



# ROTHESAY



## Personal Information

Personal information of residents (i.e. name, contact information) is **redacted** from the copy of the Agenda package that is posted to the Town website. It is protected under the *Right to Information and Protection of Privacy Act*, c R-10.6 and regulations thereunder.

It is provided to Council in this monthly agenda package for reference and should not be disclosed during Open Session meetings of Council, without the express consent of the individual(s).

Thank you



**ROTHESAY**  
COUNCIL MEETING  
**By WebEx Videoconference**  
**Monday, February 8, 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**

- |                               |                 |                 |
|-------------------------------|-----------------|-----------------|
| <b>2. APPROVAL OF MINUTES</b> | Regular Meeting | 11 January 2021 |
|                               | Public Hearing  | 2 February 2021 |

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

N/A

**5. CORRESPONDENCE FOR ACTION**

- 5.1 13 January 2021 Email from Statistics Canada RE: 2021 Census of Population

**Adopt resolution**

- 5.2 February 2021 ACAP Saint John Climate Change Adaptation Plan Summary

**Confirm presentation for March 8<sup>th</sup> Council meeting**

**6. CORRESPONDENCE - FOR INFORMATION**

- |     |                 |  |
|-----|-----------------|--|
| 6.1 | 11 January 2021 | Letter from the New Brunswick Medical Education Foundation Inc. RE:<br>Thank you – renewal of annual scholarship |
| 6.2 | 12 January 2021 | Email from Kennebecasis Public Library RE: CN Donation   |

**7. REPORTS**

**7.0 February 2021 Report from Closed Session**

- |     |                  |   |
|-----|------------------|---|
| 7.1 | 25 November 2020 | Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)<br>Meeting Minutes |
|     | 30 November 2020 | KRJBPC Statement of Financial Position  |
|     | 11 January 2021  | KRJBPC Crime Statistics   |

- 7.2 31 December 2020 Draft unaudited Rothesay General Fund Financial Statements
- 31 December 2020 Draft unaudited Rothesay Utility Fund Financial Statements
- 21 January 2021 Draft Finance Committee Meeting Minutes
  - Bank of Nova Scotia Commitment Letter
  - Safe Restart Agreement
  - Insurance Renewal
- 7.3 15 January 2021 Draft Rothesay Emergency Measures Committee Minutes
- 7.4 19 January 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.5 19 January 2021 Draft Parks and Recreation Committee Meeting Minutes
- 7.6 1 February 2021 Draft Planning Advisory Committee Meeting Minutes
- 7.7 January 2021 Monthly Building Permit Report
- 7.8 4 February 2021 Capital Projects Summary

## 8. UNFINISHED BUSINESS

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### TABLED ITEMS

#### 8.1 Wiljac Street Reconstruction and Extension – Design (Tabled March 2019)

*No action at this time*

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#### 8.2 Municipal Plan By-law 1-20

3 February 2021 Report prepared by DPDS White

## 9. NEW BUSINESS

### ADMINISTRATION

#### 9.1 Amendment to By-law 2-14 Schedule B – Standing Committees

1 February 2021 Report prepared by Town Clerk Banks  
 25 January 2021 Recommendation from Rothesay Hive Advisory Committee  
 8 February 2021 Amended By-law 2-14 Schedule B – Standing Committees

#### 9.2 Local Improvement Levy – Kennebecasis Park

21 January 2021 Memorandum from Town Clerk Banks  
 8 February 2021 Warrant of Assessment

#### 9.3 Local Improvement Levy – Mulberry Lane

27 January 2021 Memorandum from Town Clerk Banks  
 8 February 2021 Warrant of Assessment  
 27 January 2021 Memorandum from Treasurer MacDonald

#### 9.4 Draft Plastic Bag Reduction By-law 1-21

5 February 2021 Memorandum from Town Clerk Banks  
 DRAFT Rothesay By-law 1-21  
 19 January 2021 Quispamsis By-law 061  
 23 December 2020 Letter from Fundy Regional Service Commission with draft by-law

# **ROTHESAY**

2021February8OpenSessionFINAL\_003

Regular Council Meeting

Agenda

-3-

8 February 2021

## **DEVELOPMENT SERVICES**

### **9.5 Summer Haven Crescent – Lots**

3 February 2021	Report prepared by DPDS White
18 December 2020	Letter from residents of 6 Summer Haven Crescent
	1920 Plan of Subdivision Riverside Park
	2016 Plan of Subdivision

## **OPERATIONS**

### **9.6 Fleet Purchase – Sidewalk Plow**

3 February 2021	Report prepared by DO McLean
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### **9.7 Flood Preparedness – Alexander Avenue**

4 February 2021	Memorandum from Town Manager Jarvie
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## **RECREATION**

### **9.8 Trail Groomer Purchase – Parks Department**

8 February 2021	Report prepared by DRP Jensen
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## **10. NEXT MEETING**

<b>Regular meeting</b>	Monday, March 8, 2021 at 4:00 p.m.
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## **11. ADJOURNMENT**

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** January 13, 2021 2:14 PM  
**To:** Liz Pomeroy  
**Subject:** FW: 2021 Census of Population / Recensement de la population de 2021

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**From:** Do Not Reply / Ne Pas Répondre (statcan/statcan) <[statcan.DoNotReply-NePasRepondre.statcan@canada.ca](mailto:statcan.DoNotReply-NePasRepondre.statcan@canada.ca)>  
**Sent:** Wednesday, January 13, 2021 11:10 AM  
**To:** [nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)  
**Subject:** 2021 Census of Population / Recensement de la population de 2021

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

*(La version française s'ensuit.)*

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team will contact you to discuss ways in which we can work together. Should you have any questions, please contact us at [statcan.censusoutreach.atlantic-rayonnementdurec.atlantique.statcan@canada.ca](mailto:statcan.censusoutreach.atlantic-rayonnementdurec.atlantique.statcan@canada.ca).

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby  
Director General, Census Management Office  
Statistics Canada / Government of Canada

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Bonjour,

J'ai le plaisir de vous informer que le prochain recensement se déroulera en mai 2021. Par la présente, je sollicite votre appui afin de mieux faire connaître le recensement aux résidents de votre collectivité.

Depuis plus d'un siècle, la population canadienne s'appuie sur les données du recensement pour se renseigner sur l'évolution du pays et sur ce qui compte pour elle. Nous nous fions tous aux tendances socioéconomiques et à l'analyse des données du recensement pour prendre d'importantes décisions qui ont une incidence directe sur nos familles, nos quartiers et nos entreprises. En réponse à la pandémie de COVID-19, Statistique Canada s'est adaptée afin de veiller à ce que le Recensement de la population de 2021 soit mené partout au pays de la meilleure façon possible, au moyen d'une approche sécuritaire.

Statistique Canada [embauchera environ 32 000 personnes](#) partout au pays pour aider à la collecte des données du recensement. Nous aimerions travailler avec vous et votre municipalité afin que les résidents de votre collectivité soient avisés et informés de ces possibilités d'emplois.

De plus, vos efforts pour encourager les résidents de votre municipalité à remplir leur questionnaire du recensement auront une incidence directe sur la collecte des données nécessaires pour planifier, élaborer et évaluer des programmes et des services tels que les écoles, les garderies, les services à la famille, le logement, les services d'urgence, les routes, les transports publics et la formation pour acquies des compétences nécessaires à l'emploi.

Si vous souhaitez exprimer le soutien de votre municipalité au recensement, veuillez communiquer aux résidents le texte de résolution du conseil municipal suivant :

Qu'il soit résolu que :

Le Conseil de la Corporation de (NOM DE LA VILLE OU DE LA MUNICIPALITÉ) appuie le Recensement de 2021 et encourage tous les résidents à remplir leur questionnaire du recensement en ligne au [www.recensement.gc.ca](http://www.recensement.gc.ca). Des données du recensement exactes et complètes soutiennent des programmes et des services qui profitent à notre collectivité.

Au cours des prochaines semaines, un membre de notre équipe des communications pourrait communiquer avec vous afin de discuter des façons de travailler ensemble. Si vous avez des questions, n'hésitez pas à communiquer avec nous au [statcan.censusoutreach.atlantic-rayonnementdurec.atlantique.statcan@canada.ca](mailto:statcan.censusoutreach.atlantic-rayonnementdurec.atlantique.statcan@canada.ca).

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Je vous prie d'accepter mes sincères salutations.

Geoff Bowlby  
 Directeur général, Bureau de gestion du recensement  
 Statistique Canada / Gouvernement du Canada



## PROJECT OVERVIEW

- ACAP Saint John received funding through the Environmental Trust Fund to develop a Climate Change Adaptation Plan for the Town of Rothesay (to be completed March 1<sup>st</sup>, 2021).
- The project was building on the existing work completed by CBCL Limited in 2020 (Adaptation Plan: Phase One) and followed the ICLEI Guidebook “Building Adaptive and Resilient Communities.”
- Recommendations in the Action Register are provided to increase resiliency and reduce risk.
- Adoption of the Plan by Town Council will display the Town’s commitment to Climate Change Adaptation.
- The Adaptation Plan is an opportunity to reduce negative impacts and provide a stronger, healthier, and sustainable future for the Town of Rothesay.

## GAP ANALYSIS

- Understanding the existing municipal policy and development initiatives provides the background information required to evaluate how the Town will respond to the impacts of climate change.
- Relevant municipal documents were reviewed including: CBCL Climate Change Adaptation Phase One (2020); Municipal Plan 2020-2030 (Draft); CBCL Asset Management Strategy (2019); By-Laws (Building, water, sewage, emergency response, zoning); etc.
- Rothesay has been successful in the completion of several capital upgrades and on-track to ensure infrastructure is protected from flooding.
- Beyond the strict development policies in place, the gap analysis identifies opportunities for public education around the importance of natural areas and green infrastructure in flood protection.

## RISK AND VULNERABILITY ASSESSMENT

- Research and input from the Steering Committee and the community provided the basis for the risk and vulnerability assessment.
- The Action Register will focus on actions addressing the high risk and high vulnerability areas.
- Priority impacts will be explored in detail in the Climate Change Adaptation Plan.

## ACTION REGISTER

- The Action Register organizes the adaptation recommendations with details including the lead departments involved, timeframe, estimated costs, and existing initiatives that support the action.
- Actions are broken into three strategies:
  1. Advance climate action through municipal leadership
  2. Preparedness and emergency planning
  3. Increasing resiliency through community education, awareness, and involvement.

## REQUEST

- Present the Final Climate Change Adaptation Plan to Rothesay Council at the March 8<sup>th</sup>, 2021 Council meeting.



# Town of Rothesay Climate Change Adaptation Action Register

This action register is presented as part of the Climate Change Adaptation Plan and includes recommendations that are supported by existing policies and were developed through a comprehensive risk and vulnerability assessment. The action register is intended to be a living document that guides implementation of the adaptation plan and effectively builds resilience to climate change in the Town of Rothesay. The partnerships, completion targets and costs identified in this register are suggestions to help initiate implementation and are subject to change.

## Table of Contents

Strategy 1: Advance climate action through municipal leadership ..... 1

Strategy 2: Preparedness and emergency planning ..... 2

Strategy 3: Increase resiliency through community education, awareness, and involvement ..... 3

## Completion Targets

Ongoing: actions that are currently being completed and should continue to be implemented.

Short term: 2021-2025

Medium term: 2026-2030

Long term: 2030-2040

## Cost Categories

Low: < \$20,000

Medium: \$20,000 - \$100,000

High: \$100,000 - \$1,000,000+

## Risk Rating

The risk rating category describes the result from the vulnerability and risk assessment. The vulnerability and risk assessment for the Town of Rothesay revealed risks from very-low to medium-high. The level of risk represents the priority with which each action should be addressed:

- **Medium-High** risks are the most severe in the Town and should be addressed first.
- **Medium** risks can be incorporated into routine maintenance and operations or when the urgency of the climate impact increases.
- **Low** risks will continue to be monitored but it is expected that existing actions will be sufficient to address these risks. These risks can be re-evaluated as the urgency of the climate impact increases.

### List of Acronyms

- **DELG:** Department of Environment and Local Government
- **EMO:** Emergency Measures Organization
- **KRPF:** Kennebecasis Regional Police Force
- **KVFD:** Kennebecasis Valley Fire Department

### Strategy 1: Advance climate action through municipal leadership

Action	Lead Department & Partners	Completion Target	Cost	Risk Rating	Supporting Initiatives and Policies
1. Complete a formal building condition assessment with consideration of climate change impacts	Finance, Municipal Operations	Short	Medium	Medium-High	<i>CBCL Asset Management Plan</i> <i>CCEI Corporate and Community GHG Reduction Plan</i>
2. Explore regional partnerships to enforce strict development controls within flood risk areas	Council & representatives from neighbouring communities, DELG	Short - Medium	Low	Medium-High	
3. Complete a Life-Cycle Analysis of existing infrastructure with respect to climate impacts.	Municipal Operations, Planning and Development Services	Medium	Medium	Medium-High	<i>CBCL Asset Management Plan</i>
4. Complete an economic evaluation of the services provided by natural assets identified in the Stormwater Master Plan and Urban Forestry Management Plan	Consultant, Finance, Municipal Operations	Medium	Medium	Medium-High	
5. Establish a committee that moves climate change initiatives forward	Town Council and Town Manager	Short	Low	Medium-High	
6. Increase the awareness and availability of flood mapping and forecasting in Rothesay (i.e. libraries, social media).	Planning and Development Services, Communications	Short	Low	Medium-High	
7. Include demonstration green infrastructure plans into the Rothesay Common Upgrade Project	Parks and Recreation, ACAP Saint John	Short	Low	Medium	<i>Municipal Plan 2020_Draft</i>
8. Evaluate the opportunity for a stormwater levy in Rothesay	Finance, Planning and Development Services, Municipal Operations	Medium	Low	Medium	
9. Implementation of water conservation measures during extended dry periods (i.e. restrictions on water usage, increases to the cost of water)	Finance, Municipal Operations	Short - Ongoing	Low	Medium	<i>CBCL Climate Change Adaptation Plan Phase 1</i>
10. Develop a demonstration site for water harvesting systems such as rain gardens and rain barrels (i.e. Wells Recreation Center, Town Hall)	Parks and Recreation, ACAP Saint John	Short	Low	Medium	<i>Zoning By-Law No. 2-10</i> <i>Sewage By-Law No.1-15-1</i> <i>CBCL Asset Management Plan</i>
11. Integrate green energy systems into municipal buildings to support back-up power systems and diversify energy sources	Municipal Operations	Medium- Long	High	Medium-Low	<i>CCEI Corporate and Community GHG Reduction Plan</i> <i>CBCL Climate Change Adaptation Plan Phase 1</i> <i>Emergency Measures By-Law No.1-16</i>

### Strategy 2: Preparedness and emergency planning

Action	Lead Department & Partners	Completion Target	Cost	Risk Rating	Supporting Initiatives and Policies
12. Include a section on “Emergency Measures and Response” in future iterations of the municipal plan	Town Manager, KRPF, KVFD, NB and municipal EMO, Planning and Development Services	Medium	Low	Medium-High	
13. Employ a full-time staff member as the Climate Change and Emergency Response Manager with responsibilities to develop an Emergency Response Plan and oversee implementation and integrate adaptation planning into municipal function	Town Manager, Town Council	Short	Medium	Medium-High	<i>Emergency Measures By-Law No.1-16 CBCL Climate Change Adaptation Plan Phase 1</i>
14. Host collaborative emergency preparedness information sessions for the public during national and provincial Emergency Preparedness Weeks	NB and municipal EMO, Red Cross, KVFD, KRPF	Short	Low	Medium-High	<i>Emergency Measures By-Law No.1-16CBCL Climate Change Adaptation Plan Phase 1</i>
15. Educate municipal staff on identification and reporting of cyanobacteria in recreational water sources	Parks and Recreation, ACAP Saint John	Medium	Low	Medium	
16. Provide public registration for individuals requiring electricity for healthcare equipment or assisted evacuation	Red Cross, NB and municipal EMO, KRPF	Short - Ongoing	Low	Medium	
17. Develop a Winter Maintenance Strategy to account for changing winter precipitation patterns including increasing snowfall, freezing rain and ice events.	Municipal Operations	Short	Low	Low	<i>CBCL Asset Management Plan CBCL Climate Change Adaptation Plan Phase 1</i>

### Strategy 3: Increase resiliency through community education, awareness, and involvement

Action	Lead Department & Partners	Completion Target	Cost	Risk Rating	Supporting Initiatives and Policies
18. Develop a communication strategy for sharing information on climate change impacts online <i>*See Report for details (Action Register Section).</i>	Town Manager, Consultant, Communications	Short	Medium	Medium-High	
19. Host public flooding workshops before and after flood events (topics include preparedness actions; after the flood information; and the Town's response).	NB and municipal EMO, Planning & Development Services, Municipal Operations	Short	Low	Medium-High	<i>Annual Report 2018 CBCL Climate Change Adaptation Plan Phase 1</i>
20. Education about the role of soft and hard armouring using local areas in Rothesay to demonstrate resiliency (i.e. East Riverside-Kingshurst Park).	Communications, ACAP Saint John	Short	Low	Medium-High	<i>Municipal Plan 2020_Draft</i>
21. Enforce existing development permits (WAWA) and educate the public about the significance of natural areas.	Planning and Development Services, DELG	Ongoing	Low	Medium-High	<i>Municipal Plan 2020_Draft</i>
22. Update the Town's Sentinel System to inform property owners in areas at risk to extreme events.	Town Manager, Administrative Services	Ongoing	Low	Medium-High	
23. Install educational signage with new green infrastructure projects and in existing resilient areas.	ACAP Saint John, Parks and Recreation, Municipal Operations, Planning & Development Services	Medium	Low	Medium	
24. Host creative competitions within the community to encourage water conservation habits.	Planning and Development Services	Short	Low	Medium	
25. Inform property owners of insurance incentives or develop a municipal incentive for the installation of backwater valves in existing buildings.	Municipal Operations	Short	Medium	Medium	
26. Installation of public signage about cyanobacteria (identification and risk reduction).	Parks and Recreation, ACAP Saint John	Medium	Low	Medium	



The New Brunswick Medical  
Education Foundation

La Fondation d'éducation médicale  
du Nouveau-Brunswick Inc.

2021 February 8 Open Session FINAL\_030

**Directors of the New  
Brunswick Medical  
Education Foundation  
Inc.**

Jason Downey, Co-Chair  
James O'Brien, MD, Co-Chair

Thomas Barry, MD

Carol Chapman

Mike Doyle

Bernadette Fernandes

David Huestis

Nora Kelly

Allison Kennedy, MD

Robert MacKinnon, BA, MA, PhD

David Marr, MD, Past Chair

Ron Outerbridge, CA

Michael Simon, MD

John Wallace, LLB

**Darren McLeod**  
Executive Director  
[darren.mcleod@nbmeded.ca](mailto:darren.mcleod@nbmeded.ca)

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**Phone: (506) 848-0036**  
**Fax: (506) 847-7153**

New Brunswick Medical  
Education Foundation Inc.  
70C Hampton Road  
Rothesay, NB  
E2E 5L5

**CRA No. 810513523RR0001**

January 11, 2021

Mayor Nancy Grant & Council  
Town of Rothesay  
70 Hampton Road  
Rothesay, N.B. E2E 5L5

Dear Mayor Grant & Council:

Thank you again for the renewed support and confidence in our scholarship program that ensures the best and brightest medical students remain here to practice medicine in the province. The Town of Rothesay's commitment to an annual scholarship has greatly assisted eligible recipients from the community for over 8 years to become our future doctors.

On behalf of our board and staff, please accept our sincerest gratitude for the Town's ongoing support to this important bursary program. As the only not-for-profit organization in Canada dedicated transforming healthcare in our province through supporting our students to stay in the province to practice medicine, we are indebted to your ongoing partnership.

Please find enclosed a tax receipt for the \$5,000.00 scholarship the Town kindly provided for the 2021 scholarship year.

In gratitude.

Kindest regards,

Darren McLeod  
Executive Director

cc: Mr. Doug MacDonald, Treasurer, Town of Rothesay  
Ms. Mary Jane Banks, Town Clerk, Town of Rothesay



**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** January 12, 2021 1:56 PM  
**To:** Liz Pomeroy  
**Subject:** FW: CN Donation to the Library

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**From:** Corscadden, Laura (NBPLS/SBPNB) <[Laura.Corscadden@gnb.ca](mailto:Laura.Corscadden@gnb.ca)>  
**Sent:** Tuesday, January 12, 2021 12:21:21 PM  
**To:** Linda Hansen  
Watling, Amy (HorizonNB) <[Amy.Watling@HorizonNB.ca](mailto:Amy.Watling@HorizonNB.ca)>; lizgreer  
Don Shea <[DonShea@rothesay.ca](mailto:DonShea@rothesay.ca)>; Rioux, Pierre <[prioux@quispamsis.ca](mailto:prioux@quispamsis.ca)>; Kevin Winchester  
allison Maxwell Susan Webber  
Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>; [eohara@quispamsis.ca](mailto:eohara@quispamsis.ca)  
<[eohara@quispamsis.ca](mailto:eohara@quispamsis.ca)>  
**Cc:** Steeves, Brian (NBPLS/SBPNB) <[Brian.Steeves@gnb.ca](mailto:Brian.Steeves@gnb.ca)>; Heans, Amy (NBPLS/SBPNB) <[Amy.Heans@gnb.ca](mailto:Amy.Heans@gnb.ca)>;  
MacKinnon, Keith (NBPLS/SBPNB) <[Keith.MacKinnon@gnb.ca](mailto:Keith.MacKinnon@gnb.ca)>  
**Subject:** CN Donation to the Library

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

Hello everyone,

I'm very pleased to let you all know, that I have received the \$10,000 donation to the Kennebecasis Public Library from CN.

The library board, staff, and I are very excited about the possibilities for this wonderful gift. Throughout the COVID-19 pandemic, we have been reimagining how we offer library services to the members of our communities. I am looking forward working with our board and staff to discuss how best these funds will benefit our patrons!

What wonderful good news this has been! Very best,

Laura

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**Laura M. Corscadden**

City Librarian / Directrice de bibliothèque  
Bibliothèque publique de Saint John Free Public Library  
1 Market Square, Saint John NB E2L 4Z6  
Phone / Téléphone : 506-643-7770  
Cell / Téléphone portable : 506-609-9052  
E-mail / Courriel: [laura.corscadden@gnb.ca](mailto:laura.corscadden@gnb.ca)

Acting Library Director / Directrice de bibliothèque par intérim  
Kennebecasis Public Library / Bibliothèque publique de Kennebecasis  
1 Landing Court, Quispamsis NB E2E 4R2  
Phone / Téléphone : 506-849-5316  
E-mail / Courriel: [laura.corscadden@gnb.ca](mailto:laura.corscadden@gnb.ca)

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**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
BOARD MEETING OF NOVEMBER 25, 2020**

**REGULAR MEETING**

Held at KRPF Headquarters Boardroom  
126 Millennium Dr.  
Quispamsis, NB



**In Attendance:**

<b>BOARD MEMBER</b>	<b>POSITION</b>
Robert (Bob) McLaughlin	Chair/Quispamsis Representative
Richard Arbeau (Z)	Quispamsis Representative
Peter Bourque	Rothsay Representative
Libby O'Hara (Z)	Quispamsis Representative
Matthew (Matt) Alexander (Z)	Rothsay Representative
Chief Wayne Gallant (Z)	KRPF Chief of Police
Tiffany Mackay French (Z)	Rothsay Representative
Sean Luck (Z)	Quispamsis Representative
Insp. Mary Henderson	KRPF OIC Operations
Deputy Chief Jeff Giggey (Z)	KRPF Deputy Chief of Police
Insp. Anika Becker (Z)	KRPF OIC Administration
Tanya Cyr	Secretary of the Board

\*\* (Z) indicates attendance by Zoom.

**Absent:**

Linda Sherbo	Provincial Representative
Cherie Madill	Secretary/Treasurer of the Board

**CALL TO ORDER:**

Chairman McLaughlin calls the meeting to order.

The board discussed that this portion of the meeting is open to the public and that Natalie Sturgeon had expressed interest in attending, however failed to show.

**1. APPROVAL OF AGENDA:**

Chairman McLaughlin called for a motion to approve the Agenda for the Regular Meeting as presented.

*It was moved by Matt Alexander and seconded by Libby O'Hara that the Agenda for the Regular Meeting of November 25, 2020 be approved as presented. **MOTION CARRIED.***

**2. APPROVAL OF MINUTES OF OCTOBER 28, 2020:**

Chairman McLaughlin called for a motion to approve the Minutes of the Regular Meeting of October 28, 2020 as presented.

*It was moved by Richard Arbeau and seconded by Sean Luck that the Minutes of the Regular Meeting of October 28, 2020 be approved as presented. **MOTION CARRIED.***

**3. DECLARATION OF CONFLICT OF INTEREST:**

Chairman McLaughlin called for conflicts of interest and the following conflicts were noted:

- Bob McLaughlin – Building issues

**4. SECRETARY-TREASURER'S REPORT:**

Chairman McLaughlin stated that Cherie Madill is absent today due to a death in the family. He advised that a donation was sent on behalf of the board.

Chief Gallant stated that he received an e-mail from Cherie which advised we have a surplus of \$145,207 before extraneous costs or about \$27,088 afterwards. She has updated all of the estimates from September so her adjusted surplus projection is \$63,000 (this will have to be explained by Cherie) and this is the number we are using. He advised he went through the numbers and they appear to be consistent and there doesn't appear to be any anomalies beyond what was talked about at the last meeting. If things continue as they are we will have a small surplus at the end of the year and hopefully we will be able to put some of that towards the dispatching equipment that we have to purchase.

Chairman McLaughlin asked if everyone has reviewed the financials and if anyone had any questions. Nothing was brought forth.

Chairman McLaughlin called for a motion to receive and file the Secretary/Treasurer's Report.

*It was moved by Matt Alexander and seconded by Tiffany McKay French that the financial statements as presented be received and filed. **MOTION CARRIED.***

**5. CHIEF'S REPORT:**

Chairman Bob McLaughlin moved to the Chief's Report.

Individual SLT Presentations

Chief Gallant advised he would let it stand as presented. Adding that under personnel, all grievances have been resolved.

Sean Luck asked if there has been any feedback on the traffic circle and have we if we had seen a decrease in calls that area? Chief Gallant advised we haven't noticed an increase in accidents and people seem to be navigating it without issue. He has received some feedback on how narrow it is and that it may pose a problem for larger vehicles. Sean Luck stated they brought the width issue up to their specialists and was advised it was designed to provincial specifications, it is up to code. It is designed for larger vehicles to go up on the curb. This was also designed to slow them down as well.

Chairman McLaughlin called for a motion to receive and file the Chiefs Report.

*It was moved by Libby O'Hara and seconded by Sean Luck to receive and file the Chief's Report. **MOTION CARRIED.***

**6. COMMITTEE REPORTS:**

Chairman McLaughlin moved onto the Committee Reports.

Personnel:

Chairman McLaughlin stated they will be conducting the Chief's review soon. He will send out the information and set up a meeting. Chairman McLaughlin asked if there was anything on the new member from Rothesay. Matt Alexander stated it was with the nomination committee and they will reach out to that individual and will advise.

Building and Grounds/Transportation:

Chairman McLaughlin advised that a lot of the work is completed for the final submission for costs to get the building expansion plans out to tender. Chief Gallant advised that there is likely to be changes to the original floor plan (inside, not the footprint).

Chief Gallant advised that we have a building committee meeting scheduled for January 22. Chairman McLaughlin stated he would have the information for that meeting.

Insurance/Risk Management:

Richard Arbeau will be going over reimbursement submissions to be forwarded to the insurance company for the two (2) outstanding claims.

Finance:

Chairman McLaughlin advised there was nothing to report.

Communication/Policy & Governance:

Chairman McLaughlin advised he was speaking with Linda Sherbo who advised she will have an update for our next meeting.

Chairman McLaughlin called for a motion to receive and file the committee reports.

*It was moved by Matt Alexander and seconded by Sean Luck to receive and file the committee reports.*  
**MOTION CARRIED.**

**7. CORRESPONDENCE:**

Nothing to report.

**8. NEW BUSINESS:**

Nothing to report.

Chairman McLaughlin called for a motion to approve the Strategic Plan which was presented in the Committee of the Whole meeting.

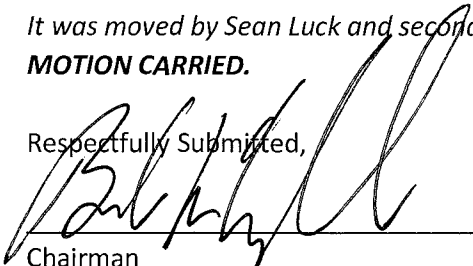
*It was moved by Libby O'Hara and seconded by Peter Bourque to approve the Strategic Plan as presented in the Committee of the Whole meeting.* **MOTION CARRIED.**


**9. MOTION TO ADJOURN:**

There being no further business to discuss, Chairman McLaughlin called for a motion to adjourn the Regular meeting.

*It was moved by Sean Luck and seconded by Libby O'Hara that the Regular meeting be adjourned.*  
**MOTION CARRIED.**

Respectfully Submitted,

  
Chairman  
Bob McLaughlin

  
Executive Assistant  
Tanya Cyr

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at November 30, 2020**

	<u>2020</u>	<u>2019</u>
<b>-----Financial assets-----</b>		
Cash - General	403,193	404,694
Sick Pay/ Retirement Investments	900,121	830,582
Accounts Receivable	47,983	53,257
Sales tax recoverable	44,934	28,112
Receivable from Towns		197,235
	<u>1,396,230</u>	<u>1,513,880</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	453,934	392,060
Remaining budget advance from Rothesay	29,901	
Budget advance from Towns		250,485
Vested sick leave/retirement accrual	882,801	818,005
Sick leave replacement	15,299	15,299
Accrued pension benefit liability	419,600	454,600
Debenture payable	815,000	949,000
	<u>2,616,535</u>	<u>2,879,449</u>
<b>NET ASSETS (DEBT)</b>	<u>(1,220,305)</u>	<u>(1,365,569)</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	4,018,117	3,959,406
Accumulated amortization	<u>(1,954,581)</u>	<u>(1,807,002)</u>
	2,063,536	2,152,404
Unamortized Debenture costs	5,524	6,697
Prepaid expenses	70,927	71,841
	<u>2,139,987</u>	<u>2,230,942</u>
<b>ACCUMULATED SURPLUS</b>	<u>919,682</u>	<u>865,374</u>
 Assets	 3,536,218	 3,744,822
Liabilities	3,536,218	3,744,822

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**November 30, 2020**

	<u>2020</u>			<u>2019</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
<b>Millennium Drive</b>				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	331,646			330,543
Other	547,754			520,640
Structure	1,106,997			1,106,997
	2,279,702	0		2,279,702
Accumulated amortization	(954,738)			(954,738)
Net book value of Building	1,324,964	0	0	1,324,964
				1,363,323
Paving	52,600			52,600
Accumulated amortization	(38,135)			(38,135)
Net book value of paving	14,465	0	0	14,465
				17,095
Landscaping	3,268			3,268
Accumulated amortization	(3,268)			(3,268)
Net book value of landscaping	0	0	0	0
				0
<b>Furnishings</b>	198,387			198,387
Accumulated amortization	(132,249)			(132,249)
Net book value of furnishings	66,138	0	0	66,138
				76,057
<b>Machinery &amp; equipment</b>	103,910			103,910
Accumulated amortization	(63,841)			(63,841)
Net book value of equipment	40,069	0	0	40,069
				88,300
				(58,634)
				29,666
<b>Information technology equipment</b>	463,963			463,963
Accumulated amortization	(342,082)			(342,082)
Net book value of IT equipment	121,881	0	0	121,881
				427,158
				(280,101)
				147,057
<b>Vehicles</b>	722,039			722,039
Accumulated amortization	(420,268)			(420,268)
Net book value of vehicles	301,771	0	0	301,771
				743,960
				(419,003)
				324,957
<b>Total Tangible Capital assets</b>	4,018,117	0	0	4,018,117
<b>Total Accumulated amortization</b>	(1,954,581)	0	0	(1,954,581)
<b>Net Book Value</b>	2,063,536	0	0	2,063,536
				3,959,406
				(1,807,002)
				2,152,404

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**ELEVEN MONTHS ENDING NOVEMBER 30, 2020**

Page 3

	-----ELEVEN MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	103,985	38%	\$95,359	\$75,167	\$82,000
Taxi & Traffic Bylaw	3,815	-17%	3,650	4,583	5,000
Interest income	4,692	2%	9,313	4,583	5,000
Retirement investment income	5,712	-67%	19,123	17,417	19,000
Secondments	207,619	1%	200,722	205,740	224,444
	<u>325,822</u>	6%	<u>328,167</u>	<u>307,490</u>	<u>335,444</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	3,335,317	-3%	\$3,178,591	3,455,688	\$3,769,841
Benefits	694,519	-4%	601,804	720,926	786,465
Training	34,380	-25%	45,128	45,833	50,000
Equipment	27,512	100%	19,592	13,750	15,000
Equip repairs & IT support	8,892	-13%	4,669	10,267	11,200
IT equip & services agreement	45,213	-3%		46,429	50,650
Communications	76,801	2%	72,333	75,350	82,200
Office function	14,698	0%	10,630	14,667	16,000
Leasing	10,695	-28%	13,048	14,850	16,200
Policing-general	41,507	39%	37,344	29,792	32,500
Insurance	17,554	12%	14,212	15,633	17,054
Uniforms	48,143	17%	58,531	41,250	45,000
Prevention/p.r.	6,469	1%	11,138	6,417	7,000
Investigations	42,064	43%	42,887	29,333	32,000
Detention	26,289	0%	23,909	26,308	28,700
Taxi & Traffic Bylaw	270	-71%	0	917	1,000
Auxillary	6,129	34%	1,626	4,583	5,000
Public Safety	27,042	0%	26,811	27,042	29,500
Covid 19 supplies	36,630				
	<u>4,500,123</u>	-2%	<u>4,162,253</u>	<u>4,579,034</u>	<u>4,995,310</u>
VEHICLES					
Fuel	60,173	-31%	81,697	87,083	95,000
Maint./repairs	63,383	-1%	53,540	64,167	70,000
Insurance	27,011	-1%	24,738	27,211	29,685
New vehicles	60,088	-16%	37,627	71,500	78,000
Equipment	6,223	13%	0	5,500	6,000
	<u>216,878</u>	-15%	<u>197,602</u>	<u>255,461</u>	<u>278,685</u>

**STATEMENT OF OPERATIONS**  
**ELEVEN MONTHS ENDING NOVEMBER 30, 2020**

	-----ELEVEN MONTHS -----					
	--ACTUAL--		PRIOR YR		-----BUDGET-----	
<b>EXPENDITURE continued:</b>						
<b>BUILDING</b>						
Maintenance	52,727	10%	44,621	48,125	52,500	
Cleaning	24,759	8%	23,975	22,917	25,000	
Electricity	38,269	-11%	39,777	43,083	47,000	
Taxes	45,122	-2%	44,971	45,870	50,040	
Insurance	5,825	-5%	5,601	6,162	6,722	
Grounds	10,799	7%	8,152	10,083	11,000	
Interest on Debenture	21,254	5%	23,792	20,180	22,014	
Debenture Principal	124,667	0%	122,833	124,667	136,000	
	<u>323,421</u>	1%	<u>313,722</u>	<u>321,086</u>	<u>350,276</u>	
<b>ADMINISTRATION</b>						
Salaries	710,071	4%	622,820	685,055	747,333	
Benefits	170,988	2%	135,271	167,098	182,289	
Commissionaires	2,050	-91%	20,120	21,999	23,999	
Professional Fees	62,961	8%	76,952	58,208	63,500	
Travel/Training	18,749	2%	20,249	18,333	20,000	
Board Travel/Expenses	956	-79%	3,296	4,583	5,000	
Insurance	1,548	12%	1,249	1,378	1,503	
Labour Relations	16,691	52%	65,285	11,000	12,000	
Sick Pay/Retirement	62,117	0%	59,161	62,117	67,764	
Retirement int & dividends	5,712	-67%	19,123	17,417	19,000	
2nd prior year (surplus) deficit	0		(107,687)	0	0	
	<u>1,051,843</u>	0%	<u>915,839</u>	<u>1,047,189</u>	<u>1,142,388</u>	
	5,766,443	-2%	5,261,249	5,895,280	6,431,215	
<b>CONTRIBUTED BY MEMBER TOWNS</b>	<u>5,895,285</u>		<u>5,539,977</u>	<u>5,895,280</u>	<u>6,431,215</u>	
<b>Pre SURPLUS (DEFICIT)</b>	<u>128,842</u>		<u>278,728</u>	<u>\$0</u>	<u>\$0</u>	
<b>EXTRANEIOUS</b>						
Labour costs	128,104		231,026	128,104	139,750	
Legal fees	199,343			46,925	51,191	
	<u>327,447</u>		<u>231,026</u>	<u>175,029</u>	<u>190,941</u>	
Contributed by Quispamsis	104,764			104,769	114,293	
Budget advance from Rothesay	70,261					
EXTRANEIOUS surplus (deficit)	<u>(152,423)</u>		<u>(231,026)</u>	<u>(70,261)</u>	<u>(76,648)</u>	
<b>SURPLUS (DEFICIT)</b>	<u>(\$23,581)</u>		<u>\$47,702</u>	<u>(\$70,261)</u>	<u>(\$76,648)</u>	

**TELECOM FUND**

City of SJ telecomm services	361,121	0%	342,781	361,121	393,950	
Data Networking charges	9,362		9,362	9,785	10,675	
Retirees health insurance			(117)			
2nd prior year (surplus) deficit	(2,352)	0%	(3,076)	(2,352)	(2,566)	
	<u>368,131</u>		<u>348,950</u>	<u>368,554</u>	<u>402,059</u>	
<b>CONTRIBUTED BY MEMBER TOWNS</b>	<u>368,555</u>		<u>349,206</u>	<u>368,554</u>	<u>402,059</u>	
<b>SURPLUS (DEFICIT)</b>	<u>\$424</u>		<u>\$256</u>	<u>\$0</u>	<u>\$0</u>	



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS pg 5  
 NOTES TO THE FINANCIAL STATEMENTS  
 November 30, 2020

**STATEMENT OF FINANCIAL POSITION**

BANK balance		403,193	at November 30, 2020
ACCOUNTS PAYABLE balance	453,934		
Debenture costs to be paid in December	(133,900)		
	<hr/>		
Current Accounts Payable		320,034	Paid in December
		<hr/>	
Extra (Shortfall) in bank account		83,158	
<i>Prepays</i> include insurance, property taxes, SJ Telecom & Managed Health Care's deposit of \$13,500			

**STATEMENT OF OPERATIONS**

*Crime Control:*

* Benefits	Health insurance	2020: \$184,979	2019: \$126,280	
	Retirees health insurance	2020: \$-5,332	2019: \$-4,433	
	<b>Overtime costs at November 28, 2020</b>	<b>77,785</b>		
	OT	70,105		
	Court OT	7,680		
	<b>Overtime costs at November 30, 2019</b>	<b>54,679</b>		
	OT	38,544		
	Flood OT	4,491	reimbursed	
	Court OT	11,644		
	<b>Change over prior year</b>			
	OT	31,561		
	Flood OT	(4,491)		
	Court OT	(3,964)		
		<hr/>		
		<b>23,106</b>		

*Administration:*

* Benefits	Health Insurance	2020: \$52,222	2019: \$44,488
	Retirees health insurance	2020: \$707	2019: \$2,790

# 1 Crime Statistics - General

Crime Type	Reported Occurrences											
	Jan 11	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>TOTAL COMPLETED CALLS</b>												
<b>TOTAL FILES CREATED</b>												
POPA Tickets	7											
Bylaw Tickets	0											
Crimes Against Persons	3											
Property Crime	12											
Other CC	3											
Traffic Collisions (Non-Injury)	13											
Fatal and Injury Traffic Collisions	0											
Intimate Partner Violence Files	5											
Impaired Driving (All categories)	4											
Mental Health Calls	2											
<b>COVID 19 Related Occurrences</b>												
COVID-19 CAD Calls	7											
COVID – 19 Emergency Measures Act Files	12											

\* No call info  
available st  
November 12, 20  
Saint John comp

# Town of Rothesay

## General Fund Financial Statements

December 31, 2020

***DRAFT***

**Includes:**

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

# Town of Rothesay

## Balance Sheet - Capital General Fund 12/31/20

### ASSETS

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

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

\$ 50,351,745

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(560,000)
Total Long Term Debt	6,522,000

Total Liabilities \$ 5,962,000

Investment in General Fund Fixed Assets 44,389,745

\$ 50,351,745

**DRAFT**

# Town of Rothesay

## Balance Sheet - General Fund Reserves

2020-12-31

### ASSETS

BNS Gas Tax Interest Account	4,886
BNS General Operating Reserve #214-15	833
BNS - Gen Operating Reserve GIC	450,000
BNS General Capital Reserves #2261-14	9,590
BNS - Gen Capital Reserve GIC	860,000
BNS - Gas Tax Reserves - GIC	3,660,000
	<u>\$ 4,985,309</u>

### LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,260,246
Invest. in General Capital Reserve	705,773
General Gas Tax Funding	404,640
Invest. in General Operating Reserve	450,833
Invest. in Land for Public Purposes Reserve	144,839
Invest. in Town Hall Reserve	18,978
	<u>\$ 4,985,309</u>

**DRAFT**

**Town of Rothesay**  
**Balance Sheet - General Operating Fund**  
**2020-12-31**

**CURRENT ASSETS**

Cash	1,556,340
Receivables	559,690
HST Receivable	385,527
Inventory	16,268
Gen Operating due to/from Util Operating	185,901
Total Current Assets	<u>2,703,725</u>
Other Assets:	<u>-</u>
<b>TOTAL ASSETS</b>	<b><u>2,703,725</u></b>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	779,938
Other Payables	783,698
Gen Operating due to/from Gen Capital	560,000
Accrued Sick Leave	6,600
Accrued Pension Obligation	78,100
Accrued Retirement Allowance	408,322
Def. Rev-Quispamsis/Library Share	57,731
<b>TOTAL LIABILITIES</b>	<b><u>2,674,389</u></b>
<b>EQUITY</b>	
Retained Earnings - General	(13,238)
Surplus/(Deficit) for the Period	<u>42,574</u>
	<u>29,337</u>
	<b><u>2,703,725</u></b>

2021February8OpenSessionFINAL\_048

## Town of Rothesay

Statement of Revenue &amp; Expenditure

12 Months Ended 2020-12-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,374,375	1,374,372	16,492,476	16,492,464	12		16,492,464
Sale of Services	36,622	35,458	338,629	410,300	(71,671)		410,300
Services to Province of New Brunswick	28,288	5,000	83,288	60,000	23,288		60,000
Other Revenue from Own Sources	-6,005	11,013	302,565	108,150	194,415		108,150
Unconditional Grant	10,692	10,695	128,323	128,335	(12)		128,335
Conditional Transfers	485,407	0	551,322	26,500	524,822		26,500
Other Transfers	367,000	250,000	1,216,251	1,099,251	117,000		1,099,251
	<u>\$2,296,378</u>	<u>\$1,686,537</u>	<u>\$19,112,854</u>	<u>\$18,325,000</u>	<u>\$787,854</u>		<u>\$18,325,000</u>
<b>EXPENSES</b>							
General Government Services	182,657	148,174	2,227,065	2,308,843	81,778		2,308,843
Protective Services	495,413	398,195	5,428,368	5,331,346	(97,022)		5,331,346
Transportation Services	368,970	368,465	3,361,327	3,606,766	245,439		3,606,766
Environmental Health Services	64,162	51,500	674,617	658,000	(16,617)		658,000
Environmental Development	33,031	46,438	509,844	605,940	96,096		605,940
Recreation & Cultural Services	129,640	124,800	1,979,431	2,112,991	133,560		2,112,991
Fiscal Services	4,422,209	3,263,890	4,889,628	3,701,113	(1,188,515)		3,701,113
	<u>\$5,696,084</u>	<u>\$4,401,462</u>	<u>\$19,070,280</u>	<u>\$18,324,999</u>	<u>-\$745,281</u>		<u>\$18,325,000</u>
Surplus (Deficit) for the Year	<u>-\$3,399,706</u>	<u>-\$2,714,924</u>	<u>\$42,574</u>	<u>\$1</u>	<u>\$42,573</u>		<u>\$ -</u>

**DRAFT**



# Town of Rothesay

Statement of Revenue & Expenditure  
12 Months Ended 2020-12-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	(425)	1,667	3,099	20,000	(16,901)	1	20,000
Town Hall Rent	4,156	6,083	71,791	73,000	(1,209)		73,000
Arena Revenue	30,515	26,192	181,159	220,800	(39,641)	2	220,800
Community Garden	(20)	0	820	1,000	(180)		1,000
Fox Farm Rental	1,700	850	14,228	10,200	4,028	3	10,200
Recreation Programs	696	667	67,532	85,300	(17,768)		85,300
	36,622	35,458	338,629	410,300	(71,671)		410,300
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	687	6,250	156,638	75,000	81,638	4	75,000
Recycling Dollies & Lids	162	83	761	1,000	(239)		1,000
Interest & Sundry	(9,103)	833	1,697	10,000	(8,303)	5	10,000
Miscellaneous	(750)	846	126,075	10,150	115,925		10,150
Fire Dept. Administration	3,000	3,000	12,000	12,000	0		12,000
History Book Sales	0	0	60	0	60		0
Local Improvement Levy Mulberry Lane	0	0	5,333	0	5,333		0
	(6,005)	11,013	302,565	108,150	194,415		108,150
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,000	1,500	500		1,500
Grant - Other	485,407	0	549,322	25,000	524,322	6	25,000
	485,407	0	551,322	26,500	524,822		26,500
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	99,251	99,251	0		99,251
Utility Fund Transfer	250,000	250,000	1,000,000	1,000,000	0		1,000,000
Transfer from Capital Reserve	117,000	0	117,000	0	117,000	7	0
	367,000	250,000	1,216,251	1,099,251	117,000		1,099,251
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	2,938	4,036	36,468	47,000	10,532		47,000
Councillors	9,837	12,056	118,592	136,100	17,508		136,100
Regional Service Commission 9	0	0	3,597	7,000	3,403		7,000
Other	0	1,125	1,825	13,500	11,675		13,500
	12,774	17,217	160,481	203,600	43,119		203,600
<b>Administrative</b>							
Office Building	15,630	9,117	158,687	155,000	(3,687)		155,000
Solicitor	0	4,167	4,213	50,000	45,787	8	50,000
Administration - Wages & Benefits	120,258	90,138	1,019,062	1,081,656	62,594	9	1,081,656
Covid-19 Expenses	6,154	0	100,722	0	(100,722)	10	0
Supplies	11,606	9,142	94,765	109,700	14,935		109,700
Professional Fees	0	1,667	28,814	30,000	1,186		30,000
Other	13,478	12,477	150,557	159,729	9,172		159,729
	167,127	126,707	1,556,820	1,586,085	29,265		1,586,085

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Other General Government Services						
Community Communications	0	833	835	10,000	9,165	10,000
Civic Relations	313	167	326	2,000	1,674	2,000
Insurance	0	0	194,165	195,131	966	195,131
Donations	500	2,917	20,448	35,000	14,552	35,000
Cost of Assessment	0	0	258,027	258,027	0	258,027
Property Taxes - L.P.P.	0	0	16,469	15,000	(1,469)	15,000
Fox Farm Rental Expenses	1,943	333	19,493	4,000	(15,493)	4,000
	2,756	4,250	509,763	519,158	9,395	519,158
	182,657	148,174	2,227,065	2,308,843	81,778	2,308,843
<b>Protective Services</b>						
Police						
Police Protection	315,137	215,137	2,698,645	2,581,645	(117,000)	2,581,645
Crime Stoppers	0	0	2,800	2,800	0	2,800
	315,137	215,137	2,701,445	2,584,445	(117,000)	2,584,445
Fire						
Fire Protection	166,704	166,704	2,227,401	2,225,646	(1,755)	2,225,646
Water Costs Fire Protection	0	0	325,000	325,000	0	325,000
	166,704	166,704	2,552,401	2,550,646	(1,755)	2,550,646
Emergency Measures						
911 Communications Centre	13,063	13,063	156,755	156,755	(0)	156,755
EMO Director/Committee	80	1,667	879	20,000	19,121	20,000
	13,143	14,730	157,634	176,755	19,121	176,755
Other						
Animal & Pest Control	430	792	6,264	9,500	3,236	9,500
Other	0	833	10,625	10,000	(625)	10,000
	430	1,625	16,889	19,500	2,611	19,500
<b>Total Protective Services</b>	495,413	398,195	5,428,368	5,331,346	(97,022)	5,331,346

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**Transportation Services****Common Services**

Administration (Wages & Benefits)	149,891	141,682	1,688,206	1,810,279	122,073	13	1,810,279
Workshops, Yards & Equipment	59,744	49,477	639,986	693,723	53,737	14	693,723
Engineering	0	625	4,738	7,500	2,762		7,500
	209,635	191,783	2,332,931	2,511,502	178,571		2,511,502
Street Cleaning & Flushing	617	4,000	16,687	40,000	23,313		40,000
Roads & Streets	5,047	4,583	60,564	55,000	(5,564)		55,000
Crosswalks & Sidewalks	1,919	1,031	14,018	21,063	7,045		21,063
Culverts & Drainage Ditches	15,478	5,625	80,167	67,500	(12,667)	15	67,500
Snow & Ice Removal	95,049	126,600	507,392	602,000	94,608	16	602,000
Flood Costs	0	0	32,217	0	(32,217)		0
	118,111	141,840	711,046	785,563	74,517		785,563
Street Lighting	15,466	10,833	152,537	130,000	(22,537)	17	130,000
<b>Traffic Services</b>							
Street Signs	130	667	17,028	8,000	(9,028)		8,000
Traffic Lanemarking	0	0	27,513	30,000	2,487		30,000
Traffic Signals	5,863	3,333	23,952	40,000	16,048		40,000
Railway Crossing	1,819	2,000	19,368	24,000	4,632		24,000
	7,812	6,000	87,861	102,000	14,139		102,000
<b>Public Transit</b>							
Public Transit - Comex Service	17,800	17,800	71,201	71,201	(0)		71,201
KV Committee for the Disabled	0	0	4,000	4,000	0		4,000
Public Transit - Other	146	208	1,752	2,500	748		2,500
	17,946	18,009	76,953	77,701	748		77,701
<b>Total Transportation Services</b>	368,970	368,465	3,361,327	3,606,766	245,439		3,606,766

**Environmental Health Services**

Solid Waste Disposal Land Fill	23,501	16,250	212,853	195,000	(17,853)		195,000
Solid Waste Disposal Compost	9,581	3,000	76,611	36,000	(40,611)		36,000
Solid Waste Collection	23,217	24,167	278,656	290,000	11,344		290,000
Solid Waste Collection Curbside Recycling	0	8,083	59,028	97,000	37,972		97,000
Clean Up Campaign	7,862	0	47,469	40,000	(7,469)		40,000
	64,162	51,500	674,617	658,000	(16,617)	18	658,000

**Environmental Development Services****Planning & Zoning**

Administration	24,591	34,248	407,727	456,460	48,733	19	456,460
Planning Projects	0	3,750	0	45,000	45,000	20	45,000
Heritage Committee	0	208	0	2,500	2,500		2,500
	24,591	38,206	407,727	503,960	96,233		503,960
<b>Economic Development Comm</b>	8,440	8,232	98,988	98,780	(208)		98,780
Tourism	0	0	3,129	3,200	71		3,200
	8,440	8,232	102,117	101,980	(137)		101,980
	33,031	46,438	509,844	605,940	96,096		605,940

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Recreation & Cultural Services

Administration	17,360	18,872	279,173	263,960	(15,213)	21	263,960
Beaches	0	0	36,384	45,500	9,116	22	45,500
Rothsay Arena	49,439	35,211	263,347	335,434	72,087		335,434
Memorial Centre	4,246	4,417	56,225	61,000	4,775		61,000
Summer Programs	2,414	0	63,086	62,000	(1,086)		62,000
Parks & Gardens	32,028	37,479	575,169	586,554	11,385		586,554
Rothsay Common Rink	10,020	5,889	49,957	57,672	7,715		57,672
Playgrounds and Fields	6,809	6,167	112,218	115,000	2,782		115,000
Regional Facilities Commission	0	0	451,692	451,692	0		451,692
Kennebecasis Public Library	7,179	7,179	84,747	86,144	1,397		86,144
Special Events	145	2,000	7,432	39,500	32,068	23	39,500
PRO Kids	0	7,500	0	7,500	7,500		7,500
Rothsay Living Museum	0	86	0	1,035	1,035		1,035
	129,640	124,800	1,979,431	2,112,991	133,560		2,112,991

Fiscal Services

Debt Charges							
Interest	82,979	84,890	201,398	173,113	(28,285)	24	173,113
Debenture Payments	429,000	429,000	778,000	778,000	0		778,000
	511,979	513,890	979,398	951,113	(28,285)		951,113

Transfers To:

Capital Fund for Capital Expenditures	3,201,980	2,750,000	3,201,980	2,750,000	(451,980)	25	2,750,000
Capital Projects Funded by Grants	483,250	0	483,250	0	(483,250)	26	0
Reserve Funds	225,000	0	225,000	0	(225,000)	27	0
	3,910,230	2,750,000	3,910,230	2,750,000	(1,160,230)		2,750,000
	4,422,209	3,263,890	4,889,628	3,701,113	(1,188,515)		3,701,113

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12 2021 February 8 Open Session FINAL\_053

Note #		Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Bill McGuire Memorial Centre	\$ 3,099	\$ 20,000	\$ (16,901)	Closed
2	Arena Revenue	\$ 181,159	\$ 220,800	\$ (39,641)	Loss of spring, September rentals
3	Recreation Programs	\$ 67,532	\$ 85,300	\$ (17,768)	Loss of spring, early summer soccer rentals
4	Licenses & Permits	\$ 156,638	\$ 75,000	\$ 81,638	New buildings over budget projection
5	Miscellaneous	\$ 126,075	\$ 10,150	\$ 115,925	Sale of used equipment \$65,000 Insurance proceeds \$45,000
6	Conditional transfers (Grants - other)	\$ 549,322	\$ 25,000	\$ 524,322	Designated Highway \$483,250, Student Grants over budget
7	Other transfers	\$ 1,216,251	\$ 1,099,251	\$ 117,000	Operating reserve transfer
Total				\$ 821,117	
Variance per Statement				\$ 797,912	
Explained				102.91%	
<b>Expenses</b>					
<b>General Government</b>					
8	Solicitor	\$ 4,213	\$ 50,000	\$ 45,787	Fewer services required
9	Admin wages	\$ 1,019,062	\$ 1,081,656	\$ 62,594	Staff turnover
10	Covid Expenses	\$ -	\$ 100,722	\$ (100,722)	Unbudgeted (recovered in 2021)
11	Fox Farm Expenses	\$ 19,493	\$ 4,000	\$ (15,493)	Repairs and renovations
<b>Protective Services</b>					
12	Police Protection	\$ 2,698,645	\$ 2,581,645	\$ (117,000)	Extraneous costs
<b>Transportation</b>					
13	Administration - Wages & Benefits	\$ 1,688,206	\$ 1,810,279	\$ 122,073	Wages \$74,000 under, Overtime \$23,000 under budget, Safety Services \$9,000 under budget
14	Workshops, Yards & Equipment	\$ 639,986	\$ 693,723	\$ 53,737	Fuel \$38,000 under, Radios & Cells \$19,000 under, Vehicle Maint. \$52,000 over budget
15	Snow & Ice Removal	\$ 507,393	\$ 602,000	\$ 94,607	Sand and Salt purchases under budget \$79,000
16	Flood Costs	\$ 32,217	\$ -	\$ (32,217)	Unbudgeted
17	Street Lighting	\$ 152,537	\$ 130,000	\$ (22,537)	Budget low
18	Environmental Health	\$ 674,617	\$ 658,000	\$ (16,617)	Increase in solid waste volume
<b>Environmental Development</b>					
19	Planning & Zoning Administration	\$ 407,727	\$ 456,460	\$ 48,733	By-law enforcement under budget
20	Planning projects	\$ -	\$ 45,000	\$ 45,000	Staff not replaced
<b>Recreation &amp; Cultural Services</b>					
21	Administration - Wages & Benefits	\$ 279,173	\$ 263,960	\$ (15,213)	Salary allocation - wages costs under budgeted
22	Rothesay Arena	\$ 263,347	\$ 335,434	\$ 72,087	Lower operating costs due to closure
23	Special Events	\$ 7,432	\$ 39,500	\$ 32,068	Limited and revised events
<b>Fiscal Services</b>					
24	Interest	\$ 201,398	\$ 173,113	\$ (28,285)	New debenture costs
25	Capital from operating	\$ 3,201,980	\$ 2,750,000	\$ (451,980)	Less debt, more allocated from operating
26	Capital from Grants	\$ 483,250	\$ -	\$ (483,250)	Designated highway funds (revenue above)
27	Reserve transfer	\$ 225,000	\$ -	\$ (225,000)	project costs carried forward
Total				\$ (931,628)	
Variance per Statement				\$ 732,609	
Explained				-127.17%	

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**DRAFT****Town of Rothesay**Capital Plan Summary  
General Fund

2020 Proposed Actual Funding (Draft)

Services	Original Budget	2020 Projected	2020 Proposed Actual Funding (Draft)				
			Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT							
Building (Town Hall)	170,000	45,530	10,530	35,000	-	-	-
IT (MS Office/Server/Laptops)	45,000	17,924	17,924	-	-	-	-
	<u>215,000</u>		<u>28,454</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
PROTECTIVE (Fire Dept)	<u>480,000</u>	<u>464,745</u>	<u>464,745</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>480,000</u>		<u>464,745</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSPORTATION							
Street surfacing (per approved list)	1,200,000	1,281,278	781,278	-	500,000	-	-
Curb & Sidewalks	305,000	455,000	205,000	-	250,000	-	-
Brock Court	-	40,000	40,000	-	-	-	-
Storm sewer as part of asphalt Drainage (extra storm sewer Church Ave)		225,000 189,708	125,000 -	- 189,708	100,000 -	- -	- -
Designated Highways	1,130,000	641,024	157,774	-	-	483,250	-
Design / Studies	400,000	130,372 125,000	130,372 125,000	-	-	-	-
Alexander Avenue		12,015	12,015	-	-	-	-
Fleet / Equipment	615,000						
Deleted roller (\$45,000)		-	-	-	-	-	-
Tandem truck		284,446	284,446	-	-	-	-
S500 (1TON)		100,000	100,000	-	-	-	-
F250 (3/4 TON)		-	-	-	-	-	-
F150 (1/2 TON) 4X4		-	-	-	-	-	-
1500 (1/2 TON)		-	-	-	-	-	-
Add Diesel Pump		56,825	56,825	-	-	-	-
	<u>3,650,000</u>		<u>2,017,710</u>	<u>189,708</u>	<u>850,000</u>	<u>483,250</u>	<u>-</u>
RECREATION							
Scribner Ball Field Replacement:	550,000	445,858	445,858	-	-	-	-
Design services		43,500	43,500	-	-	-	-
Clearing		36,500	36,500	-	-	-	-
Wells building design		5,000	5,000	-	-	-	-
Parks Equipment	50,000	32,911	32,911	-	-	-	-
Trails	50,000	5,574	5,574	-	-	-	-
Fleet Replacement	60,000	58,562	58,562	-	-	-	-
Arena Compressor & Condenser Overhaul	20,000	20,000	-	-	20,000	-	-
Arena Renovations	1,000,000	428,167	288,167	-	140,000	-	-
Parking lot		220,000	-	-	220,000	-	-
Dehumidifiers		90,000	-	-	90,000	-	-
Hazardous materials study		10,000	-	-	10,000	-	-
Engineering study		30,000	-	-	30,000	-	-
	<u>1,730,000</u>		<u>916,072</u>	<u>-</u>	<u>510,000</u>	<u>-</u>	<u>-</u>
Total Capital Expenditures	<u>\$ 6,075,000</u>	<u>\$ 5,494,939</u>	<u>\$ 3,426,981</u>	<u>\$ 224,708</u>	<u>\$ 1,360,000</u>	<u>\$ 483,250</u>	<u>\$ -</u>
			<u>\$ 3,201,981</u>				<u>\$ 5,494,939</u>
			<u>\$ 225,000</u>				<u>\$ -</u>

# Town of Rothesay

## Utility Fund Financial Statements

December 31, 2020

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### Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

## Town of Rothesay

Capital Balance Sheet

As at 2020-12-31

**DRAFT**ASSETS

## Assets:

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

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

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

## Current:

Util Capital due to/from Util Operating	<u>(850,000)</u>
Total Current Liabilities	<u>(850,000)</u>

## Long-Term:

Long-Term Debt	<u>9,013,340</u>
Total Liabilities	<u>8,163,340</u>

EQUITY

## Investments:

Investment in Fixed Assets	<u>29,527,518</u>
Total Equity	<u>29,527,518</u>
TOTAL LIABILITIES & EQUITY	<u><u>37,690,858</u></u>

**Town of Rothesay**

Balance Sheet - Utilities Fund Reserves  
2020-12-31

**ASSETS**

BNS Utility Capital Reserve # 00241 12	10,166
BNS - Util Capital Reserve GIC	1,250,000
	<u>\$ 1,260,166</u>

**LIABILITIES AND EQUITY**

Invest. in Utility Capital Reserve	876,154
Invest. in Utility Operating Reserve	105,730
Invest. in Sewerage Outfall Reserve	278,283
	<u>\$ 1,260,166</u>

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**Town of Rothesay**  
Utilities Fund Operating Balance Sheet  
As at 2020-12-31

ASSETS

Current assets:

Accounts Receivable Net of Allowance	830,576
Accounts Receivable - Projects	<u>335,000</u>
Total Current Assets	<u>1,165,576</u>

Other Assets:

TOTAL ASSETS	<u>\$ 1,165,576</u>
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LIABILITIES

Accrued Payables	41,133
Due from General Fund	185,901
Due from (to) Capital Fund	850,000
Deferred Revenue	<u>14,681</u>
Total Liabilities	1,091,716

EQUITY

Surplus:

Opening Retained Earnings	25,641
Profit (Loss) to Date	<u>48,220</u>
	<u>73,860</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 1,165,576</u>
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Town of Rothesay  
Utilities Operating Income Statement  
12 Months Ended 2020-12-31

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	246,939	270,625	1,058,367	1,100,000	(41,633)	1	1,100,000
Meter and non-hookup fees	13,294	11,800	53,531	47,200	6,331		47,200
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	0	0	60,408	62,000	(1,592)		62,000
Sewerage Services	30	0	1,657,117	1,650,000	7,117		1,650,000
Connection Fees	0	5,833	97,725	70,000	27,725	2	70,000
Interest Earned	7,212	5,417	103,948	65,000	38,948	3	65,000
Misc. Revenue	75	49	5,800	589	5,211	4	589
Infrastructure Grants	335,000	0	383,079	0	383,079		0
Surplus - Previous Years	0	0	80,211	80,211	0		80,211
<b>TOTAL RECEIPTS</b>	<b>602,551</b>	<b>293,724</b>	<b>3,825,187</b>	<b>3,400,000</b>	<b>425,187</b>		<b>3,400,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	100,000	100,000	400,000	400,000	0		400,000
Audit/Legal/Training	0	708	7,701	11,500	3,799		11,500
Purification & Treatment	35,262	28,333	419,082	360,000	(59,082)	5	360,000
Transmission & Distribution	8,496	6,667	141,160	112,000	(29,160)	6	112,000
Power & Pumping	4,038	4,167	48,567	50,000	1,433		50,000
Billing/Collections	111	250	2,941	3,000	59		3,000
Water Purchased	0	63	1,176	750	(426)		750
Misc. Expenses	2,022	1,500	17,344	18,000	656		18,000
<b>TOTAL WATER SUPPLY</b>	<b>149,928</b>	<b>141,687</b>	<b>1,037,971</b>	<b>955,250</b>	<b>(82,721)</b>		<b>955,250</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	150,000	150,000	600,000	600,000	0		600,000
Audit/Legal/Training	0	500	6,363	13,000	6,637		13,000
Collection System Maintenance	3,661	2,667	92,343	64,000	(28,343)	7	64,000
Sewer Claims	0	0	19,555	20,000	445		20,000
Lift Stations	3,132	5,417	38,783	65,000	26,217	8	65,000
Treatment/Disposal	5,744	6,417	93,163	92,000	(1,163)		92,000
Infiltration Study	0	0	5,872	0	(5,872)		0
Misc. Expenses	68	1,167	10,381	14,000	3,619		14,000
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>162,605</b>	<b>166,167</b>	<b>866,460</b>	<b>868,000</b>	<b>1,540</b>		<b>868,000</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	4,081	0	(4,081)		0
Interest on Long-Term Debt	97,140	99,521	296,996	299,377	2,381		299,377
Principal Repayment	270,000	294,237	483,136	507,373	24,237		507,373
Transfer to Reserve Accounts	103,411	70,000	103,411	70,000	(33,411)	9	70,000
Capital Fund Through Operating	649,914	700,000	649,914	700,000	50,086		700,000
Capital Fund Paid by Grants	115,000	0	115,000	0	(115,000)	10	0
Capital Fund Paid by Developers	220,000	0	220,000	0	(220,000)	11	0
<b>TOTAL FISCAL SERVICES</b>	<b>1,455,464</b>	<b>1,163,758</b>	<b>1,872,537</b>	<b>1,576,750</b>	<b>(295,788)</b>		<b>1,576,750</b>
<b>TOTAL EXPENSES</b>	<b>1,767,998</b>	<b>1,471,612</b>	<b>3,776,968</b>	<b>3,400,000</b>	<b>(376,968)</b>		<b>3,400,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(1,165,447)</b>	<b>(1,177,888)</b>	<b>48,220</b>	<b>1</b>	<b>48,219</b>		<b>1</b>

# Town of Rothesay

## Variance Report - Utility Operating

12 months ending December 31, 2020

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
<b>Revenue</b>					
1	Sale of Water	\$ 1,058,367	\$ 1,100,000	\$ (41,633)	Lower volume (\$33,000 recovered in 2021)
2	Connection Fees	\$ 97,725	\$ 70,000	\$ 27,725	New home starts, Phase 2 Hillcrest
3	Interest Earned	\$ 103,948	\$ 65,000	\$ 38,948	Conservative budget
4	Infrastructure Grants	\$ 383,079	\$ -	\$ 383,079	RDC \$115,000; Developer \$220,000 offset by capital
<b>Water Supply</b>					
5	Purification /Treatment	\$ 419,082	\$ 360,000	\$ (59,082)	Increase in chemical costs and well maintenance
6	Transmission & Distribution	\$ 141,160	\$ 112,000	\$ (29,160)	Taylor Brook bridge repairs
<b>Sewerage Collection &amp; Disposal</b>					
7	Collection Systems Maintenance	\$ 92,343	\$ 64,000	\$ (28,343)	Taylor Brook bridge repairs
8	Lift Stations	\$ 38,783	\$ 65,000	\$ 26,217	Maintenance and power under budget
<b>Fiscal Services</b>					
9	Transfer to Reserves	\$ 103,411	\$ 70,000	\$ (33,411)	Connection fees
10	Capital paid by Grants	\$ 115,000	\$ -	\$ (115,000)	Additional funding not budgeted
11	Capital paid by Developers	\$ 220,000	\$ -	\$ (220,000)	Additional funding not budgeted

**DRAFT**



# Town of Rothesay

UTILITY CAPITAL PLAN - 2020	Original Budget	2020 Actual	2020 Proposed Actual Funding (Draft)					
			Developer	Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
Production wells	\$ 250,000	\$ 131,764	\$ -	\$ -		\$ -	\$ 131,764	\$ -
Station Road cast iron water line replacement	250,000	-		-		-	-	-
Hillsview water line repalcement	400,000	-		-		-	-	-
Filter building inflow pipe replacement		-		-		-	-	-
RNS Water line		801,088	220,000		115,000	-	216,088	250,000
Water tower heating system		-		-		-	-	-
Water tower roof repairs		189,571		189,571				-
	<u>\$ 900,000</u>	<u>\$ 1,122,423</u>	<u>\$ 220,000</u>	<u>\$ 189,571</u>	<u>\$ 115,000</u>	<u>\$ -</u>	<u>\$ 347,852</u>	<u>\$ 250,000</u>
<b>SEWER CAPITAL PLAN - 2020</b>								
Asphalt related sewer work	\$ 100,000	\$ 23,257		\$ -	\$ -		\$ 23,257	\$ -
Taylor Brook line repairs								
Turnbull Ct sewer replacement -Taylor Brook sewer	1,000,000	627,483				560,000	17,483	50,000
Conversion to digital radio	65,000	48,600					48,600	
Turnbull Court design/engineering	110,000	95,264					95,264	
Brock Court (water, storm & sanitary)		86,665					86,665	
WWTF Phase 2 design	1,500,000	30,794					30,794	
	<u>\$ 2,775,000</u>	<u>\$ 912,063</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 560,000</u>	<u>\$ 302,063</u>	<u>\$ 50,000</u>
<b>TOTAL CAPITAL 2020</b>	<b>\$ 3,675,000</b>	<b>\$ 2,034,486</b>	<b>\$ 220,000</b>	<b>\$ 189,571</b>	<b>\$ 115,000</b>	<b>\$ 560,000</b>	<b>\$ 649,915</b>	<b>\$ 300,000</b>

# TOWN OF ROTHESAY

FINANCE COMMITTEE  
HELD VIA WEBEX

January 21, 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

The meeting was called to order at 8:32.

The agenda was amended to include the election of a Chairperson and accepted as amended (NG/MA).

The minutes of November 26 were accepted as presented. (NG/MA)

## **December Draft Financial Statements**

Treasurer MacDonald reviewed the draft financial statements including discussion of budget variances and capital allocations. The Treasurer noted that the preliminary results indicate an operating surplus of approximately \$65,000 for the General Fund and \$34,000 for the Utility Fund. The financial statements are subject to change as additional expenditures, although not expected to be significant, could be reflected as well as possible audit adjustments.

The funding allocation of capital expenditures was also reviewed subject to the same caveats.

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

## **BNS Commitment Letter**

The Treasurer presented the amended banking agreement for approval. He noted the documentation is a routine renewal of operating lines of credits to be available in the event of a short-term cash flow requirement. Should actual funds need to be borrowed a Council motion is required. The agreement will also be presented to Council for information.

The finance committee recommend the Mayor and Treasurer approve the commitment letter from the Bank of Nova Scotia dated January 11, 2021. (NG/MA)

)

Deputy Mayor Alexander left the meeting at 8:57.

**Safe Restart Funds**

Treasurer MacDonald reviewed the funding received from the Province including two items not approved relating to payroll costs and anticipated renovation expenditures. The correspondence was received for information. (NG/DS)

**Insurance Renewal**

Treasurer MacDonald reviewed the policy renewal invoice and discussed the rationale for the increase in costs in the current year.

The Finance Committee recommends Council ratify the staff decision to renew the Town insurance policy with Cain Insurance Services Ltd. and Jardine Lloyd Thompson for coverage for the period from January 1, 2021 to December 31, 2021 at an aggregate cost of \$238,000. (DS/NG)

**Compliance Report**

Received for information.

A discussion regarding the Regional Economic Development Agency (REDA) operating agreement was held at the request of the Town Manager. It is anticipated the REDA funding agreements will include a requirement to impose a tourism levy including adoption of a Town by-law. The committee agreed that such a charge would be acceptable, subject to Council approval, however the administration of the levy should be conducted by the REDA not the Town.

**Next Meetings**

February 18, 2021 and April 1, 2021.

Meeting adjourned at 9:30.

---

Councillor Grant Brenan, Chairman

---

Douglas MacDonald, Treasurer





# ROTHESAY MEMORANDUM



---

TO	:	Finance Committee
FROM	:	Doug MacDonald, Treasurer
DATE	:	January 20, 2021
RE	:	Bank Commitment Letter

---

## Recommendations

The finance committee recommend the Mayor and Treasurer approve the commitment letter from the Bank of Nova Scotia dated January 11, 2021.

## Background

The Bank of Nova Scotia reviews outstanding banking arrangements on an annual basis as part of the normal routine process and requires renewal of the bank loan agreements. The attached correspondence outlines the terms and conditions associated with short-term borrowing facilities, specifically as follows:

General fund line of credit - \$733,000  
Utility fund line of credit - \$1,700,000  
Scotiabank Visa credit limit - \$50,000

The lines of credit are in accordance with the limits prescribed by Provincial regulation. Actual funds are only advanced from the lines of credit in the case of a short-term cash flow requirement and after Council approval.

The Bank of Nova Scotia  
Commercial Banking  
1 Maret Square  
Saint John, New Brunswick  
Canada E2L 4Z6

**Scotiabank**

January 11, 2021

Her Worship, Mayor Dr. Nancy Grant  
Mayor of Rothesay  
Rothesay  
70 Hampton Road  
Rothesay NB, E2L 5L5


Dear Ms. Mayor:

We confirm that, subject to acceptance by you, The Bank of Nova Scotia (the "Bank") will make available to Rothesay (the "Borrower"), credit facilities on the terms and conditions set out in the attached Terms and Conditions Sheet and in Schedule "A".

If the arrangements set out in this letter, and in the attached Terms and Conditions Sheet and Schedule "A" (collectively the "Commitment Letter") are acceptable to you, please sign the enclosed copy of this letter in the space indicated below and return the letter to us by the close of business on January 31, 2021 after which date this offer will lapse.

This Commitment Letter amends and restates all previous commitments issued by the Bank to the Borrower.

Yours truly,



Drew Thomas  
Senior Client Relationship Manager

By signing this Commitment Letter, you confirm that the product(s) and/or service(s) offered to you herein will not be used for, or on behalf of, any individual or entity other than you and the other parties named in the Commitment Letter for whose benefit such products and services are intended.

By signing this Commitment Letter you agree that all documents identified as Specific Security or General Security in the Commitment Letter that you have previously delivered will apply to the credit facilities as described in this Commitment Letter, you ratify and confirm those documents and, in the case of any guarantor, you consent to changes to previously existing credit facilities.

The arrangements set out above and in the attached Terms and Conditions Sheet and Schedule "A" (collectively the "Commitment Letter") are hereby acknowledged and accepted by:



Rothsav

Name

By: [Signature]

Title: TREASURER

By: [Signature]

Title: MAYOR

Date: Jan 26/2021

Date: Jan 26/2021

**Doug MacDonald**

---

**From:** Community Funding - Financement communautaire (ELG/EGL) <CF.FC@gnb.ca>  
**Sent:** January 5, 2021 10:30 AM  
**To:** Doug MacDonald  
**Cc:** Lloy, Scott (ELG/EGL); Gibson, Jane (ELG/EGL)  
**Subject:** Safe Restart Agreement - Rothesay Payment Notice

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

Good morning,

After reviewing your claim, it has been determined that the following item is ineligible under the COVID-19 Safe Restart Agreement:

- Non-productive payroll for an amount of **\$64,000**

In addition, the item "Estimated meeting room renovations" in the amount of **\$80,000** has been reduced to **\$3,754.28** since this component of the program only takes into account cost incurred in 2020.

As a result, you will receive a Net COVID-19 impact reimbursement in the amount of **\$184,754.28**. Your payment is currently being processed and you should receive it within the next two weeks.

Should you have any questions, please contact Rino Dubé at 453-4006 or [Rino.Dube@gnb.ca](mailto:Rino.Dube@gnb.ca).

Sincerely,

**Scott Lloy**

Director / Directeur

Community Funding Branch / Direction du Financement communautaire

*Environment and Local Government / Environnement et Gouvernements locaux*

Phone / Téléphone : 506-457-4947

Fax / Télécopieur : 506-444-2734



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Ce message est destiné à la personne désignée dans la présente et il doit demeurer confidentiel. Il ne doit pas être réacheminé sans la permission de l'expéditeur. Si ce message vous a été envoyé par erreur, veuillez aviser l'expéditeur et effacer le message. Effacez ensuite votre réponse. Merci de votre collaboration.



# ROTHESAY



Sent VIA Email

December 15, 2020

Dept of Environment and Local Government  
20 McGloin St.  
Fredericton, NB  
E3A 5T8

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

**Attn: Scott Lloy, Director of Community Funding**

We are writing in regard Safe Restart funding on behalf of the town of Rothesay as requested in correspondence dated November 6, 2020 from Minister Allain.

Rothesay Council approved the following motion at the regular meeting dated December 14, 2020:

Council approve the Rothesay Restart Funding Application based on the following net impact of Covid-19 in the year 2020:

Add: Total of additional COVID-19 specific costs = \$268,000

Add: Total of COVID – 19 specific losses = \$142,000

Less: Total of COVID-19 specific operational savings = \$85,000

= Net COVID impact = \$325,000

Therefore, we are requesting funding in the amount of \$325,000.

We have also attached the summary memo presented to Council in support of the application. Should you require additional information please contact me at your convenience.

Doug MacDonald, CPA CA  
Treasurer

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

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





TO  
FROM  
DATE  
RE

Mayor and Council  
Finance Committee  
January 20, 2021  
Insurance Coverage

#### Recommendation:

**The Finance Committee recommends Council ratify the staff decision to renew the Town insurance policy with Cain Insurance Services Ltd. and Jardine Lloyd Thompson for coverage for the period from January 1, 2021 to December 31, 2021 at an aggregate cost of \$238,000**

#### Discussion

Cain Insurance Services Ltd. ("Cain") manages our insurance account and serves as our agent. There is no compelling reason in my opinion to change insurance agents. Cain has developed an expertise in Municipal insurance and a wide range of similar clients in the Province; and the service provided during my tenure has been excellent.

The fee quote received from Cain Insurance Services for the period beginning January 1, 2021 is \$238,000. The increase is a result of an industry wide increase in the property insurance premiums due to recent significant loss claims plus an increase in coverage limits from our last review. Marsh Canada told us to expect a 15% increase in a "best case scenario", but higher when there have been recent claims. As the following breakdown illustrates, the actual rate increase imposed on the Town of Rothesay was ~18%.

The changes from 2020 are broken down as follows:

Premium Breakdown	2020-21	2021-22	Difference	Premium Difference	Attributed to Coverage Changes
Liability	\$ 81,429	\$ 101,298	\$ 19,869		24% increase due to market conditions
Auto	\$ 32,983	\$ 36,904	\$ 3,921	\$ 2,025	additional 4 units--- ***premium to increase as 3 more units added
Property	\$ 65,959	\$ 79,983	\$ 14,024	\$ 3,204	13% increase--- due to inflation (2%), limit adjustments made at Jan 13/2020 meeting (net \$1.78MM property limit increase)
Crime	\$ 750	\$ 750	\$ -		
Umbrella	\$ 7,396	\$ 9,365	\$ 1,969		27% increase due to market conditions
Council Accident	\$ 608	\$ 608	\$ -		
Cyber Liability	\$ 2,650	\$ 3,250	\$ 600		22.5% increase due to market conditions
Cyber Crime	N/A	\$ 3,500	\$ 3,500	\$ 3,500	ADDED in 2021
EPL	\$ 1,900	\$ 2,280	\$ 380		20% increase due to market conditions
TOTAL	\$ 193,675	\$ 237,938	\$ 44,263	\$ 8,729	This results in ~18% increase over last term due to rate increases



ACCEPTANCE OF MUNICIPAL INSURANCE PROGRAM PROPOSAL

To: Marsh Canada Limited  
Public Sector Division  
120 Bremner Boulevard, Suite 800  
Toronto, Ontario Canada M5J 0A8  
Telephone: 416 868 2600

Policy Term  
(mm/dd/yy): 1/1/2021 to 1/1/2022

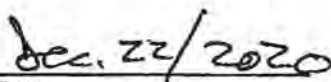
We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

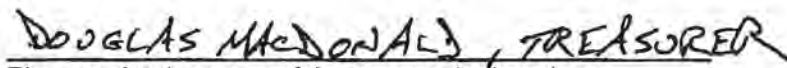
Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

Signed on Behalf of Corporation of the Town of Rothesay

  
Authorized Signature

  
Date

  
Please print the name of the person signing above

**Implementation of Limit of Liability:**

In no event shall either party be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by Marsh or its affiliates. The aggregate liability of Marsh, its affiliates and its and their employees to you or your affiliates arising out of or relating to the provision of services by Marsh or its affiliates shall not exceed \$10 million. This provision applies to the fullest extent permitted by applicable law.



# ROTHESAY

2021 February 8 Open Session FINAL 071

## EMERGENCY MEASURES COMMITTEE MEETING

### WEBEX VIDEOCONFERENCE

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

**Friday, January 15, 2021 at 10:00 a.m.**



**DRAFT**

**PRESENT:** MAYOR NANCY GRANT  
COUNCILLOR PETER LEWIS, CHAIRPERSON  
COUNCILLOR BILL McGUIRE, VICE-CHAIRPERSON

TOWN MANAGER JOHN JARVIE  
DIRECTOR OF PLANNING/DEVELOPMENT, BRIAN WHITE  
KVFD DEPUTY CHIEF, DAN MCCOY  
REGIONAL EMO COORDINATOR, LES WEBER  
RECORDING SECRETARY LIZ POMEROY

The videoconference was called to order at 10:00 a.m. It was noted all attendees are connected remotely.

### ELECTION OF OFFICERS

DPDS White called for nominations from the floor for Chairperson. Mayor Grant nominated Counc. Lewis as Chairperson. There being no other nominations, Counc. Lewis was elected Chairperson by acclamation.

Chairperson Lewis called for nominations from the floor for Vice Chairperson. Mayor Grant nominated Counc. McGuire as Vice Chairperson. There being no other nominations, Counc. McGuire was elected Vice Chairperson by acclamation.

### 1. APPROVAL OF AGENDA

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

### 2. APPROVAL OF MINUTES

2.1 Emergency Measures Committee meeting of March 19, 2020.

**MOVED** by Counc. McGuire and seconded by Mayor Grant the minutes of March 19, 2020 be adopted as circulated.

**CARRIED.**

### 3. DELEGATIONS

N/A

### 4. REPORTS & PRESENTATIONS

N/A

**5. NEW BUSINESS:****5.1 Spring Freshet (Town Manager Jarvie)**

*Sandbags:* 8,000 sandbags remain in storage available for use; property owners in vulnerable areas will be asked to submit requests for bags; Town staff will deliver the filled sand bags to individual properties as requested; the contractor will be asked to honour the 2020 cost to provide the remaining 12,000 bags in the unlikely event additional bags are required; if demand exceeds 20,000 bags then resources will be requested from the Province; demand for sand bags has lessened as property owners have undertaken permanent measures to protect their properties; residents have expressed appreciation, and one individual indicated a willingness to pay for the service; if there is interest in charging for the service this can be discussed at the next Council meeting.

*Raising the elevation of roads:* Roads raised thus far include Cameron Road, a portion of Rothesay Park Road, and Elizabeth Parkway. Plans for 2021 include Pickett Lane, Maliseet Drive, and another section of Rothesay Park Road. A floating walkway is proposed for Alexander Avenue as this is a significantly more cost efficient option, that provides access and egress, without the adverse impacts to properties and the neighbourhood created by raising the elevation of the road. While there are limitations, this option ensures emergency responders can access the area in the event of an emergency. Staff are awaiting a response from Ambulance New Brunswick to discuss potential limitations. After considering the options, challenges, and benefits, the Committee was agreeable to deploying a floating walkway on Alexander Avenue. Staff advised: the next step is to present this option to residents of Alexander Avenue; the feedback will be provided to Council and a decision can be made at an upcoming Council meeting; and, if approved, the walkway will be available for the 2021 spring freshet, but not deployed until absolutely necessary to ensure access to driveways is available for as long as possible. In response to inquiries, it was noted the walkway will have railings and off-chutes to individual properties.

**5.2 Provincial Pandemic (COVID-19)**

Mr. Weber reported the following:

*COVID-19 Alert App:* currently the app is not receiving enough use to assist with contact tracing. Municipalities are asked to promote the app as much as possible.

*Vaccine:* using federal guidelines, a provincial task force is responsible for prioritizing distribution of the vaccine. New Brunswick is on-track with meeting commitments made to date. Mr. Weber reviewed the data for doses received, administered, held for a second dose, and fully vaccinated. He explained secondary doses are held as a precaution in the event shipments are delayed so as not to waste initial doses.

*Cases:* Mr. Weber reviewed the cases reported in New Brunswick over the period of January 11 – 13, 2021 noting the data for January 14<sup>th</sup> will be released later today. He commented on the low number of cases reported daily in Zone 2 (Saint John), and the anticipated gradual reduction in cases following the three notable peak events: Christmas, New Years, and return travel following the holidays. He noted if individuals comply with current protocols, provincial representatives are cautiously optimistic that further restrictions will not be required.

Mr. Weber reported there was a Regional Emergency Management meeting held with municipalities to discuss pre-planning for the 2021 spring freshet.



Counc. McGuire inquired about the lack of border enforcement officers between the New Brunswick and Nova Scotia border. Mr. Weber advised individuals travelling into New Brunswick from Nova Scotia are on an ‘honour system’, as determined by a risk assessment indicating the area is low risk due to the minimal cases recorded in Nova Scotia. He added individuals are contacted to follow up on registrations to ensure compliance with all travel restrictions and protocols. He explained border enforcement is focused on high risk areas such as the borders between New Brunswick, Quebec, and Maine.

Counc. Lewis inquired about local enforcement, citing the rise in cases reported in schools. Mr. Weber advised local law enforcement is tasked with ensuring residents comply with all restrictions. He added fines were increased, and discussions are underway to implement stricter enforcement to further combat the rise in cases.

In response to an inquiry, Mr. Weber advised there are 44 active cases in Zone 2.

DPDS White expanded on the prioritization list for the vaccine. He explained municipalities must submit a request for vaccines which includes a prioritization list. The list should focus on positions that ensure the continuity of critical services such as emergency response, water and sewer, information technology (IT), solid waste, and local government emergency management. Mr. Weber advised these requests will be considered in the second quarter of the vaccine plan – likely around March. He noted because of the short deadline, municipalities are encouraged to submit the number of vaccines required and prioritize distribution later. It was noted guidelines recommend councilors be included on the list; however at this time there are no recommendations for snow plow operators, or Chief Administrative Officers (CAOs).

### 5.3 Rothesay COVID-19 Operational Plans

It was noted the Rothesay COVID-19 Operational Plans, including individual plans for the Rothesay Arena, and the Rothesay Common, were provided for information. The COVID-19 Guidance Document for Centres and Shelters – addressed later on the agenda – will be shared with the Facilities Coordinator, and the Director of Recreation and Parks to assist in the development of a plan for the Bill McGuire Centre, more specifically, for its use as a reception centre in the event of an emergency.

Town Manager Jarvie advised public use of outdoor recreational facilities has increased during the pandemic. Individual plans are not required for trails as there is sufficient space to maintain proper social distancing. He noted staff remain vigilant to ensure compliance with all protocols especially with the popularity of the Rothesay Common ice-surface. He reported plexi-glass was installed in Council’s chambers to resume in-person meetings. However, in-person meetings will not resume until technological upgrades are completed to permit public observation/participation, and Zone 2 is reinstated back to the Yellow Phase of the Provincial COVID-19 Recovery Plan.

Deputy Fire Chief McCoy commented that hockey is not permitted during the Orange Phase. He questioned if public skating should be restricted as well. Town Manager Jarvie advised measures are in place to accommodate the activity in a safe manner including limiting capacity and requiring that masks be worn. Deputy Fire Chief McCoy suggested “loss of taste and smell” and “diarrhea” be added as symptoms to the Rothesay Operational Plans.



**ROTHESAY**

Emergency Measures Committee (via video conference)  
Minutes

2021 February 8 Open Session FINAL\_074

-4-

15 January 2021

Mayor Grant asked if encouraging individuals to register to skate at the Rothesay Common ice surface was considered. Town Manager Jarvie suggested this would be difficult on weekends when Town Hall is closed. He added there have only been a few days where capacity has been an issue.

**6. OLD BUSINESS**

N/A

**7. CORRESPONDENCE FOR INFORMATION**

7.1 COVID-19 Guidance Document for Centres and Shelters

**RECEIVED FOR INFORMATION.**

Counc. Lewis commented on the mild winter and the impact to the regular ice-fishing season. He questioned if there have been any complaints. Town Manager Jarvie advised he is not aware of any complaints received this season. He added the mild winter is likely to reduce the chance of spring freshet flooding. Mr. Weber advised there are indications spring freshet flooding may not occur, however it is too early in the season to know for sure.

7.2 Regional 9 Emergency Management Meeting Presentation

**RECEIVED FOR INFORMATION.**

**8. DATE OF NEXT MEETING**

The date of the next meeting is to be determined.

**9. ADJOURNMENT**

**MOVED** by Mayor Grant and seconded by Counc. McGuire the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:45 p.m.

---

CHAIRPERSON

---

RECORDING SECRETARY



# ROTHESAY

2021 February 8 Open Session FINAL 075

## 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, January 19, 2021 at 10:00 a.m.**



**DRAFT**

**PRESENT:** MAYOR NANCY GRANT, *ex-officio member*  
COUNC. MIRIAM WELLS, CHAIRPERSON  
JULIE ATKINSON (*joined the videoconference at 10:15 a.m.*)  
NANCY HASLETT  
JILL JENNINGS  
DR. SHAWN JENNINGS  
WILLA MAVIS  
JEAN PORTER MOWATT (*joined the videoconference at 10:15 a.m.*)  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON  
ROBERT TAYLOR

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

**ABSENT:** CHRISTINA BARRINGTON  
ANGELA CAMPBELL

### 1. CALL TO ORDER

The videoconference was called to order at 10:00 a.m. All members were connected remotely.

### 2. WELCOME NEW MEMBERS

#### 2.1 Willa Mavis and Nancy Haslett

Counc. Wells welcomed new members Willa Mavis and Nancy Haslett, and provided introductions.

### 3. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. D. O'Connor nominated Counc. Wells as Chairperson. There being no other nominations, Counc. Wells was elected Chairperson by acclamation.

Chairperson Wells called three times for nominations from the floor for Vice Chairperson. R. Taylor nominated D. O'Connor as Vice Chairperson. There being no other nominations, D. O'Connor was elected Vice Chairperson by acclamation.

### 4. ADMINISTRATION

#### 4.1 Committee Mandate

It was noted the mandate is outdated as it mentions the partnership with the YMCA. Now that the facility is operated solely by the Town, the Committee debated if access should be restricted to Rothesay residents or open to seniors in all communities. While the primary focus is to ensure seniors in Rothesay have access to a Town funded age-friendly facility, it is important to create an inclusive environment for the wellbeing of all seniors. Therefore, the Committee agreed to remove "in Rothesay" from #1. Additionally, there was consensus to remove all references to the YMCA of Greater Saint John, as well as state the development of an annual work plan. The work plan will include items such as a budget and safety protocols (ex. a COVID-19 Operational Plan).

After some discussion, it was agreed the mandate be edited as follows:

In accordance with Schedule B of Rothesay's Procedural By-law 2-14, the Rothesay Hive Advisory Committee is responsible for advising Council on matters related to:

1. adherence to the mission of the Rothesay Hive by nurturing the wellbeing of seniors in Rothesay through intergenerational communication, outreach, activities and education
- ~~2. a collaborative partnership with the greater Saint John YMCA in the development of programs and services at the Rothesay Hive (age-friendly centre)~~
3. setting the strategic objectives, mission and mandate of the Rothesay Hive in consultation with the greater Saint John YMCA
4. working with the greater Saint John YMCA for to create promotional marketing and co-branding of the Rothesay Hive
5. reviewing and approving the annual work plan for the Rothesay Hive, prepared by greater Saint John YMCA including ensuring the financial stability of the Rothesay Hive
- ~~6. consulting with the greater Saint John YMCA to ensure the financial sustainability of the Rothesay Hive~~
7. identifying opportunities to collaborate with community partners for age friendly initiatives
8. such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Recreation Coordinator and additional support staff as required.

J. Porter Mowatt and J. Atkinson joined the videoconference.

#### 4.2 Code of Ethics

Committee members were requested to sign and return the Member Statement form to Town Hall. It was noted the Code of Ethics is annually provided to all committee members.

### 5. 2021 MEETING SCHEDULE

Chairperson Wells noted there is intent to return to in-person meetings as soon as possible.

### 6. APPROVAL OF AGENDA

**MOVED** by N. Stephenson and seconded by J. Porter Mowatt the agenda be approved as circulated.  
**CARRIED.**

### 7. APPROVAL OF MINUTES

7.1 Rothesay Hive Advisory Committee meeting of November 17, 2020.

**MOVED** by R. Taylor and seconded by S. Jennings the minutes of November 17, 2020 be adopted as circulated.

**CARRIED.**

### 8. DECLARATION OF CONFLICT OF INTEREST

K. Duffley outlined the process for Committee members to declare a conflict of interest.

**9. ROTHESAY HIVE UPDATE****9.1 K. Duffley to provide the update**

K. Duffley reported the following: the facility reopened on January 4<sup>th</sup> but closed January 5<sup>th</sup> as the Province returned to the Orange Phase in the COVID-19 Recovery Plan; members expressed appreciation that staff are remaining vigilant in terms of public safety; before the holidays, prior to closure, programs were well attended - Latin Line Dancing was the most popular, requiring a wait list. To date the facility has 47 members.

She added events for the annual Fundy Winterfest will be held virtually throughout the month of February; this includes the Town's Winter Speaker Series. Electronic interviews were hosted by D. O'Connor, for the Speaker Series, which will be posted to the Rothesay Hive Facebook page and shareable to other social media accounts, including the Town's. The purpose of posting the interviews to the Rothesay Hive Facebook page, rather than the Town's, is to generate online traffic to the facility's page. D. O'Connor reported the seven interviews for the virtual Winter Speaker Series are as follows: Paulette Haines - Staying Active; ElderDog Canada - Seniors and their Pets; Chris Buckley - The Importance of Music; Taylor Devlin - Stroke Navigator with Heart & Stroke; Ashley Delahaye - Anxiety and Depression During a Pandemic; Lindsay Palmer - How is Your Financial Health?; and Carol Taylor - Rothesay Artist and Writer.

In response to an inquiry, K. Duffley advised posters will also be available to advertise the virtual event throughout the community.

**10. WIFI FOR THE ROTHESAY HIVE**

**10.1 K. Duffley to provide an update on cost and questions received at previous committee meeting**  
K. Duffley advised, after further investigation, the cost to replace equipment for Wi-Fi in the Rothesay Hive is \$500. When questioned, she clarified this is a one-time cost as the monthly charges will be included in the Town's Wi-Fi expenses. In response to an inquiry, K. Duffley advised funds accumulated thus far by the facility are sufficient to cover the cost.

**MOVED** by R. Taylor and seconded by J. Porter Mowatt approximately \$500 be invested to obtain Wi-Fi for the Rothesay Hive.

**CARRIED.**

There was discussion with respect to honorariums for Committee members. It was clarified honorariums are not provided for meetings held electronically, as the payment is intended to cover travel related expenses. Once in-person meetings resume, Committee members can continue to donate their honorariums by stating they wish to do so on the honorarium form. J. Porter Mowatt suggested all committee members be informed of the temporary suspension of honorariums until in-person meetings resume.

**11. ROTHESAY HIVE SPONSORS****11.1 Update from Sponsorship SubCommittee**

Chairperson Wells reported the Sponsorship SubCommittee met last week and recommends:

- Fundraising goals offset the monthly cost of \$650 to operate the facility (3 days/week)
- Efforts to secure sponsorships be postponed until the facility reopens
- A drafted sponsorship letter be shared (physically and electronically) once the facility reopens

- Individuals be asked to donate either \$50, \$100, or \$150 (often individuals will choose the middle option)
- May 1<sup>st</sup> to May 1<sup>st</sup> of the following year be established as the sponsorship period
- A regular newsletter be created inclusive of articles on donors and updates

K. Duffley advised there is intent to create a newsletter but there have been challenges due to closure of the facility.

After some discussion, it was agreed to request a feature in the “Neighbours of Rothesay Road” magazine once it is evident Zone 2 will remain in a phase that permits uninterrupted operation of the facility. There was also consensus to create a promotional video for the Rothesay Hive. To do so, a script must be created to outline a plan for the desired footage. It was suggested students, either the current volunteers, or students of media classes in Rothesay High School (RHS) or Rothesay Netherwood School (RNS) be asked if they are interested in volunteering for the project. It was suggested the invitation be extended to students of Kennebecasis Valley High School (KVHS) since the revised mandate is inclusive of all communities. In the event these groups decline or do not possess the necessary equipment, it was suggested local videographers be contacted. In this case, unless an in-kind donation is offered, a fee may be charged. K. Duffley agreed to ask if the current student volunteers are interested in the task.

## 12. AGE FRIENDLY COMMUNITY DESIGNATION

12.1 Full guide is available here: [https://www.wellnessnb.ca/wp-content/uploads/2016/07/agefriendly-community-guide\\_en.pdf](https://www.wellnessnb.ca/wp-content/uploads/2016/07/agefriendly-community-guide_en.pdf)

K. Duffley advised the deadline for renewal of the Town’s designation is June 2021. She reported, when contacted for further information, the Department of Social Development indicated the Wellness Branch no longer exists as it is being rebranded. Chairperson Wells commented on the arduous task of submitting the initial application, expressing concern the overwhelming documentation required for the renewal application will create a similar situation. It was agreed Counc. Wells, D. O’Connor, and K. Duffley will schedule a meeting with Phyllis Mockler-Caissie, GNB Stakeholder Engagement Strategist and Seniors and Healthy Aging Secretariat (Unit), to clarify what is required for the renewal application in hopes of simplifying the task. Mayor Grant suggested the initial application be reviewed in preparation for the meeting. The Committee will be apprised of the discussion at the next meeting.

## 13. THE PARTICIPACTION COMMUNITY BETTER CHALLENGE

13.1 Information: <https://www.participaction.com/en-ca/programs/community-challenge>

K. Duffley advised the challenge is scheduled for June 1-30, 2021 and the organization offers two options: the Town can apply for a grant to help put on physical activity events, or encourage individuals to participate on their own and contribute to the community’s overall score. She added it may be difficult to secure a grant for an event while the Town is discouraging large gatherings. She noted a virtual meeting is scheduled to request details regarding the grant. The Committee suggested residents be encouraged to participate on their own by utilizing Town recreational facilities such as trails, ice surfaces, and the Rothesay Hive – when restrictions permit.

Chairperson Wells provided an update, noting an application was submitted, and Rothesay Elementary School is waiting for confirmation regarding their proposed Greenhouse Project. She added, if approved, this will create an opportunity for an intergenerational activity for the Rothesay Hive.

# ROTHESAY

2021 February 8 Open Session FINAL\_079  
Rothesay Hive Advisory Committee (via videoconference)  
Minutes

**DRAFT**

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19 January 2021

## 14. DATE OF NEXT MEETING

The next meeting will be a WebEx videoconference on Tuesday, February 16, 2021 at 10:00 a.m.

## 15. ADJOURNMENT

**MOVED** by R. Taylor and seconded by S. Jennings the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 11:05 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



**ROTHESAY**  
2021 February 8 Open Session FINAL\_080  
**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, January 19, 2021 at 6:30 p.m.**



**DRAFT**

**PRESENT:** MARY ANN GALLAGHER, CHAIRPERSON  
COUNC. PETER LEWIS  
DR. SHAWN JENNINGS  
GARY MYLES, VICE CHAIRPERSON  
COUNC. MIRIAM WELLS  
JON McEACHERN  
HOLLY YOUNG

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

**ABSENT:** ANNIKA BAGNELL

The videoconference was called to order 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 are connected remotely.

### **1. ELECTION OF OFFICERS**

DRP Jensen called three times for nominations from the floor for Chairperson. Counc. Wells nominated M.A. Gallagher as Chairperson. There being no other nominations, M.A. Gallagher was elected Chairperson by acclamation.

Chairperson Gallagher called three times for nominations from the floor for Vice Chairperson. Counc. Wells nominated G. Myles as Vice Chairperson. There being no other nominations, G. Myles was elected Vice Chairperson by acclamation.

### **2. APPROVAL OF AGENDA**

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

**CARRIED.**

### **3. ADMINISTRATION**

3.1 Committee Mandate

**RECEIVED FOR INFORMATION.**

3.2 Code of Ethics

All members were requested to sign the Member Statement and return it to Town Hall.

### **4. 2021 MEETING SCHEDULE**

**MOVED** by Counc. Lewis and seconded by G. Myles the Committee approve the meeting schedule as distributed.

**CARRIED.**



**5. APPROVAL OF MINUTES**

5.1 Regular Parks and Recreation Committee meeting of November 17, 2020.

**MOVED** by H. Young and seconded by Counc. Wells the minutes of November 17, 2020 be adopted as circulated.

**ON THE QUESTION:**

Counc. Wells commented on a recent visit to the Wells Dog Park noting it appeared electric lights were in the process of being installed, despite the presence of solar lights. DRP Jensen explained Town staff installed a dusk to dawn light, with a timer to shut off at 9 p.m., because the solar lights did not prove adequate for the dark fall/winter seasons. Counc. Wells inquired about the cost. DRP Jensen advised he will confirm the cost and report back. He added having the installation completed by Town staff did result in cost savings.

Counc. Wells commended Quispamsis on their portion of the Quispamsis/Rothesay trail. She acknowledged the challenges faced by Rothesay to complete the remaining portion, and asked if there is any way to advance the project. DRP Jensen explained despite the efforts of staff to move the project forward, progress remains stalled pending resolution of an issue related to land ownership. Town Manager Jarvie advised discussions with the Province indicate a solution could present itself as early as spring; however this is only one piece of the puzzle as another parcel of land is also required. Counc. Wells noted a resident had objections to the project in the past, questioning if this has changed. Town Manager Jarvie advised staff are discussing changes that may appease the resident. G. Myles noted he heard that a property was recently sold in the area, he offered to follow-up and report back.

Counc. Wells acknowledged the planned closure of the Rothesay Common ice surface following Zone 2's transition to the COVID-19 Red Phase at midnight. She asked if there is intent to extend the season once Zone 2 returns to either the Orange or Yellow Phase. DRP Jensen advised the length of the season depends on the weather. He explained as the weather becomes warmer in the spring it is difficult to maintain the ice, which can create safety concerns. He cautioned that extending the season may also lead to additional staffing and operational costs. Counc. Wells acknowledged the challenges and expressed interest in extending the season as much as possible. She requested a status update with respect to the funding application for the arena renovations. Town Manager Jarvie advised an application was submitted and staff are awaiting a response.

**CARRIED.**

**6. DECLARATION OF CONFLICT OF INTEREST**

N/A

**7. DELEGATIONS**

N/A

**8. REPORTS & PRESENTATIONS**

N/A



**9. UNFINISHED BUSINESS:****9.1 Request for a skate park near Rothesay High School**

DRP Jensen reported he contacted the students' teacher to thank the students and relay that the matter will be discussed. After preliminary investigation, the cost is estimated in the range of \$200,000 – 500,000. It is important to note the estimate does not include costs for land acquisition or landscaping, if required. Additionally, this cost is reflective of a skate park that is larger than the skate park in Quispamsis, but smaller than the skate park in Saint John. He noted it is difficult producing an estimate without details such as size, location, or design.

The Committee questioned if there is enough demand to outweigh the considerable cost. Both Quispamsis and Saint John each have a skate park which begs the question is another skate park necessary in such close proximity to the others? If there is demand, what size, location, or design is appropriate? S. Jennings noted the skate park in Saint John is very popular, well utilized, and its position under a bridge provides useful shelter against the elements. G. Myles commented Grand Manan is considering construction of a skate park at a cost of roughly \$88,000. Counc. Wells suggested the size of the skate park may encourage use, noting some individuals prefer the Rothesay Common ice surface to the outdoor rink in Quispamsis because of its size. She added it is also important to note regional municipalities are encouraged to share facilities.

It was suggested the students could shed some light on potential usage and preferences for size, location, and design. There was consensus to encourage the students to develop a plan including the design and budget (i.e. is there interest in fundraising?) for the proposed skate park. DRP Jensen advised he will relay the request and inform the students of the Committee's discussion.

**10. CORRESPONDENCE FOR ACTION**

N/A

**11. NEW BUSINESS****11.1 Parks and Recreation Update**

DRP Jensen reported the arena and Rothesay Common ice surface will be closed following Zone 2's transition back to the COVID-19 Red Phase at midnight. He outlined measures taken to date to comply with Public Health protocols such as reducing the capacity from 50 to 25 people while in the Orange Phase, requiring masks be worn and physical distancing be maintained. He added staff remain vigilant to ensure compliance. He further noted another restriction was added that stipulates municipal playgrounds must be closed while in the Red Phase. Additionally, use of the Rothesay arena has slowed following the transition from the Yellow to Orange Phase.

*Wells Recreation Park:* trails are busy; there has not been a lot of snow for cross country skiing; grooming the trail without enough snow can damage the trail; and a boardwalk will be constructed in the Parks Garage and installed for completion of the trails at Wells Park. Counc. Lewis asked if areas in the dog park can be groomed to provide better access near the gates, and to allow the dogs to run freely without being hindered by deep snow. DRP Jensen advised dog parks are open during the Red Phase, and agreed to the request. S. Jennings suggested signage be added to the trails to indicate the distance of each trail.

**ROTHESAY**

Parks and Recreation Committee (via video conference)  
Minutes

2021 February 8 Open Session FINAL\_083

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19 January 2021

K. Duffley reported: the Rothesay Hive reopened January 4<sup>th</sup> but closed January 5<sup>th</sup> following Zone 2's transition back to the COVID-19 Orange Phase; members extended their appreciation that staff remain vigilant with respect to public safety; and events will be held electronically, throughout February, for the 2021 annual Fundy Winterfest, including the Town's virtual Winter Speaker Series. She explained the Winter Speaker Series will consist of interviews posted to the Rothesay Hive Facebook Page. The videos can be shared to other social media accounts, and posters will also be used to promote the initiative in the community.

#### 11.2 Parks Equipment Purchase 2021 Capital Budget (Trail Groomer)

DRP Jensen displayed a promotional video for a Reist Industries Trail Pro Groomer. He reported funds were allocated in the 2021 budget, and a recommendation will be made to Council at the February meeting to purchase the equipment. He explained safety concerns related to uneven surfaces, and weed infiltration, on pathways throughout the Rothesay Common, East Riverside-Kingshurst Park, and the Train Station are an ongoing issue. The unique trail-grooming equipment will mitigate these concerns by trimming trail edges, reclaiming gravel, and leveling trails, and will also be used on the Hillside and Wells trails. In response to inquiries, DRP Jensen confirmed the equipment is suitable for crusher dust trails, and the cost is roughly \$20,000.

#### 12. CORRESPONDENCE FOR INFORMATION

N/A

#### 13. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, February 16, 2021.

#### 14. ADJOURNMENT

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

**CARRIED.**

The meeting adjourned at 7:15 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



# 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)

**Monday, February 1, 2021 at 5:30 p.m.**



**DRAFT**

**PRESENT:** ANDREW MCMACKIN, CHAIRPERSON  
KELLY ADAMS  
TRACIE BRITTAIN, VICE-CHAIRPERSON  
JOHN BUCHANAN  
ELIZABETH GILLIS  
MATTHEW GRAHAM  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA

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

The meeting was called to order at 5:30 p.m. DPDS White welcomed all members and applicants, and introduced K. Adams and M. Graham as new appointees to the Committee.

### **1. ELECTION OF OFFICERS (CHAIR & VICE CHAIR)**

DPDS White called three times for nominations from the floor for Chairperson. Counc. Shea nominated Andrew McMackin as Chairperson. There being no other nominations, A. McMackin was elected Chairperson by acclamation.

Chairperson McMackin called three times for nominations from the floor for Vice Chairperson. Counc. McGuire nominated Tracie Brittain. There being no other nominations, T. Brittain was elected Vice Chairperson by acclamation.

It was noted T. Brittain will be asked to confirm acceptance of the nomination once the technical issues she is experiencing are resolved.

### **2. APPROVAL OF THE AGENDA**

**MOVED** by Counc. McGuire and seconded by Counc. Shea to approve the agenda as circulated.

**CARRIED.**

### **3. ADMINISTRATION**

#### **3.1 Code of Ethics and Conflict of Interest**

Town Clerk Banks requested Committee members review the Code of Ethics and Conflict of Interest and return the signed Member Statement to Town Hall.

#### **3.2 Committee Mandate**

**RECEIVED FOR INFORMATION.**

#### **3.3 2021 Meeting Schedule**

**RECEIVED FOR INFORMATION.**

**4. ADOPTION OF MINUTES****4.1 Regular Meeting of December 7, 2020**

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Minutes of December 7, 2020 be adopted as circulated.

**CARRIED.**

**5. DECLARATION OF CONFLICT OF INTEREST**

In response to an inquiry, it was noted a conflict of interest would occur if there is concern that a Committee member, or their relatives, would financially benefit from the outcome of a matter discussed by the Committee. Counc. McGuire added the onus is on Committee members to declare a conflict of interest.

**6. NEW BUSINESS****6.1 47 Clark Road**

**Mark Hatfield**

OWNER:

Propertystar Inc.

PID:

30275234

PROPOSAL:

Conditional Use (Restaurant)

Mark Hatfield and Shawn Verner were present in the videoconference. DPDS White summarized the report, and noted staff recommend approval as there is sufficient parking, and similar businesses in the complex. Staff do not anticipate noise concerns but suggest the hours of operation be restricted to 12 midnight as a preventative measure. Furthermore, recommended conditions include a garbage enclosure, and installation of a kitchen grease trap.

The Committee inquired about business hour restrictions for other restaurants, signage, responsibility for compliance with the conditions, accessibility, a drive-thru, and waste pick-up.

DPDS White advised no other licensed establishments in Rothesay have mandated hours of operation; and signage for the establishment must comply with the Rothesay Signage By-law.

The Committee suggested the hours of operation not be restricted as no other restaurants in town are under this obligation.

Mr. Hatfield responded to Committee inquiries, noting the business owner (tenant) will be responsible for installation of the kitchen grease trap; and there are two gated garbage enclosures on the property and, if necessary, another can be added. He agreed with the Committee's suggestion against restricting business hours. He noted it is a bistro-style restaurant, not a nightclub, and it would be fair to allow the owner to choose the hours of operation.

Counc. McGuire expressed concern that conditions are not always met once applications are approved. He referenced the AstroTurf on the property that was supposed to be grass. Mr. Hatfield explained attempts made to landscape, and protect, the area with grass, mulch, vegetation, and barriers; however all efforts were unsuccessful as vehicles continued to drive over the patch of land. He added the AstroTurf provides the intended aesthetic and is less susceptible to damage.

Mr. Hatfield added: the business will be wheelchair accessible both externally and internally (i.e. washrooms); if necessary, an additional garbage enclosure would be situated behind the building preferably out of sight amongst the embankment; there are no plans to install a drive-thru; and waste is collected 2-3 times a week.

**MOVED** by J. Buchanan and seconded by Counc. McGuire the Planning Advisory Committee hereby permits a Permanent Liquor Establishment Dining Room license not exceeding 60 persons as a conditional use at 47 Clark Road (PID 30275234).

**CARRIED.**

**MOVED** by Counc. McGuire and seconded by E. Gillis the Planning Advisory Committee hereby permits a restaurant located at 47 Clark Road (PID 30275234) as a Conditional Use subject to the following conditions:

1. A garbage enclosure screened in to a height no less than two metres; and
2. Installation of a kitchen grease trap.

**CARRIED.**

Mr. Hatfield and Mr. Verner left the videoconference.

6.2      **18 Station Road**                      **Rayna Lavigne and Nichole Miller**  
OWNER:                                      Myles Milligan  
PID:    30110191  
PROPOSAL:                                  Conditional Use – Personal Services

Rayna Lavigne and Nichole Miller were present in the videoconference. DPDS White gave a brief history of the building. He highlighted the following from the staff report:

In 2003 the Rothesay Planning Advisory Committee approved the ground floor commercial use of 18 Station Road subject to the following conditions:

- A. a maximum of four employees regularly occupying the building;
- B. hours of operation limited to 7:00 a.m. to 7:00 p.m. Monday to Friday;
- C. exterior signage limited to a single non-illuminated wooden sign similar in size to the existing sign;
- D. no overnight parking of vehicles (excluding tenancy parking);
- E. no outside storage of vehicles, supplies or equipment; and
- F. further to consider the use of the upper floor of the Station House as a rental apartment to be similar to the previous non-conforming use.

He explained the proposal is compliant with the above, with minor changes:

- Change from a ground floor office use (Janiking) to personal services.
- No increase in the size of the building or amount of leasable space occupied.
- Proposed Business Hours would be expanded by 1 hour earlier and 1 hour later from 8 a.m. to 8 p.m. to 7 a.m - 9 p.m with Sunday closure.
- Maximum number of employees increased from 4 to 6.

An analysis conducted by staff determined the business is compatible with existing businesses for the following reasons: noise would be minimal and comparable to existing businesses; sufficient parking; no plans for outside storage; the property and landscaping is well maintained and no additional landscaping is required; and the increase in traffic is negligible based on the length of time for customer appointments (60-90 minutes per customer on average).

T. Brittain requested clarification regarding parking spaces. DPDS White advised although there are no visible lines, measurements were taken to ensure adequate space is available for six vehicles on either side of the building, for a total of twelve parking spaces. He clarified there will not be a need to park on the street. M. Graham questioned if residents were polled. DPDS White advised polling was not conducted but can be if the Committee deems it useful in consideration of the application. Counc. McGuire suggested polling is not necessary since prior use of the space was for commercial purposes.

**MOVED** by Counc. McGuire and seconded by M. Graham the Planning Advisory Committee hereby permits a personal service business as a similar or compatible use within the Special Area zone at 18 Station Road (PID 30110191).

**CARRIED.**

**MOVED** by Counc. McGuire and seconded by E. Gillis the Planning Advisory Committee hereby permits Personal Services as a conditional use at 18 Station Road (PID 30110191) subject to the following conditions:

- a) A maximum of six employees;
- b) Hours of operation (open to the public) are regulated from 7:00 a.m. to 9:00 p.m. Monday to Saturday;
- c) Exterior commercial signage is restricted to a single heritage style wooden sign;
- d) No overnight parking of vehicles; and
- e) No outside storage of vehicles, supplies or equipment.

**CARRIED.**

Ms. Miller and Ms. Lavigne left the videoconference.

There was a brief discussion with respect to a technical issue experienced by Counc. Shea.

6.3	<b>5 James Street</b>	<b>Anthony Gautreau and Teresa Gautreau</b>
	OWNER:	Anthony Gautreau and Teresa Gautreau
	PID:	30087316
	PROPOSAL:	Temporary Suite

DPDS White summarized the report and noted the applicants declined to participate in the videoconference. He clarified the temporary suite was constructed, approval was received for the installation of a new onsite sewage disposal system, the applicants have fulfilled the obligations identified in Mr. Justice Hugh McLellan's Consent Order, and all Town zoning requirements have been met.

Chairperson McMackin asked if the Committee had any questions. There was no response.

**MOVED** by Counc. Shea and seconded by T. Brittain the Planning Advisory Committee hereby permits a Temporary Suite as a conditional use located at 5 James Street (PID 30087316) on the following condition:

- a. The temporary suite is to be occupied only by those family members named in the development permit and when they are no longer inhabiting the temporary suite the suite shall be decommissioned and incorporated into the main dwelling.

**CARRIED.**



Counc. McGuire asked if other family members could occupy the suite if the space is no longer inhabited by the intended occupants. DPDS White advised the owners are encouraged to contact Town staff to discuss such arrangements. He clarified since the suite is directly connected to the primary residence the intent is to prevent use as an apartment, rather than discourage use by other family members. Counc. McGuire noted he was confused by the order to upgrade the sewage disposal system since the original system was sufficient for four individuals.

#### 6.4 Proposed Rothesay Municipal Plan By-law 1-20

- 26 January 2021 Information report prepared by DPDS White
- Various Public Comments received following Public Presentation (26)
- *Municipal Plan Virtual Public Hearing February 2, 2021 – Presentation*  
Comments available online at <https://www.rothesay.ca/town-hall/agendas/>

For the benefit of the new Committee members, DPDS White gave a brief overview of the public review process to date for the draft Municipal Plan. He explained staff prepared a report in response to public feedback and have recommended amendments to address some of the concerns. The amendments will be presented at the Public Hearing scheduled for February 2, 2021 and pertain to: modular homes, short-term rental housing, and changes to density along Hampton Road near Hibbard Lane, and vacant land on Bel-Air Avenue.

DPDS White acknowledged the considerable volume of information associated with the draft Municipal Plan. He noted he is available to answer any questions the Committee may have. It is anticipated the Committee will be requested to provide a recommendation to Council.

Town Clerk Banks announced the Public Hearing will be broadcasted live on YouTube at 6:00 p.m. February 2, 2021 for the public. She noted a link is available on the Town website and invited Committee members to view the event.

In response to an inquiry, DPDS White advised the documents were provided for information, no action is required at this time.

## 7. OLD BUSINESS

### **TABLED ITEMS**

**Tabled February 5, 2018 – no action at this time**

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

**Tabled September 8, 2020 – no action at this time**

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

## 8. CORRESPONDENCE FOR INFORMATION

N/A



# ROTHESAY

Planning Advisory Committee (videoconference)  
Minutes

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**DRAFT**

1 February 2021

## 9. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, March 1, 2021.**

When questioned, T. Brittain accepted the position of Vice-Chairperson.

## 10. ADJOURNMENT

**MOVED** by Counc. McGuire and seconded by E. Gillis the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:20 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

2021February8OpenSessionFINAL\_090

## BUILDING PERMIT REPORT

1/1/2021 to 1/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
01/06/2021	BP2020-00245	2384 ROTHESAY ROAD	DECK	\$5,000.00	\$36.25
01/04/2021	BP2020-00262	3 HIBISCUS CT	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
01/04/2021	BP2020-00263	40 CHARLES CRES	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
01/06/2021	BP2021-00001	6 ROSEDALE AVE	STORAGE SHED	\$6,000.00	\$43.50
01/11/2021	BP2021-00002	4 WRIGHT LN	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
01/13/2021	BP2021-00004	17 HUTSON ST	FENCE	\$7,000.00	\$50.75
01/20/2021	BP2021-00005	15 DUNROBIN ST	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
01/20/2021	BP2021-00006	27 CARRIAGEWAY	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
01/20/2021	BP2021-00007	2709 ROTHESAY RD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
01/20/2021	BP2021-00008	67 MALISEET DR	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
01/21/2021	BP2021-00009	3055 ROTHESAY RD	ACCESSORY STRUCTURE	\$58,771.00	\$427.75
01/27/2021	BP2021-00010	69 NEIL ST	ELECTRICAL UPGRADE	\$1,200.00	\$20.00



# ROTHESAY

2021February8OpenSessionFINAL.091

## BUILDING PERMIT REPORT

1/1/2021 to 1/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$86,471.00	\$718.25
Summary for 2021 to Date:				\$86,471.00	\$718.25

### 2020 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,395,400.00	\$10,152.00
Summary to Date:	\$1,395,400.00	\$10,152.00



# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 4 February 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 31/01/21*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
201	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
	Turnbull Ct sewer replacement	\$1.11M	84%	Pipework complete, pump station under construction
	Production Wells	250,000	49%	Meeting with provincial regulators mid-February to present model findings
	Station Rd cast iron replacement	250,000	-	Deferred until 2021
	Town Hall (elevator)	120,000	50%	
	IT equipment & software	45,000	40%	
	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
	Trails	50,000	-	
	Arena renovations	1.02M	60%	Structural improvements underway, seating removed; work to be completed in spring 2021
	2021 Resurfacing Design	60,000	20%	Tender to be issued mid-February for award at March meeting
	Brock/Goldie service renewals	125,000	100%	Completed
	Water Tower repairs	175,000	100%	Completed
	College Hill Water line	750,000	90%	Pipe work complete, reducing valve on order
	IT equipment & software	38,000		
	2021 Street Resurfacing	1,610,000		
	2021 Curb & Sidewalk	285,000		
	2021 Designated Highways	1,100,000		
	Drainage Study	200,000		
	Intersection Improve Spruce & Clark	300,000		
	Fleet/Equipment	600,000		
	Parks Equipment	25,000		
	Trails	50,000		
	Wells Ballfield	250,000		
	Wells New Building	61,000		
	Arena Renovations	600,000		
	WWTP Phase II design	1,000,000		Funding Application pending
	Production Wells (#7)	290,000		
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Storage Tank heating	60,000		
	Station Rd, cast iron line replacement	250,000		
	Turnbull Ct sewer replacm't Phase II	1,000,000		
	Seville Sewer repair	100,000		
	SCADA	35,000		
	Asphalt related sewer work	95,000		

\* Funds paid to this date.



70 Hampton Road  
Rothesay, NB  
E2E 5L5

I concur with the  
recommendation

**Rothesay Council**  
**February 8, 2021**

**TO:** John Jarvie, Town Manager

**SUBMITTED BY:**

Brian L. White, Director of Planning & Development Services

**DATE:** 3 February 2021

**SUBJECT:** Municipal Plan By-law No. 1-20

---

### **RECOMMENDATION REPORT**

#### **RECOMMENDATION**

- A. Council give First Reading by Title, to By-law 1-20, "Rothesay Municipal Plan 2020-2030"
- B. Council refer By-law 1-20, "Rothesay Municipal Plan 2020-2030" to the Rothesay Planning Advisory Committee for a recommendation, in accordance with the Community Planning Act, SNB 2017, c 19
- C. Council authorizes staff to advertise on the Town website as to the content of By-law 1-20 By-law 1-20, "Rothesay Municipal Plan 2020-2030", on the Town website in accordance with the Local Governance Act, SNB 2017, c 18

#### **BACKGROUND**

On Tuesday February 2, 2021, Council held a **Public Hearing** on the proposed By-law 1-20, "Rothesay Municipal Plan 2020-2030". In order to enact the by-law Council must give three readings of the by-law before the Municipal Plan By-law can proceed to final enactment. This process allows Council to provide input into and make necessary changes before the By-law is adopted. Each reading is a decision of Council. No more than two readings of a by-law can be read at the same Council meeting.

Typically, a by-law must be read in its entirety at a Council meeting and whereas By-law 1-20 is more than 100 pages long such a reading would take an unreasonably long time to complete. However, the Local Governance Act Section 15(3) (a) (i) states that *Instead of being read in its entirety, a summary of a by-law may be read if a Notice is given that describes the proposed by-law by title and generally by subject matter, if no Council member objects.*

Staff have prepared a summary of By-law 1-20 which is provided below for your reference:

**BY-LAW 1-20 SUMMARY**

The proposed By-Law 1-20 spans a ten-year period from enactment and is a complete replacement of the 2010 Municipal Plan By-law 1-10. The Plan is a guide for development, growth, and investment in Rothesay's future. The framework for this document is set out through five sections beginning with the Background, then onto Chapter 1) Land Use, Chapter 2) Municipal Services & Infrastructure, Chapter 3) Development Control, and Chapter 4) Implementation. The entire Plan contains 147 policies that will serve to guide Council, the Planning Advisory Committee, and Staff in their decision-making, regulation and the management of land, municipal services and infrastructure.

CHAPTER 1, LAND USE, the largest section of the Plan, outlines the general context and objectives, and policies for the management of land, infrastructure, buildings, and development in the town.

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

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

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

**SCHEDULES AND MAPS**

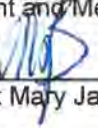
In addition to the chapters noted, the plan includes a several Schedules. These Schedules are critically important to the Plan and the policies contained within. The Schedules provide geographic context to the implementation of a policy and the specific development objectives, constraints, or intended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



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**8 February 2021**

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

**SUBMITTED BY:**   
Town Clerk Mary Jane Banks

**DATE:** 1 February 2021

**SUBJECT:** Amendment to By-law 2-14 Schedule B – Standing Committees

---

**RECOMMENDATION**

- Council hereby adopts the revised Schedule B, "Standing Committees" forming a part of By-law 2-14, "A By-law of the Municipality of Rothesay Respecting the Procedure and Organization of Council", dated 8 February 2021; more specifically the revised mandate and composition of the Rothesay Hive Advisory Committee.

**ORIGIN**

The Rothesay Hive Advisory Committee reviewed its mandate at the January 19, 2021 meeting and has made a recommendation to amend the mandate.

**BACKGROUND**

Rothesay entered into an agreement with the greater Saint John YMCA for the operation of the Rothesay Hive in February 2019, which required the establishment of an advisory committee. The agreement with the YMCA has been suspended and the Town is now providing sole oversight for the Rothesay Hive.

Amendments are required to By-law 2-14, Schedule B – Standing Committees to accept the revised mandate, the composition of the Committee (removal of YMCA representative) and to change the authority of the Committee from "*Required by agreement*" to a "*Standing Committee of Council*".

An amended copy of By-law 2-14, Schedule B – Standing Committees is attached – additions are highlighted in yellow and sections to be removed are highlighted in gray (with strikethrough).

**ATTACHMENTS**

25 January 2021	Recommendation from Rothesay Hive Advisory Committee
8 February 2021	Amended By-law 2-14 Schedule B – Standing Committees ( <i>edits highlighted</i> )





# ROTHESAY

## MEMORANDUM



---

TO	:	Town Clerk Mary Jane Banks
FROM	:	Recording Secretary, Rothesay Hive Advisory Committee
DATE	:	25 January 2021
RE	:	Committee Mandate

---

Please be advised, during the January 19, 2021 meeting, the Rothesay Hive Advisory Committee recommended the Rothesay Hive Advisory Committee mandate be revised so as to read as follows:

In accordance with Schedule B of Rothesay's Procedural By-law 2-14, the Rothesay Hive Advisory Committee is responsible for advising Council on matters related to:

1. adherence to the mission of the Rothesay Hive by nurturing the wellbeing of seniors through intergenerational communication, outreach, activities and education
2. setting the strategic objectives, mission and mandate of the Rothesay Hive
3. working to create promotional marketing and branding of the Rothesay Hive
4. reviewing and approving the annual work plan for the Rothesay Hive, including ensuring the financial stability of the Rothesay Hive
5. identifying opportunities to collaborate with community partners for age friendly initiatives
6. such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Recreation Coordinator and additional support staff as required.

## **Schedule B – Standing Committees**

B-1. The following standing committees of Council are hereby established to provide advice to Council on matters related to their mandate.

- i. Personnel Committee
- ii. Finance Committee
- iii. Nominating Committee
- iv. Parks and Recreation Committee
- v. Works and Utilities Committee
- vi. Rothesay Living Museum Committee
- vii. Rothesay Hive Advisory Committee**

### **Committees required by statute**

- viii. Planning Advisory Committee
- ix. Heritage Preservation Board
- x. Emergency Measures Committee
- xi. Appeals Committee (Unsightly Premises)

### **Committees required by agreement**

- ~~xii. Rothesay Hive Advisory Committee~~

### **Legislative appointments**

B-2. The Mayor shall serve as the representative for Rothesay on the Fundy Regional Service Commission. The Deputy Mayor shall serve as the alternate representative.

B-3. At the first regular meeting of Council following the quadrennial election and periodically as he shall deem appropriate, Council members to the following standing committees shall be appointed by the Mayor:

Personnel	3
Finance	4
Nominating	2
Parks and Recreation	2
Works and Utilities	2
Rothesay Living Museum	1
Planning Advisory	2
Rothesay Heritage Preservation	1
Review Board	
Emergency Measures Committee	2
Appeals Committee	8
Rothesay Hive Advisory Committee	1

The Nominating committee shall recommend to Council for approval, appointments of eligible voters of the municipality to the standing committees, as a minimum, as follows:

Parks & Recreation	6
Works and Utilities	5
Rothsay Living Museum	4
Planning Advisory	6
Rothsay Heritage Preservation Review	6
Board	
Rothsay Hive Advisory Committee	10

B-4. The Nominating Committee shall recommend to Council for approval one student appointee, who is a Rothsay resident, to the Parks and Recreation Committee who is in good standing at Rothsay High School.

B-4. The Nominating Committee shall use, where possible, the following guidelines for appointees to the Rothsay Hive Advisory Committee:

- 1 staff representative from Rothsay High School
- 1 staff representative from a Rothsay Elementary or Middle School
- 6 Rothsay residents, Age 55+
- 2 Rothsay resident under the age of 55

B-5. The following are the mandates of the Standing Committees established under Section B-1.

#### **STANDING COMMITTEES STATEMENT**

Council has established a number of standing committees to assist in carrying out the work of the Town, which committees function in an advisory capacity to Council. For these committees to function effectively it is necessary to set out the responsibilities and authority of each Committee and indicate its statutory and reporting functions. The purpose of the Committees is not to participate in the administration of day-to-day operations but rather to assist Council in determining policy and priorities and/or by making decisions in areas specifically delegated by Council.

The business of a particular committee shall be limited to the issues within its mandate as listed but should a committee consider it appropriate, it may meet with another committee or other parties to review a particular matter or to make suggestions regarding a particular course of action. The Committees may meet with interest groups or individuals to gather information. The Committees report only to Council and reports from Committees shall not be released to other parties by Committee members. Media liaison shall be directed to the Mayor.

The Town Manager may attend all Committee meetings as deemed appropriate.

## **STANDING COMMITTEE MANDATES**

### **I Personnel Committee**

This Committee is responsible for:

1. establishing policy on personnel related matters
2. making recommendations to Council re: procedures to ensure proper selection of the Town Manager
3. approving the job description and objectives for the Town Manager
4. assessing the performance of the Town Manager by ascertaining the views of Council members and producing a consolidated assessment report for Council approval and review with the Town Manager
5. establishing the parameters for salary adjustments
6. recommending to Council the appointment of municipal officers under the Act, in consultation with the Town Manager
7. recommending, in consultation with the Town Manager, changes in organizational structure, and addition or deletion of positions
8. conducting or causing to be conducted exit interviews with departing senior staff

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Town Manager and Human Resources Clerk as required.

### **II Finance Committee**

This Committee is responsible for advising Council on matters related to:

1. meetings with the Auditors at the planning and post audit stages, the Auditor recommendations and management's response, draft audited financial statements, and the appointment of Auditors
2. the system of internal controls for protection of the Town's assets, detecting accounting/financial reporting errors and detecting frauds or defalcations
3. insurance coverage and risk management policies
4. key financial information that will be provided to the Province or made public
5. the preparation and adoption of the annual operating and capital budgets
6. any proposed changes in accounting policies and any accounting significant accounting estimates
7. 5 year capital budgets and financing sources
8. monthly internal financial statements
9. the Town's banking services

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Treasurer and additional staff support as required.

### **III Nominating Committee**

This Committee is responsible for advising Council on matters related to:

1. determination of eligible voters suitable for appointment to standing committees, joint boards and commissions and the terms of office for said appointments

The Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Town Clerk and additional support staff as required.

#### **IV Parks and Recreation Committee**

This Committee is responsible for advising Council on matters related to:

1. the Rothesay Recreation Master plan
2. selection of ongoing recreation programs
3. identification of facilities needs and capital expenditures related to recreation
4. parks, playgrounds and sports fields maintenance standards
5. the service level or standards for municipal recreation facilities such as the Rothesay Arena, Bill McGuire Memorial Centre and Rothesay Common & rink house
6. cooperation on regional recreational activities and programs
7. Town entrance and ornamental signage and landscaping

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Recreation Services and additional support staff as required.

#### **V Works and Utilities Committee**

This Committee is responsible for advising Council on matters related to:

1. the service level or standards and/or exceptions thereto, for:
  - street, boulevard and sidewalk maintenance
  - public parking areas
  - municipal buildings
  - street signage
  - traffic control devices
  - garbage collection and recycling
  - municipal vehicles
  - water and sewer utility services
  - utility rates and charges
  - improvements/expansions to the water utility system
  - improvements/expansions to the sewerage system (By-law 1-15 terminology)
  - improvements/expansions to the stormwater management system
  - operational budgets
2. capital and major maintenance project priorities related to municipal operations and utilities
3. financing for capital works and utilities projects
4. related matters as referred by Council

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Operations and additional support staff as required.

#### **VI Rothesay Living Museum Committee**

This Committee is responsible for advising Council on matters related to:

1. ways and means of protecting, preserving and promoting the heritage and history of Rothesay and its founding communities
2. developing and strengthening the relationship between Rothesay schools and the municipality
3. encouraging the participation of the public who are interested in recording and publicizing the heritage of the community

The Committee may create an advisory group (non-voting committee members) of like-minded individuals to strive for representation of the five founding communities.

The Committee may also enter agreements with like-minded groups as a means to further its endeavours and be allocated a modest annual budget by Council for ongoing operations.

This Committee will meet quarterly or at the call of the Chair. Staff support will be assigned by the Town Manager as required.

## **VII     Rothesay Hive Advisory Committee**

This Committee is responsible for advising Council on matters related to:

1. adherence to the mission of the Rothesay Hive by nurturing the wellbeing of seniors through intergenerational communication, outreach, activities and education
2. setting the strategic objectives, mission and mandate of the Rothesay Hive
3. working to create promotional marketing and branding of the Rothesay Hive
4. reviewing and approving the annual work plan for the Rothesay Hive, including ensuring the financial stability of the Rothesay Hive
5. identifying opportunities to collaborate with community partners for age friendly initiatives
6. such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Recreation Coordinator and additional support staff as required.



**COMMITTEES REQUIRED BY STATUTE**

The following committees are required by provincial legislation and governed by municipal by-laws as noted. Where there is a conflict between this by-law and the statute, the provincial legislation will prevail.

**VII Planning Advisory Committee (PAC)**

The responsibilities of this committee are as set out in By-law 1-99, "A By-law to Establish a Planning Advisory Committee" and in accordance with the Community Planning Act. This Committee will meet monthly or at the call of the Chair. This Committee may call public meetings. Staff support will include the Development Officer and additional support staff as required.

**VIII Heritage Preservation Board**

The responsibilities of this Board are as set out in By-law 1-07, "Heritage Preservation By-law", and in accordance with the Heritage Conservation Act, SNB 2009, c. H-4.05 and amendments thereto. This Board will meet at least quarterly or at the call of the Chair. Staff support will include the Development Officer and additional support staff as required.

**IX Emergency Measures Committee**

The responsibilities of this committee are as set out in By-law 1-16, "Emergency Measures Action Plan By-law" and the Emergency Measures Act, RSNB 2011, c. 147.

This committee will meet at the call of the Chair. Staff support will include the Town Clerk and additional support staff as required.

**X Appeals Committee (Unsightly Premises)**

The responsibilities of this committee are as set out in the Local Governance Act and regulations thereunder. This committee will meet as required in accordance with the legislation. Staff support will include the Town Clerk and additional support staff as required.

**COMMITTEES REQUIRED BY AGREEMENT**

The following committees are required by agreement and approved by Council. Where there is a conflict between this by law and the agreement, the agreement will prevail.

**XI — ~~Rothsay Hive Advisory Committee~~**

This Committee is responsible for advising Council on matters related to:

- ~~1. adherence to the mission of the Rothsay Hive by nurturing the well being of seniors in Rothsay through intergenerational communication, outreach, activities and education~~
- ~~2. a collaborative partnership with the greater Saint John YMCA in the development of programs and services at the Rothsay Hive (age friendly centre)~~
- ~~3. setting the strategic objectives, mission and mandate of the Rothsay Hive in consultation with the greater Saint John YMCA~~
- ~~4. working with the greater Saint John YMCA for promotional marketing and co-branding of the Rothsay Hive~~
- ~~5. reviewing and approving the annual work plan for the Rothsay Hive prepared by greater Saint John YMCA~~
- ~~6. consulting with the greater Saint John YMCA to ensure the financial sustainability of the Rothsay Hive~~
- ~~7. identifying opportunities to collaborate with community partners for age-friendly initiatives~~
- ~~8. such other matters as may arise from time to time related to age friendly activities in the community.~~

~~This Committee will meet monthly or at the call of the Chair. Staff support will include the Recreation Coordinator and additional support staff as required.~~

***Revision March 11, 2019***

Schedule B – revised to include establishment, composition and responsibilities of the Rothsay Hive Advisory Committee.

***Revision February 8, 2020***

Schedule B – revised to reflect the change in mandate and composition of the Rothsay Hive Advisory Committee to reflect the suspension of the agreement with the YMCA.



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	January 21, 2021
RE	:	Local Improvement Levy

---

In accordance with By-Law 3-00, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2021. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 4-00 relates to the water reconstruction project undertaken in 2000-2001 in Kennebecasis Park.



2021February8OpenSessionFINAL\_105

# ROTHESAY

*150 Years Proud 1860-2010*



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[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)  
[www.rothesay.ca](http://www.rothesay.ca)

## Warrant of Assessment

**MOVED** by \_\_\_\_\_ and seconded by Counc. :

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2021 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 3-00.

Local Improvement By-law #	Amount to be collected
By-law 4-00	\$59,073.37

Dated: February 8, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	January 27, 2021
RE	:	Local Improvement Levy

---

In accordance with By-Law 1-19, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2021. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 1-19-01 relates to the road construction project undertaken in 2019.



# ROTHESAY

*150 Years Proud 1860-2010*



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## Warrant of Assessment

**MOVED** by \_\_\_\_\_ and seconded by Counc. :

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2021 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 1-19.

Local Improvement By-law #	Amount to be collected
By-law 1-19-01	\$ 4,708.33

Dated: February 8, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk





# ROTHESAY

## MEMORANDUM




---

TO : Mayor and Council  
 FROM : Doug MacDonald  
 DATE : January 27, 2021  
 RE : Local Improvement Levy

---

### Information Report

At its regular meeting of November 12, 2019 Council approved the following motions:

*MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council give 3rd Reading by Title, and Enactment to By-law 1-19-01, "A Bylaw of the Municipality of Rothesay To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement".*

*MOVED by Deputy Mayor Alexander and seconded by Counc. Brennan Council direct staff to proceed in accordance with the requirements as outlined in By-law 1-19, "Local Improvement Procedures By-Law – 2019".*

The actions required, as outlined in the by-law included "acquisition of the road right of way and the hard surfacing of the roadway known as Mulberry Lane in Rothesay, together with required appurtenances thereto". The cost of the work includes legal, survey, land acquisition, engineering and construction, including placement of asphalt base and seal courses. The final cost shall be determined by the Director of Operations upon completion of the work and it is these costs which will be used to calculate the charges to the benefitting properties.

The final costs have been determined to be \$90,343.90 including the following:

Land acquisition	\$10,123.65
Legal and survey	10,015.26
Engineering and construction	<u>70,204.99</u>
	<u>\$90,343.90</u>

The Town has agreed to contribute \$11,000.00 to the project resulting in net costs to the benefitting property owners (11) of \$79,343.90 with the costs allocated over no more than 20 years, in accordance with the By-law.

The cost of borrowing to the Town is approximately 3%, resulting in a net annual charge to each property owner in the amount of \$484.83 for 20 years.

Accordingly, each of the eleven property owners were assessed the levy in 2020 in the amount of \$484.83.

**ROTHESAY**

TO: Mayor and Council

2021February8OpenSessionFINAL\_109

FROM: Doug MacDonald, Treasurer

RE: Mulberry Lane LIL

-2-

January 27, 2021

At its regular meeting of November 9, 2020 Council approved the following motion:

☐ *Local Improvement Levy - Mulberry Lane*

*MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the local improvement levy for Mulberry Lane be reduced by 50% of the cost overrun.*

The net cost of the project, as noted above, was \$79,343.90. The original cost estimate provided to the residents was an aggregate of \$60,750.00. Therefore, per the approved Council motion, the levy should be adjusted to reflect a cost reduction of \$9,296.95 (50% of the difference).

Therefore, the revised net project cost for purposes of the local improvement levy is \$70,046.95 resulting in a revised annual levy for each of the eleven property owners in the amount of \$428.03.



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	5 February 2021
RE	:	Draft Plastic Bag Reduction By-law

---

### RECOMMENDATION:

- Council give 1<sup>st</sup> Reading by title, to By-law 1-21
- Council refer draft By-law 1-21 to the Works and Utilities Committee for review

### 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.

Discussions began in early 2020, with subsequent amendments based on requests from stakeholders and discussions at the provincial/federal levels of government.

New Brunswick is the only Atlantic province that does not have provincial legislation enacted that bans plastic bags.

The federal government has indicated there will be regulations in place by the end of 2021 that will ban plastic bag use, amongst other items:

<https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/plastics-proposed-integrated-management-approach.html#toc12>

Further consultation and review is required with respect to the Section 6(4) *Contraventions* section of the draft By-law prior to enactment. There are a few other minor edits as well:

- *“Pre-packaged” definition added*
- *4(1)a(xii) animal waste disposal bags added (provided by vet offices/municipality)*
- Quispamsis By-law-061 – “small paper bag” *definition no longer needed based on edits made by FRSC*
- Section 6(4) *Contraventions* requires further discussion for implementation

### Attachments:

Draft By-law 1-21 (Rothesay)  
By-law 061 (Quispamsis – enacted January 19, 2021)  
Draft By-law (FRSC) 23 December 2020 letter and draft By-law

**BY-LAW NO. 1-21**  
**A BYLAW 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
- (c) 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.

(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:

SECOND READING BY TITLE:

(Advertised as to content on the  
Rothesay website in accordance with the  
*Local Governance Act*, SNB (2017) c. 18)

READ IN SUMMARY:

THIRD READING BY TITLE  
AND ENACTMENT:

---

MAYOR

---

CLERK



## BY-LAW NO. 061

### A BY-LAW OF THE MUNICIPALITY OF QUISPAMISIS RESPECTING THE REDUCTION OF SINGLE-USE PLASTIC BAGS

**BE IT ENACTED** by the Council of the town of Quispamsis under the 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:

- (1) “**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;
- (2) “**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.
- (3) “**Council**” means the Council of the town of Quispamsis;
- (4) “**paper bag**” means a bag made out of paper that is recyclable;
- (5) “**plastic bag**” means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a reusable bag;
- (6) “**reusable bag**” means a bag with handles that are
  - (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;
- (7) “**small paper bag**” means any bag made out of paper that is less than 15 centimeters by 20 centimeters when flat.

#### 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; or
- xi) protect tires that cannot easily fit in a reusable bag.

(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 a notice of penalty pursuant to the provisions of the *Local Governance Act*.
  - (b) a person to whom a penalty notice is delivered may pay the administrative penalty on or before a charge pertaining to the offence has been laid in Provincial Court as follows:
    - i) In person at the Kennebecasis Regional Police Station, Quispamsis, New Brunswick, in cash or by cheque, credit card or money order made payable to the Kennebecasis Regional Police Force; or
    - ii) By mail to: Kennebecasis Regional Police Force, 126 Millennium Drive, Quispamsis, New Brunswick, E2E 6E6; Attention: Fine Revenue Clerk, by cheque or money order only, payable to the Kennebecasis Regional Police Force; or
    - iii) By phone with credit card to the Quispamsis main office at (506) 849-5778.
  - (c) A person who pays the administrative penalty shall be deemed to have contravened the provisions of Section 3 of this by-law and shall not be charged with an offence in respect of the same incident that gave rise to the administrative penalty.

- (d) If the administrative penalty is not paid in accordance with this Section, the person may be charged with an offence pursuant to Section 6 of this 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 effect June 30, 2021.

**READ FIRST TIME:** March 17, 2020

**READ SECOND TIME:** March 17, 2020

**READ THIRD TIME:** January 19, 2021

S E A L

X

Gary Clark  
Mayor

X

Catherine P. Snow  
Clerk



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

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

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

December 23, 2020

Mayor and Council  
Town of Rothesay  
70 Hampton Road  
Rothesay NB E2E 5L5



**Reference: Update Plastic Checkout Bag Bylaw**

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Mayor and Council;

As per our letter dated, November 3, 2020 Fundy Regional Service Commission has proposed the Plastic Bag Reduction Bylaw be adopted by all municipalities in the Fundy Region with an implementation date of June 30, 2021. Subsequently, the Commission was asked to review the proposed bylaw concerning two issues: the proposed fee on alternative paper bags and the timeline for implementation.

The intention of the Plastic Bag Reduction Bylaw is to reduce plastic bags in the environment and waste stream, and to encourage customers to utilize reusable bags.

After consultation with stakeholders and regional governments, the Commission has recommended a slight amendment to the proposed bylaw to remove the reference to a fee on paper bags. This change will not alter the intent of the bylaw to reduce single-use plastic bags and aligns the bylaw with Nova Scotia and Newfoundland and Labrador.

At the December 21, 2020, meeting, the Commission passed the following motion:

***Remove the reference to fees on paper bags in the proposed Plastic Bag Reduction Bylaw.***

The bylaw allows a business to make their own decision whether or not to provide an alternative bag and if they choose to charge for it.

The Commission also reviewed the request to delay implementation of the bylaw. However, the Commission maintains its request to implement the bylaw as of June 30, 2021. Discussions with stakeholders began in December 2019, and the original date of implementation before COVID-19 was January 2021. In order to meet the extended timeline of June 30, 2021, the Commission is requesting municipalities begin the process of adopting the bylaw early in the New Year.

A draft copy of the updated bylaw is attached.

Sincerely,

Nancy Grant, Chair  
Fundy Regional Service Commission



## BY-LAW

### A BY-LAW RESPECTING THE REDUCTION OF SINGLE-USE PLASTIC BAGS

**BE IT ENACTED** by \_\_\_\_\_ under the 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:

(1) “**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;

(2) “**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.

(3) “**Council**” means the Council \_\_\_\_\_;

(4) “**paper bag**” means a bag made out of paper that is recyclable;

(5) “**plastic bag**” means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a reusable bag;

(6) “**reusable bag**” means a bag with handles that are

(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; or
- (xi) protect tires that cannot easily fit in a reusable bag.

(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 a notice of penalty pursuant to the provisions of the *Local Governance Act*.
- (b) a person to whom a penalty notice is delivered may pay the administrative penalty on or before a charge pertaining to the offence has been laid in Provincial Court as follows:
  - (c) A person who pays the administrative penalty shall be deemed to have contravened the provisions of Section 3 of this by-law and shall not be charged with an offence in respect of the same incident that gave rise to the administrative penalty.
  - (d) If the administrative penalty is not paid in accordance with this Section, the person may be charged with an offence pursuant to Section 6 of this 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 effect on June 30, 2021.

**READ FIRST TIME:**

**READ SECOND TIME:**

**READ THIRD TIME:**

\_\_\_\_\_  
Mayor

SEAL

\_\_\_\_\_  
Clerk





70 Hampton Road  
Rothesay, NB  
E2E 5L5

Staff will develop measures to  
better inform neighbours of  
such proposed changes  
through the PAC

**Rothesay Council**  
**January 11, 2021**

**TO:** John Jarvie, Town Manager

**SUBMITTED BY:**

Brian L. White, Director of Planning & Development Services

**DATE:** 4 February 2021

**SUBJECT:** Summer Haven Crescent – Lots

---

#### **INFORMATION REPORT**

##### **ORIGIN**

A letter dated December 18, 2020 from the residents of 6 Summer Haven Crescent, requesting clarification of the development of 5 Summer Haven Crescent (PID 30323729) and 9 Summer Haven Crescent (PID 30323737).

##### **BACKGROUND**

Staff reviewed the letter (Attachment B) which includes the following statement, *"These two lots originally ran between Gibbon Rd. and Summer Haven and are noted on the subdivision plan provided as Peacock properties; they were then purchased by the developer, combined, and split in half leading to two additional lots facing Summer Haven. They were somehow approved for the Small Lot Zone (R1E) development rules."*

The lots (5 and 9 Summer Haven Crescent) were purchased from the previous owner; however, the lots were not combined or consolidated into one lot and then (split in half) or re-subdivided.

The properties in question, 5 and 9 Summer Haven Crescent (PID 30323737) are legacy lots from the 1920 Plan of Riverside Park (See Attachment B) now Gibbon Road. In 1920, some 123 lots were created in the Gibbon Road neighbourhood. From the original 123 lots at least 40 lots still exist and while a majority of these lots would meet, the R1E<sup>1</sup> zone requirements they are zoned R1B<sup>2</sup>. Staff note that the neighbouring homes at 34 Gibbon Road and 54 Gibbon Road are both examples of homes built on these circa 1920 vintage lots (~7500 square feet - 50ft wide 150ft long).

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<sup>1</sup> SINGLE FAMILY RESIDENTIAL – SMALL LOT ZONE [R1E] Minimum Lot Area: 700 square meters. This zone is intended for smaller lots and more compact housing forms in areas of Rothesay where this development type will not detract from the quality of existing residential neighbourhoods.

<sup>2</sup> SINGLE FAMILY RESIDENTIAL – STANDARD ZONE [R1B] Minimum Lot Area: 1350 square meters. This zone reflects the most common housing type found throughout much of the serviced part of Rothesay and is the most common single family development standard.

The lots did not go through a subdivision approval process as is required for new lots. 5 and 9 Summer Haven Crescent, were both reconfigured as a Type 1 subdivision.

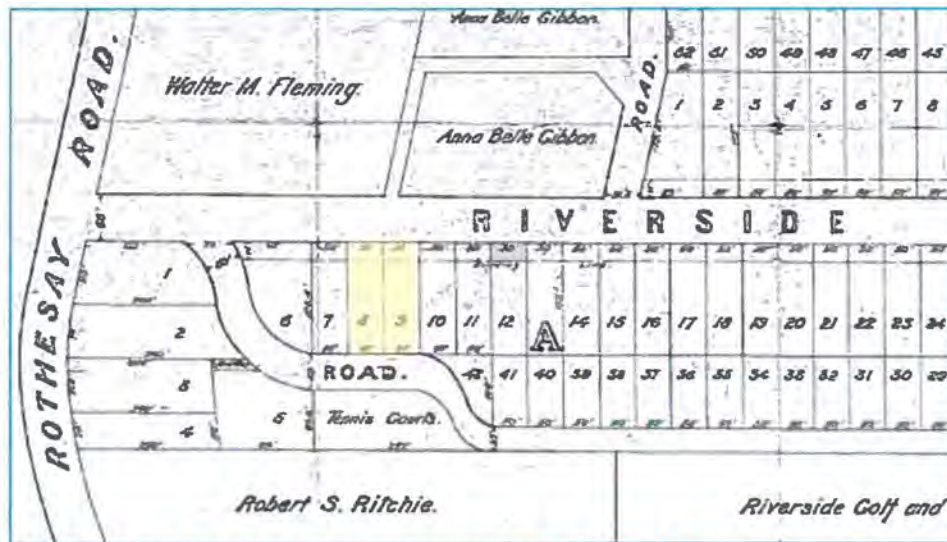


Figure 1 - 1920 Plan of Subdivision Highlighted Lots (5 and 9 Summer Haven Crescent)

In August 2016, the properties were both reconfigured from their original rectangular 1920's dimensions of 50ft wide by 150ft deep to a more *square like* dimension of 75 ft wide by 100 feet deep. The change to the property boundary was processed as a Type 1 "boundary change only" subdivision and approved by the Development Officer. (Attachment C) Despite the fact the property boundary did change, there was no severing of land, the size of the lots remained fundamentally the same at 7500 square feet, and the total number of lots (2) did not increase. Staff note that on the 2016 subdivision plan the reconfiguring purpose is clearly noted in the legend section of the surveyors plan. (see below)

**PURPOSE OF PLAN:**

- ♦ To create new Lots 8 and 9 by reconfiguring existing Lots 8 and 9 in Block "A" as shown on Plan No. 208.
- ♦ To create a Public Utility Easement as shown.

In New Brunswick, development officers can approve Type 1 "boundary change" subdivisions. PAC approval is not required because the number of lots does not increase, and Council does not have a role because there no new public streets, municipal easements and no land for public purpose dedication. The Rothesay Subdivision By-law recognizes reconfigured lots and exempts them from providing Land for Public Purposes when; "Adjusting an existing lot line or lines should the number of lots existing prior to the subdivision not be increased."

When reviewing a boundary change application Staff do consider how the change might worsen or improve an existing situation. In this specific case, the existing original home had a property boundary through the building, by moving the property boundary that non-conforming condition was resolved and therefore improved the existing condition. As well, both lots previously had public road frontage on Summer Haven the reconfiguration of the lots saw no change in that specific condition (road frontage).



**NON-CONFORMING USES**

The letter also refers to the rules of non-conforming or "grandfathered" uses from the Community Planning Act and asserts that those rules should apply to the building lots. Rules regarding non-conforming uses do not apply to building lot sizes in the manner suggested. A non-conforming use refers exclusively to the use of an existing lot, building or structure for a purpose, which is prohibited by the By-law, but that use was established (aka grandfathered) prior to the date of the current By-law and the use has been continued.

A good example would be the operation of a grocery store, established in 1970, which was a permitted use in the 1970's by-law but is no longer a permitted use. The store would have a legal nonconforming status and could continue to operate indefinitely.

The properties 5 and 9 Summer Haven Crescent are 717 square meters (7721 square foot) and 716 square meters (7711 square foot) in size. The properties are both undersized being smaller than the required 1350 square meters for creating new R1-B zoned building lots. Although the properties are smaller than what would be required for new lots, the use of the land is conforming. The Permitted Uses listed in the R1-B zone are as follows: single-family house, public park; and public playground. The fact that the properties are undersized does not make them a non-conforming use.

Rothsay's Zoning By-law 2-10 permits the use of an undersized lot. The existing development on both properties (5 & 9 Summer Haven Crescent) are both single-family homes on a public street. The residential use of 5 Summer Haven Crescent (PID 30323729) and 9 Summer Haven Crescent (PID 30323737) are Permitted Uses.

As previously described, a non-conforming use occurs when the use of one's land, building or structure is not permitted by the current zoning by-law, but was permitted by a previous by-law. Staff researched the historical use of the properties and can confirm that the properties have only ever been used for residential purposes and as such, the use (residential) continues to conform to the by-law.

**CONCLUSION**

Staff will reply directly (phone and email) to the residents regarding their letter and will provide answers to their questions as contained in this memo.

**ATTACHMENTS**

Attachment A - Letter dated December 18, 2020 from 6 Summer Haven Crescent

Attachment B - 1920 Plan of Subdivision Riverside Park

Attachment C - 2016 Plan of Subdivision

December 18, 2020

Mayor and Councillors  
Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

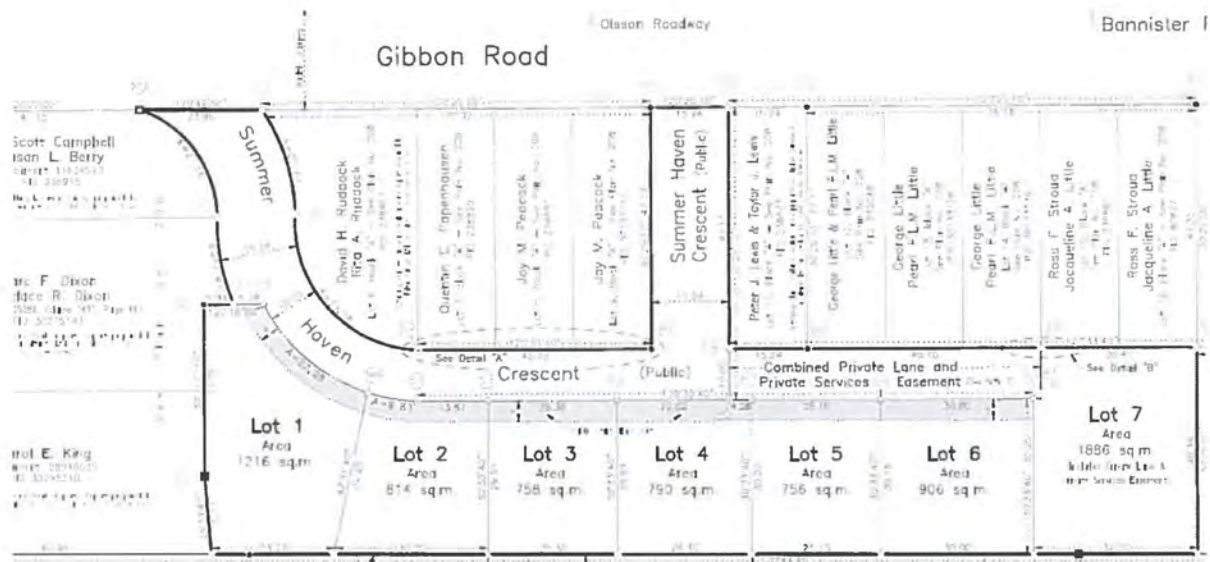
Mayor Grant and Councillors:

My husband and I reside at 6 Summer Haven Crescent. As you may or may not be aware, two new houses were constructed on our street by McKay Builders, one of which was the 2020 Hospital Lottery Home. The second home is directly across from our house. During the initial stages of the construction of the houses, we contacted Brian White to question the size of the homes relative to the size of the lots. It was obvious that the Small Lot Zone (R1E) development rules were being followed, which was surprising to us as it was our understanding that there were only seven lots approved for that zoning classification and these two lots were not in the original subdivision design. This was supported by the letter written by Brian White to the Planning Advisory Committee on February 20<sup>th</sup>, 2015, in which the following was noted:

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

The associated subdivision plan was also provided at that time and the lot design was pictured as follows:





The small lot Zoning for Summer Haven is also reflected in the current Rothesay Zoning map:



Please note that the large green area is the Riverside Golf Course. The seven lots on Summer Haven Crescent are slightly above the golf course and are depicted in pink (R1E). This compares to the typical Single Residential R1B lots that are shown in yellow. The area used for the latest construction projects were shown as R1B in the Zoning By-Law. These two lots originally ran between Gibbon Rd. and Summer Haven and are noted on the subdivision plan provided as Peacock properties; they were then purchased by the developer, combined, and split in half leading to two additional lots facing Summer Haven. They were somehow approved for the Small Lot Zone (R1E) development rules. When we brought up this matter to Brian White in

early 2020, he advised that the two lots are using grandfathered rules that were associated with the original two lots when the first homes were built on these lots back approximately 100 years ago. It struck us strange at the time that you can purchase two lots, change their shape and orientation completely and then utilize the development rules associated with the original two lots. Upon further investigation, we found an aerial view of the two lots that shows the original house (not two, but one) located in the middle of the two lots leaving adequate space to comply with the normal residential zoning requirements (see area circled in red).



We then checked the New Brunswick Community Planning Act that specifically states the rules as they pertain to non-conforming or "grandfathered" uses:

*60(2)A non-conforming use may continue despite the zoning by-law or regulation or rural plan but*

*(a) if the use is discontinued for a period of ten consecutive months, or a further period as the advisory committee or regional service commission, as the case may be, considers fit, it shall not be recommenced and any further use of the land, building or structure shall conform with the zoning by-law or regulation or rural plan, and*

*(b) if a building or structure that contains a non-conforming use has, in the opinion of the advisory committee or regional service commission, as the case may be, been damaged to the extent of at least half of the whole building or structure, exclusive of the foundation, the building or structure shall not be repaired or restored or used except in conformity with the zoning by-law or regulation or rural plan, unless the advisory committee or regional service commission agrees otherwise, and, in the case of a by-law, the council may purchase or otherwise acquire the parcel of land on which the building or structure is situated.*



In the case of the two lots purchased by McKay, the home was torn down and the land was not used for at least three years. As a result, any new properties should have abided by the R1B By-Law as indicated in the Zoning map. Revisions to the Zoning (i.e. R1B to R1E) should have followed the Town's specified processes for such changes. Can you please advise why the Zoning By-Law was not complied with and why such development was allowed to proceed without notifying those people impacted by the change (residents of Summer Haven Crescent and Gibbon Road) prior to the lots being rezoned from R1B to R1E.

We look forward to your response.

Thank you.

Sincerely,











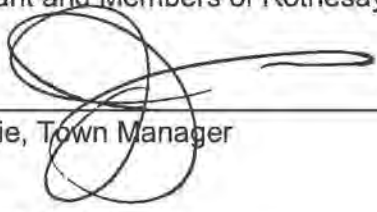


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 8, 2021**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** February 03, 2021

**SUBJECT:** Fleet Purchase - Sidewalk Plow

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### **RECOMMENDATION**

It is recommended that the supply of a new and never used Sidewalk Plow be awarded to MacFarland's Industrial Ltd., at a price of \$202,913.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

### **ORIGIN**

The 2021 General Fund Capital Budget includes funding for the purchase of a new Sidewalk Plow for the Rothesay Public Works Fleet.

### **BACKGROUND**

The 2021 General Fund Capital Budget includes funding for the purchase of a new Sidewalk Plow to replace a resource that is currently 12 years old. A tender call for the supply of this sidewalk plow was not issued publicly by Rothesay.

All of the sidewalk plow units currently owned by the Town are Trackless brand. Saunders Equipment is the only registered Trackless dealer in the Maritime Provinces and, as such, all Trackless units have been purchased through their dealership without the issuance of a public tender.

## **DISCUSSION**

The Town's mechanic, as well as other public works staff, have seen a significant rise in maintenance requirements for these units in recent years. There could be several explanations for this; however the most apparent reason is the heavy use that these machines have to endure.

When snow falls in Rothesay, all of the accumulated snow between the centre line of the roadway and the face of the curb is cast onto the sidewalk by street plows. The sidewalk units are required to remove all of the accumulated snow that has fallen on the sidewalk as well as all of the (partially compacted) snow that has been cast onto the sidewalk by the street plows. This can be mechanically taxing for a relatively small machine.

Since the Town's last purchase of a Trackless brand machine in 2018, the manufacturer has reduced the engine output of their machine from 120 hp to 70 hp. Staff are of the opinion that this reduction in power will further reduce the capability of these machines and result in greater maintenance and repair requirements.

McFarland's Industrial is the Maritime dealer for the MacLean sidewalk plow brand. A number of area municipalities have purchased this unit in recent years. Town staff have conferred with some of these users and the reviews have been favourable. The MacLean unit (while it is the same size as the Trackless units the Town currently owns), has an engine output of 124 hp. The size and configuration of the MacLean unit is such that the town's existing Trackless brand accessories are interchangeable.

The price quoted by MacFarland's Industrial includes a tow-behind sand/salt hopper in addition to the plow machine itself. Each sidewalk plow, regardless of brand, has an integral sand/salt hopper. These hoppers are small and can be depleted quickly in the aftermath of a storm. Including an additional tow-behind salt/sand hopper will effectively double the carrying capacity of each unit and produce the following results:

- 1) reduce lag time during refilling operations - a direct benefit to sidewalk users, and
- 2) reduce labour costs - returning to the stockpile to refill takes time and sidewalk clearing is often finished on overtime after street plowing operations are completed.

Staff are of the opinion that a tow-behind sand/salt hopper should be included with each new unit purchased going forward.

## **FINANCIAL IMPLICATIONS**

The last Trackless brand unit purchased in 2018 cost the Town \$193,067.75 including rebateable HST. This price did not include a tow-behind sand/salt hopper.

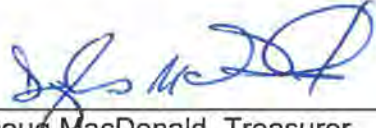
The proposed Maclean unit, with an additional 54 hp engine output and a tow-behind sand/salt hopper will cost the Town \$211,609.85 including rebateable HST if approved by Council.

The analysis concludes that a total amount of \$190,000 was provided in the 2021 General Fund Capital Budget for the purchase a Sidewalk Plow. The delivered cost of the unit will be \$211,609.85 including the tow-behind sand/salt hopper, a difference of \$21,609.85 from the approved budget. Staff are of the opinion that this additional cost can be managed within the

overall 2021 approved fleet replacement budget of \$575,000 and recommend approval of this purchase.

Equipment	price	HST	HST rebate	Cost to Town
Sidewalk Plow	186,963.00	28,044.45	20,031.22	194,976.23
Tow-behind sander	15,950.00	2,392.50	1,708.88	16,633.62
Total	202,913.00	30,436.95	21,740.10	211,609.85

  
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

## INTEROFFICE MEMORANDUM



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TO	:	Mayor & Council
FROM	:	John Jarvie
DATE	:	4 February 2021
RE	:	Flood Preparedness – Alexander Avenue

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### **Recommendation:**

It is recommended Council authorize tendering for an unbudgeted item, a floating walkway, with the final cost to be determined (estimated \$150,000) and funded from capital reserves.

### **Background:**

Staff have investigated the options to respond to flooding on Alexander Avenue during spring freshet

Unlike several other streets in the town which have been raised or will be, Alexander Avenue is quite narrow (road right of way  $\pm 30$  feet and asphalt mat approximately 16 feet), and requires a substantial increase in elevation to meet flood elevations (as much as two metres). A consultant has reviewed the possibility of raising the roadway and noted the implications to some properties would be significant as occupants would have to drive up a relatively steep embankment to reach the road and there would be a significant loss of landscaping. To raise the road in this fashion would create a hazard, as there would be steep banks potentially mandating barriers along the edge of the roadway and/or acquisition of private property.

Considering the challenges, staff have suggested an alternative in direct response to the flooding condition. A floating walkway would be acquired and stored in the vicinity in the days leading up to the flood season. When the water level reaches the roadway and worsening conditions are forecast by River Watch, the walkway would be put in place by Town staff. The walkway itself would be approximately 185 feet in length, six feet wide with railings and have ramps to dry land on each property. The owners would have an opportunity to receive sand bags in advance of the walkway being deployed. If there is no flooding, the walkway would not be set out. The walkway could also be used to enhance recreational opportunities on the River during the summer season.

The benefit to the property owners would be improved walk-in access during the flood. (Anecdotally we have been told that in 2018 the water on the road reached a depth where many residents felt unsafe walking on the road in chest waders.) It is unclear the extent to which first responders would provide service using such an installation however this can better be determined once the walkway is installed.

The Emergency Measures Committee has reviewed and endorsed this concept. We have contacted those property owners immediately effected by this proposal and all seem satisfied that there are benefits to this approach. If Council so authorizes, staff will tender for the walkway with a view to having it operational for the spring freshet.

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70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 8, 2021**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** February 8, 2021

**SUBJECT:** Trail Groomer Purchase- Parks Department

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**RECOMMENDATION**

It is recommended that Council accept the submission from Green Diamond Equipment for the supply of the Reist Industries Trail Pro Groomer for the purchase price of \$21 400.00 plus HST for the Rothesay Parks Department.

Note: This is a soul-sourced item as it is the only piece of equipment available to provide the desired maintenance.

**ORIGIN**

The 2021 General Fund Capital Budget included an amount of \$25 000 for the purchase of a Trail Groomer for the Rothesay Parks Department.

**BACKGROUND**

Trail and pathway maintenance is an issue for parks staff. Safety concerns related to uneven surfaces as well as weed infiltration on pathways throughout the Rothesay Common, East Riverside Park and the Train Station pathways are an ongoing issue. The Reist Groomer is a unique trail-grooming implement that will trim trail edges, reclaim gravel and level trails all in one pass. The new equipment will be used on the above mentioned pathways as well as Hillside and Wells trails.

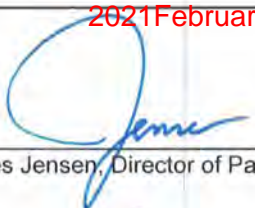
**FINANCIAL IMPLICATIONS**

The 2020 General Capital Budget included an amount of \$25 000 for the purchase of a trail groomer for the Rothesay Parks Department. The cost of the Reist Industries Trail Pro Groomer will be \$22,317.00 after the HST rebate.

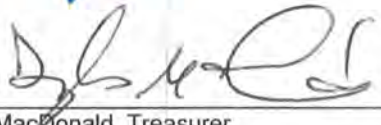


2021February8OpenSessionFINAL\_136

Report Prepared by:

  
Charles Jensen, Director of Parks and Recreation

Report Reviewed by:

  
Doug MacDonald, Treasurer

*A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).*



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## Trail Pro

**GROOM YOUR TRAILS FASTER WITH ONE MACHINE, ONE  
OPERATOR, AND ONE PASS**

Reist TrailPro: The 3-in-1 heavy-duty implement for municipal trail maintenance. The Reist TrailPro is a unique trail-grooming implement that trims edges, reclaims gravel and levels your trails in one pass.

- Reclaim & reuse trail material
- Angled blades removes high spots and level the trail
- Spinning rotor pulverizes and separates root balls and stone dust
- Carbide-tipped teeth spins at 540 RPM