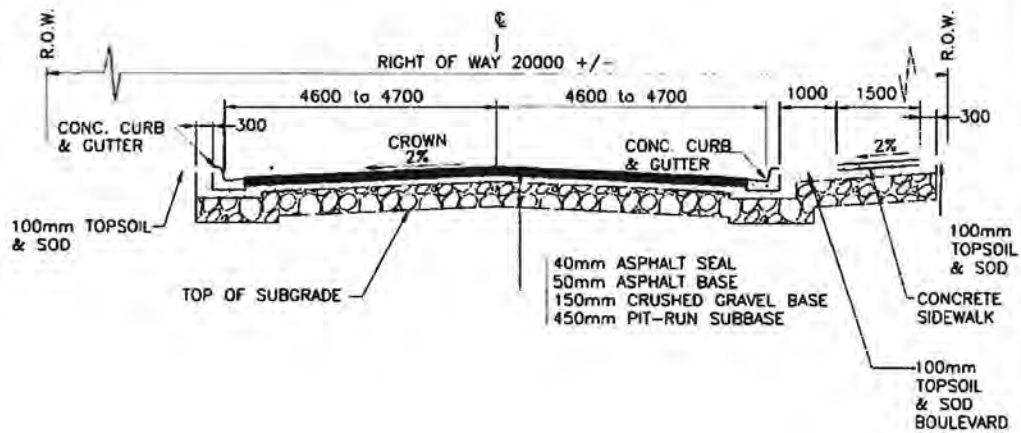


SCHEDULE B
Proposed Town Home Concept Renderings





Schedule D -Typical Residential Street Cross Section



NOTES:

1. ALL DIMENSIONS ARE IN MILLIMETRES.
2. SEE FIGURE 320 FOR CONCRETE CURB AND GUTTER DETAIL.



TOWN OF ROTHESAY
STANDARD MUNICIPAL
STANDARD SPECIFICATION

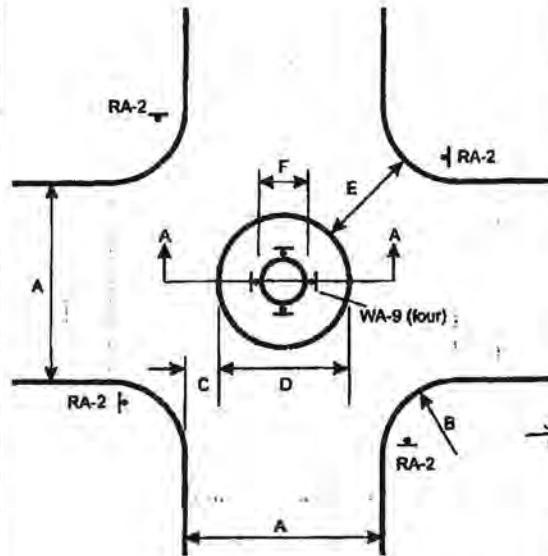
TYPICAL RESIDENTIAL
STREET
CURB & GUTTER and SIDEWALK WITH
BOULEVARD

SCALE: NTS
DWN BY: KMJ/JGL
REVISION: 1
DATE: JULY 11, 2013

Schedule D

FIGURE:
335A

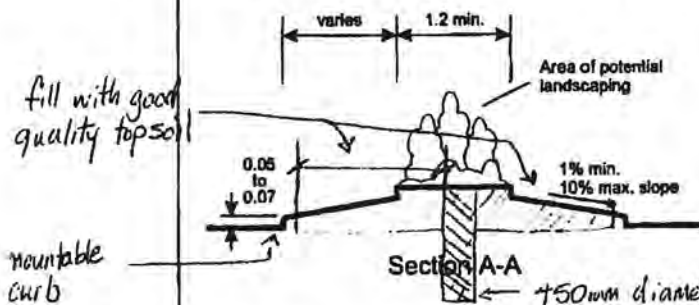
FIGURE 4.10 TRAFFIC CIRCLE



Sign Descriptions:

RA-2 Yield
WA-9 Chevron Alignment

Schedule E
Typical Traffic Circle Plan and Section



Dimension Chart for Varying Roadway Widths

A Roadway Width	B Curb Return Radius	C Off-Set Distance	D Circle Diameter	E Minimum Opening Width
6.0	4.7 5.3 6.9 8.1	1.7 1.8 1.4 1.2	2.6 2.8 3.2 3.6	4.9 5.0 5.5 5.8
7.0	4.2 4.8 6.4 7.8	1.7 1.6 1.4 1.2	3.6 3.8 4.2 4.6	4.9 5.0 5.5 5.9
8.0	3.7 4.3 6.0 7.3	1.7 1.6 1.4 1.2	4.6 4.8 5.2 5.6	4.9 5.0 5.5 5.9
9.0	3.2 3.8 5.4 6.6 7.6	1.7 1.6 1.4 1.2 1.0	5.6 5.8 6.2 6.6 7.0	4.9 5.0 5.5 5.8 6.0
10.0	3.0 3.3 4.9 6.1 6.9	1.7 1.6 1.4 1.2 1.0	6.6 6.8 7.2 7.6 8.0	5.0 5.0 5.5 5.8 5.9
11.0	3.4 3.6 5.6 6.8	1.5 1.4 1.2 1.0	8.0 8.2 8.6 9.0	5.2 5.2 5.8 6.1
12.0	3.0 3.9 5.1 6.3	1.5 1.4 1.2 1.0	9.0 9.2 9.6 10.0	5.2 5.5 5.8 6.1

Legend:

- A Roadway Width
- B Curb Return Radius (3.0 m min)
- C Off-Set Distance (1.7 m max.)
- D Circle Diameter
- E Opening Width (See table above)
- F Raised Island Diameter (1.2 m min.)

- Minimum opening width to be provided to all crosswalks.
- A deflection triangle painted on the pavement on each approach to the traffic circle may be appropriate.

All dimensions are in metres unless otherwise noted.

NOT TO SCALE

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **MARY JANE E. BANKS**

Rothsay
70 Hampton Road
Rothsay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothsay**

Other Officer Who Executed the Instrument: **WILLIAM J. BISHOP**

Rothsay
70 Hampton Road
Rothsay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument:

Mayor

Place of Execution: Rothsay, Province of New Brunswick.

Date of Execution: 27 MARCH, 2015.

I, **MARY JANE E. BANKS**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me and **WILLIAM J. BISHOP**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. the signature "**William J. Bishop**" subscribed to the within instrument is the signature of William J. Bishop, who is the Mayor of the town of Rothsay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
8. the Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
Rothsay, in the County of Kings,)
and Province of New Brunswick,)
This 27th day of MARCH, 2015.)

BEFORE ME:

Wendy M. Doran
Commissioner of Oaths

Mary Jane E. Banks
MARY JANE E. BANKS

Wendy M. Doran
Commissioner of Oaths
My Commission Expires December 31, 2018.

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: Patrick J. Shea
J.P.J. Enterprises Ltd.
24 Robinson Street
Rothesay, NB
E2E 4X4
Office Held by Deponent: Director
Corporation: J.P.J. Enterprises Ltd.

Place of Execution: Rothesay, Province of New Brunswick.


Date of Execution: March 24, 2015.

I, Patrick J. Shea, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. The signature "Patrick J. Shea" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. The Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

SWORN
DECLARED TO at Rothesay,
in the County of Kings,
and Province of New Brunswick,
This 24 day of March 2015.

BEFORE ME:


Commissioner of Oaths,
Being a Solicitor


Patrick J. Shea

I certify that this instrument
is registered or filed in the
Kings
County Registry Office,
New Brunswick

J'atteste que cet instrument est
enregistré ou déposé au bureau
de l'enregistrement du comté de
Nouveau-Brunswick

April 2/15 11:30 34727007
Charles Ouellet
Registrar - Collège

March 26, 2021

Mayor and Councilors

Town of Rothesay

Re: Dobbin Avenue Land

PID 243428 & 242875

The developer's agreement, on this property, has expired and I am asking for an extension on this agreement.

Pat Shea

J. P. J. Enterprises Ltd.

P. O. Box 4694

Rothesay, N. B.

E2E 5X4

Tel:

Email:




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 12, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: March 29, 2021

SUBJECT: Engagement of Technical Advisory Services

RECOMMENDATION

It is recommended that proposal from Richard Gabbey be accepted and that the Town enter into a fee-for-service agreement to provide technical advisory services related to the proposed wastewater treatment facility upgrade project.

ORIGIN

The 2021 Utility Capital Budget includes the Town's share of a tri-level funded project to construct a new wastewater treatment facility at Sagamore point.

BACKGROUND

In the fall of 2020, the Town submitted an application for funding (including a multi-year cash flow projection), in accordance with the terms of the **Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure: Environmental Quality** for the construction of a new wastewater treatment facility at Sagamore Point.

The overall budget submitted with the funding application contemplated the engagement of a technical advisor to assist staff with the following:

1. Preparation of a Request for Proposals (RFP) for engineering services;
2. Evaluation of proposals received through the RFP process;
3. Document review throughout the design and construction phase; and

4. Commissioning services through the facility's start up phase.

DISCUSSION

Recruiting for such an advisor is a complicated process as the majority of consultants suitable for such an engagement are involved with firms who will be competing to provide design services for the overall project.

Staff, through consultation with other jurisdictions, identified four different individuals who might meet the requirements for a technical advisor. Conversations with each of the four parties have led staff to recommend one particular individual whose proposal is included with this report.

FINANCIAL IMPLICATIONS

Compensation for the technical advisor will be on an as needed, fee-for-service, basis at a rate of \$115.00 per hour plus disbursements. Staff anticipate a concerted effort from the technical advisor at the RFP stage. Should funding become available for the project, minimal effort is expected through the design/construction phase followed by a concentrated effort at project completion and through the start-up phase.


Report Prepared by: Brett McLean, Director of Operations


Report Reviewed by: Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

RICHARD F. GABBEY, M.ENG., P.ENG., SENIOR ENGINEERING CONSULTANT

Tel./Cell:

E-mail:

Town of Rothesay

70 Hampton Road

Rothesay, NB

E2E 5L5

Attn: Mr. Brett McLean, P. Eng.
Director of Operations

RE: Consulting Services to Assist in Preparation of a “Request for Proposals for Engineering Services for a New Municipal Wastewater Treatment Facility”

Dear Sir:

Thank you for the opportunity to discuss with you on March 17, 2021, the scope of work required by the Town. Our discussion provided me with a clear understanding of the engineering advisory services the Town is interested in. As a result, I am pleased to offer my services to the Town.

Introduction: After retiring from full-time employment in 2008, I provided services to engineering firms and clients as a consultant. Some of the services I provided to Crandall Engineering Ltd. of Moncton (now operating as Englobe) were on two studies carried out for the Town of Rothesay. I provided wastewater collection and treatment expertise on:

- The 2013 report “Feasibility Study, Town of Rothesay, NB, Wastewater Collection and Treatment System”, and,
- the 2015 report “Pre-design/Design Brief Report – Town of Rothesay Wastewater Collection and Treatment System”

My extensive involvement with these studies has provided me with a detailed and comprehensive familiarity with the wastewater system upgrades that will enable a “running start” on this work.

I have attached my Curriculum Vitae to provide the Town with additional information on my training, including a Masters of Environmental Engineering from the University of Toronto, and typical projects undertaken. I have been involved in scores of water and wastewater projects over the past 50 years, most of them in New Brunswick, from conceptual studies to preliminary and detailed designs, and management of the construction and commissioning of those projects.

The design and construction of the advanced BNR wastewater treatment facility, coupled with the collection system improvements already carried out, will provide the Town with a state-of-the-art treatment system that meets or exceeds current requirements, will accommodate future growth, and will protect the Kennebecasis River environment.

Scope of Service: Based on our discussion of March 17, 2021, my understanding of the scope of services required includes the following:

Development of the Terms of Reference for the Request for Proposals (RFP) to provide engineering services related to the design, construction and commissioning of the Wastewater Treatment Facility (WWTF). This document will be developed in conjunction with Town staff in order to state the engineering requirements in sufficient detail for the Town to receive an “upset” cost of services.

The RFP will provide information on the background of the WWTF project, and will identify relevant studies/reports that have been done to date. It will describe the Proposal process and detail the qualifications required from Proponents. It will include special conditions the Proponents will be required to meet if successful, such as insurance, registration in the Province, eligibility and grounds for disqualification, form of agreement, invoicing and payment terms, and related information. It will identify the objectives of the RFP process.

The RFP will include detailed “Terms of Reference” for the work. This will include specific work requirements, objectives and deliverables for each major work component. The Terms of Reference will address the various categories of engineering services required, including:

- Preliminary and Pre-design Services, including confirmation of the type of BNR process;
- Design Services, including design brief, develop a construction schedule, design drawings, specifications, construction cost estimates, evaluation of tenders received, reporting to and coordination with the Town including the contract breakdown;
- Construction Management, including time and cost control; review of shop drawings; construction meetings, minutes and action lists; authorization of contractor payments; progress and financial reports issued to the Town;
- Construction supervision to ensure construction and materials conform to the specifications and design; control of quantities; documentation of work done;
- Special Services, including preparation of record drawings; preparation of O & M manuals; commissioning of the WWTF;

The RFP will also specify the format the Proponent is to use in the preparation of the Proposal. This will ensure similarity of all submissions to facilitate the review and scoring of Proposals received. The Proposal evaluation process will be stated, to make the review and award as transparent as possible. The RFP will require the Technical and Financial (fees) components to be submitted separately.

The RFP will require Proponents to document that they have the capability in all engineering disciplines required, that they have recent similar project experience, that they have well qualified personnel and that those key personnel will be assigned to Rothesay's WWTF project.

It is one of my priorities to work closely with clients and keep them well informed of the status of the work, and to actively involve them in the process including essential participation in decisions that must be made as the work progresses, particularly if they involve changes in the scope or cost of the project. I will work closely with the Town's staff in the development of the RFP, which will be much more extensive than the brief outline provided above. The Town's primary contact person will be kept current on the status of the work through frequent E-mail and telephone communication from me as the work progresses.

As appropriate, any of the Town's standard service and contract conditions will be incorporated into the RFP.

Evaluation of Proposals: I will work with the Town's Proposal Evaluation Committee to assess and rank the Proposals received. I will prepare a "Proposal Evaluation Spreadsheet" to facilitate the review process, which will identify key requirements in each of the submission categories, and allow reviewers to record their comments. The Technical Proposal will be reviewed and scored before the Financial Proposal is opened. This will provide the basis for the Review Committee to make a recommendation on award to the Town Manager and Council. The Proposal received from the successful proponent will be an Appendix to the Contract with the Proponent.

Advisory Services through the Engineering Phase: After the contract for engineering services has been executed, I will be available to the Town on an "as-required" basis for advisory services as may be required. This could include such things as review of design decisions, review of reports such as the Design Brief, etc.

Advisory Services through the Construction and Start-up Phases: After the design has been completed, approvals are in place, and Construction Contracts are issued, I will continue to be available to the Town for advisory services as may be required.

Anticipated Format of the RFP Preparation: Because of current COVID-19 protocols and my being situated in Ontario, the 14-day quarantine requirements do not permit me to be present in Rothesay at this time. However, with electronic document transfer and distance meetings via ZOOM or Go-To virtual meeting platforms I see no problem with the work being done in that manner.

This process would be nearly identical to one of my recent and very similar projects that was completed in February of this year for a client in New Brunswick. It involved the preparation of Request for Qualifications (RFQ) and Request for Proposals documents for a long-range (to the year 2100) servicing plan for a large multi-municipality regional wastewater collection and treatment system. All work, starting with the development of the RFQ and RFP documents, through to the evaluation of the engineering services Proposals and identification of the successful proponent, was done remotely to the mutual satisfaction of all parties.

The RFP document and related tables, etc., required for the Rothesay project would be provided in MS Word or Excel electronic file formats. While the ability to travel to Rothesay is not anticipated to be possible during the RFP phase, it hopefully will be during later stages of the WWTF project. The invoicing procedure for possible trips to Rothesay is included in the following paragraphs under “Invoicing”.

Invoicing for Services: Billing will be based on the number of hours actually required for the work. I do not bill for time spent traveling, as in traveling from Toronto to Rothesay, unless work is done while traveling and then it is only for time working. Invoices will be submitted at the end of each calendar month in which work is done. My current billing rate is \$115.00/hour. This rate will be firm throughout 2021 and 2022; the hourly rate will increase to \$120.00/hour if any services continue into 2023.

Disbursements, such as air fare, hotels, meals, gasoline for rental vehicles, etc., are billed at cost with no mark-up. If vehicle travel is required, apart from a rental car such as driving my vehicle to and from the airport, that will be billed at \$0.50/km, which is less than government rates. There is no mileage charge when using a rental car. Any other disbursements such as courier if required will be billed at cost with no mark-up. Receipts for each expense will be submitted, except for mileage. I do not charge HST as my annual income is below the threshold where that is required.

Airfare varies depending upon the time of year and length of time booked prior to flights, but as noted will be billed at actual cost without mark-up.

* * *

I am confident that I can provide the Town of Rothesay with a Request for Proposals for Engineering Services that will meet its expectations and needs. I appreciate the importance of developing a detailed and objectives-specific Terms of Reference in order to result in the Town of Rothesay obtaining Engineering Services for the design and construction of its new BNR WWTF. The objective is to result in a WWTF design that is the most technically correct and cost-effective and which enables present and future environmental requirements to be met.

Please feel free to contact me if any additional information is required.

Thank you for this opportunity to assist the Town of Rothesay on this very interesting and important project.

Sincerely,

Richard F. Gabbey

Richard F. Gabbey, M.Eng., P.Eng.

(attachment)




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 12, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March 30, 2021

SUBJECT: Equipment Supply – Asphalt Infrared Heater

RECOMMENDATION

It is recommended that the quote from Saunders Equipment Ltd., in the amount of \$27,375.00 plus HST, for the purchase of a ***KM International Infrared Heater*** be accepted and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2021 General Fund Operating Budget includes funding for the purchase of an asphalt infrared heater.

BACKGROUND

The Works Department equipment inventory currently includes the following:

1. Micro asphalt batch plant to recycle milled asphalt and produce hot mix for pothole repair when large scale batch plants are closed for the season;
2. Asphalt hotbox to keep recycled material hot until it arrives at the pothole repair site.

The next step in the “war on potholes” is to add an infrared heater to the inventory.

DISCUSSION

The purpose of the infrared heater is to warm the existing asphalt that surrounds a repair site. In cold weather, it is typical to repair a pothole only to have the material pop out a short time later as the hot "repair asphalt" did not bond to the surrounding frozen asphalt. Heating the repair area creates a bond between the new and existing material producing a more permanent fix and reducing staff time to repair individual sites multiple times.

Staff solicited quotes from two suppliers with the following results:

Stinson Equipment Ltd.,	Montreal, QC	\$29,040.00 plus HST
Saunders Equipment,	Fredericton, NB	\$27,375.00 plus HST

FINANCIAL IMPLICATIONS

The analysis concludes that the delivered cost of the infrared heater will be \$28,548.30.


The 2021 General Fund Operating Budget includes an amount of \$29,000 under the General Equipment Purchases line item to cover the cost of the infrared heater.

Equipment	Tender price	HST	HST rebate	Cost to Town
Total	27,375.00	4,106.25	2,932.95	28,548.30

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

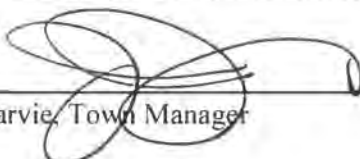


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 12, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: April 6, 2021

SUBJECT: Carpenter Pond Well #7 Rehabilitation

RECOMMENDATION

It is recommended that Rothesay Mayor and Council accept the proposal submitted by Fairville Construction Ltd. in the amount of \$350,000.00 plus HST to excavate and rehabilitate the infiltration gallery known as Well #7 in the Carpenter Pond Wellfield and further that the Mayor and Clerk be authorized to execute the relevant contract documents.

ORIGIN

The Utility Fund Capital Budget has included funding for wellfield development in each of the past 5 years. The 2021 budget includes an amount of \$290,000.

BACKGROUND

The Carpenter Pond Wellfield Designation Order stipulates that, regardless of the individual pumping capacity of any single production well, the overall daily wellfield withdrawal rate must not exceed 1910 cubic metres of raw water. This amount of water is not sufficient to meet peak demands at certain periods during the year. The additional water required to meet peak demand is supplied by an infiltration gallery referred to as Well #7. This infiltration gallery has no regulatory restriction on the amount of water that can be withdrawn daily; this fact renders Well #7 a very important resource to the Utility. Similar to the groundwater wells in the wellfield, Well #7 has experienced significant bio-fouling over the years which has physically reduced its yield capacity. It is now necessary to excavate and rehabilitate the infiltration gallery to restore the yield capacity.

DISCUSSION


The infiltration gallery known as Well #7 is essentially a long, deep trench consisting of slotted pipes surrounded by free draining cobbles graded towards a withdrawal point. The withdrawal point is equipped with a pump. The slotted pipe system is approximately 25 feet deep and runs parallel to the long axis of Carpenter pond with only 20 feet separating the two. The pond itself is approximately 14 feet deep.

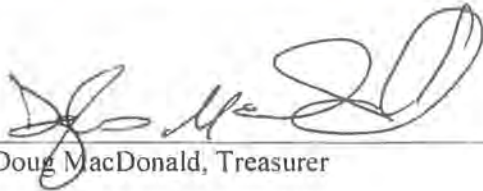
A project to excavate 10 feet below the floor of Carpenter Pond in an area only 20 feet away from the pond will require skill, patience and a very well planned approach. The pond serves as recharge for the groundwater wells that surround it. The collapse of an excavation during the rehabilitation of Well #7 could be catastrophic to the pond, to the surrounding eco-system and to the Town's water supply itself. Selecting the proper candidate to undertake such a project rather than just accepting the lowest bid is in the best interest of the Utility and its ratepayers. In short, the Town simply cannot afford to have this project be unsuccessful on any level.

This project will require proper shoring of the excavation and dewatering to avoid destruction of aquatic habitat in addition to the actual rehabilitation work associated with the infiltration gallery. Staff are of the opinion that Fairville Construction Ltd. has the knowledge, expertise and equipment to complete this work in a safe, efficient and cost effective manner.

FINANCIAL IMPLICATIONS

The 2021 Utility Fund Capital Budget includes \$290,000 for Well #7 rehabilitation as well as an additional \$60,000 for modifications to the water treatment plant. The treatment plant work could be deferred to a future budget year and the \$60,000 could be reallocated to the rehab project for a total budget of \$350,000. The completed cost of the project is expected to be \$365,000 including the Town's eligible HST rebate. The additional \$15,000 between the approved budget and the completed cost of the overall project is manageable within the approved 2021 Utility Capital Budget envelope.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 12, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

John Jarvie, Town Manager

DATE: April 7, 2021

SUBJECT: Equipment Supply – Traffic Signals

RECOMMENDATION

It is recommended that Council accept the quote from:

- 1) Electromega in the amount of \$63,785.00 plus HST, for the purchase traffic signal hardware for the Spruce street/Clark Road intersection and further that the Director of Operations be authorized to issue a purchase order in that regard.
- 2) Mallard Forestry Equipment in the amount of \$22,979.30plus HST, for the purchase of traffic signal poles and davit arms for the Spruce street/Clark Road intersection and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2021 General Fund Operating Budget includes funding for a project to signalize the intersection of Clark Road and Spruce Street including fully audible pedestrian controls.

BACKGROUND

The Works & Utilities Committee has received several requests over the years to include a safe pedestrian crossing on Clark Road at the intersection of Spruce Street.

The ambient operating speed on Clark Road coupled with a proposal for higher density housing in the immediate vicinity has led staff to recommend full signalization of the intersection rather than pedestrian signalization only.

DISCUSSION

There are currently seven signalized intersections maintained by the Rothesay Works Department; five owned by the Town and two owned by the province. All the signal hardware is Electromega brand and all poles supplied by Mallard Forestry products.

Power surges, lightning strikes and outage rebooting have each cause controller failure in the past and the Works Department maintains spare controller hardware to deal with such occurrences. The signal controllers are not an “off-the-shelf” item and range in the order of \$40,000 each. Sourcing different controller brands would necessitate the purchase of additional spare hardware, which is not desirable. There is also a long lead time required to order and program the controllers and have the poles and arms fabricated specifically for the intersection. Staff therefore recommend the pre-purchase of Electromega hardware and poles/davit arms from Mallard Forestry products.

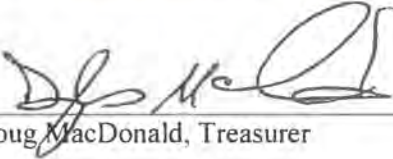
Once the materials arrive or a delivery date as been guaranteed, a public tender will be issued for the construction work associated with erecting the poles/davit arms and installing the signals.

FINANCIAL IMPLICATIONS

The analysis concludes that the delivered cost of the hardware, poles and davit arms will be \$90,483.02

The 2021 General Fund Capital Budget includes an amount of \$300,000 for the overall project.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



Rothesay 2020 Annual Report

This is the Annual Report of the corporation of the town of Rothesay for the 2020 fiscal year (January 1 to December 31).

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ROTHESAY



April 9th, 2020

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mayor Grant & Council:

Re: 2020 Annual Report

I am pleased to present the Annual Report of the business of the Town for 2020 prepared in accordance with New Brunswick Regulation 2018-54 under the Local Governance Act. Attached to this report are the audited financial statements that again show that the Town has operated with a small surplus in both the general and utilities funds.

The first year of the decade was a remarkable one. Even though the disruption caused by the pandemic may have been less in New Brunswick than other parts of the world, New Brunswickers had to cope. And in the town of Rothesay that meant finding new ways to accomplish regular tasks and digging a little deeper when required. Staff grew accustomed to wearing masks, social distancing and for a time in the spring the Town Hall was open only to appointments. Council became adept at videoconferencing and making decisions while sitting in their own kitchens or dens.

Although the spring brought Covid with all its emergency measures, there was no spring flooding as there had been in the past two years. For the most part the Town was able to provide the expected services – garbage was picked up, spring and fall cleanups were conducted, roads were swept and plowed, grass was cut, potholes were filled, water and sewer services were provided, summer recreation services were limited but trail maintenance was in high demand and capital programs advanced.

I want to thank Rothesay staff and those that provide its contracted services for adapting to the restrictions and challenges presented in 2020. I particularly want to thank the senior staff of the Town who provided calm leadership during these unusual times. The consistent good sense and dedication of staff have allowed the Town to provide the services our property owners rightfully expect with a minimum of disruption and with general good nature. I also want to thank Council for your tolerance under these unusual conditions and, like you, look forward to returning to something "near-normal" in 2021.

Yours truly,


John Farvin, MCIP, RPP
Town Manager

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

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

Rothesay 2020 Annual Report

ANNUAL REPORT

1. INTRODUCTION

On January 1, 2018, Regulation 2018 – 54 came into effect. The Province of New Brunswick established the *Annual Report Regulation – Local Governance Act* to provide information to property taxpayers regarding their local government. Rothesay has published an annual report in the past but this report differs in that it is designed to be in conformance with this legislation. A copy of the new regulation is found in the Appendices to this Report.

2. THE COMMUNITY

Rothesay is a long established residential community in southern New Brunswick and celebrated its 150th anniversary in 2010. In 1997, the Provincial Government amalgamated a portion of the Local Service District of Wells with the Town of Rothesay and the villages of Fairvale, Renforth and East Riverside-Kingshurst to form the new town of Rothesay with a population of about 11,600.

The town motto, "*Quinque Iuncta In Uno (Five United In One)*", represents the strength and unity of our municipality and the joining together of the five founding communities. The Municipal Flag for Rothesay represents the first of its kind in Canada. By permission of the New Brunswick government, the provincial flag, adopted in 1965 on the authority of Queen Victoria's Warrant of 1868, occupies the topmost part (the hoist) of the municipal flag. The Coat of Arms occupies the fly.

Rothesay's current population, based on the 2016 Statistics Canada Census, is 11,659, a small reduction from the 2011 count. This population was distributed amongst 4,635 households, 74% of which occupied single detached housing with an average size of 2.2 persons.

Rothesay is part of the Fundy Regional Service District, which is composed of nearby municipalities and local service districts centered on the mouth of the St. John River.

3. GOVERNANCE

An eight person Council with Dr. Nancy Grant as Mayor provides for the governance of the Town. The attendance of Councilors and monies they received from the Town are set out in Appendices C & D.

COUNCIL MEMBERS



Nancy Tiffany Miriam Grant Peter Don Matt Bill

The Rothesay Council includes:

- Mayor, **Dr. Nancy Grant***
- Deputy Mayor, **Dr. Matthew Alexander, Ph.D.**

and Councilors:

- | | |
|--------------------------------|-----------------------|
| • Miriam Wells | • Peter Lewis |
| • Tiffany Mackay French | • Grant Brenan |
| • Bill McGuire | • Don Shea |

* Elected Mayor after serving as Deputy Mayor (2012 – 2016)

COUNCIL MEETINGS

Rothesay Council meetings are typically held the second Monday of the month at 7:00 p.m. in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB. Regular and special Council meetings are open to the public. Council agendas and agenda packages are posted to the website prior to each meeting. Approved Council minutes are available for review in the Clerk's office and also online:

<https://www.rothesay.ca/council-minutes/>

Closed session meetings are held in accordance with the Local Governance Act, SNB 17, c. 18 (s. 68) when the subject matter generally relates to the following: confidential and/or personal information protected by law; contract negotiations; land disposition or acquisition; litigation or potential litigation and legal opinions or advice; matters of security; information gathered by police; information that could violate confidentiality from the federal or provincial government; and labour and employment matters.

During the Covid-19 pandemic, by resolution of Council, meetings are held at 4:00 p.m. via teleconference or videoconference. Council also passed resolutions related to the following: 1) delegations are limited to members of Town administration or other levels of government, other external organizations or external consultants/service providers retained on behalf of the Town, and 2) public hearings are temporarily suspended until such time as other technology is employed that will facilitate external participation or the Province of New Brunswick and/or the Federal Government of Canada determine physical distancing is no longer required to address the Covid-19 pandemic.

COVID-19 Pandemic declared 13 March 2020 (World Health Organization)

Meetings held in person:	January – March 2020
Meetings held by teleconference:	April – June 2020
Meetings held by videoconference:	July 2020 – December 2020

2020 Municipal Elections scheduled for May 11, 2020, postponed by the Legislature.

COMMITTEES OF COUNCIL (2020)

Council receives advice from ten committees, several of which include volunteers from the community.

- EMO Committee
- Finance Committee
- Nominating Committee
- Parks and Recreation Committee
- Rothesay Hive Advisory Committee
- Personnel Committee
- Planning Advisory Committee
- Rothesay Heritage Preservation Review Board
- Works and Utilities Committee

COUNCIL PRIORITIES

Following its election in 2016, Council adopted a set of priorities that were outlined in the Rothesay 2018 Annual Report. See Appendix B.



4. ADMINISTRATION

The Rothesay Town office is open Monday through Friday from 8:00 am to 4:30 pm, except civic holidays. During the pandemic, the office is closed from noon to 1:00 pm. The main telephone line (848-6600) is answered 7/24 for service requests and urgent matters.

Town records are filed in a computerized database with searching capacity in accordance with the guidelines of the Municipal Records Authority. Rothesay has implemented a system to record customer service requests and to track the nature of requests and the time required to respond. There were 498 service requests responded to in 2020 with the most frequent (61%) being related to water issues.

Rothesay has a diverse workforce with both unionized and non-unionized employees. Unionized employees at Rothesay are represented by the Canadian Union for Public Employees (C.U.P.E). At the end of 2020, Rothesay had 44 permanent employees (including 21 members of the bargaining unit).

In 2020, the Covid-19 pandemic brought about several challenges for the Town. Human Resources pivoted quickly to assist employees by developing and implementing a wide range of COVID-related safety measures. In an effort to reduce the risk of exposure to Covid-19, some administrative staff worked remotely on a temporary basis. Rotational shifts were implemented for employees unable to work from home. With the eventual improvement in Covid-19 case numbers, and the adoption of an Operational Plan, Rothesay was able to safely bring all employees back to regular shifts in May 2020.



The pace of recruitment activity remained steady in 2020. With the easing of restrictions at the beginning of May, Rothesay was able to continue to offer summer programming and hire 22 summer students.

The average staff member at Rothesay has been employed with the Town for 12.32 years and is 47.6 years old. With an aging workforce, a top priority for Human Resources in the years ahead will be to focus on succession planning in an effort to identify and develop new leaders for future leadership roles within the organization.

Mary Jane Banks is the Director of Administrative Services and the Town Clerk.



5. PROTECTIVE SERVICES

A. FIRE

The Kennebecasis Valley Fire Department Inc. (KVFD) is a corporation jointly owned with Quispamsis to provide fire suppression and some fire prevention and education services throughout the two Towns. Located on Campbell Drive in Rothesay, the Department responds to many medical emergencies in cooperation with Ambulance New Brunswick. In 2020, there were 436 calls for service, which was down from 2019 where there were 536. Included in the 436 calls were 65 rescue or resuscitation calls, and 21 involving fire or explosion resulting in financial losses to the property owner. The Department consists of forty firefighters, including 12 company officers, including senior firefighters, lieutenants and captains. The management team consists of one Fire Chief and one Deputy Chief, two Division Chiefs and an Executive Assistant to the Chief and a Finance Administrator. A Board with equal representation from each Council and volunteer appointments from each Town governs the KVFD. Rothesay paid \$2.2M or 40.74% of the Department's operating costs in 2020. Details about the Fire Department are on its website:

<http://www.kvfire.ca>

The Fire Chief is Bill Ireland.



B. POLICE

The Kennebecasis Regional Police Force (KRPf), an organization jointly owned and funded with Quispamsis, carries out policing in Rothesay. The Force has an approved strength of 40 officers and employs six civilian staff. In 2020, Rothesay had 3101 calls for service until mid-November. Technical difficulties with the Saint John Dispatch has been unable to report the remainder due to technical breakdowns.

Rothesay's share (40.14%) of the annual budget for policing was \$2.6M in 2020 with an additional \$117,000 from an operating reserve allocated to extraneous costs in 2020. The City of Saint John Public Safety Answering Point (PSAP) answers emergency (911) calls in Rothesay under an agreement with the KRPf. The share of this service paid by Rothesay was \$156,755.

Oversight of the KRPf is charged to a Board of Commissioners appointed by the two Towns and one Commissioner appointed by the Provincial Minister of Public Safety. More information regarding the nature and operations of the Regional Police Force is on its website:

<http://www.kennebecasisregionalpolice.com/>

The Police Chief is Wayne Gallant.

C. EMERGENCY PREPAREDNESS

During 2020, Rothesay continued to work on its emergency preparedness including new requirements brought on by Covid-19. A Provincial State of Emergency imposed restrictions on use of Town facilities and meant modifications to normal operating procedures.

Flooding season came and went without the requirement for sand bagging and the cleanup associated with the spring freshet of the last two years. . The spring freshet again brought high water but fortunately no flooding. Town staff adjusted the distribution of sand bags while factoring in the Coronavirus. Messaging was made to prevent to ensure residents were not fatigued by the news cycle. Social-distancing and mask use were considered when deploying and retrieving 7500 sand bags from the flood risk properties.

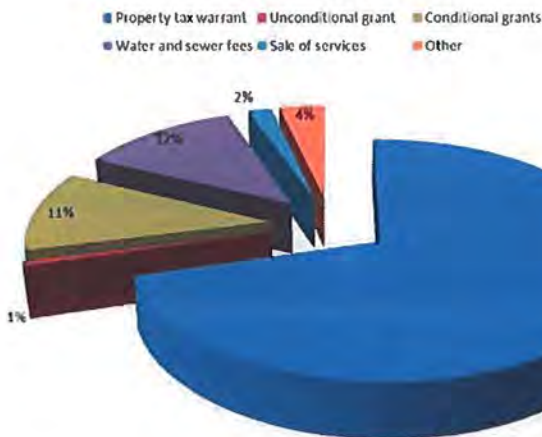
Efforts were made to make the town more resilient to the risk of flooding by raising the elevation of Elizabeth Parkway at Post Road, and portions of Park Drive. Rothesay also commissioned an engineering survey predesign to raise the elevations of the both Maliseet Drive, Pickett Lane and Alexander Avenue.



6. FINANCE

The Town finished the 2020 fiscal year with a general fund surplus of \$52,674 and \$48,220 in the utility account. These will be brought into budgets in 2022. During the year, the Town retired \$1.242M of debt, however new debentures were obtained in the amount of \$2.1M. Of the total obtained, \$1 million was related to 2019 capital expenditures. The Town's current debt is approximately \$1,356 per capita and general fund debt service costs are 5.1% of the annual budget supported by property taxes. The legislated limit for debt service is 20% of a municipality's annual expenditures in its general fund. The borrowing limits for utilities are larger and the Town is currently well within provincial guidelines with utility debt service costs of 20.8%. That debt is repaid through utility charges.

Revenue by source



The Town donated approximately \$20,500 to various groups and good causes in 2020; none of these were for economic development purposes. The donations are listed in Appendix A.

The total tax base of the municipality for the purposes of setting the tax rate was \$1.330B. The tax rate for 2020 was \$1.24 per hundred dollars of assessment. Assessments

are carried out by Service New Brunswick on behalf of all municipalities in the province at a cost of slightly less than two cents per \$100 to the property owner and an equal amount paid by the Town. Six percent of the tax base is made up of non-residential properties that were taxed at a rate of \$1.815 + the \$2.27 Provincial rate.

Utility rates were unchanged in 2020. Water cost was \$1.15/m³ plus a fixed cost of \$50 per quarter. The annual sewer charge remained at \$370 for single family houses. Business and multi-family buildings pay by size of the connection to the Town system.

The total operating expenditures and debt service costs of the Town were \$20.3M. Rothesay paid \$155,277 in Provincial property tax in 2020 as well as HST to the Province of approximately \$0.5M. The Provincial Government transferred \$128,323 representing 16¢ of the \$2.27 provincial tax rate paid by non-residential property in the town (\$9.96/capita). On average, municipalities with populations of more than 10,000 received \$101 per person in equalization; Rothesay received none.

The audited financial statements of the Town are found in Appendix F.

Doug MacDonald is the Town Treasurer.

7. PARKS & RECREATION

A. RECREATION

The Town maintains many outdoor recreation facilities including five ball fields, two synthetic turf surfaces at the Arthur Miller Fields, two irrigated soccer pitches and approximately 20 kilometers of walking, hiking and cross country ski trails.

Rothesay Recreation Department provides numerous program opportunities for its citizens throughout the year. Facilities include the Rothesay Arena, Bill McGuire Centre, Rothesay Common and the Wells Recreation Building. Through the summer months, the Recreation Department offers summer programs from various locations within the community.

Highlights for Rothesay Recreation in 2020 included an initial New Year's Day skate the Rothesay Common followed by numerous successful skating events such as: Meet the Paw Patrol Pups, Glow in the Dark Skate, Skate with the SJ Vito's Hockey Team, Disney Night, and Intro to Sledge Hockey. Each of these special themed nights were very popular and were well attended. Sponsors for four out of five of the events were arranged with Common's Creperie Café, Shadow Lawn Inn, Roberts Realty, and Forfitness and Athletics. Despite Covid-19, it was a successful 2020 Winterfest in Rothesay. Over 600 people were in attendance at the event on February 8th. There was face painting, snowshoeing, colouring mural, balloon animals, horse & trolley rides, princesses from Magical Memories, food and drinks served by the Kennebecasis Lions Club and Kennebecasis Legion. The Curling & Cocktails event was popular with 26 people attending; 38 had signed up but due to bad weather some did not show. River & Trail Moonlight Snowshoeing was popular with 55 people attending. The Rothesay Hive hosted multiple successful events for Winterfest, including the Winterfest Tea (25 people attended), Valentines Day Intergenerational Afternoon (47 people attended), and Winterfest Trivia where 15 people attended. The 2020 Rothesay Winter Speaker Series was hosted in collaboration with the Rothesay Hive and Go Ahead Seniors. The last three speaker sessions were unfortunately cancelled due to the COVID-19 Pandemic.



The warmer months would generally allow events such as Concert in the Common, Sunset Yoga, and Canada Day events, which were cancelled due to COVID-19. The Summer Playground Program was restructured to the Day Camp Program to meet the requirements from Public Health during the pandemic.

As a result, the Day Camp Program had three groups of 15 campers each week. Two groups were located at the Bill McGuire Centre and the third group was at the Wells Recreation Site. Day Camps were organized on a weekly registration with the lunch hour being offered. All public health guidelines were followed, and there were no field trips or beach days. Although there were many new rules to follow, campers and camp counselors were able to have a fun-filled summer.

Amid COVID-19, both K-Park and Renforth Beaches were open and guarded. The Town was able to hire seven lifeguards and have two fill-in guards available. The beaches were busy, however people were respectful of the COVID-19 social distancing rules. There were no swimming lessons offered due to the pandemic.

It was a successful community garden season and the garden's practices were adapted to meet the COVID-19 requirements, including a plot schedule (even and odd numbered plots alternate gardening days), sanitization, prescreening posters, and shared tools were not provided. As the year ended and COVID-19 was still amongst us. The annual Halloween event and KV Santa Claus Parade were both cancelled. The 6th Annual Mayor's Tree Lighting at the Rothesay Common was held on December 9th, 2020 and the celebration was slightly different due to virus. Rather than an in-person event, Rothesay hosted a Facebook live stream of the tree at the Rothesay Common lighting up for the 2020 Holiday Season. On Christmas Eve at 6:00pm, the Town also invited all Rothesay residents to light a candle, step outside to sing Christmas Carols, ring sleigh bells, and bring holiday cheer in their own way for 2 minutes.



B. PARKS

Rothesay maintains a network of parks and green spaces with major highlights such as the Rothesay Common, East Riverside-Kingshurst Park, Steele-Kennedy Nature Park, Wells Recreation Park, Renforth Wharf Park and smaller gems such as Dobbin Park and 150 Anniversary Park. The Town also maintains many outdoor recreation facilities including five ball fields, two synthetic turf

surfaces at the Arthur Miller Fields, two irrigated soccer pitches and approximately 20 kilometres of walking, hiking and cross country ski trails.

The new baseball field at Wells Recreation Park was a major expenditure in 2020 as the construction was underway to be completed in 2021. The recreation park also had some trail updates where the Town staff completed the loop at Wells Park as part of Taylor Brook Trail. Assigned trail names and trail name signs with distances were installed along with lights at the Wells Dog Park.

Six university students were hired from May-August 2020 and their duties included mowing, ball field maintenance, greenhouse work and gardening and various other parks-related jobs that could be completed following COVID-19 protocol. The ice surface at the Rothesay Common opened for the 2020-2021 season on December 13th, and rules and guidelines were adapted to meet all public health measures and restrictions for the various phases of recovery in Zone 2. To allow Rothesay residents to enjoy as much of the winter as possible during the pandemic, for the first time, Hillside Trail was groomed for hiking, snowshoeing, and cross country skiing for the 2020-2021 season.

Parks**Rothesay Parks & Trails****Trails**

The Rothesay Common	Well's Trail
East Riverside-Kingshurst Park	Hillside Trail
Steele-Kennedy Nature Park	Bicentennial Trail
Wells Recreation Park	The Bishop's KPark Trail
Renforth Wharf Park	
Jordan Miller Park	
Stuart Dobbin Park	
150 Anniversary Park	

Charles Jensen is the Director of Recreation and Parks.

C. LIBRARY

Library services for Rothesay residents are provided in partnership with the town of Quispamsis and the Province of New Brunswick. The building at 1 Landing Court in Quispamsis is maintained by the two towns cost-shared on a per capita basis. Permanent staff working in the library are employees of the Public Library Service of New Brunswick. The original library opened its doors in 1984 and was enlarged and renovated in 2013 at a total project cost of just under \$6M. Rothesay's share of the capital cost was \$2.6M and its share of the 2020 operating cost of the building was 39% of the total cost. More information on the **Kennebecasis Public Library** can be found on Facebook:

<https://www.facebook.com/kennebpl>



The Library Director is Laura Corscadden.

D. LIVING MUSEUM

The Rothesay Living Museum is a partnership with the Rothesay High School designed to protect and maintain memorabilia and artifacts from the five founding communities of the Town. It is operated by a volunteer committee that has collected stories of a number of prominent citizens in written and audio forms. It has also sponsored the publication of a book and several special events. The past year was a relatively quiet one for the Living Museum but it remains a repository for Town history and an opportunity for youth in the community to gain an appreciation for how we came to be.

S. PLANNING AND DEVELOPMENT

A. BUILDING PERMITS

In 2020, Rothesay issued 50 Development Permits and 220 Building Permits.

The total 2020 Value of Construction was \$19,750,249.00 being an increase of \$6,869,687.01 over the previous year due to larger projects. Rothesay generated \$146,594.50 in permit fees resulting from all issued development and building permits.

B. BY-LAW ENFORCEMENT

In 2020, by-law enforcement saw the closure of a three-year long file in the Wells neighbourhood. The table below represents categorized resident complaints that were investigated by Staff.

	Zoning Bylaw	Unightly Premises	Building By-Law	Animal Control	Civic Complaint	Noise Complaint
2020	5	4	4	6	-	5

C. PLANNING

The Rothesay Planning Advisory Committee met eight times in 2020 with the highlight being a review and recommendation regarding the Municipal Plan By-law. There was one major re-zoning application, which was for a 55 lot subdivision in Sagamore Point

D. HERITAGE PRESERVATION BOARD

The Rothesay Heritage Preservation Review Board did not meet in 2020. The Board is responsible for applying By-Law No. 1-07 Rothesay Heritage Preservation By-Law. This Bylaw guides development in the area around the Rothesay Common. The purpose of the By-law is the to preservation and protection of the distinctive characteristics of buildings and places of historical or architectural significance in preservation area.

Brian White is the Director of Planning & Development.



Lands at Corner of Campbell Drive and Millennium Drive Currently designated MILLENNIUM PARK – Business Park



Proposed change to medium residential nearest the Wedgewood neighbourhood and commercial along the Millennium Drive corridor.

9. PUBLIC WORKS

In 2020, the Public Works Department recorded 2,058 tons of salt/sand mixture that was placed by monitored equipment during road maintenance activities. In preparation for possible spring flooding 7500 sandbags were received and deployed to residents, then collected and placed in safe storage for future use. Intelligent speed radar signs were placed at Common (static), Eriskay school zone, College Hill and River Road.

The Department saw a busy year where 29 culverts were repaired or replaced and a major cross culvert was installed on McGill Road to solve a long standing drainage issue. There were 200m of storm sewer installed along French Village Road to capture underground spring water. The walking trail off Mark Drive was also repaired to promote better cross flow drainage and was resurfaced for walkers.

Works staff also installed 20 new sign posts to replace aging ones, 10 new stop signs and 25 street blades were added to provide better identification at intersections.

Staff responded to 140 Service Requests in 2020 and broken down in the table below.

Catch basins	13
Culverts	29
Ditches	15
Drainage	12
General Drainage	38
General Transportation	17
Potholes	7
Signs	3
Plow Damage	4
Street Cleaning	1
Street Light	1

In 2020, the following infrastructure work was completed:

- 1500 m of new barrier curb installed
- 2630 m² of new concrete sidewalk installed
- 7500 tons of new asphalt placed as follows:
 - Cove Crescent
 - Edie Drive
 - Fox Farm Road
 - Jordan Lane
 - Arena Parking Lot
 - French Village Road
 - Highland Avenue
 - Wharf Road
- 16,200 m² of microseal placed as follows:
 - Donald Road
 - Dykeman Crescent
 - McKinney Court
 - Ryan Drive
 - Terri Street

- Portions of road were raised on Elizabeth Parkway and Park Drive
- 1100 m of watermain installed between Hillside waterline and RNS
- New 3 way stops included on Highland Avenue and Park Drive
- Pipework associated with Turnbull Court Sewer system upgrade
- Deteriorated pipe bridge at Taylor brook replaced
- New roof installed on Hillside water storage reservoir
- Survey and design completed for 2021 resurfacing and microseal program

10. UTILITIES

A. WATER

In 2020, the Rothesay treatment plant at Carpenter Pond withdrew 686,646 m³ of raw water from the well network to produce 652,218 m³ of drinking water for distribution. With 15 new water connections and 20 new sewer connections, production was high with the major construction connecting RNS to the Hillside high pressure zone.

The following are the performance results for the three Town wastewater treatment lagoons for 2020.

Lagoon	Treated Volumes (m ³)	Mg/litre Oxygen Demand (CBOD)	Mg/litre Suspended Solids (TSS)
KPARK	89,044	27.5	29.2
RENFORTH	168,783	10.5	29.2
FAIRVALE	3,008,132	17.1	27

Brett McLean is the Director of Operations including both Works and Utilities.



II. APPENDICES

A. DONATIONS

RECIPIENT	TYPE	FORM	AMOUNT \$	PURPOSE
KV3C	grant	In kind	2,500	Use of space in McGuire Centre
NB Medical Education Trust	grant	cash	5,000	Support for medical education
KV Food Basket	grant	cash	5,148.39	To offset operating cost
St Joseph's Hospital Foundation	grant	cash	1,000	Research Equipment
KV Oasis Youth Centre	grant	cash	2,500	To offset operating cost
Saint John Theatre Co.	grant	cash	1,000	To offset operating cost
Rothsay Netherwood School	grant	cash	100	Youth for Youth concert
Imperial Theatre	grant	cash	250	East Indian Gala
NB Competitive Festival	grant	cash	100	Ad
Kahlan Edwards	grant	cash	250	Forum for Young Canadians
We Believe SJ	grant	cash	200	To offset operating cost
Muscular Dystrophy	grant	cash	200	Walk
Arts Atlantic Symposium	grant	cash	1,500	To offset operating cost
KV Food Basket	grant	cash	1,000	Emergency Donation
Make a Wish foundation	grant	cash	500	To offset operating cost
Empty Stocking Fund	grant	cash	500	To offset operating cost
Hestia House	grant	cash	200	Purple Lights

TOTAL

\$22,948.39

2016 – 2020 Council Term**B. COUNCIL PRIORITIES**

Rothsay Council believes that its decisions and initiatives will be most effective and the resources of the municipality most productive if carried out within a framework of goals that clearly articulate the direction of the organization during its term in office. The Term Priorities adopted by Council are:

To adopt a long term, sustainable fiscal strategy based on sound principles

- To establish financial management principles specific to Rothsay's circumstances
- To develop a five year financial plan
- To consider the economic implications of all new development proposals
- To actively seek an improved position on Provincial transfers

To plan & execute capital projects on time and budget

- To establish a five year plan for road resurfacing /improvements & renewing other capital assets
- Completion of WWTP project on budget; with operational costs identified and costed
- To complete 'Wells link' on budget
- To develop a comprehensive policy on storm drainage

To revisit the Recreation Master Plan

- To review the Rothsay Recreation Master Plan
- To ensure Rothsay recreation and park facilities and programs meet the needs of a wide range of residents.
- To ensure Rothsay trails are well-maintained and expanded as resources and opportunities permit ✓
- To explore opportunities for partnerships associated with Town-owned facilities
- To determine any parking improvements required at the Rothsay Common ✓

To adopt a comprehensive Municipal Plan

- To ensure policies and actions on all long-term Town initiatives are considered for inclusion in the municipal plan
- To maintain clear channels of communication with the public regarding the design of the municipal plan and development proposals within Rothesay
- To ensure Rothesay's property condition bylaws are as effective as possible
- To identify at least 3 key policies that could contribute to greater affordability in the Rothesay housing market
- To encourage greater understanding regarding reasons and methods for barrier-free access

To develop an 'age-friendly community' strategy

- To establish the Town position on its role in addressing seniors' issues ✓
- To review Town policy and procedures for "age friendliness" ✓
- To advocate for Rothesay seniors with the provincial and federal governments ✓

To develop more effective communication channels with its citizens, neighbours and other governments

To develop an effective communications plan based on recommendations from the Transparency Committee

- To develop quantitative and qualitative feedback metrics on effectiveness of Town communication channels
- To optimize benefits from participation in all inter-municipal and regional arrangements
- To maximize the benefits from revised municipal legislation

The Priorities were adopted at the November Council meeting. At the close of the year action plans were being developed, committees struck and resources allocated through the budget process to advance the priorities.

C. COUNCIL ATTENDANCE 2020

Legend		Open	Closed Mtg/ Working Session	Mayor Nancy Grant	DM Matt Alexander	Counc. Grant Brennan	Counc. Peter Lewis	Counc. Tiffany Mackay French	Counc. Bill McGuire	Counc. Don Shea	Counc. Miriam Wells
Present											
Absent											
No Mtg											
Jan 13	√										
Feb 10	√										
Mar 9	√										
Apr 14	√										
May 11	√										
Jun 8	√										
Jul 13	√										
Aug 10	√										
Sep 14	√										
Sep 28 Special	√										
Oct 13	√										
Nov 9	√										
Nov 16	√										
Budget											
Nov 30	√										
Budget											
Dec 14	√										
Jan 13		√									
Feb 10		√									
Feb 18		√									
Working Session											
Mar 9		√									
Apr 14		√									
May 11		√									
May 25		√									
Working Session											
Jun 8		√									
Jul 6		√									
Working Session											
Jul 13		√									
Aug 10		√									
Sep 14		√									
Oct 13		√									
Nov 3 Special Closed		√									
Nov 3		√									
Working Session											
Nov 9		√									
Nov 30 Special Closed		√									
Dec 14		√									

D. COUNCIL REMUNERATION

CATEGORY	Mayor Grant	D/Mayor Alexander	Councillor Brennan	Councillor Shea	Councillor Lewis	Councillor McGuire	Councillor Mackay French	Councillor Wells
Salary	\$35,000	\$18,900	\$16,200	\$16,200	\$16,200	\$16,200	\$16,200	\$16,200
Sub-total	\$35,000	\$18,900	\$16,200	\$16,200	\$16,200	\$16,200	\$16,200	\$16,200
Data Charges	\$271.16	\$250.29	\$250.29	\$328.53	\$250.29	\$265.93	\$250.29	\$307.94
Travel	\$283.81							
Development	\$785.34							
Miscellaneous	\$1,434.30							
TOTAL	\$37,774.61	\$20,159.64	\$16,450.29	\$17,729.22	\$16,450.29	\$16,465.93	\$16,985.46	\$16,507.94

CATEGORY	Mayor	Deputy Mayor	Councillor
Salary(2020)	35,000	18,900	16,200
Salary (Incoming Council 2021)	37,000	20,100	18,000

SENIOR STAFF SALARY RANGES

POSITION	SALARY RANGE
Director Administrative Service/Clerk	95,000 - 110,000
Director Parks & Recreation	95,000 - 110,000
Director of Planning & Development	95,000 - 110,000
Director of Operations	95,000 - 110,000
Treasurer	95,000 - 110,000
Town Manager	140,000 - 160,000

E. 2020 EVENTS ATTENDED BY THE MAYOR

The following are a list of some of the events and activities attended by Mayor Grant or Council Members on her behalf in 2020.

January 13 – February 10, 2020

1. Jan 15 Saint John Executives Luncheon (Mayors Annual)
2. Jan 15 Interview with Global News on Smart Meters
3. Jan 15 Glow in the Dark Skate
4. Jan 18 Chinese New Year Gala (*Deputy Mayor Alexander*)
5. Jan 23 Scotties Curling Championship Opening (*Deputy Mayor Alexander*)
6. Jan 25 Burns Supper (*Deputy Mayor Alexander*)
7. Jan 26 Warm Up to Winterfest (*Deputy Mayor Alexander*)
8. Jan 28 Fundy Winterfest Tea (Hive)
9. Jan 29 Sledge Hockey at the Rothesay Common
10. Jan 29 Bell Let's Talk Video for Champions for Change
11. Feb 4 Rothesay Elementary School "Local Government"
12. Feb 4-5 Delivery of Amazeatorium Tickets to Fairvale Elementary, Rothesay Elementary schools
13. Feb 6 Atlantic Arts Symposium Press Conference
14. Feb 8 Winterfest Family Day at the Rothesay Common
15. Feb 8 Moonlight Snowshoe at Wells Recreation Park

February 10, – March 9, 2020

1. Feb 11 RNS Performing Arts
2. Feb 15 Legion Branch 58 Roast Beef Dinner
3. Feb 29 Imperial President's Backstage Party (*Deputy Mayor and Counc. McGuire*)

COVID-19 GAP**June 2020 – August 10, 2020**

1. Jun 14 Message to Black Lives Matter event in Saint John
2. Jun 21 National Aboriginal Day - gathering at KPark Garden
3. Jun 28 Elected Chair of Fundy Regional Service Commission Board
4. Jul 1 Canada Day Video
5. Jul 1 Branch 58 Legion BBQ
6. Jul 25 VCT Summer Bazaar
7. Aug 3 Branch 58 Legion Potluck
8. Aug 6, 20 Cultural Ambassador for KV Players 2020 Virtual Season (Aug 6 Video)
9. Aug 7 Funding Announcement: Province to Greater Saint John Economic Development

August 10 – September 14, 2020

1. Sep 10 Video for Sophia Recovery/Recovery Day
2. Sep 12 Branch 58 Legion Ham Dinner
3. Sep 12 Teddy Bear Picnic on the Common (Make-a-wish)

**September 14 – October 13, 2020**

1. Sep 22 Radio Promo for "September for St. Joe's"
2. Oct 3-10 Virtual Sweet Caroline Run

October 13 – December 21, 2020

1. Oct 29 Poppy Campaign Kick-off
2. Nov 11 Remembrance Day Ceremony Branch 58
3. Nov 18 KRPF Police Awards
4. Nov 21 Cochran's "Santa Letters"
5. Nov 21 Empty Stocking Fund
6. Dec 2 Christmas Message Oldies Radio
7. Dec 4 Year End Interview TJ
8. Dec 6 Memorial Ceremony KVDVO
9. Dec 9 Virtual Mayor's Tree Lighting
10. Dec 14 Elderdog Fundraiser
11. Dec 16 "The Wave" Year End Interview
12. Dec 16 Chamber Business Awards
13. Dec 20 St. David's Advent Candle Lighting
14. Dec 21 Town Year End Video

**January 4 – February 17, 2021**

1. Jan 4 CBC Information Morning (Year End)
2. Jan 13 Warm Up to Winterfest Video
3. Jan 15 CBC Information Morning (Sagamore Heights)
4. Jan 27 Video for Order of the Maple Leaf (RPS)
5. Feb 5 Photo (Mayors) for Black History Month
6. Feb 12 Interview with Business View Magazine

7. Feb 17

Saint John Executives Association Guest Speaker



F. AUDITED FINANCIAL STATEMENTS

G. EXCERPT - REGULATION 2018 – 54