



2021 July 12 Open Session FINAL\_001  
**ROTHESAY**  
COUNCIL MEETING  
By WebEx Videoconference  
Monday, July 12, 2021  
6:00 p.m.



**PUBLIC NOTICE:**

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

Public access to the Live stream will be available online:

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

**1. APPROVAL OF AGENDA**

- 2. APPROVAL OF MINUTES**                      Regular Meeting                      14 June 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 17 June 2021                      Email from resident RE: Request for pedestrian crossing on Marr Road

**Refer to the Works and Utilities Committee**

- 5.2.1 23 June 2021                      Letter from resident RE: Opposition to installation of utility poles on Maliseet Drive

- 5.2.2 June 2021                      Petition from residents of Maliseet Drive

- 5.2.3 25 June 2021                      Letter from resident

**Refer to staff**

- 5.3 *Various*                      Letters (18) from Rothesay Park students

**Refer to Mayor to respond**

- 5.4 30 June 2021                      Email from resident RE: Fence

**Refer to the Works and Utilities Committee**

- 5.5 7 July 2021                      Request for letter of support from Asian Heritage Society of New Brunswick

**Provide letter of support**

**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 23 April 2021                      Thank you card from the New Brunswick Medical Education Foundation

29 May 2021                      Town of Rothesay Medical Education Scholarship Report  
2020 NBMEF Annual Report

(available online at <https://www.nbmeded.ca/home-1-1>)

- 6.2 17 June 2021                      Letter from Peter Julian, MP New Westminster-Burnaby RE: Motion M-84 & Bill C-313

- 6.3 6 July 2021                      Invitation to Art4Life Exhibition at Saint John Art Centre

**ROTHESAY**

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**7. REPORTS**

- 7.0 July 2021 Report from Closed Session**
- 7.1 26 April 2021 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 17 March 2021 Kennebecasis Public Library (KPL) Board Meeting Minutes  
March 2021 KPL Librarian's Report
- 7.3 14 April 2021 Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes  
31 March 2021 KVFD Statement of Expense  
28 February 2021 KVFD Budget Variance Analysis  
14 April 2021 KVFD Chief's Report  
31 March 2021 KVFD Response Report  
31 December 2020 KVFD 2020 Audited Financial Statements
- 7.4 31 May 2021 Draft unaudited Rothesay General Fund Financial Statements  
31 May 2021 Draft unaudited Rothesay Utility Fund Financial Statements  
31 May 2021 Donation Summary  
23 June 2021 Draft Finance Committee Meeting Minutes
  - Make-A-Wish Canada (New Brunswick Chapter)
  - Compassionate Grief Centre
  - YMCA
  - Oldies 96 Radio Station
- 7.5 22 June 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.6 23 June 2021 Draft Heritage Preservation Review Board Meeting Minutes
- 7.7 24 June 2021 Draft Works and Utilities Committee Meeting Minutes
- 7.8 29 June 2021 Draft Parks and Recreation Committee Meeting Notes
- 7.9 5 July 2021 Draft Planning Advisory Committee Meeting Minutes
  - Chapel Road – PID 30206882 (*see Item 9.1*)
- 7.10 June 2021 Monthly Building Permit Report
- 7.11 7 July 2021 Capital Projects Summary

**8. UNFINISHED BUSINESS****TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Strong Court Sidewalk – Anglophone South School District** (Tabled April 2021)*No action at this time***9. NEW BUSINESS****PUBLIC HEARING****9.1 Chapel Road Development – Public Hearing (PID 30206882)**

- 8 July 2021 Memorandum from Town Clerk Banks
- 30 April 2021 Planning Advisory Committee Staff Report
- 2 July 2021 Planning Advisory Committee Supplementary Staff Report

**ROTHESAY**

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**COUNCIL REQUESTS**

**9.2 Land Acknowledgement**

7 July 2021

Memorandum from Deputy Mayor Alexander

**10. NEXT MEETING**

**10.1 Meeting/Hearing Procedures**

9 July 2021

Memorandum from Town Clerk Banks with attachments

**Regular meeting**

Monday, August 9, 2021

**11. ADJOURNMENT**

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** July 6, 2021 8:19 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Pedestrian Crosswalk

**From:**  
**Sent:** June 17, 2021 9:51 AM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** Pedestrian Crosswalk

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

To whom it may concern,

I live at 28 Charles Crescent and often walk instead of drive to the Superstore area for both shopping and exercise.

My path takes me from Charles through the playground on Islay Dr. - Holder St. - Iona Ave. - Jordan Ln., then crossing Marr Rd. and finally Homestead Rd. to the Superstore.

Crossing the Marr Rd. often presents some danger as there is no marked crossing and the vehicles tend to exceed the 50 km/h limit in this area. I cannot speak to the number of people living in my neighbourhood that may also walk to/from the Superstore area but assume I am not the only one.

I wish to request that a marked pedestrian crossing be created at this location for the safety of walkers such as myself.

Thank you for your consideration,

28 Charles Crescent, Rothesay, NB E2E 5E9

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** June 24, 2021 11:47 AM  
**To:** Liz Pomeroy  
**Subject:** FW: New message from Pat Kiely

**From:** Town of Rothesay <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Sent:** June 23, 2021 11:08 PM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** New message from Pat Kiely

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

To the Mayor, Council and Management:

We live at Maliseet Drive. We have come to learn that there is some thought being given to placing utility poles on Maliseet as a replacement for the current buried services.

If the services on Maliseet require an upgrade, we would be opposed to using poles and aerial services and respectfully ask that any upgrades on Maliseet be buried services as currently is the case.

Respectfully,  
Patricia and Patrick Kiely

-Pat Kiely

- Maliseet Drive

June 2021



TO: Mayor Nancy Grant and Rothesay Town Council

CC: NB Power; NB Energy and Utilities Board

RE: Changes to electricity service on Maliseet Drive, Rothesay.

We the undersigned residents of Maliseet Drive in Rothesay are concerned about plans by NB Power to change our electricity service from the existing underground cabling to above-ground poles.

When Sagamore Point was developed underground services were installed as an important feature in a highly desirable neighbourhood. Many of us purchased homes here based on the visual appeal of a pole-free neighbourhood. Similar underground services are used in other "premium" residential areas such as Hastings Cove. Indeed, the remaining land on Sagamore Point being developed as "Sagamore Heights" is going to have underground services. It is totally unacceptable for Maliseet Drive to be downgraded to overground poles and cables, and we request in the strongest possible manner that our town council communicate with NB Power and convince them to reconsider any such plans. We need modern underground conduits rather than an overground system which will forever alter the streetscape of this neighbourhood.

Your sincerely,

*Tonally Noeman*

*Anne Ireland*

*Alaine Clarke*

*LINA BLAGIREV*  
*Judi Palmer*

~~Curt~~

~~Kathy~~

Jerry Thomas  
Kathy Thomas

Ann McPhail -  
Dunkil -

D Craig  
Blythe

Patricia Kiely - Maliseet

A R Wood

Judy Streater Malabeam

Pamela Spicer maliseet.

Rory O'Sullivan + Jason Hickey Maliseet

IAN + CORY BRETT Krista Aybrett MALISEET

JOHN + HEATHER ZINCK J Zinck Woznik MALISEET

M E Goodfellow Maliseet

Frank Goodfellow Maliseet DR.

Mary Gumbell MALISEET DR.

Judy Valour Maliseet DR.

Patricia M Gilbert Malabeam Lane

Bill Leland MALISEET DR.

Nat Kiely Maliseet DR.

Berry Kenel Maliseet DR.

~~Robusta~~  
Nathan Gorham

Maliseet ~~Paul~~

Emily McGill

McGuire

Tina and Coll Ellis

Maliseet Dr. Tretha

Jamie Bunker

Maliseet Drive ~~Janet~~

Erin Bunker

Maliseet Drive ~~Janet~~

Mary Duffly

Maliseet Dr. ~~Duffly~~

David J. J. J.

Maliseet Dr. ~~Maliseet Dr.~~

B. Munster

Maliseet Dr. BRIAN JOHNSTON

~~J. B.~~

Maliseet Dr. J. Sherret ~~John~~

~~SR~~  
Claudia Hughes

Malabean Ln. Maryam Mahyar

Maliseet Dr.

Claudia Hughes

Maliseet Dr.



John Jarvie,  
Town Manager,  
Town of Rothesay,

June, 25th. 2021.

Dear Mr Jarvie,

We have become aware that the buried hydro cables on Maliseet Drive which have become damaged by age, may be replaced by overhead lines and wooden poles. We would not find that acceptable. A definite attraction to buying our property here some 25 years ago was that hydro lines were below ground and therefore safer and more reliable in severe storms. The fact that 'The Town of Rothesay' requires new development here to have this feature is a reinforcement of its' value.

An additional consideration is the alteration in value of our property resulting from the change from underground power to overhead lines.

We have always understood 'The Town of Rothesay' was there for its residents and we hope you can support us now.

Yours Sincerely,  
Conolly and Sharon Norman,  
Maliseet Drive,  
Rothesay, N.B. E2E 2G3

20 Elizabeth Parkway  
Rothesay, NB  
E2H 2T9

June 21, 2021

Rothesay Town Council  
70 Hampton Road  
Rothesay, NB  
E2E 5Y2



### **Rothesay Skate Park**

Dear Rothesay Council,

We need a new skate park badly. The one we have now by the library is not fun and KV needs a new one. If the town put one over by Renforth or Kennebecasis park that would be great, because then KV would have two and it would get more people skateboarding because the one at the library is too far to walk/skate to from Kpark and Renforth.

Rothesay needs a new skate park because the one near the library has nothing fun to do at it. It does not have a bowl, stairs, rails, hills to skate down, or anything fun, and does not have enough free space to just skate around. It is also made from metal which is not as good to skate on as concrete because it gets slippery, it rusts, and just isn't as strong as concrete.

The skate park by the library is too far from Kpark and Renforth and it is not even in Rothesay. It takes too long to get to from Kpark and Renforth, and if you cannot get a drive it takes way too long to walk to and isn't safe to get to by skate boarding. If there was a skate park in Renforth or Kennebecasis park it would save a lot of time and gas for a lot of people.

There are a lot of empty spots that a skate park could be put in, and if the town filled one of those spots with a skate park it would make Rothesay better because there would be more things to do here. There is a perfect spot for one when you first drive into Kennebecasis park, on park drive across from the marina there is a clearing in the woods close to the road with a pile of bricks in it. The trees are all cleared out there so the town would not need to cut any down, all the town needs to do is clear out the bricks and start building and the surrounding trees would protect the skate park from wind, so it is the perfect spot.

Those are my reasons why we need a skate park. The one we have now is bad, far away, and there are so many places one could be put in. Thanks for reading this I hope you consider building a new skatepark in Kennebecasis park or Renforth.

Thank you,



Rothesay Park School  
33 Holiday Dr  
Rothesay, New Brunswick, E2H 1E3

6/17/2021

Rothesay Town Council  
Rothesay Town Hall  
70 Hamton Rd  
Rothesay, New Brunswick, E2E 5Y2  
[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)



Directed to the Rothesay Town Counsel,

Hello! I am \_\_\_\_\_ a grade eight student at Rothesay Park, and a resident of K-park, writing to the Town for your support and assistance. I have a couple of proposals that involve permission, and action from the Town. These proposals will benefit all Rothesay residents, from toddlers to seniors, and will be easily accessible to all.

My first proposal is to have a couple of beach volleyball courts. We would be able to put these courts on the big field on the corner of Post Road and Elizabeth Parkway, in K-Park. That field is large enough for three or four good sized courts. It could be suggested each person that uses the facility, bring their own ball. I do not feel that it is necessary that the Town provides the volley balls. I understand there may have been a discussion about putting volleyball courts at K-Park elementary school, so maybe there is already a plan in place.

The next proposal is a winter activity. As Canadians we always are looking for something fun to do on our snow days, so this next idea involves the K-park skating rink. In K-Park we have a rink off Calistoga Road, it is public land, and owned by the Town. It is a place where families often go in the winter. Parents go and teach their little ones how to skate, and then go warm up in the shack. It is quite the place to go and very enjoyable for all residents but has lacked some care. In the past it has been cared for by K-Park residents, there used to be a group of fathers that would take care of it and flood it, but now the fathers have moved on. Us, the youth are willing to take over responsibilities, if necessary. From what I have heard the fathers have removed themselves from the positions because could not get the tools that were needed. We are looking for the Town to provide the necessary tools, and then we would take over the rink again, or provide services from the town that would upkeep the rink so that Rothesay students could have a fun winter activity on a snow day.

This last proposal continues with the outdoor participation theme. This idea gives residents a fun activity that you can do for an entire day and stay entertained and excited! This idea is to create bike trails through the side mountain in the woods on the west side of K-Park. I think this will be a very clever way to advertise active youth and get our Rothesay residents to have fun and be active while doing it. There has already been a start to this, as young active residents have started some trails that you can walk through to a sunny beach and safe place to jump into the river in the summer. It is being used often by the youth and adults so if we add new trails, it would be a great investment to have a family friendly activity on a nice warm summer day.

These ideas require quite a bit of work at the beginning, and to upkeep. At my school, Rothesay Park, they have a program that gets our students out in the community to volunteer. This program is called OML (Order of the Maple Leaf), each grade level needs a certain number of hours to continue, this is a wonderful opportunity to have young Rothesay students help by upkeeping these facilities. This concludes my letter to the Rothesay Town Counsel, congratulations on your election victories, and please take my ideas into concertation. Thank you.

Sincerely,

Rothsay Park School  
71 Highland Avenue  
Rothsay, NB E2E 5P2

June 23, 2021

Nancy Grant  
Mayor of Rothsay  
70 Hampton Road  
Rothsay, NB E2E 2N5



### **Indoor Skatepark**

Dear Nancy Grant,

The reason why I'm going to persuade you is because I was wondering if people that do the construction would have the time and patience to build an indoor skatepark for the town of Rothsay.

First of all, we don't have many skate parks around here. The Town of Rothsay doesn't have any skate parks and the closest one is in Quispamsis. Some Rothsay residents live close enough to the Quispamsis Park to ride there but it means they need to go on a busy road and may end up riding down the sidewalk, which is intended for pedestrians. There is vacant land directly in front of my school that I think the town should take advantage of. The students of Rothsay Park and Rothsay High would be able to go there after school and it is a central spot that all other Rothsay residents could easily get to.

Secondly, the skate parks that we do have are not very good. If the Town of Rothsay invested in a skate park, I think it should be designed with a bowl, a halfpipe and boxes with ledges for tricks. Maybe there could even be a canteen that sells candy, chips, chocolate, and beverages. The profits could help cover the cost of building the skate park.

Lastly, it would be nice to have an indoor skate park because it snows and is cold in the winter. Granted, this is not just about the winter weather and temperature, it could even make a benefit of the summer too. What I mean by this is like rainy days, super humid temperature, hail, including thunder and lightning. And I think that this would be a guaranteed good opinion.

What do you think? Bye and have a great day!

Sincerely,

(Grade 8 Student)

101 French Village Rd.  
Rothesay, NB E2S 1A4

June 23, 2021

Mayor Nancy Grant  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB  
(506) 848-6600



**Splash Pad at Wells Park in French Village**

Dear Mayor Nancy Grant,

We should get a splash pad at wells park because a lot of people go there and want a splash pad since there is a Lot of people in French village it would go to very good use. Maybe do a fundraiser to raise money for the slash pad. So many people really want the splash pad it was supposed to happen like 3 years ago, but it should happen now. You should go door to door like a survey and ask 100 people if they want a splash pad in French Village then if more than 50% say yes than build it.

Or make a website cause covid or just wear a mask don't make that community center cause all it has is a walking track even though that is useful and there is a trail 45 feet away from it so instead of building that build a splash pad that every kid wants even parents want it! The community center is useful but building a splash pad somewhere in Wells Park anywhere in Wells, preferably cut down some trees and make a splash pad. The dog park and the community center are useful. So just cut some trees down and build the splash pad make it like a paved trail to it you still park in the same spot or add a couple spots and make a paved path to the splash pad.



I covered money situation and the space problem I found fixes to both and have already covered them next I will talk about usage rate of the splash pad.

A lot of people would use the splash pad like a lot everyone in French village would use this like I already said ask 100 people who live French village if they would frequently use the splash pad, I bet you at least 85% of people would say yes most likely more than that too. Even people not in French village would use this people in other spots in Rothesay and Quispamsis could use this splash pad too. Or even Saint John people tourist whatever especially now since are summers are so hot last summer, we had a day that was like 38 degrees so were probably around the same heat we need the splash pad!

I hope after you've read this you will now at least consider this idea hopefully add this into Wells Park please!

Sincerely,

1 Bridgette Lane, French Village  
Rothesay, NB E2S 1A7

07\17\2021

Nancy Grant  
Mayor of Rothesay  
70 Hampton Rd.  
Rothesay, NB E2E 5Y2  
506 848 6400



**Why The School Should Be Torn Down or Renovated**

Dear mayor,

*I think our school has lived a long life and I think it should be torn down and I have three reasons why. I think is this schools time to go because it is seen like 7 wars, and they still put kids in it. I know it is like a relic now and it is so old that people would not want to tear it down, but now is the time I will give my reasons why.*

*The first reason is that the school is old, and it needs to be modernized because it was made in 1915 Wich is incredibly old that's 30 years before the end of WW2 and that is my incredibly old line. It is not fair because if you down and look at the French school or something newer like that it is infinitesimally nicer and more modern. so, I think the tech lab or library or one of those old rooms deserves a little 21<sup>st</sup> century touch or something. I know that this would not be a cheap job, but I have an idea to fix that. did you know the catholic church organization is the richest in the world? Well, we have a lot of them around here and they do not pay tax and I am sure they do not mind a little help to the community and that might give us enough money to tear down this school and build a whole new one. Also, we do not necessarily need to rebuild a school right where it is, we could just extend onto harry miller.*

*My second reason is that the kids would love a whole new school and we could do the construction in the summer so we do not have to move the kids and if we are not done by the end of the summer, we could do online school until it is done and for the kids that do not have computers or phones, we could keep the laptops or iPad and give them to the kids that do not have electronics. Or we could just let the parents homeschool the kids cause the kids and teachers need a bit of a break for a while. Because the teachers are the ones going to each classroom risking getting covid just to teach us. How brave! Thank you for that Mrs. Macdonald. Also, the kids need a little break for a little while and my dad suggested we let kids go to school during the summer and not in the winter and that will make snow days not a thing and kids would go outside more but, I think the kids would hate that because kids love snow days and*

*kids love to hang out with their friends in the summer. Also, kids would have a shorter break because summer lasts 94 days and winter 90 days (about 3 months) so we could do that for more efficient learning, but the kids moral would crash and that would not be good.*

*My third and final reason is modernizing the school would give more electronics for the kids bringing opportunities for kids to learn more on their own and give them more organization like teams and faster computers and more advanced websites or search engines and leading into more info for kids to use. Also, this would lower the use of paper for schools and lower the number of trees by just a little pinch, it is not a lot, but every little bit helps since the average tree produces around 10000 pieces of paper and the average middle school uses 250000 pieces of paper a day. So, it lowers the amount of distribution required for paper since paper is becoming increasingly obsolete.*

*Thank you for reading to my letter and I hope you take this into consideration and once again thank you for reading goodbye.*

*Sincerely,*

5 Rodney St.  
Rothesay, NB  
E2S 1A2

June 17, 2021

Nancy Grant  
Mayor of Rothesay  
70 Hampton Rd.  
Rothesay, NB E2E 5Y2



**French Village Upgrades**

Dear mayor,

I have been very bored lately as a kid from the French village area. Reason being is that we have no fun in French village, and our community tends to be neglected by the Town of Rothesay. If the Town of Rothesay added a few things at Wells Park, it would benefit the future generation of French Village citizens. You should consider adding a new skatepark, a volleyball court and a bike park made of dirt. Even one of these things would be super! These are some reasons why!

One reason we need a skatepark is because we have nothing to do and because of that everyone is getting into trouble and doing dreadful things like drinking at an early age or smoking something bad, etc. We need our generation to change drastically and get our butts off the couch. If we do not stop going on our phones, we are all going to be lazy and studies have shown that the amount of time spent looking down at a phone is like carrying a kid on your back, which is not good! Like seriously we have soccer nets in French village that do not even have netting which kind of makes us look bad meanwhile it's not even our fault. Besides the amount of people that skateboard that live in French village, to even skateboard we must get a drive over to the other side of Rothesay. If we help the French village community now it could benefit our generations to come and grow us into well human beings. I know what people are thinking "people will just do drugs and other stuff at the skatepark" but believe me if you get the police roaming around once awhile it will be under well surveillance (also you could put some cameras there too).

You might be thinking that there is a lot to ask for! But believe me there's more to come. So, another great thing we could add is a bike park. Why I say this is because we need some form of exercise so why not throw out some ideas? I personally am a big fan of biking. I love it in every way, (exercise, fun, etc.) It is a great idea for exercise while not even realizing because of how fun it is. So, if we have all these kids in the village that are constantly bored, and we build a new bike park, kids and young adults will be able to do something to keep them busy and even take their mind off some stuff. I think that people that want to learn something new would love to learn bike jumping. It is a super fun skill that I have experience on and would easily be able to make a park with the volunteer of some people. What I think would be a good idea is we could grab some dirt from the French Village pit, (with the permission of their business manager). What I am looking for as a jump track is a variety of jumps for every level of

experience. Some people that are new to biking still deserve the option to have a track so we could make a beginner track and a more advanced track. The beginner track can consist of little bumps and berms that will be fun for the younger kids and less experienced riders. The bigger track will consist of optional jumps and bigger rollovers that will bring a bit more thrill to the park. This track will be great for someone willing to improve their bike skills and is a great track for lots of cool tricks!

So, my last and not so difficult idea is a volleyball sand court. I thought of this idea as my classmates made like volleyball more. So, what we could do is build a box around the court where we could make all the dimensions perfect and figure out how tall we should have the bordering boards of wood. The reason why I think the community of French Village will enjoy this volleyball court is because we don't have a beach with sand around the village so it will feel nice on the feet and with a volleyball court it will encourage more people from the area to try out the sport and maybe join a league while promoting the sport. Another great reason for a volleyball court is that there could be a league for everyone of all ages and you could submit your team. To go into further detail, we could have an annual tournament at wells park where everyone who would like to participate can and who knows, they might win. This will be a great way to bond with friends no matter how young or old you may be, and you will be able to pick up a fun new sport or improve in the game of volleyball. This in my opinion will make French village a better place!

Thank you for taking the time to consider my ideas.

Sincerely,



Rothsay Park School  
29 Grove Ave  
Rothsay, NB E2E5K7



June 17, 2021

Nancy Grant  
Mayor of Rothsay  
70 Hampton Rd  
Rothsay, NB E2E 5Y2  
506) 848-6600

### **Safe Way to Cross the Highway**

Dear Mayor of Rothsay,

You should consider making a safe way for bikers and or walkers to cross Highway 1 when they are commuting between French Village and the Grove Avenue area of Rothsay. A bridge over the highway would be ideal but I realize this is very expensive and complicated, so I am recommending a crosswalk with a flashing light.

First, do you know how many people cross the highway each day on bikes or on foot? Probably more than you think. Also, students who go to Rothsay Park School and live on the other side of the highway aren't allowed to bike to school because their parents would deem this unsafe.

Second, everyone in some way is concerned with the environment and its condition. So, biking and walking are popular and having a safe way to cross the highway would make more people want to bike or walk more. Mabey people will want to bike to work, school, ect..... You would be helping the environment. Who doesn't want that? From covid came at homework outs and running and biking came with it. People would go anywhere just for exercise; this would make that safer.

The last and final reason is less accidents. We all know the horrific accidents that come with bikes and cars. Like the accident that made bike lanes bigger or wider and this would make a grand change in mortality rates. Who doesn't love that?

I hope I have convinced you that this idea would be great for Rothesay and the surrounding communities, and I hope you will consider this. Thank you for your time.

Sincerely,

9 Calistoga Road  
Rothesay, NB, E2H 1C1

June 17<sup>th</sup>, 2021

Nancy Grant  
The Mayor of Rothesay  
70 Hampton Road, Rothesay, NB, E2E 5Y2  
[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)



### **Biking and Walking Trails in Rothesay**

Dear the Mayor of Rothesay,

My name is \_\_\_\_\_ and I am a grade 8 student at Rothesay Park School. I love to get fresh air and spend time outside. I believe that spending time outside is good for both physical health and mental health. During the pandemic I did a hike or bike ride every weekend. I walked the Hillside trail and all the mini trails at Wells; however, you can only do those so many times before they become tiring. I think that both the community and the town would benefit from adding a few more biking/walking trails in the community.

My first point that I would like to bring up is small businesses in our community have really taken a hard hit to the head during the past year. There has been a lot (with a capital A) of closing the stores and re-opening and then closing again. It's been a real roller coaster! One way I believe we can help our locals is by adding walking/biking trails. Now you are probably wondering how does adding something that benefits me also helps small businesses? Well for starters you can't just walk or bike in your bare feet and/or your sandals. You need equipment and guess who sells that? Local businesses, instead of wasting gas and time to go into the city, they can just buy the essentials they need here in Rothesay.

Did you know that in 2019 1 089 people died from being struck by a car while they were riding their bike? I bet you didn't. The numbers are even higher for people being struck by a car while they are walking. In 2017 5 977 people were killed from pedestrian/walking accidents. That's one death every 88 minutes. It would be devastating to hear in the newspaper about more and more accidents in an innocent person wanting to get fresh air. I don't want us to be ranked the worst in the world for pedestrian and bike accidents, and I don't think you want that either. Yes biking/walking trails may cost a lot, but lives will cost you more. It's worth the price tag if you keep the community safe!

Point #3-Our sister city Saint John has so many hidden treasure hikes around the area. Many people have bought the book NB hiking trails. Wouldn't it be nice for one of Rothesay's nature trails to be in that book? I am not just talking, cutting a few trees down and laying gravel. The community wants to feel like they are walking on a naturally made trail but currently all our walking/biking trails are wide and really don't feel like you're walking in nature. Who knows, the trails may become famous and people all around the country may come to Rothesay to check out our trails. I can picture the headlines now in the Telegraph Journal, "Small town in New Brunswick becomes notorious from walking trails"!



Mental Health has affected everyone in some form in the past year, which brings me to my final point. The pandemic has not helped with the amount of stress everyone experiences. On a daily basis. Exercise is one of the many ways that decreases the level of anxiety, depression, stress and negative moods that anyone can be experiencing. Wouldn't it be nice to have a nice retreat for all that stress to be released, instead of everyone taking their stress out on each other? Happier minds clearly make a happier life! I strongly believe that a way we can improve our community starts with improving the mental health of our fellow Rothesay citizens, and it all starts with nature trails.

Thank you for taking the time to listen to my ideas.

Sincerely,

Resources: [caranddrive.com](http://caranddrive.com), [ncbi.nlm.nih.gov](http://ncbi.nlm.nih.gov)

19 Ryan drive  
Rothesay, E2S1A8



June 17<sup>th</sup>, 2021

Nancy grant

The Mayor of Rothesay

70 Hampton Road

[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)

## Paving Important Roads

Dear: Mayor of Rothesay

Hello my name is \_\_\_\_\_ I live in French village Rothesay. I have grown up there and it is extremely easy for me to see things that may need a change, so therefore I am going to be writing you reasonings why we need better paved and/or a unique way of paving for cheaper and safer roads...

We need to have safer roads to drive on because it's not just for our safety it's for our cars safety too, I have called personal auto & tire service ltd to see how much on an average do cars come in because of road conditions and she said around 45% of her everyday service was due to road conditions. Now personally I think that if we had a better way of paving our roads maybe people would be willing to pay more for road construction, because they would be saving money from all those car repairs. And really it would save us all money overall.

Having better paved roads is good for not just cars health but also mine and others health, because if roads are nicer in smaller neighbourhoods (French village and Rothesay) because it will be more enjoyable for kid's adults and elders to get out and go for a walk or a bike ride some type of exercise and not have to worry about dodging potholes, broken pieces of ash fault or even rocks. I do know myself that recently I have had my skateboard away because I fell on the pavement by not paying enough attention and hitting a hole and face planting.

RECEIVED  
My idea for a new way to pave our roads, and what I think... Have you ever noticed out on the road where Jipp rock is laid there always seems to be a pole, it doesn't matter how many times they refill each year it always seems to come back in the winter? This all happens because of the climate we live in, we live in a colder climate so every time summer comes the ground get soft and there's not a lot of tensity on the ground. Every time the winter comes around the roads get stiff cold and frozen, this is what causes us to have so many potholes in our roads. Now have you noticed when you walk down the street and look at people's driveways that are paved they don't seem to have that many potholes in them? That is because they do a different procedure when paving driveways, now I understand if we use the same procedure for roads, it would be assorted sizes of area so it will cost more but as I said before if people are more willing to pay a bigger cost the pay less throughout the year maybe we can get some other people on our side.

, yes, I know if you agree with my idea, we would be spending money but, in a way, if we found a better way to pave and save all our terrible winters, all citizens would be saving more money eventually. Because they wouldn't have to keep paying cost after cost to have to repair their flat tiers.

Thank you for your time and I hope they can get back to me as soon as possible. Thanks, and have a wonderful day. (^.^)

Sincerely:

Rothesay Park School  
38 Appleby drive  
Rothesay, NB, E2H 1P2



June 17 2021  
Town counsel  
70 Hampton Road  
Rothesay, NB, E2E 5Y2  
(506) 848-6600

subject: Changing rooms, Bathrooms, and Showers at Renforth Wharf

Dear Rothesay Town Counsel,

During the summer me and my friends like to go swimming at the Renforth wharf and more than half the time we use our bikes to get there. The problem is after we all go swimming, we become cold and get out of the water and we have nowhere to change out of our wet swimsuits. When we leave riding our bikes, we must put our shorts and T-shirts on top of our wet swimsuits. It makes our trip home uncomfortable and unpleasant. Also, our clothes will then smell very salty and gross. My solution to this problem is to build changing rooms by the wharf and even bathrooms and showers to go with it.

My first statement is to have showers at Renforth wharf. I was thinking just little showers outside, like the ones at the Q plex, would be perfect for that area. The wharf has a genuinely nice sandy beach, and if you go swimming and go sit or even walk on the beach you are guaranteed to get sandy and go home and drag sand all over the place. With showers and changing rooms it would be less of a pain to clean up. One of my favorite reasons for showers at the wharf is because your clothes and hair would stench like salt and seaweed from wearing your clothes over your wet swimsuit, and on top of that, needing to bike home until you can shower. Doing that process every day can be annoying. So overall, showers will be more sanitary and comfortable for those people who dislike the smell or sand.

My next reason is why we should have bathrooms at Renforth wharf. Many families with young kids go to Renforth wharf to play at the park. What if the kids must use the bathroom, or they get hurt? They would have to go home just for a bathroom or cut, that is no fun. To also mention all the people who own boats there and go there a lot. And if they got injured, the bathrooms would provide sinks to rinse the cut and clean it. Also, for young babies who wear dippers, they can have a changing table just in case. Another reason is people can use the washroom in the river and sometimes kids can accidentally swallow the water, so with bathrooms it will be a healthier swimming experience or play time for everyone.

The most useful idea for the wharf is to have changing rooms. This would benefit the people who love swimming there, like me, and all the others who go there a lot during the summer. Lots of people swim at the wharf and it is a wonderful place to go on a hot day and I am sure many others would love to have changing rooms. Some little kids might want to change just in the open or in the woods and it is not safe for that to happen, and a changing room with locks could prevent that. Some days it can get colder as the day goes on and you could get out of the water, it being cold, and you cannot change into your clean warm clothes, and it is not the comfiest feeling. At the wharf, there is already this great spot for a building that can supply changing rooms, bathrooms and outdoor or indoor showers. The spot I was thinking of is the old, damaged house in the woods behind the beach. It would have enough room and it is right next to that area.

Overall, I think it would be a very smart idea to have changing rooms, showers and of course bathrooms at Renforth wharf. The wharf is a wonderful place and I think it could make the great spot an even more enjoyable experience for the upcoming summers. Thank you town conseil of Rothesay for listening to my persuasive letter on why we should have changing rooms, showers, and bathrooms at Renforth wharf.

Sincerely,

Rothesay park school  
18 Hampton Rd  
Rothesay, NB, E2E 5K9

RECEIVED

JUN 24 2021

June 17<sup>th</sup>, 2021

Nancy Grant  
Mayor of Rothesay  
70 Hampton Rd, Rothesay, NB, E2E 5Y2

### **Why do we need better bike lanes?**

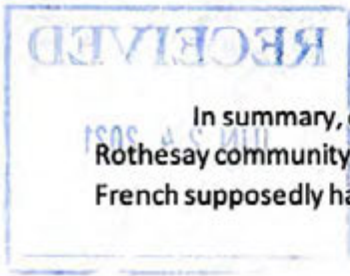
Dear Mayor of Rothesay,

When I was a kid, we didn't have any bike lanes on our road and could only use the sidewalks. So, when we moved here, I tried to use the bike lanes, but they are frankly too unsafe. This is due to the fact that bike lanes are designed to keep cars and motorcycles out and not to protect cyclists. So yes, we have bike lanes, but they are simply there for decoration.

The lack of better bike lanes is not only a safety concern but also a missed opportunity. With improved, more secure bike lanes it is evident that more people will bike, and this can be a way to promote an effective way to exercise. Not to mention if less people are biking on sidewalks, pedestrians will surely be pleased. With more people biking I could mean less people driving to commute to work, which is also better for the environment. The more people that start biking the more demand there will be for biking gear, which can help local businesses. Who knows, some new bike related businesses will pop up.

Although the economics or communal benefit is not the only pro to upgrading the bike lanes, it is a big safety plus. A few weeks ago, me and my friend were riding our bikes on the sidewalk. When we tried to cross over to the bike lane there was an unseen complication with sand on the sidewalk, and we slipped and fell. Luckily, we did not have any major injuries, but my friend still has the scabs from the awful experience. On numerous occasions I have been on the bike lane only for it to end or be crowded with potholes, usually when there is no sidewalk to cross onto, which is a safety concern of mine. Our current bike lanes are unsafe for all cyclists but especially those learning to bike novices and younger teens, which they tend to a lot of (due to our inability to drive).

Now that I have proven that better bike lanes are essential, how can we improve them? When I was visiting Quebec City there was a downtown area that had bike lanes on the inside of the sidewalks instead of the outside which respected Ellen's law. Ellen's Law is a law enacted in 2017 to prevent harm from motor vehicles to cyclists, it states that vehicles must provide at least 1 meter of space between cyclists and the vehicle. Simply expanding the bike lanes could also be a cost-effective way to improve the lanes. The maintenance of the bike lanes is little to none, except clearing the street from sand in the spring since it is no longer necessary, which should already be something our community does. So, after the initial cost of improving the bike lanes it wouldn't cost a thing. But the construction necessary would be beneficial to a local construction business since it would be providing them with jobs.



In summary, our current bike lanes are sub-par and could be profitable and serviceable to the Rothesay community. I am also not the only one who thinks this, a mayoral Candidate Tiffinay Makay French supposedly has a plan to improve cyclists' experiences. Thank you for your time.

Sincerely,

Rothsay Park School  
1 Maplecrest Drive  
Rothsay, New Brunswick E2H 1K2

June 17<sup>th</sup>, 2021

Nancy Grant  
Mayor of Rothsay  
70  
Rothsay, New Brunswick E2E 5L5  
rothesay@rothesay.ca

Hampton



Road

### **New Hockey Arena**

Dear Nancy Grant,

Have you been inside Rothsay Arena lately? It looks like it is falling down. The stands have been removed and the paint is chipping on the exterior. I hope today I can convince you why we should get a new rink or two.

First off, it could benefit a lot for our town of Rothsay for once. This could happen by people joining new sports and stopping them from making trouble all the time throughout the town. Also, we would have a brand -new thing that when you drive by your eyes get hooked to it right away. Rothsay could also save a ton of money to build other new interesting stuff to use such as a new playground, splash pad etc.

Second, this could benefit most ages through getting good healthy fun exercise. You can be you and clear your mind when you're on the ice. It also could make you a better you by burning calories doing something you love or that you just started. Our town could also start getting more active which means people will stop using as much electricity and saving energy. The average Canadian spends 40.5 hours in a full week which could change like that in Rothsay if we get a new rink.

Third, it's getting old and doesn't look very appealing to the eyes then it could be. We also need some new dressing rooms because my whole team can barely fit into one of them without having any space left for others. The town could also save money by not having to rebuild the arena throughout the years. If we got two ice surfaces or more the town could profit from the money that they all make from hockey teams, free skates, figure skaters etc.

I hope you took your time to read over the reasons I have for this letter for building a new rink. If you do take this into consideration it could probably help me and our town.

Sincerely,



Rothsay Park Middle School  
7 Hampton Road  
Rothsay, NB  
E2E 5K8

June 22, 2021

Nancy Grant  
The Mayor of Rothsay  
70 Hampton Road  
Rothsay, NB E2E 5Y2



### **Why you should NOT make homes access from Fox Farm Street to Dunedin Street**

Dear mayor of Rothsay,

my name is \_\_\_\_\_ Thank you for taking the time in your day to read my persuasive letter to you. I am going to kindly give you reasons why you should not make road access from the Fox Farm Road and Dunedin Street. Do not get me wrong, we have a beautiful town, filled with amazing people I know everyone would want to live here, and there is are not enough houses for everyone to live in. But there is a lot of beautiful wildlife in those woods and wet land. We will be ruining their only home and that would be devastating and to think it would be our fault to do that is such a tragedy. But we have time to prevent this, there is so much wildlife that we could kill.

Firstly, there are many houses that are increasing their house prices, so that marketing team is really doing phenomenal. Additionally, houses are getting sold in less than a day, proving that it is possible not to really need more houses. But if we need more houses, we could always put in some beautiful condominiums, that will make it easier making it better for the economy. For instance, you could take a little bit of land and put a huge an apartment building that you could fit more than a hundred people, and not just a couple of houses. The cost of making one condominium could cost up to 20 million dollars, but 500 thousand a month. calculate until you could pay it off is, 40 months (about 3 and a half years) also (3 years and four months) you will pay off your debt, but if I imagine the profit and after a couple of years you will earn back that money back, to pay it off. Also, you would only need 1200 square feet of space to make one. But for a neighborhood is 56 acres (about the area of The Vatican) just to make a neighborhood. Increasing

up to 400 thousand to make one house times that by 460 houses, is 120 million dollars. Not including roads and pipes and access to clean water.

Not alone all the debt you would be having to pay off think about all the trees you would be taking down. 900 million trees get cut annually. You may be thinking why are trees so important we have so many already? You are correct, but 15 billion trees get cut down a year, causing the population of trees to decrease. And of course, we really need trees to breathe. Do not forget that it helps provide wildlife.

Do not forget the noise pollution. With all that space it is going to take at least one to two years. Traffic and road stopping will really upset the existing neighborhoods. After a little while I think everyone would be bothered. It is understandable, there are loud sounds that come from construction, but it can be very annoying. Trying to get some peace and quiet is already hard, but placing construction by your house will make it 10 times as worse. Additionally, people will start to complain and that is not so pretty. I strongly suggest helping you not to get complaints is, to not build over that land.

What you will be building over is wet land and a huge forest. Filled with loads of deer, that travel throughout rothesay but in those woods. If you get rid of those woods, you will not only be removing their home but causing more death. They would be traveling more often around roads more than ever. Or they would have to re locate causing them a harder time to navigate to places they never been before. Also, all that wildlife could die. Imagine your home gets run over by a machine when you were still living in it. Well, that is what is going to happen to them if we do not do something. This is really messed up you might see it as the "future," but I see it as problem. Do not get me wrong the new idea of new houses new people sounds amazing, but building over beautiful, treed land is devastating and not earth friendly. We need to protect our green space! Do not forget the voice of the people! From the petition people got enough signatures to say that they do not want to have that neighborhood built for many reasons. Thank you so much for reading this I hope you do not take offence, but therefore we need to help save our earth. Every little, small act to help the earth can make an enormous difference!

Sincerely,

2 Valley Road  
Rothesay, NB E2H 2X7

June 21<sup>st</sup> 2021

Nancy Grant  
Mayor of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5  
[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)



### Bike Trails in Kennebecasis Park

Dear Nancy Grant,

For the past 5 years I have lived in Kennebecasis park, or K-Park. It is a very safe and fun community to live in, but the only thing is we don't have any places to do physical activity. Yes, we have roads but being a teenager living in this community I believe that we should have more. I propose that we create a hiking trail in the woods beside k-park.

One reason for creating a hiking trail is physical activity. Especially during this pandemic, it is especially important that we get outside lots and have a variety of diverse types of physical activity. I feel that if we had a trail then more people would enjoy being outside more, this resulting in our community being more healthy and fit. While we are fighting this pandemic a lot of people that may be immuno-compromised or have other health problems and that are not able to participate in sports or go to the gym right now. Therefore, putting some type of trail in would be beneficial for all people living in or around k-park.

Mental health is an important part of considering building a hiking path. Most people in the world we live in now are affected by mental health. It could be depression, anxiety, and many others but many studies show that getting outside in nature, going for a walk is particularly important to anyone struggling with mental health. Most people need access to a path or something in nature when they need it, and this will ensure that they are able to go whenever they need too. I agree with all the results of these studies because it is very real and true for me. From my experience going out and getting exercise is the best way to relax my mind.

An especially important reason for putting in a marked and official trail in k-park is for the safety of all the citizens of k-park. Walking in the woods would first be much safer than walking on the roads in k-park because we only have a sidewalk on Broadway and

no other streets. I know that building sidewalks is expensive so instead of spending tons of money on that we could just create a small path for people to walk on instead of the road. Making a marked path would be a much safer option for people that walk in the woods right now. There are unofficial and unmarked paths in the woods, but they are very unstable going near cliffs and rocks that could potentially be extremely dangerous and even deadly. Having marked paths would be vital to avoid getting ticks while walking in the woods normally. With all the deer there are so many ticks that can cause Lyme disease which is what we want to avoid at all costs.

There are so many more reasons why we should build a hiking trail, just ask anyone who lives in K-Park, and they will tell you the same things that I just mentioned. Thinking from the point of view of young people living in this community, this would be so beneficial and create a healthier and safer environment for everyone. I know that we would all thoroughly enjoy having a nice hiking path right within walking distance, so we don't need to drive to find a trail to walk on. Thank you for listening to my opinions on this change for our community and I hope that you take it into consideration in the best interest of all of us living here.

Sincerely,

42 Elizabeth Parkway  
Rothesay, NB E2H 2T9

June 22, 2021

Nancy Grant  
Mayor of Rothesay  
70 Hampton Road  
Rothesay, E2E 5L5  
[Rothesay@Rothesay.ca](mailto:Rothesay@Rothesay.ca)



**Dear the mayor of Rothesay,**

My name is \_\_\_\_\_ and I am a grade 8 student at Rothesay Park middle school. I love going to Renforth to lay on the beach, go swimming, jump off the wharf, etc. I am recently learning in English about how to write persuasive letters, so I was thinking what better thing to do than to write my letter to you trying to convince you to rent out water equipment at Renforth. And I know Renforth already has a playground and the wharf of course but please continue reading to comprehend why this would benefit you and me along with the entire community.

The first reason why I think having water equipment at Renforth would be a tremendous idea for everyone is because we could have things for people of all ages from kayaks, paddle boards, boogie boards and more for people of all ages. We could also have jet skis, catamarans, water bikes and more for adults and kids of older ages. And I mean I don't know about you but I would love to have the option to choose from an entire variety of water equipment. Also the adults would be able to have a thrilling time with with their kids instead of just having to watch them.

And I know you're probably nervous about the safety of all of it and how we would be able to be safe while allowing everyone to have fun, well lucky for you I have already thought of that. Since there are already lifeguards at the beach, they would be watching all the swimmers on one side of the wharf, meanwhile there would be separate lifeguards doing lessons for the equipment or just watching over everyone, that way the swimmers will be safe away from everyone else using the equipment. Also like I mentioned a second ago, anyone who wanted to be able to use the equipment but was a little, nervous, or just did not know how to use the equipment would be able to take lessons with an instructor that could teach them how to use and be safe on the equipment.

My third reason, and the reason you will enjoy it the most, is the money. Now assuming none of the equipment breaks down or gets ruined, we would have one big payment to buy all the equipment. However, if everyone pays say \$10 an hour per piece of equipment then you

should be able to get the money back by the end of the summer. And even better if the equipment stays in decent shape, assuming we would be able to use it multiple summers in a row, you will start making a profit each summer and could use it to put towards other things for Rothesay. Like a new arena, paving our roads, new buildings, etc.

In conclusion, I think having water equipment at Renforth during the summertime would be a great idea and would benefit everyone. And I know you're probably still not sure about it, but I can tell you I know of at least 20 people that would use it and I guarantee parents would love to go to the beach without having to do everything with their kids and having all this equipment would keep them busy.

Sincerely,

June 17, 2021

2021July12OpenSessionFINAL\_048

Town Council

Rothsay Town Hall

70 Hampton Road, E2E 5Y2

(506) 848-6600



Dear Town Council of Rothsay,

I am a resident of K-Park, and I would like to explain why we need more sidewalks in our neighborhood. Currently, there is only one sidewalk on Broadway Avenue directly at the school. In the next couple of paragraphs, I will be giving my reasons as to why we need more sidewalks. Read on for more information.

This neighborhood has an entire outer perimeter with absolutely no sidewalks not even the streets inside expect for the one at Broadway Avenue. This is a safety hazard because the entrance and exit have a blind corner coming in and going out, so if you were walking down or up that road it would be extremely easy to be hit by a passing car or even worse a bus.

K-Park is very family-oriented neighborhood with lots of families with young children. Most of these young children who attend K-Park Elementary are not bussed and must walk or bike to school. On mornings during rush hour when the children would be walking to school the road is very busy. The children who walk from the main road are the most vulnerable as it is extremely dangerous walking to school during the busy rush hour. Cars tend to speed very fast down that road. I myself have been biking on that road and have almost been hit at least three times by speeding cars.

A lot of people enjoy going out for walks, biking around the neighborhood or getting out of the house. People are in danger not just walking to school but if they're just doing their leisurely activities. This is even worse in the nighttime because only some streets have lamp posts and even those are very dim. People have to wear reflective gear just to be safe and go out during the night. Adding sidewalks would help substantially as people will be able to use them and even if cars don't see them, they wouldn't hit them as they're on elevated pavement.

A favorite activity of the neighborhood kids is to walk up to the Irving on the main road, especially during the summer. There are cars coming in going the same speed as they were on the main road or maybe even faster, and if someone is walking up to the Irving, it would almost definitely result in a crash as the driver would not be able to see the person walking up due to the blind corner and that would be terrible. Every time I go to the Irving my parents remind me to keep to the very edge of the road to avoid the passing cars.

Thank you for your time and consideration in reading this letter, and I hope that you look more into this topic of adding sidewalks to K-Park.

Sincerely,

A resident of K-Park

239 Gibbon Road  
Rothesay, NB E2H 1R4

2021July12OpenSessionFINAL\_049

June 22, 2021

Nancy Grant  
Mayor of Rothesay  
70 Hampton Road  
Rothesay, E2E 5L5  
[Rothesay@Rothesay.ca](mailto:Rothesay@Rothesay.ca)



Lemonade And Ice Cream Hut at Renforth

Dear Nancy Grant,

My name is \_\_\_\_\_ and I am a grade 8 student at Rothesay Park, I am writing to you because I have an idea to enrich Rothesay. If you could take two minutes out of your day to read this, it would be very appreciated. My wonderous idea that could change Rothesay is a lemonade and ice cream hut/shack at Renforth in the summer. Continue to read to see my valid reasons.

My first reason to install an ice cream and lemonade hut is it would do well! By that I mean the shack/hut would have quite a bit of business and make a good amount of money. Kids could go swimming in the river and then have lemonade or ice cream after and adults too! Also, if you invest in this idea the little business could grow into a restaurant that serves lunch as well! We could serve it out of the lighthouse so we would not need to spend more money to build. As we start the business, we could get people to volunteer if we did not have enough to pay and I know the kids here at Rothesay Park would be interested because we have the OML ceremony, and the kids need volunteer hours! Once we earn enough money, we could start hiring!

My second reason this would be a promising idea is this would be an excellent job for teenagers! The hours would be shorter than a regular job because the hut would I am guessing open around lunch and then close around sunset. The job would teach kids responsibility, a good work ethic, politeness, managing money and after all teenagers are the future. The hut is close and has easy access for most kids, and it would be easy money! If a family did not want to take charge of the hut/shack we could have parent volunteers check in every week or elders from the lion's club if they are interested because they are next door in the Bill McGuire center. We could have a group of people in charge, and they would check in every week or so to pay the employees.

My third and final reason is, if we invest in an ice cream and lemonade hut, it will bring a lot more people to Renforth, and the community! Renforth is sometimes popular, however, if we added something different that no one else has, for example sweet treats and refreshments, it would be the place to be in the summer on a sweltering day. Families from Saint John would be coming to Renforth instead of New River or beaches they have in Saint John. In addition, other than New River, none of the other beaches in Saint John or Rothesay have restaurants or a place close to go for a bite! Also, this hut would prevent heat strokes because people could buy cold lemonade and stay hydrated. In addition, we could put out a couple of bowls of water for our hot furry friends(dogs)!

To conclude my three valid points, I strongly think that a lemonade and ice cream hut would change Rothesay for the good! Thank you for reading my letter and thank you for your time!

Sincerely,



Rothesay Park School  
12 Dobbin Ave  
Rothesay, New Brunswick, E2E 2L9

6/23/2021

Nancy Grant  
Mayor of the Town of Rothesay  
70 Hampton Rd.  
Rothesay, New Brunswick E2E 5Y2  
1+ (506) 848-6600



Dear Mayor Nancy Grant,

Can you please renovate the Quispamsis Skatepark? It's just a little bit small. I've been going to the skatepark for about two years now with my friends but it's just missing a few things; like a two stair could maybe be added, a two stair is just two slopes that you can do tricks over and there is one in Saint John and at my friend's house and it might sound like nothing but trust me...it's amazing!

The Quispamsis skatepark could also use some low flat rails. There is only one rail but it's on a slope and it's big and hard to get onto sometimes and if you do most of the time you'll fall on the ground or worse the rail.

One more thing, you could even put a box to replace the rail. A skatepark box is just a long metal rectangle that when you jump on and slide. To be honest I'd rather the box over the rail just because the rail is just a skinny pole. A box is about the size of a regular curb, which I did some research on and is 6 inches. I'm only asking for one of these things. The box, the rail, or the two stairs.

Out of all three of the objects I would rather the box the most. That's pretty much all my suggestions. I do not dislike the skatepark at all, it's just a tiny bit smaller than the Saint John skatepark which is located near the Harbour station under an underpass. It's also known as station 1. There are multiple stations around Saint John.

Thank you for reading my document. I just wrote this wondering if I could persuade you to renovate the Quispamsis skatepark near the library. It's up to you but me and a lot of kids would love you to help us. My friends wanted me to write this too. They said they would love to have an amazing skatepark. Thank you for reading this and have an amazing day.

Sincerely,

**Liz Pomeroy**

---

**From:** Liz Pomeroy  
**Sent:** July 6, 2021 8:16 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Fence

---

**From:**  
**Sent:** Wednesday, June 30, 2021 4:57:25 PM  
**To:** Peter Lewis <[PeterLewis@rothesay.ca](mailto:PeterLewis@rothesay.ca)>  
**Cc:** Bill McGuire <[BillMcGuire@rothesay.ca](mailto:BillMcGuire@rothesay.ca)>  
**Subject:** Fence

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

Peter , Bill sorry to bother you but this has been an ongoing issue forever.

The fence owned by the town is unsafe an eyesore not to mention the state of the gardens which are even more off an eyesore.

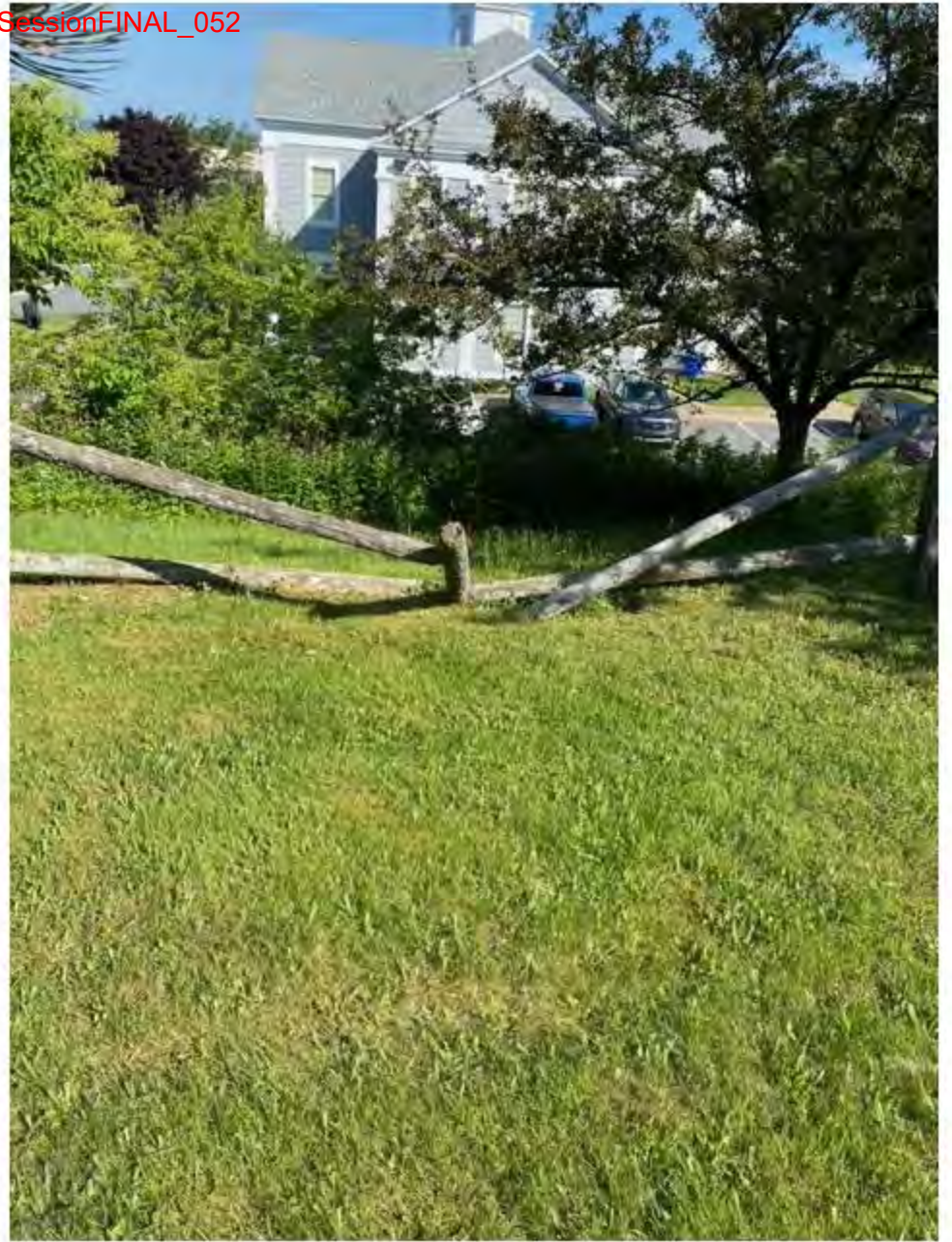
I've talked with John for many years about this and it's always on the agenda to be done or it's coming once the sidewalks are done or the sewage line is done can't this year because of the flooding etc. etc.

So this year we were passed over to Jardine who for some reason hasn't even answered my voice messages at least John did that .

This is concerning we have small children running and playing in our yard , originally it was to be a 4 foot drop but it ended up 8 feet and the existing fence is falling down. If this were a residential home the town would be all over them to get it fix up.

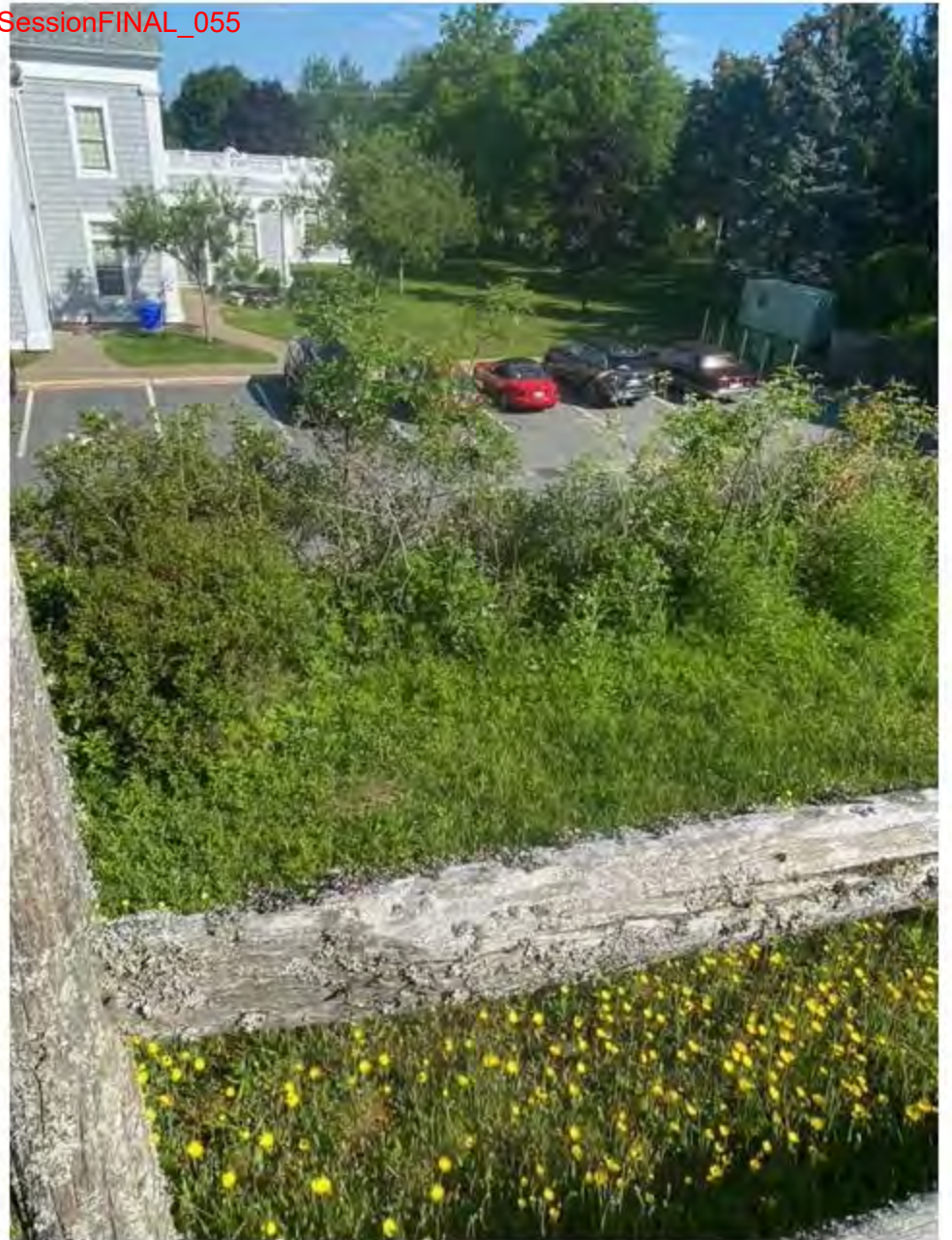
Why do we have to continue to put up with risk to our family and the unsightly mess.

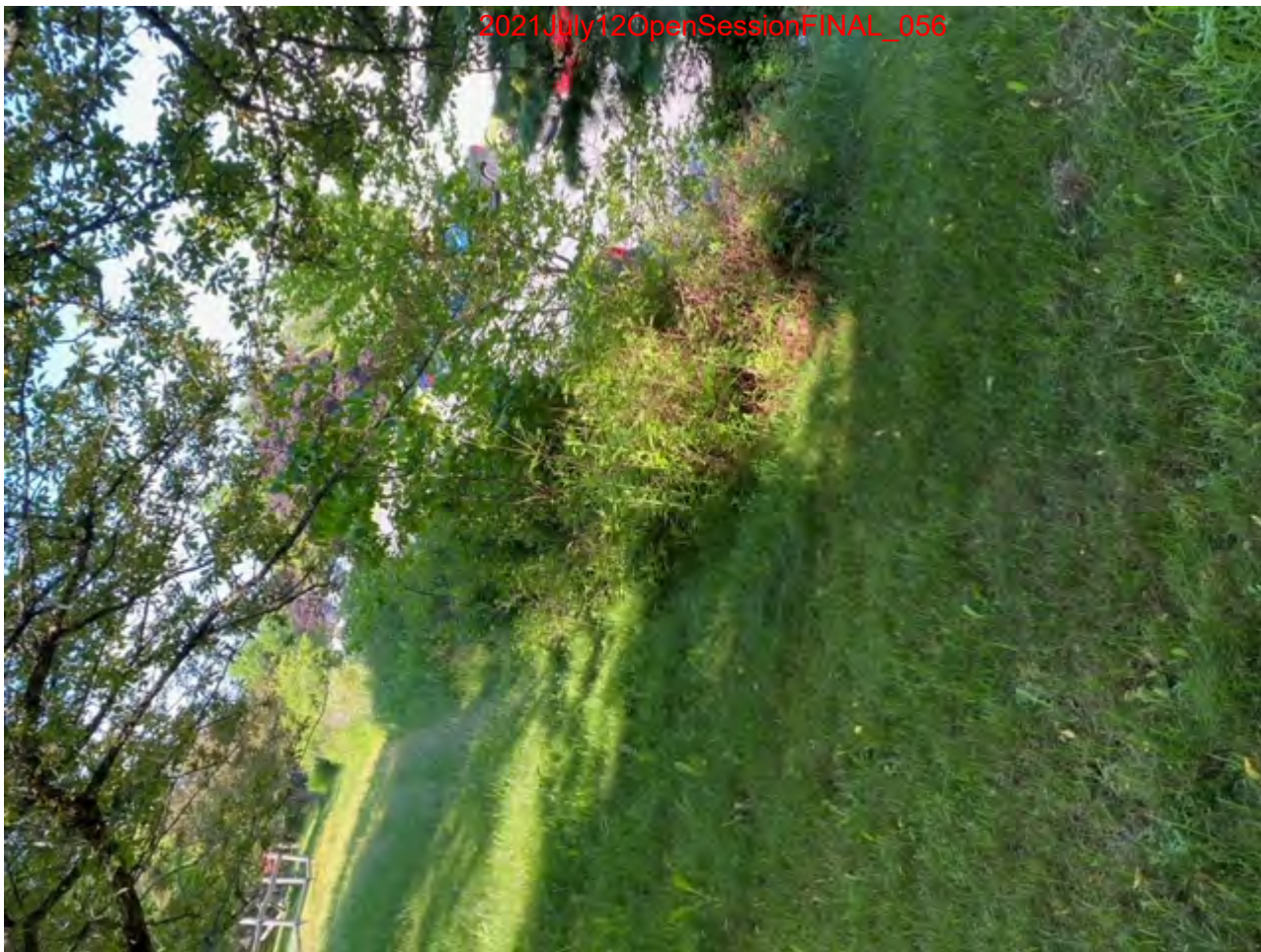
Shame on the town for allowing this to happen and shame that they don't have any pride to look after their own back yard.











If you can help us in getting something done it will be greatly appreciate considering we have been voicing our concerns for the passed 10 plus years it would be good to see something happen.

Sent from my iPhone

**Liz Pomeroy**

---

**From:** AHSNB Saint John Chapter <ahsnbsaintjohn@gmail.com>  
**Sent:** July 7, 2021 12:15 PM  
**To:** Liz Pomeroy  
**Subject:** Letter of support regarding Asian Heritage Month  
**Attachments:** 2020Dec15 Asian Heritage Support Ltr.pdf

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

Hello Ms. Pomeroy,

My name is Sarah and I'm with the Asian Heritage Society of New Brunswick - Saint John Chapter.

As I'm sure you know, we are a non for profit that organizes and supports activities aimed at supporting Asian Canadian history, culture and art during Asian Heritage Month in the greater Saint John area.

In order to put on these events, we apply for grants and funding from the government and they ask that we include letters of support from organizations, businesses, or people we have collaborated with in the past. The AHSNB-SJ would greatly appreciate it if you would help us by writing a letter of support on behalf of the Rothesay Council for Asian Heritage Month 2022.

I have attached your letter from last year as a reference.

Thank you for your continued support,

Sarah and the AHSNB-SJ team

--

Asian Heritage Society of New Brunswick - Saint John Chapter

<http://www.facebook.com/ahsnb.saintjohn>

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2021 July 12 Open Session FINAL\_058  
**ROTHESAY**



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5  
T: 506-848-6600  
F: 506-848-6677

Rothesay@rothesay.ca  
www.rothesay.ca

15 December 2020

Sarah Villafuerte  
Asian Heritage Society of New Brunswick  
Saint John Chapter  
Fredericton Intercultural Centre (FIC)  
28 Saunders Street  
Fredericton, New Brunswick  
E3B 1N1

Dear Ms. Villafuerte,

**RE: Asian Heritage Month (May 2021)**

I am pleased to offer a letter of support to the Asian Heritage Society of New Brunswick Saint John Chapter in honour of Asian Heritage Month (May 2021).

The COVID-19 pandemic continues to impact all of us. Now, more than ever, we as individuals must strengthen our resolve and adapt as best we can. Despite these uncertain times, I am positive the Greater Saint John region will support the May 2021 Asian Heritage Month in whatever form it may take. As we continue to navigate these new waters we must not forget the importance of diversity, education and cultural interchange in our goal to achieve intercultural acceptance, integration, and unity.

On behalf of Rothesay Council, I wish you all the success with Asian Heritage Month (May 2021).

Sincerely,

Dr. Nancy Grant  
Mayor

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

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

Dear Mayor Grant.

2021 July 12 Open Session FINAL\_059

Thank you so much for your wonderful support and commitment to the foundation.

Please find enclosed our first annual report and the town's 2020 report.

I will have the 2021 report ready this fall.

With gratitude,  
D

"To The Gracious Donors,

*Gratitude is the most sincere and humbling emotion that is a panacea for the human condition. A couple of weeks ago, upon receiving the phone call from the New Brunswick Medical Education Foundation Inc., those around me can confirm my experience with this beautiful emotion. It had been a rough first year of medical school, but the news that I would be awarded the Bud and Rita Craig & Drs. Ron, Don, David, Brian Medical Education Scholarship for the year 2019 helped brighten the light at the end of the tunnel. For This, I am grateful and I give my thanks."*

Natasha G.



The New Brunswick Medical  
Education Foundation Inc.

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

# REPORT



May 29, 2021

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

RECEIVED JUN 22 2021

Dear Mayor Grant & Council:

On behalf of the New Brunswick Medical Education Foundation, I am pleased to provide you with the enclosed report on **Town of Rothesay Medical Education Scholarship** which provides an overview of the fund and its scholarship recipients for the year and financial information for the fiscal year ending June 30, 2020. There is no better investment in the future of healthcare than providing the opportunity for our best and brightest medical students to remain here or return to New Brunswick to practice medicine. Since its inception in 2010, the foundation has provided 292 scholarships with a total value of over \$2,000,000.00 to support future physicians in our province.

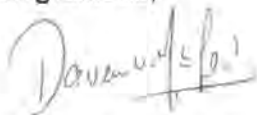
For the fiscal year ending June 30, 2020, the Foundation's investments performed at (-0.11%) for the fiscal year. Since the organization's move to foundation status in 2016, its investments have produced a rate of return of 5.69%. A note about the last fiscal year, as you can appreciate the declaration of the COVID-19 pandemic in March 2020 had a significant impact on our fund's investment performance for that quarter with depreciation of (-11.3%). However, by the fourth quarter, April 1 to June 30, the markets rebounded as did our investments by 6.92%. In the first two quarters of the fiscal year 2021, our investments increased by 3.63% and 6.25% respectively.

The Foundation's investment policy for scholarships from year to year is based on market performance. The main objective of the Foundation's scholarship investment policy is to recognize and protect donor intent and that their bursaries continue to support New Brunswick medical student scholarships in perpetuity or as defined by the timeline of a donor major gift to support medical education.

The New Brunswick Medical Education Foundation authorized \$304,000.00 to support 42 scholarships awarded in August of last year, it was a record amount of bursary allocations. We deeply appreciate your commitment to the foundation and its goal to support New Brunswick medical students to become our future doctors.

Your fund report is enclosed. Should you have questions or concerns regarding your endowment, I am more than pleased to address them.

In gratitude,



Darren McLeod, Executive Director

For more information, please contact  
Darren McLeod, Executive Director  
506-349-5053 [darren.mcleod@nbmeded.ca](mailto:darren.mcleod@nbmeded.ca)

**Town of Rothesay Medical Education Scholarship**

<b>Recipient</b>	<b>Year given</b>	<b>Amount awarded each year</b>	<b>Where they are now</b>
Samuel Palmer	2020	\$5,000.00	First year Dalhousie Medical School New Brunswick
Andrew Robart	2019	\$5,000.00	Graduates in 2023 from Memorial Medicine University
Angela Morris	2018	\$5,000.00	Graduates in 2022 from Medical School New Brunswick
Amy Brown	2016	\$5,000.00	In residency program
Jonathan Moore	2013	\$5,000.00	Finished residency program in Halifax in 2019



The New Brunswick Medical  
Education Foundation Inc.  
La Fondation d'éducation médicale  
du Nouveau-Brunswick Inc.

Our report detailing the performance of the New Brunswick Medical Education Foundation investments for the fiscal year (July 1, 2018 to June 20, 2019).

#### Investment Performance

Timeline	Canadian and US Dollar combined	Benchmark returns
4th quarter 2019 Fiscal year	1.87%	2.19%
1 Year	5.69%	5.03%
Since inception (April 8, 2016)	7.53%	7.45%

#### Asset Mix as of June 30, 2019.

Investment Asset	Percentage
Equity (Canada, US, Global)	69.06%
Fixed Income (Canada)	28.12%
Cash and cash equivalents (Canada, us)	2.82%
Total portfolio	100%



**The New Brunswick Medical  
Education Foundation Inc.**  
**La Fondation d'éducation médicale  
du Nouveau-Brunswick Inc.**

**Darren McLeod, Executive Director**  
70C Hampton Road, Rothesay, NB, E2E-5L5  
Office: (506) 848-0036 Cell: (506) 349-5053  
darren.mcleod@nbmeded.ca  
CRA No. 810513523RR0001

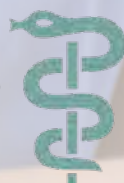
With your help, we'll keep  
more of our doctors at home

2020 Annual Report

Grâce à vous, nos médecins seront plus  
nombreux à rester dans la province

Rapport annuel 2020

The New Brunswick Medical  
Education Foundation Inc.



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





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Chambre des communes  
CANADA

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**Peter Julian**  
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peter.julian@parl.gc.ca

2021July12OpenSessionFINAL\_068

June 17<sup>th</sup>, 2021

**RE: Seeking your endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act**

Dear Mayor and Council,

I am writing to you today seeking your endorsement of my House of Commons [Motion M-84 Anti-Hate Crimes and Incidents](#) and my private member's legislation on [Banning Symbols of Hate Act - Bill C-313](#). We are living in an unprecedented time. The killing of George Floyd in the U.S., and the deaths of Regis Korchinski-Paquet, a 29-year-old Indigenous-Ukrainian-Black Canadian woman, occurred in Toronto, and Chantel Moore, an Indigenous Canadian woman, was shot and killed by Edmundston police, New Brunswick police, who were called to perform a wellness check - were results of systemic racism.

Since the start of the pandemic, there has been an alarming increase of anti-Asian racism and hate crimes in Canada and across North America. A new [Angus Reid public opinion](#) poll shows that nearly 50% of young Asian Canadians have experienced and been affected by anti-Asian racism and bigotry in the last year. [Statistics Canada](#) reported that in the context of the COVID-19 pandemic, fear and misinformation about the virus may disproportionately impact the sense of personal and community safety of many people in Canada.

The recent murder of the Muslim family in London, Ontario, was yet another reminder that hate and Islamophobia exist in Canada. We must take a strong stance against all forms of hate and racism against Black, Indigenous, People of Colour and Racialized communities.

My Bill C-313 would prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. Julian says banning symbols of hatred like swastikas or Klu Klux Klan insignia is important for all Canadians to feel safe.

**I hope I can count on your endorsement to urge the federal government to immediately stop all forms of hate and all forms of discrimination, hate crimes and incidents as well as ending all display and sale in Canada of symbols of hate.** Please consider using the following endorsement paragraph as a reply as soon as possible:

*On behalf of \_\_\_\_\_ (Number of residents in your city), the Mayor and Council of \_\_\_\_\_ (city name) endorse MP Peter Julian's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act.*

Thank you very much for your consideration. Please feel free to contact my Chief of Staff, Doris Mah, at 604-353-3107 if you require any further information.

We look forward to hearing from you soon.

Sincerely,

Peter Julian, MP  
New Westminster–Burnaby

**Liz Pomeroy**

---

**From:** Liz Pomeroy  
**Sent:** July 8, 2021 8:23 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Exhibition at the Saint John Art Center.

---

**From:** Anita Punamiya <[anita@art4lifeinc.com](mailto:anita@art4lifeinc.com)>  
**Sent:** Tuesday, July 6, 2021 9:54:22 PM  
**To:** [nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca) <[nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)>  
**Cc:**  
**Subject:** Exhibition at the Saint John Art Center.

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

Hello Mayor Grant and                   - I would like to inform you that artwork created by participants in our research project over the past year and a half will be exhibited at the Saint John Art Center (SJAC) from the 9th of July to the 3rd of September. The SJAC is open Tuesdays - Saturdays from 9am - 5:00pm.

We will have a variety of artwork on display: mixed media, watercolor paintings, clay work, soapstone sculptures, variety of acrylic paintings, collage, radio-scripts, etc. Ninety-eight individuals agreed to participate in the exhibition, many of whom had never done any art as adults. Everyone, including me, is pretty excited!

The purpose of holding the exhibition is multifold:

The most obvious answer is of course to exhibit all the art created by all the seniors, take pride in their artwork and encourage them to continue on their creative journey.

But it also has other goals which are broader in scope and aimed for a wider audience.

We are having the exhibition:

- To inspire other seniors with the confidence that they too, can pick up a pencil or a brush, or some clay or stone and create a piece of art. Age is not and should not be a limiting factor.
- To showcase and recognize the local talent, the artists (some of whom were the instructors), we have in our community.
- To express our gratitude for the donation of access to each of the facilities so that we could carry out our art activities.
- To promote creative activities and art as a key contributor to health especially the health and well-being of seniors. This was the underlying objective of our research project.
- To invite the community and various stakeholders to come and see the artwork, so that we can share with them our message of the connection between art, health and well-being.

We hope you can find some time to visit the SJAC to see the exhibition. Thank you for your support in making this project possible. Please pass on this message and thanks to other members of the Town Council.

Do let me know if you have any questions.

Regards,  
Anita.

2021July12OpenSessionFINAL\_070

*Anita Punamiya*

**Art4Life Inc.**

+1-506-639-8275

[anita@art4lifeinc.com](mailto:anita@art4lifeinc.com)

[www.art4lifeinc.com](http://www.art4lifeinc.com)



**Regular Monthly Meeting  
April 26, 2021**

---

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, April 26, 2021, at 10 Crane Mountain Rd., Saint John NB via teleconference.

**1. Call to Order**

The Board Chairperson, Nancy Grant, called the regular board meeting to order at 10:40 a.m.

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

Nancy Grant	Chairperson
Jim Bedford	Vice Chairperson
Bette Ann Chatterton	Mayor, St. Martins (via telephone)
Gary Clark	Mayor, Quispamsis
Grace Losier	Mayor, Grand Bay-Westfield
Shirley McAlary	Deputy Mayor, Saint John
Cindy MacCready	Local Service District Representative (Alternate)
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

**Absent**

**OTHERS**

Marc MacLeod, Executive Director, FRSC  
 Alicia Raynes, Recording Secretary, FRSC  
 Nick Cameron, Assistant Development Officer, FRSC  
 Andrew Logan, Partner, Teed Saunders Doyle  
 Scott Stubbs, Secretary, Grand Bay ATV Riders Club #37

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

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the April 26, 2021 Agenda as presented with the addition of "Staff Annual Pay Raises" as number seven (7) C moved from closed session.

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

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the March 22, 2021 minutes as presented.

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

**6. Planning – Building Inspection – March 2021**

Nick Cameron, Assistant Development Officer, FRSC, presented the March, 2021 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of March, 2021 was \$535,240 compared to 2020 which was \$622,000.

Mr. Cameron also advised that under the new building code administration regulation, building permit waivers issued for “electrical work only” would no longer be required.

**Motion:** To receive and file the Monthly Report for March, 2021 as presented.

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

**7. Finance**

**a. 2020 Audited Financial Statements**

The 2020 Audited Financial Statements were presented for consideration. Andrew Logan, Teed Saunders Doyle was invited to provide a short summary of their findings. Overall, the FRSC records are in excellent shape, and no adjustments were made. There were no issues with internal controls and no significant issues were found during the audit. The expenses appear to be very well managed, especially during a pandemic.

Additionally, it was noted that the FRSC portfolio investments for the post-closure fund saw a loss this year. It was further explained that some investments are in equity markets that tend to fluctuate but are held in long term conservative type of investments so there are no significant concerns.

**Motion:** To receive and file the 2020 Audited Financial Statements as presented.

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

**b. Q1 2021 Financial Statements**

Executive Director MacLeod presented the Q1 2021 Financial Statements explaining that as per legislation, a statement of performance must be submitted every quarter. Currently the FRSC is sitting in a favorable position with a surplus of approximately \$97,500.

**Motion:** To receive and file the Q1 2021 Financial Statements as presented.

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

**c. Staff Annual Pay Raises**

**Motion:** To approve the recommended office staff salary increase of 2.0% for 2021.

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

**Motion:** To approve the 1.9% wage increase, retroactive to April 1, 2021 for Executive Director MacLeod as per the employment contract.

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

**8. Proposed Trail**

Executive Director MacLeod introduced Scott Stubbs, Secretary, Grand Bay ATV Riders Club #37. Mr. Stubbs indicated that as a member of the Grand Bay ATV Riders Club, they are looking to seek approval to access a section of FRSC vacant land to use as part of their trail system. The purpose of the trail is to keep ATV traffic off of the highway and shoulder, which would provide improved safety to motorists and ATVs alike. It was explained that agreements would be signed to keep the trails maintained and any agreement would be open ended. They are looking to make one crossing between Henderson Lake Road and Acamac Backland Road.

Executive Director MacLeod explained that the FRSC does not see any barriers or issues with this proposed trail, however there is a high expectation of cleanliness, insurance requirements and all work has to be to proper standards.

**Motion:** To give permission to Grand Bay ATV Riders Club #37 to construct a trail through FRSC owned property pending a signed agreement.

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

**9. Plastic Bags – Minister's Response**

A letter from the Minister of Environment was presented in response to Chairman Grant's letter regarding the future of plastic bags in the province of New Brunswick. The letter indicated that



the province is moving forward with an Extended Producer Responsibility (EPR) program for Packaging and Paper Products (PPP). This will include an expansion of residential recycling programs including all single-use packaging such as plastic bags.

The letter also explained that Environment and Climate Change (ECC) is also gathering information and continuing to explore further options to help eliminate single-use plastics bags.

**Motion:** To receive and file the letter from the Minister as presented.

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

#### 10. Next Meeting Date

Executive Director MacLeod explained that depending on how the election process goes, we are hoping to have a new board and orientation package ready in time for a May meeting. However, due to the election process and delays due to COVID-19, that may not be possible. It was agreed that moving the Annual General Meeting (AGM) to June may be the best option.

**Motion:** To delay the Annual General Meeting (AGM) until the June monthly meeting.

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

Chairperson Grant called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:12 am.

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

APPROVED (date) June 28, 2021

Nancy Grant  
Nancy Grant, Chairperson

Alicia Raynes  
Alicia Raynes, Recording Secretary

A meeting of the Board of Trustees, Kennebecasis Public Library was held on March 17<sup>th</sup>, 2021, at 6:30pm via Zoom.

**In Attendance:** Mrs. L. Hansen, Chair; Ms. L. Corscadden; Mr. Kevin Winchester; Councilor Mr. D. Shea; Councilor Mr. P. Rioux; Mrs. Amy Watling, Treasurer; Mr. Allison Maxwell

**Regrets:** Mrs. Susan Webber; Ms. E. Greer, Vice-Chair;

**Absences:** N/A

**Call to Order:** Mrs. Hansen called the meeting to order at 6:31 pm.

### **Approval of Agenda**

It was moved by Mr. Shea to approve the agenda. Mrs. Watling seconded, and the motion carried.

### **Disposition of Minutes**

Ms. Corscadden will distribute the minutes of the February regular meeting at a later date.

### **Communications**

Ms. Corscadden had no communications to report.

### **Report of the Librarian**

Ms. Corscadden presented her report to the library board. The recruitment process has begun for a new part time employee at the library (this position has recently been held by Andrea Kaleem, who has accepted a full time position at the library). The recruitment process is still underway for a new director. We also have a new full time intern working at the library, through the Workplace connections grant. Discussion ensued.

Ms. Corscadden outlined programs that are currently being held at the library, current COVID health and safety protocols. Discussion ensued.

Mr. Rioux moved to accept the Librarian's Report. Mr. Maxwell seconded, and the motion carried.

### **Financial Statement**

There is no current financial statement for 2021 available, as the 2020 financial audit is being completed. There will be an update at the next board meeting. Teed Saunders Doyle will be present to present the draft financial statement. Discussion ensued.

### **Facilities Management**

Ms. Corscadden updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

Mr. Shea moved to accept the committee reports as presented. Mr. Winchester seconded, and the motion carried.


### **New and Unfinished Business**

There was no new or unfinished business to discuss.

**Adjournment:** As there was no other business, Mr. Winchester moved that the meeting be adjourned at 7:05 pm.

**Next Meeting:** The next meeting is scheduled for April 21, 2021 at 6:30pm at the Library (or via Zoom).

Respectfully submitted,



Laura Corscadden  
Library Director and Secretary to the Board



## Librarian's Report March 2021

### Staffing and Volunteers

The recruitment process has begun for the vacant part time position at the library. Interviews have been completed.

The recruitment process is still underway for the library director position. Keith MacKinnon, from the Fundy Regional Office, has been assisting Ms. Corscadden with day to day management of the library.

We have hired a full time employee through the Workplace connections grant, and they will be working at the library until June.

We have been awarded two full time summer student positions for the Summer Reading Club.

Ms. Corscadden has submitted our Canada Summer Jobs grant application. The results of that application should be received next month.

### Programs

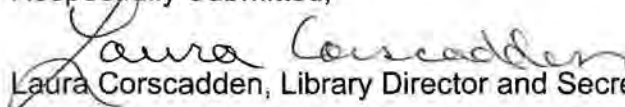
Our Workplace connections intern has been working hard to develop online programs. March break programs at the library (with COVID regulations in place), were very successful. There were a number of programs offered online, and takeaway kits were very popular. The library is currently decorated with the results of our children's colouring contest!

### COVID-19 Update

We have returned to the yellow phase in the Saint John region; We continue to adhere to our COVID health and safety protocols; contact tracing is conducted as patrons enter the building. Computer stations are cleaned after every use, and high touch surfaces are cleaned regularly.

Masks are required in the building at all times, unless a patron has a medical exemption. In all cases social distancing is encouraged amongst all library patrons.

Respectfully Submitted,

  
Laura Corscadden, Library Director and Secretary to the Board

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
VIRTUAL  
APRIL 14, 2021**

---

Present: Treasurer Kirk Miller                      John Jarvie, Administrator  
          Commissioner Stéphane Bolduc            Chief Bill Ireland  
          Commissioner Peter Lewis                Carlene MacBean, Executive Assistant  
          Commissioner Pierre Rioux

Absent: Chair Grant Brenan  
          Vice Chair Norah Soobratee

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1.0 Call to Order

Treasurer Miller called the meeting to order at 6:13 pm.

2.0 Chair's Remarks

Treasurer Miller announced this would be Commissioner Rioux's last meeting and thanked him for his contributions to the Fire Board.

3.0 Approval of Agenda

Moved by P. Rioux and seconded by P. Lewis, to accept the agenda as provided.

**CARRIED**

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 February 10, 2021

Moved by S. Bolduc and seconded by P. Rioux, that the minutes of February 10, 2021 be approved as presented.

**CARRIED**

## 6.0 Unfinished Business

### 6.1 Fire Prevention & Protection By-Law – Update

At the February meeting, the Fire Board had approved sending a memo of understanding to both towns for signature on the updated Fire Prevention & Protection by-laws each town have adopted. This has been done and all parties have copies of the signed document.

Moved by S. Bolduc and seconded by P. Lewis to receive and file.

**CARRIED**

### 6.2 Strategic Plan - Update

At the February 12, 2020 meeting the Fire Board moved to hold presenting the strategic plan to the Quispamsis and Rothesay town councils until after the municipal elections. With the current pandemic those elections have been postponed. Upon discussion the Fire Board agreed to continue to leave on the agenda and re-evaluate at each meeting.

### 6.3 Regional Fire Protection Agreement – Memo of Understanding – Update

At the February meeting, the Fire Board had approved sending a memo of understanding to both towns for signature on the two year extension to the Regional Fire Protection Agreement. This has been done and all parties have copies of the signed document.

Moved by S. Bolduc and seconded by P. Rioux to receive and file.

**CARRIED**

## 7.0 Correspondence

### 7.1 Letter from Quispamsis re: 2020 Kennebecasis Valley Fire Department's Annual Report & Update on Low-Rise Apartment

Moved by P. Lewis and seconded by P. Rioux to receive and file.

**CARRIED**

## 8.0 New Business

### 8.1 Update to Purchasing Policy

As the audit process took place this year, we realized the Purchasing Policy required updating. The changes were listed out in the attached memo and reviewed.

Moved by P. Rioux and seconded by P. Lewis to approve the changes as issued.

**CARRIED**

### 8.2 Fitness Equipment

The Kennebecasis Valley Fire Department Inc. has a contractual obligation to its unionized employees to provide access to properly equipped facilities suitable for exercising and maintaining individual fitness and to grant up to 60 minutes per shift for physical activity. Since 2005, all firefighters have been required to undergo a yearly physical fitness evaluation and meet the fitness standards established by the Joint Fitness and Wellness Committee.

During the period from 2016-2020, the approved capital budget included \$10,000 annually to replace or improve the physical fitness equipment at both fire stations. This approach spread the cost of this initiative over a 5-year period and required annual approval.

The actual capital investment in fitness equipment during the 5-year period was \$42,942. The majority of the expenditures were on new equipment designed to assist with functional fitness training specific to the physical demands of firefighting. A limited number of used/broken items were declared surplus and were either sold or donated including two treadmills and two “universal” weight lifting machines.

Commissioner Rioux noted that the role of firefighting has changed. Physical fitness is very important and this is money well spent.

Moved by S. Bolduc and seconded by P. Rioux to receive and file.

**CARRIED**

Moved by S. Bolduc and seconded by P. Rioux that Chief Ireland forward the memo distributed to both councils for their information.

**CARRIED**

9.0 Financial

9.1 Draft Financial Statements for the Month Ended February 28, 2021

Moved by P. Rioux and seconded by P. Lewis to receive and file.

**CARRIED**

9.2 Budget Variance Analysis

Moved by P. Lewis and seconded by S. Bolduc to receive and file.

**CARRIED**

10.0 Business Arising from Committee of the Whole

10.1 Approval of 2020 Audit

Moved by P. Rioux and seconded by S. Bolduc to receive and file the Kennebecasis Valley Fire Department audited financial statements as of December 31, 2020, and to forward a copy to both Town Treasurers.

**CARRIED**

10.2 Appointment of Firm for 2021 Financial Audit

Moved by P. Rioux and seconded by S. Bolduc, the reappointment of the accounting firm of Teed Saunders Doyle as the 2021 auditors of the Kennebecasis Valley Fire Department Inc with the fee to be determined.

On the question:

Mr. Jarvie stated that having the same auditor as both Towns is very beneficial as the fire department statements are in the statements of both Towns.

**CARRIED**



11.0 Reports

11.1 Chief's Report

Moved by S. Bolduc and seconded by P. Rioux to receive and file.

**CARRIED**

11.2 Response Summary

Moved by P. Rioux and seconded by P. Lewis to receive and file.

**CARRIED**

12.0 Adjournment

Moved by P. Lewis that the meeting be adjourned at 6:32 pm.

**Date of next meeting – April 14, 2021**

Respectfully submitted,

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CHAIR

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SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.  
 Statement of Expense with Budget Variance  
 For the 2 months ending February 28, 2021

2021 July 12 Open Session FINAL\_083

Prepared March 31, 2021

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2021
<b>REVENUE:</b>				
1 Members Contributions	\$833,705	\$833,705	(\$0)	\$5,419,084
2 Rebate of Property Tax (Miscellaneous Revenue)	\$0	\$0	\$0	\$53,244
3 Local Service Districts	\$0	\$0	\$0	\$0
4 Revenue Fee Structure	\$0	\$70	\$70	\$0
5 Misc. Revenue	\$0	\$2,272	\$2,272	\$1,000
6 Interest Income C/A	\$833	\$796	(\$37)	\$5,000
7 Deficit 2nd previous year	\$145,730	\$145,730	\$0	\$145,730
8	\$980,269	\$982,573	\$2,304	\$5,624,058
<b>EXPENSES:</b>				
<b>ADMINISTRATION:</b>				
9 Admin. Wages and Benefits	\$102,535	\$98,446	(\$4,088)	\$656,100
10 Convention/dues/training	\$3,000	\$2,162	(\$838)	\$18,000
11 Administrative Agreement	\$0	\$0	\$0	\$12,000
12 Professional Services	\$8,417	\$11,469	\$3,053	\$50,500
13 Office supplies/Copy Machine/ S/C	\$1,242	\$1,314	\$73	\$7,450
14 Computer hardware/software/IT	\$14,650	\$13,301	(\$1,349)	\$32,900
15 Telephone/ Internet	\$2,333	\$2,451	\$118	\$14,000
16	\$132,176	\$129,144	(\$3,032)	\$790,951
<b>FIREFIGHTING FORCE:</b>				
17 Salaries Basic	\$428,800	\$379,386	(\$49,414)	\$2,787,200
18 Overtime	\$9,000	\$1,192	(\$7,808)	\$70,000
19 Vacation Pay on Retirement	\$0	\$0	\$0	\$10,607
19 Force Benefits	\$111,253	\$112,426	\$1,173	\$654,300
20 Career Uniforms and maintenance	\$4,667	\$1,343	(\$3,323)	\$28,000
21 Medical and Fitness Testing	\$3,333	\$2,170	(\$1,164)	\$20,000
22 Employee Wellness	\$1,333	\$4,782	\$3,448	\$8,000
23 Career Recognition	\$0	\$0	\$0	\$3,000
24 Holiday Relief Wages and overtime	\$52,169	\$31,273	(\$20,896)	\$339,100
25 Holiday Relief Benefits	\$17,338	\$15,152	(\$2,186)	\$112,700
26	\$627,894	\$547,725	(\$80,169)	\$4,032,907
<b>TELECOMMUNICATIONS:</b>				
27 Cellular Telephones	\$833	\$592	(\$241)	\$5,000
28 Communication Equipment	\$0	\$0	\$0	\$1,000
29 Maintenance / Repairs	\$0	\$0	\$0	\$700
30 Dispatch Service	\$50,093	\$0	(\$50,093)	\$200,372
31	\$50,926	\$592	(\$50,334)	\$207,072
<b>INSURANCE:</b>				
32 Insurance	\$50,000	\$52,362	\$2,362	\$50,000
33	\$50,000	\$52,362	\$2,362	\$50,000

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	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE	BUDGET 2021	
<b>PREVENTION AND TRAINING:</b>					
34	Firefighter / Co. Officer Training	\$8,000	<b>\$810</b>	(\$7,190)	<b>\$48,000</b>
35	Fire Prevention	\$1,000	<b>\$2,000</b>	\$1,000	<b>\$6,000</b>
36	Public Education	\$417	<b>\$0</b>	(\$417)	<b>\$2,500</b>
37	Training Supplies	\$333	<b>\$0</b>	(\$333)	<b>\$2,000</b>
38		<u>\$9,750</u>	<u><b>\$2,810</b></u>	<u>(\$6,940)</u>	<u>\$58,500</u>
<b>FACILITIES:</b>					
39	Station 1 Operating	\$16,953	<b>\$14,186</b>	(\$2,766)	\$178,600
40	Station 2 Operating	\$8,526	<b>\$5,549</b>	(\$2,977)	\$44,700
41	Station Supplies	\$2,000	<b>\$1,269</b>	(\$731)	<b>\$12,000</b>
42		<u>\$27,478</u>	<u>\$21,004</u>	<u>(\$6,474)</u>	<u>\$235,300</u>
<b>FLEET:</b>					
43	Fuel Vehicle	\$3,333	<b>\$1,327</b>	(\$2,006)	<b>\$20,000</b>
44	Registration Vehicle	\$0	<b>\$0</b>	\$0	<b>\$550</b>
45	Vehicle Maint. & Repairs	\$14,167	<b>\$7,671</b>	(\$6,495)	<b>\$85,000</b>
46		<u>\$17,500</u>	<u><b>\$8,999</b></u>	<u>(\$8,501)</u>	<u>\$105,550</u>
<b>OPERATIONS:</b>					
47	New Equipment	\$3,667	<b>\$508</b>	(\$3,158)	<b>\$22,000</b>
48	Maint. & Repairs Equip.	\$4,167	<b>\$4,028</b>	(\$138)	<b>\$25,000</b>
49	Maint. & Repairs Bunker Gear	\$0	<b>\$0</b>	\$0	<b>\$4,000</b>
50	Medical Supplies	\$1,333	<b>\$1,216</b>	(\$118)	<b>\$8,000</b>
51	Fire Fighting Supplies	\$583	<b>\$520</b>	(\$63)	<b>\$3,500</b>
52	H&S/Cause determination	\$0	<b>\$0</b>	\$0	<b>\$1,000</b>
53		<u>\$9,750</u>	<u><b>\$6,273</b></u>	<u>(\$3,477)</u>	<u>\$63,500</u>
<b>WATER COSTS:</b>					
54	Water Costs - Quispamsis	\$1,310	<b>\$1,313</b>	\$3	<b>\$5,241</b>
55	Water Costs - Rothesay	\$6,809	<b>\$6,809</b>	\$0	<b>\$27,237</b>
56		<u>\$8,120</u>	<u><b>\$8,123</b></u>	<u>\$3</u>	<u>\$32,478</u>
<b>OTHER:</b>					
57	Miscellaneous	\$500	<b>\$149</b>	(\$351)	<b>\$3,000</b>
58	Retirement Allowance	\$7,467	<b>\$7,467</b>	(\$0)	<b>\$44,800</b>
59	Deficit 2nd Previous Year	\$0			
59		<u>\$7,967</u>	<u><b>\$7,616</b></u>	<u>(\$351)</u>	<u>\$47,800</u>
60		<u>\$941,561</u>	<u><b>\$784,647</b></u>	<u>(\$156,914)</u>	<u>\$5,624,058</u>
61	(DEFICIT) SURPLUS FOR THE PERIOD		\$197,926	\$159,218	\$0

**Kennebecasis Valley Fire Department Inc.**

Budget Variances Analysis greater than \$5,000  
For the 2 months ending February 28, 2021

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
17	Salaries Basic	\$428,800	\$379,386	(\$49,414)	One member on LTD and budgeted for increase not yet negotiate
18	Overtime	\$9,000	\$1,192	(\$7,808)	As required
24	Holiday Relief Wages & Overtime	\$52,169	\$31,273	(\$20,896)	As required
30	Dispatch Service	\$50,093	\$0	(\$50,093)	Payment pending once contract issue clarified
34	Firefighter/Co. Officer Training	\$8,000	\$810	(\$7,190)	Little training in first 60 days
44	Vehicle Maint. & Repairs	\$14,167	\$7,671	(\$6,495)	As required
	<b>Material Variances</b>	<b>\$562,229</b>	<b>\$420,333</b>	<b>(\$141,895)</b>	

**Kennebecasis Valley Fire Department Inc.**

Invoices over \$5,000  
For the months of January - February 2021

Non-Recurring Monthly Invoices	Amount	Description
01-01-21 Medteq Solutions	\$6,266.01	Software subscription
01-20-21 Hovey Insurance	\$52,362.00	Annual insurance policy payment
01-25-21 Worksafe NB	\$19,785.00	Annual WSNB Firefighter assessment payment (\$450/FF)
02-10-21 Lawson Creamer	\$7,905.18	2020 grievances/arbitration
02-28-21 ER Software	\$8,100.75	Annual software subscription



# Kennebecasis Valley Fire Department

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## *Fire Chief's Report to the Joint Board of Fire Commissioners*

April 14, 2021

### **Significant Incidents**

#### **Bonneycastle Lane, Rothesay – March 2**

An off-duty Saint John fire department platoon chief called 911 to report a significant structure fire at a large residence on Bonneycastle Lane, mid-afternoon on a bitterly cold and windy weekday. The private location of the home on a dead-end laneway meant that considerable time had passed before the fire was discovered and reported. When we arrived on scene just a short distance from Station 1 our crews faced an inferno. Shortly after commencing the fire attack the second floor collapsed into the structure. Extremely icy conditions were made worse by the volume of water flowing and several firefighters suffered hard falls during the operations.

Once the bulk of the flames had been extinguished and nothing further could be salvaged, an excavator was brought to the scene to assist with moving the debris and extinguishing any remaining hot spots. The residence was a total loss and unfortunately the family pet dog perished in the fire.

#### **Gondola Point Road, Quispamsis – March 2**

Crews had been clear of the Bonneycastle fire for approximately 30 minutes and were in the process of cleaning equipment and reloading hose when they were dispatched for another structure fire in Quispamsis. Upon arrival, crews were faced with a situation that can only be described as a "fire-storm" - similar to some of the images we saw from the Fort MacMurray disaster. The entire roof structure and portions of the main floor were ablaze and 80 km/hr winds blowing off the river were fanning the flames and forcing heat and thick black smoke directly onto fire crews.

The force of the wind was so strong that the water from smaller hose lines was blowing back on the firefighters before they could reach the flames. The aerial ladder was set up to provide a safer working position and flow more water onto the fire. Mutual aid for water supply was required from Hampton, Nauwigewauk, Simonds and Saint John. Because of the extreme cold and wind, all of the firefighters on scene were coated in ice and several of our radios and self-contained breathing apparatus became frozen and inoperable. Pictures posted to the department Facebook page helped to demonstrate the icy, freezing conditions endured during this incident.

Despite the extremely challenging conditions, the fire was extinguished and the lower level of the residence was not impacted by the flames - although it did suffer water damage. The owners had escaped prior to our arrival and one of their pet cats was recovered in good health from the lower level the following day.

### Leeswood Drive, Quispamsis – March 13

Originally dispatched as a house fire, crews arrived to find a detached garage heavily involved in fire. Mutual aid for water supply was requested and crews had to work their way down a long, steep driveway to attack the fire and protect the adjacent residence.

Two male occupants barely escaped the fire that started when a flammable liquid was accidentally spilled and then came in contact with a portable space heater. A number of motorcycles and a variety of tools and equipment were lost in the blaze.

### COVID-19 Vaccines

KVFD members were among the group of first responders across the Province who were identified as a priority group for vaccines and were given the Astra Zeneca vaccine in late March. We feel very fortunate and grateful to be given priority access to the vaccine and appreciate this acknowledgement of the important role we play in the public safety system.

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<b>Response Types Kennebecasis Valley Fire Department</b>	<b>Jan 2021</b>	<b>Historical Average</b>	<b>Feb 2021</b>	<b>Historical Average</b>	<b>Mar 2021</b>	<b>Historical Average</b>	<b>2021 YTD</b>	<b>Historical Average</b>
Fire/explosion - dollar loss	4	3	1	4	4	2	9	10
Rubbish/grass fire - no dollar loss	0	2	0	1	2	2	2	5
Chimney Fire	1	2	0	1	0	2	1	4
<b>Total Fire</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>19</b>
Rescue - Miscellaneous	0	1	1	1	0	0	1	2
Vehicle Accident	3	10	6	8	6	7	15	25
<b>Total Rescue</b>	<b>3</b>	<b>11</b>	<b>7</b>	<b>9</b>	<b>6</b>	<b>8</b>	<b>16</b>	<b>27</b>
Public Hazard - gasoline or fuel spill	0	1	0	0	0	0	0	1
Public Hazard - power line down / utility pole hazard	1	5	1	2	0	1	2	8
Public Hazard - miscellaneous	0	2	0	1	0	1	0	4
<b>Total Public hazard</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>13</b>
Gas Leak - propane	1	1	2	1	2	0	5	2
Gas Leak - response to carbon monoxide detector alarm	7	2	6	1	9	1	22	5
<b>Total Gas leak</b>	<b>8</b>	<b>3</b>	<b>8</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>27</b>	<b>6</b>
Public Service - first aid	39	49	31	51	36	56	106	157
Public Service - assist police or other agency	0	2	0	1	1	1	1	3
Public Service - mutual aid	0	1	2	1	1	1	3	3
Public Service - citizens trapped in elevator					1			
Public Service - animal rescue	0	0	0	0	0	0	0	0
Public Service - flooding	1	5	0	1	0	2	1	7
Public Service- miscellaneous	1	3	0	1	1	1	2	5
<b>Total Public services</b>	<b>41</b>	<b>59</b>	<b>33</b>	<b>54</b>	<b>40</b>	<b>61</b>	<b>114</b>	<b>174</b>
Alarm No Fire - accidental miscellaneous	4	4	1	3	1	4	6	10
Alarm No Fire - smoke or steam mistaken	0	1	0	1	1	1	1	3
Alarm No Fire - sprinkler surge or discharge	0	1	0	0	0	0	0	1
Alarm No Fire - detector activated	4	4	1	4	1	5	6	13
Alarm No Fire - unknown odours	1	0	1	1	1	1	3	2
Alarm No Fire - miscellaneous	0	2	0	1	0	2	0	6
<b>Total Alarm no fire - No malicious intent</b>	<b>9</b>	<b>12</b>	<b>3</b>	<b>10</b>	<b>4</b>	<b>13</b>	<b>16</b>	<b>34</b>
False Alarm (Mischief) - miscellaneous	1	0	1	0	0	0	2	1
<b>Total False alarm - Mischief</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Total Response Types Kennebecasis Valley Fire</b>	<b>68</b>	<b>98</b>	<b>54</b>	<b>85</b>	<b>67</b>	<b>91</b>	<b>189</b>	<b>275</b>

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**



**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

2021July12OpenSessionFINAL\_090

**DECEMBER 31, 2020**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Kennebecasis Valley Fire Department Inc.

### *Opinion*

We have audited the financial statements of the Kennebecasis Valley Fire Department Inc., (the "Department") which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net debt and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Kennebecasis Valley Fire Department Inc. as at December 31, 2020, and the results of its operations, changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Department in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Department's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Department or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Department's financial reporting process.

### *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

*(continues)*

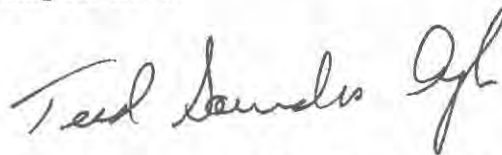
Independent Auditors' Report to the Board of Directors of Kennebecasis Valley Fire Department Inc.  
(cont'd)

*Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Department's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Department to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick  
April 14th, 2021

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

2021 July 12 Open Session FINAL\_093

**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>
<b>FINANCIAL ASSETS</b>		
Cash (Note 4)	\$ 835,398	\$ 509,005
Accounts receivable		
General	-	617
Due from member municipalities (Note 6)	63,334	-
Federal Government and its agencies (Note 5)	<u>132,678</u>	<u>86,147</u>
	<u>\$ 1,031,410</u>	<u>\$ 595,769</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 180,179	\$ 115,953
Accrued sick leave liability (Note 7)	680,570	733,844
Accrued liability for retirement pay allowance (Note 8)	505,853	438,853
Post employment benefits payable (Note 9)	<u>145,600</u>	<u>475,900</u>
	<u>1,512,202</u>	<u>1,764,550</u>
<b>NET DEBT</b>	<u>(480,792)</u>	<u>(1,168,781)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 11)	7,269,357	6,575,843
Accumulated amortization (Note 11)	<u>(3,336,775)</u>	<u>(3,431,809)</u>
	<u>3,932,582</u>	<u>3,144,034</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 3,451,790</u>	<u>\$ 1,975,253</u>
<b>COMMITMENT (Note 10)</b>		

**APPROVED BY:**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Treasurer

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

2021 July 12 Open Session FINAL\_094

**STATEMENT OF OPERATIONS****FOR THE YEAR ENDED DECEMBER 31, 2020**

	<b>2020 Budget (Note 13)</b>	<b>2020 Actual</b>	<b>2019 Actual</b>
<b>REVENUE (Note 6)</b>			
Contributions by member municipalities - operating	\$ 5,346,858	\$ 5,349,446	\$ 5,054,783
Contributions by member municipalities - capital	-	1,142,455	736,081
Fee structure	-	420	210
Interest	7,650	6,256	11,807
Gain on disposal of tangible capital assets	-	36,928	2,350
Miscellaneous	<u>1,000</u>	<u>-</u>	<u>5,676</u>
	<u>5,355,508</u>	<u>6,535,505</u>	<u>5,810,907</u>
<b>EXPENDITURE</b>			
Administration	716,303	693,472	699,615
Firefighting force	3,602,774	3,487,136	3,660,105
Telecommunications	7,700	4,558	3,954
Insurance	34,000	36,971	33,116
Prevention and training	50,500	30,430	37,049
Facilities (Note 6)	312,467	315,463	298,516
Fleet	299,826	267,452	262,150
Operations	119,148	127,069	103,890
Water costs	31,532	31,533	30,614
Retirement allowance	55,122	62,322	51,465
Other	<u>3,000</u>	<u>2,562</u>	<u>1,784</u>
	<u>5,232,372</u>	<u>5,058,968</u>	<u>5,182,258</u>
<b>ANNUAL SURPLUS (DEFICIT) FOR THE YEAR (Note 12)</b>	<u>\$ 123,136</u>	1,476,537	628,649
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		<u>1,975,253</u>	<u>1,346,604</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<u>\$ 3,451,790</u>	<u>\$ 1,975,253</u>
Amortization included in the above expenditure		<u>\$ 344,395</u>	<u>\$ 286,077</u>

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

2021 July 12 Open Session FINAL\_095

**STATEMENT OF CHANGES IN NET DEBT**

**AS AT DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>
Annual surplus	\$ 1,476,537	\$ 628,649
Acquisition of tangible capital assets	(1,128,657)	(736,081)
Proceeds on disposal of tangible capital assets	32,642	2,350
Amortization of tangible capital assets	344,395	286,077
Gain on disposal of tangible capital assets	<u>(36,928)</u>	<u>(2,350)</u>
Decrease in net debt	687,989	178,645
Net debt - beginning of year	<u>(1,168,781)</u>	<u>(1,347,426)</u>
Net debt - end of year	<u>\$ (480,792)</u>	<u>\$ (1,168,781)</u>

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

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**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>
<b>INCREASE (DECREASE) IN CASH</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 1,476,537	\$ 628,649
Gain on disposal of tangible capital assets	(36,928)	-
Amortization of tangible capital assets	344,395	286,077
Accounts receivable - General	617	(384)
Accounts receivable - Due from member municipalities	(63,334)	77,603
Accounts receivable - Federal Government and its agencies	(46,531)	(62,550)
Accounts payable and accrued liabilities	64,226	(242,603)
Accrued sick leave liability	(53,274)	(54,043)
Accrued liability for retirement pay allowance	67,000	52,018
Post employment benefits payable	<u>(330,300)</u>	<u>(83,800)</u>
	1,422,408	600,967
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(1,128,657)	<u>(736,081)</u>
Proceeds on disposal of tangible capital assets	<u>32,642</u>	<u>-</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	326,393	(135,114)
<b>CASH - BEGINNING OF YEAR</b>	<u>509,005</u>	<u>644,119</u>
<b>CASH - END OF YEAR</b>	<u>\$ 835,398</u>	<u>\$ 509,005</u>
<b>REPRESENTED BY:</b>		
Cash - operating	\$ 348,903	\$ 86,996
Cash - retirement allowance	<u>486,495</u>	<u>422,009</u>
	<u>\$ 835,398</u>	<u>\$ 509,005</u>

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2021 July 12 Open Session FINAL\_097

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Valley Fire Department Inc. (the "Department") provides fire prevention, fire protection, fire-fighting, fire investigation services and medical first response to the Towns of Quispamsis, Rothesay and certain outlying areas.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Department are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Department and the changes thereto. The Statement of Financial Position includes all of the assets and liabilities of the Department.

Significant aspects of the accounting policies adopted by the Department are as follows:

#### Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus (deficit). All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

#### Cash and Cash Equivalents

Cash and cash equivalents include cash balances with financial institutions.

#### Revenue Recognition

The contributions from the member municipalities and the local service districts are recognized when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and other income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

#### Expenditure Recognition

Expenditures are recorded on an accrual basis.



# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

#### Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenditure during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from these estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued sick leave liability;
- accrued retirement pay allowance; and
- accrued post employment benefits.

#### Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Buildings	20-40 years
Vehicles	4-25 years
Equipment	4-20 years

Assets under construction are not amortized until the asset is available for productive use.

The Department regularly reviews its capital assets to eliminate obsolete items.

#### Post Employment Benefits

The Department recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Department has a retirement pay allowance as documented in Note 8 and a pension plan as documented in Note 9.

#### Economic Dependence

The Department receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

2021 July 12 Open Session FINAL\_099

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**3. FINANCIAL INSTRUMENTS**

The Department is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Department's risk exposure and concentration as of December 31, 2020:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Department is exposed to credit risk from its accounts receivable. The Department's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Department is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Department's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Department is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Department manages exposure through its normal operating activities. The Department is not exposed to significant interest rate risk as it does not have short term or long term debt.

**4. CASH**

	<b>2020</b>	<b>2019</b>
Cash - operating	\$ 348,903	\$ 86,996
Restricted cash - retirement allowance (Note 8)	<u>486,495</u>	<u>422,009</u>
	<u>\$ 835,398</u>	<u>\$ 509,005</u>

**5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES**

	<b>2020</b>	<b>2019</b>
Canada Revenue Agency (HST refund)	\$ <u>132,678</u>	\$ <u>86,147</u>

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 6. RELATED PARTY TRANSACTIONS

The Department is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Department. The Department received a property tax rebate in the amount of \$46,755 (2019 - \$46,660) from Rothesay, which is netted against the property tax expenditure. During the year, the Department recognized the following contributions from the Towns as revenue:

	<u>2020</u>	<u>2019</u>
Quispamsis - Operating	\$ 3,168,800	\$ 2,994,425
Rothesay - Operating	<u>2,180,646</u>	<u>2,060,358</u>
	<u>\$ 5,349,446</u>	<u>\$ 5,054,783</u>
Quispamsis - Capital	\$ 677,074	\$ 436,033
Rothesay - Capital	<u>465,381</u>	<u>300,048</u>
	<u>\$ 1,142,455</u>	<u>\$ 736,081</u>

### 7. ACCRUED SICK LEAVE LIABILITY

The Department provides every employee a sick leave entitlement that accumulates at a rate of 18 hours per month while the employee's sick bank is below 1,000 hours, and 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 hours and can take a leave with pay by virtue of being sick or disabled, quarantined by a physician or Health Authority, or because of an accident or disease for which compensation is not payable under the Workplace Health, Safety and Compensation Commission Act or a long term disability plan. An employee is no longer entitled to accumulate sick leave if the employee has been off active duty, for any reason, for 120 consecutive calendar days or longer. All employees have 12 hours per year taken from their accumulated sick days and moved to a group sick bank until contributions collectively result in an accumulation of 3,000 working hours. For the purpose of the actuarial valuation described below, the group sick bank has been ignored since its use has been minimal in the past and its impact on the actuarial liability and normal cost is expected to be negligible.

An actuarial valuation was performed by Morneau Shepell as at December 31, 2017 on the 37 employee plan in accordance with PSA 3255. The actuarial method used was the projected unit credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Department's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligation is 3.07% (2018 - 3.07%);
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave is independent of age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of revenue as they come due.

The calculated unfunded liability as at December 31, 2020 is \$680,570 (2019 - \$733,844).

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 8. ACCRUED LIABILITY FOR RETIREMENT PAY ALLOWANCE

Retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks salary based on a minimum of ten years service. This benefit only applies to employees who have reached the age of 55 years. Upon the death of a full-time employee prior to retirement, a prorated benefit equal to four weeks' regular salary for every five years of employment shall be paid to the employee's named beneficiary or estate.

An actuarial valuation was prepared by Morneau Shepell as at December 31, 2019 for the Department's 37 members in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The present value of the accrued liability as at December 31, 2019 is estimated to be \$505,853 (2019 - \$438,853).

The following summarizes the major assumptions in the valuation:

- Discount rate used was 2.69%;
- Salary increases 2.5% per annum; and
- retirement age of 60 years old.

The activity for the year is as follows:

	<u>2020</u>	<u>2019</u>
Balance at beginning of year	\$ 438,853	\$ 386,835
Add: Benefit expense	67,000	59,808
Interest earned	<u>4,678</u>	<u>8,343</u>
	510,531	454,986
Less: Retirement benefits paid	<u>-</u>	<u>(7,790)</u>
	510,531	447,196
Change in liability based on PSAS requirements	<u>(4,678)</u>	<u>(8,343)</u>
Accrued liability for retirement pay allowance at end of year	<u>\$ 505,853</u>	<u>\$ 438,853</u>

The Department has restricted \$486,495 (2019 - \$422,009) in cash towards the funding of this liability (Note 4).

### 9. POST EMPLOYMENT BENEFITS PAYABLE

The Department and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2018 and resulted in an overall NBMEPP accrued benefit obligation of \$125,249,500 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates.

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following summarizes the major assumptions in the valuation as at December 31, 2019:

- the expected inflation rate is 2.10% (prior 2.25%);
- the discount rate used to determine the accrued benefit obligation is 5.75% (prior 5.5%);
- the expected rate of return on assets is 5.75% (prior 5.5%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 14.0 years (prior 13.0 years).

The actuarial valuation prepared as at December 31, 2018 indicated that the market value of the net assets available for the accumulated plan benefits were less than the present value of these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick.

On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$7,538,000, a change of \$7,581,100 from the December 31, 2017 surplus of \$43,100. Based on the assumptions as at December 31, 2018, the actuary expected the level of employer and employee contributions to be sufficient to fund the current service cost and going concern special payments, as required by the Pensions Benefits Act.

As at December 31, 2018, the NBMEPP provides benefits for 258 retirees. Total benefit payments to retirees and terminating employees during 2020 are estimated to be approximately \$4,313,800 (actual 2019 - \$5,759,400) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 8.00%. Each participating body contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees and municipalities contributions for 2020 are estimated to be approximately \$6,940,000 (actual 2019 - \$6,775,300) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to the Department:

- The average age of the 43 active employees covered by the NBMEPP is 41.9 (2019 - 42.1);
- Benefit payments were \$531,700 in 2019 and were estimated to be \$529,600 in 2020; and
- Combined contributions were \$690,800 in 2019 and were estimated to be \$711,000 in 2020.

In addition to determining the position of the NBMEPP as it relates to the Department as at December 31, 2018 and December 31, 2019, NBMEPP's actuary performed an extrapolation of the December 31, 2019 accounting valuation to determine the estimated position as at December 31, 2020. The extrapolation assumes assumptions used as at December 31, 2020 remain unchanged from December 31, 2019. The extrapolation also assumes assets return of 5.75%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience.

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

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**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

Results of the extrapolation are as follows:

	<b>Estimated Jan 1, 2020 to Dec 31, 2020</b>	<b>Jan 1, 2019 to Dec 31, 2019</b>
<b>Accrued Benefit Liability</b>		
Accrued benefit liability at beginning of period	\$ 475,900	\$ 559,700
Adjustment to actual	(80,100)	(45,200)
Pension expense for the year	105,300	267,600
Employer contributions	<u>(355,500)</u>	<u>(306,200)</u>
Accrued benefit liability at end of period	<u>\$ 145,600</u>	<u>\$ 475,900</u>

In summary, the accrued benefit liability as it related to the Department is estimated to be \$145,600 as at December 31, 2020. This compares to \$559,700 as at January 1, 2019 and \$475,900 as at December 31, 2019. The December 31, 2019 liability was estimated in the prior year. The actual liability was calculated to be \$395,800. The difference of \$80,100 has been recorded in the current year.

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	<b>Estimated Jan 1, 2020 to Dec 31, 2020</b>	<b>Jan 1, 2019 to Dec 31, 2019</b>
<b>Reconciliation of Funded Status at End of Period</b>		
Accrued benefit obligation	\$ 13,297,000	\$ 12,639,100
Plan assets	<u>13,277,300</u>	<u>12,378,900</u>
Plan deficit	19,700	260,200
Adjustment to 2019 actual	-	80,100
Unamortized experience losses	<u>125,900</u>	<u>135,600</u>
Accrued benefit liability at end of period	<u>\$ 145,600</u>	<u>\$ 475,900</u>

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2020 to Dec 31, 2020</b>	<b>Jan 1, 2019 to Dec 31, 2019</b>
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 12,639,100	\$ 12,145,800
Current service cost	462,700	448,100
Benefit payments	(529,600)	(531,700)
Interest for period	724,800	665,700
Experience gain during period	<u>-</u>	<u>(88,800)</u>
Accrued benefit obligation at end of period	<u>\$ 13,297,000</u>	<u>\$ 12,639,100</u>

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

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**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2020 to Dec 31, 2020</b>	<b>Jan 1, 2019 to Dec 31, 2019</b>
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 12,378,900	\$ 10,855,300
Employer contributions	355,500	345,100
Employee contributions	355,500	345,700
Benefit payments	(529,600)	(531,700)
Return on plan assets during period	<u>717,000</u>	<u>1,364,500</u>
Plan assets at end of period	<u>\$ 13,277,300</u>	<u>\$ 12,378,900</u>

Total expense related to pensions include the following components:

	<b>Estimated Jan 1, 2020 to Dec 31, 2020</b>	<b>Jan 1, 2019 to Dec 31, 2019</b>
<b>Pension Expense</b>		
Employer current service cost	\$ 107,200	\$ 102,400
Interest on accrued benefit obligation	724,800	665,700
Expected return on assets	(717,000)	(601,400)
Experience loss (gain)	<u>(9,700)</u>	<u>59,700</u>
Pension expense	<u>\$ 105,300</u>	<u>\$ 226,400</u>

The pension expense is included in the Statement of Operations. The 2019 pension expense was estimated to be \$267,600. The difference between the 2019 estimated and actual expense has been recorded as an expense of the current period.

**10. COMMITMENT**

Office Equipment Lease

The Department has entered into a lease agreement with Xerox Canada Ltd. to provide use of a photocopier. In 2018, the Department committed to \$478 per quarter payable over 60 months commencing on January 16, 2019. The future minimum annual payments over the next three years are:

2021	\$ 1,912
2022	1,912
2023	1,912

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

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**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**11. SCHEDULE OF TANGIBLE CAPITAL ASSETS**

	<u>Land</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Equipment</u>	<u>2020 Total</u>	<u>2019 Total</u>
<b>COST</b>						
Balance - beginning of year	\$ 60,049	\$ 2,437,957	\$ 3,399,776	\$ 678,061	\$ 6,575,843	\$ 5,849,716
Add: Net additions during the year	40,000	546,305	477,405	64,947	1,128,657	736,081
Less: Disposals during the year	<u>-</u>	<u>-</u>	<u>(403,250)</u>	<u>(31,893)</u>	<u>(435,143)</u>	<u>(9,954)</u>
Balance - end of year	<u>100,049</u>	<u>2,984,262</u>	<u>3,473,931</u>	<u>711,115</u>	<u>7,269,357</u>	<u>6,575,843</u>
<b>ACCUMULATED AMORTIZATION</b>						
Balance - beginning of year	-	1,383,636	1,750,218	297,955	3,431,809	3,155,686
Add: Amortization during the year	-	90,970	192,277	61,148	344,395	286,077
Less: Accumulated amortization on disposals	<u>-</u>	<u>-</u>	<u>(407,536)</u>	<u>(31,893)</u>	<u>(439,429)</u>	<u>(9,954)</u>
Balance - end of year	<u>-</u>	<u>1,474,606</u>	<u>1,534,959</u>	<u>327,210</u>	<u>3,336,775</u>	<u>3,431,809</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 100,049</u>	<u>\$ 1,509,656</u>	<u>\$ 1,938,972</u>	<u>\$ 383,905</u>	<u>\$ 3,932,582</u>	<u>\$ 3,144,034</u>



**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

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**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**12. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)**

	<b><u>Operating Fund</u></b>	<b><u>Capital Fund</u></b>	<b><u>Total</u></b>
2020 annual surplus - PSAS	\$ <u>682,849</u>	\$ <u>793,688</u>	\$ <u>1,476,537</u>
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	(79,278)	-	(79,278)
Accumulated amortization on disposal of tangible capital assets	-	(439,429)	(439,429)
Amortization expense	-	344,395	344,395
Provision for vested retirement benefits - pension	(330,000)	-	(330,000)
Change in amount recorded under PSAS sick leave accrual	(53,274)	-	(53,274)
Change in retirement allowance liability	<u>(6,843)</u>	<u>-</u>	<u>(6,843)</u>
Total adjustments to 2020 annual surplus (deficit)	<u>(469,395)</u>	<u>(95,034)</u>	<u>(564,429)</u>
2020 annual surplus for funding requirements	\$ <u>213,454</u>	\$ <u>698,654</u>	\$ <u>912,108</u>

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

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**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**13. OPERATING BUDGET TO PSAS BUDGET**

	<b>Operating Budget General</b>	<b>Amortization and Long Term Accruals</b>	<b>Transfers</b>	<b>Total</b>
<b>REVENUE</b>				
Contributions by member municipalities - operating	\$ 5,346,858	\$ -	\$ -	\$ 5,346,858
Local service districts	-	-	-	-
Miscellaneous	1,000	-	-	1,000
Interest	7,650	-	-	7,650
Surplus of second previous year	<u>(79,278)</u>	<u>-</u>	<u>79,278</u>	<u>-</u>
	<u>5,276,230</u>	<u>-</u>	<u>79,278</u>	<u>5,355,508</u>
<b>EXPENDITURE</b>				
Administration	768,551	(52,248)	-	716,303
Firefighting force	3,934,100	(331,326)	-	3,602,774
Telecommunications	7,700	-	-	7,700
Insurance	34,000	-	-	34,000
Prevention and training	50,500	-	-	50,500
Facilities	221,497	90,970	-	312,467
Fleet	107,550	192,276	-	299,826
Operations	58,000	61,148	-	119,148
Water costs	31,532	-	-	31,532
Retirement allowance	59,800	(4,678)	-	55,122
Other	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
	<u>5,276,230</u>	<u>(43,858)</u>	<u>-</u>	<u>5,232,372</u>
Deficit	\$ <u>-</u>	\$ <u>43,858</u>	\$ <u>79,278</u>	\$ <u>123,136</u>

# Town of Rothesay

## General Fund Financial Statements

2021-05-31

**Includes:**

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9
Variance Report	G10
Capital Summary	G11

# Town of Rothesay

## Balance Sheet - Capital General Fund 2021-05-31

### ASSETS

Capital Assets - General Land	4,515,620
Capital Assets - General Fund Land Improvements	8,549,962
Capital Assets - General Fund Buildings	5,492,528
Capital Assets - General Fund Vehicles	3,862,581
Capital Assets - General Fund Equipment	3,463,504
Capital Assets - General Fund Roads & Streets	42,993,433
Capital Assets - General Fund Drainage Network	20,857,922
Capital Assets - Under Construction - General	1,035,502
	<u>90,771,053</u>

Accumulated Amortization - General Fund Land Improvements	(4,180,268)
Accumulated Amortization - General Fund Buildings	(2,530,042)
Accumulated Amortization - General Fund Vehicles	(2,150,442)
Accumulated Amortization - General Fund Equipment	(1,632,966)
Accumulated Amortization - General Fund Roads & Streets	(21,477,848)
Accumulated Amortization - General Fund Drainage Network	(7,473,121)
	<u>(39,444,687)</u>

\$ 51,326,366

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(510,000)
Total Long Term Debt	6,487,000

Total Liabilities \$ 5,977,000

Investment in General Fund Fixed Assets 45,349,366

\$ 51,326,366

## Town of Rothesay

Balance Sheet - General Fund Reserves

2021-05-31

### ASSETS

BNS Gas Tax Interest Account	4,895
BNS General Operating Reserve #214-15	451,301
BNS - Gen Operating Reserve GIC	450,000
BNS General Capital Reserves #2261-14	259,754
BNS - Gen Capital Reserve GIC	860,000
BNS - Gas Tax Reserves - GIC	3,660,000
Gen Reserves due to/from Gen Operating	839,941
	<u>\$ 6,525,891</u>

### LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,100,187
Invest. in General Capital Reserve	955,938
General Gas Tax Funding	404,649
Invest. in General Operating Reserve	901,301
Invest. in Land for Public Purposes Reserve	144,838
Invest. in Town Hall Reserve	18,978
	<u>\$ 6,525,891</u>

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 2021-05-31

CURRENT ASSETS

Cash	4,685,462
Receivables	43,991
HST Receivable	175,015
Inventory	16,268
Gen Operating due to/from Util Operating	(928,896)
Total Current Assets	<u>3,991,839</u>
Other Assets:	
Projects	546,451
	<u>546,451</u>
<b>TOTAL ASSETS</b>	<b><u><u>4,538,291</u></u></b>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	623,905
Other Payables	515,777
Gen Operating due to/from Gen Reserves	839,941
Gen Operating due to/from Gen Capital	510,000
Accrued Sick Leave	6,600
Accrued Pension Obligation	(4,900)
Accrued Retirement Allowance	421,460
Def. Rev-Quispamsis/Library Share	57,731
<b>TOTAL LIABILITIES</b>	<b><u><u>2,970,514</u></u></b>

EQUITY

Retained Earnings - General	81,356
Surplus/(Deficit) for the Period	1,486,420
	<u>1,567,776</u>
	<u><u>4,538,291</u></u>

## 2021 July 12 Open Session FINAL\_112

## Town of Rothesay

Statement of Revenue & Expenditure  
5 Months Ended 2021-05-31

	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	1,416,858	1,416,858	7,084,291	7,084,291	0		17,002,299
Sale of Services	41,518	23,250	188,077	198,108	(10,031)		465,600
Services to Province of New Brunswick	10,000	5,000	25,000	25,000	0		60,000
Other Revenue from Own Sources	15,118	8,213	48,033	48,771	(738)		115,259
Unconditional Grant	10,933	10,933	54,664	54,664	0		131,193
Conditional Transfers	1,600	0	978,080	0	978,080		26,500
Other Transfers	0	0	294,648	294,649	(1)		1,082,149
	<u>\$1,496,026</u>	<u>\$1,464,254</u>	<u>\$8,672,794</u>	<u>\$7,705,483</u>	<u>\$967,311</u>		<u>\$18,883,000</u>
<b>EXPENSES</b>							
General Government Services	108,160	144,269	881,117	1,008,940	127,823		2,416,763
Protective Services	573,928	632,936	2,557,851	2,590,671	32,820		5,439,207
Transportation Services	271,038	272,965	1,570,054	1,636,698	66,643		3,687,492
Environmental Health Services	94,751	96,833	363,061	364,167	1,105		842,000
Environmental Development	24,699	35,862	236,863	304,511	67,648		649,200
Recreation & Cultural Services	150,709	144,198	827,530	858,309	30,779		2,147,204
Fiscal Services	48,691	46,856	749,897	48,189	(701,708)		3,701,134
	<u>\$1,271,976</u>	<u>\$1,373,918</u>	<u>\$7,186,374</u>	<u>\$6,811,484</u>	<u>\$374,890</u>		<u>\$18,883,000</u>
Surplus (Deficit) for the Year	<u>\$224,051</u>	<u>\$90,336</u>	<u>\$1,486,420</u>	<u>\$893,999</u>	<u>\$592,421</u>		<u>\$ (0)</u>

## 2021 July 12 Open Session FINAL\_113

## Town of Rothesay

Statement of Revenue & Expenditure  
5 Months Ended 2021-05-31

	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	1,385	1,667	1,325	8,333	(7,008)		20,000
Town Hall Rent	6,399	6,083	30,530	30,417	113		73,000
Arena Revenue	11,503	4,300	123,722	138,192	(14,469)		265,200
Community Garden	560	500	560	1,000	(440)		1,000
Fox Farm Rental	1,750	1,700	7,000	8,500	(1,500)		20,400
Recreation Programs	19,921	9,000	24,940	11,667	13,273		86,000
	<u>41,518</u>	<u>23,250</u>	<u>188,077</u>	<u>198,108</u>	<u>(10,031)</u>	1	<u>465,600</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	11,071	6,250	28,003	31,250	(3,247)		75,000
KVFD Admin Penalties	1,050	0	3,150	0	3,150		0
Recycling Doffies & Lids	94	50	355	250	105		600
Interest & Sundry	2,004	1,167	7,071	5,833	1,238		14,000
Miscellaneous	899	746	1,701	3,730	(2,028)		8,951
Fire Dept. Administration	0	0	3,000	3,000	0		12,000
History Book Sales	0	0	45	0	45		0
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>15,118</u>	<u>8,213</u>	<u>48,033</u>	<u>48,771</u>	<u>(738)</u>		<u>115,259</u>
<b>Conditional Transfers</b>							
Canada Day Grant	1,600	0	1,600	0	1,600		1,500
Grant - Other	0	0	976,480	0	976,480	2	25,000
	<u>1,600</u>	<u>0</u>	<u>978,080</u>	<u>0</u>	<u>978,080</u>		<u>26,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	32,148	32,149	(1)		32,149
Utility Fund Transfer	0	0	262,500	262,500	0		1,050,000
	<u>0</u>	<u>0</u>	<u>294,648</u>	<u>294,649</u>	<u>(1)</u>		<u>1,082,149</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,938	3,750	14,688	18,750	4,062		47,000
Councillors	9,821	10,342	49,273	51,708	2,435		136,100
Regional Service Commission 9	0	0	2,613	1,307	(1,307)		5,226
Other	225	5,292	1,100	6,458	5,358		13,500
	<u>12,984</u>	<u>19,383</u>	<u>67,674</u>	<u>78,223</u>	<u>10,549</u>		<u>201,826</u>
<b>Administrative</b>							
Office Building	7,671	10,292	90,309	103,458	13,150		177,500
Solicitor	0	4,167	1,352	20,833	19,482	3	50,000
Administration - Wages & Benefits	67,417	80,477	348,610	402,387	53,777	4	1,107,747
Covid-19 Expenses	2,524	2,083	10,177	10,417	239		25,000
Supplies	5,136	11,950	23,898	59,749	35,851	5	143,398
Professional Fees	0	2,500	12,853	12,500	(353)		30,000
Other	8,271	9,458	61,267	60,291	(976)		126,498
	<u>91,019</u>	<u>120,927</u>	<u>548,466</u>	<u>669,635</u>	<u>121,169</u>		<u>1,660,143</u>



## 2021 July 12 Open Session FINAL\_114

<i>Other General Government Services</i>						
Community Communications	0	833	1,231	4,167	2,936	10,000
Civic Relations	0	83	0	417	417	1,000
Insurance	4,157	0	237,058	223,290	(13,768)	223,290
Donations	0	2,833	6,400	14,167	7,767	34,000
Cost of Assessment	0	0	0	0	0	266,004
Property Taxes - L.P.P.	0	0	16,782	18,000	1,218	18,000
Fox Farm Rental Expenses	0	208	3,507	1,042	(2,465)	2,500
	<u>4,157</u>	<u>3,958</u>	<u>264,978</u>	<u>261,082</u>	<u>(3,896)</u>	<u>554,794</u>
	<u>108,160</u>	<u>144,269</u>	<u>881,117</u>	<u>1,008,940</u>	<u>127,823</u>	<u>2,416,763</u>
<b>Protective Services</b>						
<b>Police</b>						
Police Protection	233,517	233,517	1,197,937	1,167,585	(30,352)	2,802,204
Crime Stoppers	0	2,800	2,800	2,800	0	2,800
	<u>233,517</u>	<u>236,317</u>	<u>1,200,737</u>	<u>1,170,385</u>	<u>(30,352)</u>	<u>2,805,004</u>
<b>Fire</b>						
Fire Protection	339,917	393,161	1,018,448	1,072,994	54,546	2,262,703
Water Costs Fire Protection	0	0	330,000	330,000	0	330,000
	<u>339,917</u>	<u>393,161</u>	<u>1,348,448</u>	<u>1,402,994</u>	<u>54,546</u>	<u>2,592,703</u>
<b>Emergency Measures</b>						
EMO Director/Committee	81	1,667	406	8,333	7,927	20,000
	<u>81</u>	<u>1,667</u>	<u>406</u>	<u>8,333</u>	<u>7,927</u>	<u>20,000</u>
<b>Other</b>						
Animal & Pest Control	413	792	1,421	3,958	2,537	9,500
Other	0	1,000	6,839	5,000	(1,839)	12,000
	<u>413</u>	<u>1,792</u>	<u>8,260</u>	<u>8,958</u>	<u>698</u>	<u>21,500</u>
<b>Total Protective Services</b>	<u>573,928</u>	<u>632,936</u>	<u>2,557,851</u>	<u>2,590,671</u>	<u>32,820</u>	<u>5,439,207</u>

## 2021 July 12 Open Session FINAL\_115

<b>Transportation Services</b>						
<b>Common Services</b>						
Administration (Wages & Benefits)	137,169	141,740	715,431	708,702	(6,729)	1,835,500
Workshops, Yards & Equipment	60,172	50,750	288,149	298,750	10,601	654,000
Engineering	0	625	0	3,125	3,125	7,500
	<u>197,341</u>	<u>193,115</u>	<u>1,003,580</u>	<u>1,010,577</u>	<u>6,997</u>	<u>2,497,000</u>
Street Cleaning & Flushing	229	10,000	9,543	10,000	457	44,000
Roads & Streets	7,075	4,167	7,727	20,833	13,106	50,000
Crosswalks & Sidewalks	3,859	933	6,175	4,663	(1,512)	19,992
Culverts & Drainage Ditches	17,718	4,083	33,921	15,417	(18,504)	65,000
Snow & Ice Removal	0	3,458	364,244	408,292	44,048	651,500
Flood Costs	0	20,000	0	40,000	40,000	40,000
	<u>28,882</u>	<u>42,641</u>	<u>421,610</u>	<u>499,204</u>	<u>77,595</u>	<u>870,492</u>
Street Lighting	12,068	10,833	60,926	54,167	(6,759)	130,000
<b>Traffic Services</b>						
Street Signs	675	1,000	6,031	5,000	(1,031)	12,000
Traffic Lanemarking	45	20,000	3,042	20,000	16,958	30,000
Traffic Signals	27,643	3,333	37,418	16,667	(20,751)	40,000
Railway Crossing	4,240	1,833	12,630	9,167	(3,463)	22,000
	<u>32,601</u>	<u>26,167</u>	<u>59,121</u>	<u>50,833</u>	<u>(8,288)</u>	<u>104,000</u>
<b>Public Transit</b>						
Public Transit - Comex Service	0	0	24,088	20,875	(3,213)	83,500
Public Transit - Other	146	208	730	1,042	312	2,500
	<u>146</u>	<u>208</u>	<u>24,818</u>	<u>21,917</u>	<u>(2,901)</u>	<u>86,000</u>
<b>Total Transportation Services</b>	<u>271,038</u>	<u>272,965</u>	<u>1,570,054</u>	<u>1,636,698</u>	<u>66,643</u>	<u>3,687,492</u>
<b>Environmental Health Services</b>						
Solid Waste Disposal Land Fill garbage	13,654	16,667	82,462	83,333	871	200,000
Solid Waste Disposal Landfill Compost	3,792	2,833	12,463	14,167	1,704	34,000
Solid Waste Collection Fero	47,594	47,333	237,904	236,667	(1,237)	568,000
Clean Up Campaign	29,711	30,000	30,233	30,000	(233)	40,000
	<u>94,751</u>	<u>96,833</u>	<u>363,061</u>	<u>364,167</u>	<u>1,105</u>	<u>842,000</u>
<b>Environmental Development Services</b>						
<b>Planning &amp; Zoning</b>						
Administration	24,699	33,571	162,863	213,853	50,989	466,500
Planning Projects	0	2,083	0	10,417	10,417	25,000
Heritage Committee	0	208	0	1,042	1,042	2,500
	<u>24,699</u>	<u>35,862</u>	<u>162,863</u>	<u>225,311</u>	<u>62,448</u>	<u>494,000</u>
<b>Economic Development Comm.</b>						
Tourism	0	0	74,000	76,000	2,000	152,000
	<u>0</u>	<u>0</u>	<u>74,000</u>	<u>79,200</u>	<u>5,200</u>	<u>155,200</u>
	<u>24,699</u>	<u>35,862</u>	<u>236,863</u>	<u>304,511</u>	<u>67,648</u>	<u>649,200</u>

## 2021 July 12 Open Session FINAL\_116

<b>Recreation &amp; Cultural Services</b>							
Administration	25,016	24,129	128,593	140,644	12,051	17	332,300
Beaches	0	0	0	0	0		50,636
Rothsay Arena	18,952	29,750	154,601	158,833	4,233		315,000
Memorial Centre	4,244	5,667	41,303	36,333	(4,970)		76,000
Summer Programs	1,659	652	3,488	3,260	(228)		62,824
Parks & Gardens	55,716	60,545	170,077	208,186	38,109	18	613,500
Rothsay Common Rink	18,247	2,218	54,096	21,305	(32,791)	19	43,976
Playgrounds and Fields	19,471	12,833	40,696	47,667	6,971		124,000
Regional Facilities Commission	0	0	196,563	196,563	0		393,125
Kennebecasis Public Library	7,404	7,404	37,018	37,018	0		88,843
Special Events	0	1,000	1,095	8,500	7,405		39,500
PRO Kids	0	0	0	0	0		7,500
	<u>150,709</u>	<u>144,198</u>	<u>827,530</u>	<u>858,309</u>	<u>30,779</u>		<u>2,147,204</u>
<b>Fiscal Services</b>							
<b>Debt Charges</b>							
Interest	13,691	11,856	14,897	13,189	(1,708)		182,134
Debenture Payments	35,000	35,000	35,000	35,000	0		804,000
	<u>48,691</u>	<u>46,856</u>	<u>49,897</u>	<u>48,189</u>	<u>(1,708)</u>		<u>986,134</u>
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,715,000
Reserve Funds	0	0	700,000	0	(700,000)	20	0
	<u>0</u>	<u>0</u>	<u>700,000</u>	<u>0</u>	<u>(700,000)</u>		<u>2,715,000</u>
	<u>48,691</u>	<u>46,856</u>	<u>749,897</u>	<u>48,189</u>	<u>(701,708)</u>		<u>3,701,134</u>

Town of Rothesay

Variance Report - General Fund

5 months ending \$ 44,347.00 No meeting therefore no stmts

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Sale of Services	\$ 188,077	\$ 198,108	\$ -10,031	Arena and Bill McGuire closed
2	Conditional Transfers	\$ 976,480	\$ -	\$ 976,480	Safe Restart Covid funding

Total \$ 986,510.89  
 Variance per Statement \$ 967,311.00  
 Explained 102%

Expenses

General Government

3	Solicitor	\$ 1,352	\$ 20,833	\$ 19,482	fewer services required to date
4	Admin wages and benefits	\$ 348,610	\$ 402,387	\$ 53,777	one staff short
5	Supplies - information systems	\$ 23,898	\$ 59,749	\$ 35,851	timing, to be spent later
6	Insurance	\$ 237,058	\$ 223,290	\$ (13,768)	

Protective Services

7	Police Protection	\$ 1,197,937	\$ 1,167,585	\$ (30,352)	Extraneous costs
8	Fire Protection	\$ 1,018,447.94	\$ 1,072,994	\$ 54,546	

Transportation

9	Snow & Ice Removal	\$ 364,244	\$ 408,292	\$ 44,048	minimal snow/ice for early 2021
10	Flood 2020	\$ -	\$ 40,000	\$ 40,000	no flood
11	Culverts & Drainage Ditches	\$ 33,921	\$ 15,417	\$ (18,504)	
12	Traffic Lane Marking	\$ 3,042	\$ 20,000	\$ 16,958	
13	Traffic Signals	\$ 37,418	\$ 16,667	\$ (20,751)	Remove & replace traffic control cabinet on Marr Rd & Campbell

Environmental Health

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Environmental Development

14	Software and Equipment	\$ 44,982	\$ 71,000	\$ 26,018	timing, expected to be spent
15	Planning bylaw enforcement	\$ 188	\$ 14,583	\$ 14,396	
16	Planning and projects	\$ -	\$ 10,417	\$ 10,417	

Recreation & Cultural Services

17	Recreation Administration	\$ 128,593	\$ 140,644	\$ 12,051	Salaries lower than budgeted
18	Parks and gardens	\$ 170,077	\$ 208,186	\$ 38,109	Salaries allocation
19	Rothesay Common Rink	\$ 54,096	\$ 21,305	\$ (32,791)	no casual wages budgeted/power bill higher than budgeted Zamboni full machine look over

Fiscal Services

20	Transfer to reserve	\$ 700,000	\$ -	\$ (700,000)	Transferred money to reserve ull machine look over
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Total \$ (450,514)  
 Variance per Statement \$ (374,890)  
 Explained 120%

2021 July 12 Open Session FINAL\_118

Town of Rothesay

Capital Projects 2021  
General Fund  
5 Months Ended 2021-05-31

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>General Government</b>			
12021860 Town Hall Improvements G-2020-009	120,000	521	119,479
12010660 IT 2020 G-2020-008	38,000	0	38,000
12010060 General Projects from Reserves		3,754	(3,754)
<b>Total General Government</b>	<b>158,000</b>	<b>4,275</b>	<b>153,725</b>
<b>Protective Services</b>			
12011560 Protective Serv. Equipment Purchases P-20	136,000	1,308	134,692
<b>Total Protective Services</b>	<b>136,000</b>	<b>1,308</b>	<b>134,692</b>
<b>Transportation</b>			
12021360 Transportation Equipment Purchases T-202	600,000	295,481	304,519
12024360 Floating Dock T-2021-014	0	132,173	132,173
12027560 Stormwater Master Plan T-2020-013	200,000	27,679	172,321
12027960 Intersection Improvement Spruce/Clark T	300,000	0	300,000
12027760 2021 Asphalt Engineering T-2021-001	2,020,000	23,990	1,996,010
Unassigned:			
12027460 Designated Highway	1,100,000	19,454	(19,454)
<b>Total Transportation</b>	<b>4,220,000</b>	<b>498,777</b>	<b>2,621,223</b>
<b>Recreation</b>			
12020860 Recreation Equipment Purchases R-2020-01	25,000	0	25,000
12027160 Wells Field Replacement R-2020-002	250,000	712	249,288
12020760 Trail Development R-2020-007	50,000	0	50,000
12027860 2021 Wells Building R-2021-002	61,000	16,369	44,631
12012060 Arena Renovation R-2020-011	600,000	2,311	597,689
<b>Total Recreation</b>	<b>986,000</b>	<b>19,392</b>	<b>966,608</b>
<b>Carryovers</b>			
12027660 Traffic Study T-2020-014	0	17,941	(17,941)
12026860 Church Avenue Reconstruction T-2019-002	0	4,759	(4,759)
	0	22,700	(22,700)
<b>Total</b>	<b>\$ 5,500,000</b>	<b>\$ 546,451</b>	<b>\$ 3,853,549</b>

	Budget
Street sweeper	325,000
Sidewalk plow	200,000
RO83 1/2 Ton	50,000
Highway Signs	25,000

600,000

2021 Budget and Funding Allocation

Funding	2021	Operating	Reserve	Borrow	Gas Tax	Grant
General Government	158,000	158,000				
Protective Services	136,000	136,000				
Transportation	4,220,000	2,285,000	200,000	300,000	610,000	825,000
Recreation	986,000	136,000	250,000		600,000	
<b>Total</b>	<b>\$ 5,500,000</b>	<b>\$ 2,715,000</b>	<b>\$ 450,000</b>	<b>\$ 300,000</b>	<b>\$ 1,210,000</b>	<b>\$ 825,000</b>

# Town of Rothesay

## Utility Fund Financial Statements

May 31, 2021

**Attached Reports:**

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Capital Summary

U6

## Town of Rothesay

Capital Balance Sheet

As at 2021-05-31

ASSETS

## Assets:

Capital Assets - Under Construction - Utilities	1,523,835
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	803,922
Capital Assets Utilities Water System	27,756,293
Capital Assets Utilities Sewer System	24,095,854
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<hr/>
	56,628,657
Accumulated Amortization Utilites Buildings	(725,668)
Accumulated Amortization Utilites Water System	(8,223,909)
Accumulated Amortization Utilites Sewer System	(8,955,197)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(30,341)
Accumulated Amortization Utilites Equipment	(222,747)
Accumulated Amortization Utilites Roads & Streets	(19,067)
	<hr/>
	(18,218,960)
	<hr/>
TOTAL ASSETS	<u><u>38,409,697</u></u>

LIABILITIES

## Current:

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

## Long-Term:

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

EQUITY

## Investments:

Investment in Fixed Assets	30,240,149
Total Equity	<hr/> 30,240,149
TOTAL LIABILITIES & EQUITY	<hr/> <u><u>38,409,697</u></u>

# Town of Rothesay

Balance Sheet - Utilities Fund Reserves

2021-05-31

## ASSETS

BNS Utility Capital Reserve # 00241 12	10,185
BNS - Util Capital Reserve GIC	1,250,000
Util Reserves due to/from Util Oper	16,826
	<u>\$ 1,277,011</u>

## LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	876,173
Invest. in Utility Operating Reserve	105,730
Invest. in Sewerage Outfall Reserve	295,109
	<u>\$ 1,277,011</u>



**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 2021-05-31

ASSETS

Current assets:		
Accounts Receivable - Net of Allowance		915,816
Accounts Receivable - Misc.		(3)
Accounts Receivable - Projects		220,000
Total Current Assets		<u>1,135,812</u>
Other Assets:		
Projects		903,363
		<u>903,363</u>
<b>TOTAL ASSETS</b>		<u><u>\$ 2,039,175</u></u>

LIABILITIES

Accrued Payables	41,133
Due from General Fund	(928,896)
Due from (to) Capital Fund	850,000
Due to (from) Utility Reserve	16,826
Deferred Revenue	13,346
Total Liabilities	<u>(7,591)</u>

EQUITY

Surplus:		
Opening Retained Earnings		48,220
Profit (Loss) to Date		1,998,546
		<u>2,046,766</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<u><u>\$ 2,039,175</u></u>

Town of Rothesay  
Utilities Operating Income Statement  
5 Months Ended 2021-05-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	1,124	0	335,678	289,691	45,987	1	1,127,500
Meter and non-hookup fees	0	0	14,043	11,800	2,243		47,200
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	1,451	0	61,859	62,000	(141)		62,000
Sewerage Services	(1,235)	0	1,805,238	1,800,000	5,238		1,800,000
Connection Fees	1,300	5,833	6,800	29,167	(22,367)	2	70,000
Interest Earned	16,948	6,667	44,149	33,333	10,815	3	80,000
Misc. Revenue	213	561	2,038	2,803	(765)		6,727
Surplus - Previous Years	0	0	34,573	34,573	0		34,573
<b>TOTAL RECEIPTS</b>	<b>19,801</b>	<b>13,061</b>	<b>2,634,377</b>	<b>2,593,367</b>	<b>41,010</b>		<b>3,558,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	105,000	105,000	0		420,000
Audit/Legal/Training	206	792	6,113	6,958	846		12,500
Purification & Treatment	114,252	33,333	197,425	186,667	(10,758)	4	420,000
Transmission & Distribution	12,106	10,833	26,575	54,167	27,591	5	130,000
Power & Pumping	4,535	3,500	21,349	17,500	(3,849)		42,000
Billing/Collections	98	0	3,206	0	(3,206)		0
Water Purchased	0	63	514	313	(202)		750
Misc. Expenses	868	1,250	3,262	6,250	2,988		15,000
<b>TOTAL WATER SUPPLY</b>	<b>132,066</b>	<b>49,771</b>	<b>363,445</b>	<b>376,854</b>	<b>13,409</b>		<b>1,040,250</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	157,500	157,500	0		630,000
Audit/Legal/Training	0	625	7,089	10,125	3,036		14,500
Collection System Maintenance	0	2,667	7,184	13,333	6,149		64,000
Sewer Claims	0	1,667	10,004	8,333	(1,671)		20,000
Lift Stations	3,725	5,833	17,822	29,167	11,345	6	70,000
Treatment/Disposal	6,538	6,417	43,402	47,083	3,681		92,000
McGuire Road Operating	3,543	1,583	3,543	7,917	4,373		19,000
Misc. Expenses	0	1,167	3,931	5,833	1,902		14,000
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>13,806</b>	<b>19,958</b>	<b>250,475</b>	<b>279,292</b>	<b>28,816</b>		<b>923,500</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	16,224	16,224	16,224	16,224	(0)		300,617
Principal Repayment	0	0	0	0	0		515,357
Other Debt Charges/Bank Charges	0	0	0	0	0		8,276
Transfer to Reserve Accounts	0	0	5,686	0	(5,686)	7	70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
<b>TOTAL FISCAL SERVICES</b>	<b>16,224</b>	<b>16,224</b>	<b>21,910</b>	<b>16,224</b>	<b>(5,686)</b>		<b>1,594,250</b>
<b>TOTAL EXPENSES</b>	<b>162,097</b>	<b>85,953</b>	<b>635,830</b>	<b>672,370</b>	<b>36,539</b>		<b>3,558,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(142,295)</b>	<b>(72,893)</b>	<b>1,998,546</b>	<b>1,920,997</b>	<b>77,549</b>		<b>(0)</b>

# Town of Rothesay

Variance Report - Utility Operating  
5 Months Ended May 31, 2021

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	335,678	289,691	45,987	Commercial sales higher than budgeted
2	Connection Fees	6,800	29,167	(22,367)	Variance recovers in May/June
3	Interest Earned	44,285	33,333	10,952	Manual interest calculation adjusted
Expenditures					
Water					
3	Purification & Treatment	197,425	186,667	(10,758)	
4	Transmission & Distribution	26,575	54,167	27,591	
Sewer					
5	Lift Stations	17,822	29,167	11,345	
Fiscal Services					
6	Transfer to Reserve Accounts	5,686	-	(5,686)	timing, corrected in December

# Town of Rothesay

Capital Projects 2021  
Utility Fund

5 Months Ended 2021-05-31

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget		
<b>WATER</b>						
12045330 Station Road Water Line Replacement W-2020-003	400,000		0	400,000		
12044330 Shadow Hill Watermain W-2020-002	250,000		0	250,000		
12043430 Well Development - Quality W-2021-004	290,000		34,435	255,565		
12045730 College Hill Water Line S-2020-001	708,000		0	708,000		
12045830 Hillside Tank Heater & Mixer W-2021-001	60,000		64,415	-4,415		
12030030 Misc Projects-Water-Filtration Building			49,872	-49,872		
12039930 Maliseet Water Line			33,862	-33,862		
	<u>\$ 1,708,000</u>	<u>\$ -</u>	<u>\$ 182,584</u>	<u>\$ 1,525,416</u>		
<b>SEWER</b>						
12046030 Turnbull Court Design S-2021-001	1,000,000		0	1,000,000		
12044830 Sewer Costs in Asphalt Contract T-2021-005	95,000		0	95,000		
12045430 Conversion to Digital Radio S-2020-006	35,000		9,261	25,739		
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		25,028	1,474,972		
12045930 Seville Sewer Repair S-2021-007	100,000		0	0		
	<u>2,730,000</u>	<u>-</u>	<u>34,289</u>	<u>2,595,711</u>		
<b>Total Approved</b>	<u>4,438,000</u>	<u>-</u>	<u>216,873</u>	<u>4,121,127</u>		
<b>Carryovers</b>						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		3,709	-3,709		
12045030 Turnbull Court Design S-2020-001	-		682,781	-682,781		
	<u>0</u>	<u>0</u>	<u>686,490</u>	<u>-686,490</u>		
	<u>4,438,000</u>	<u>-</u>	<u>903,363</u>	<u>3,434,637</u>		
<b>Funding:</b>						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	1,708,000	240,000	603,000	115,000	60,000	470,000
Sewer	2,730,000		150,000	710,000	1,640,000	230,000
	<u>\$ 4,438,000</u>	<u>\$ 240,000</u>	<u>\$ 753,000</u>	<u>\$ 825,000</u>	<u>\$ 1,700,000</u>	<u>\$ 700,000</u>

## Town of Rothesay

2021-05-31

219500-60

## Donations/Cultural Support

Budget  
2021

Paid to date

KV3C	2,500.00	
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	
Fairweather Scholarship	1,000.00	1,000.00
KV Oasis	2,500.00	-
Saint John Theatre Company	1,000.00	1,000.00
Symphony NB	2,500.00	
Vocational Training Centre	6,000.00	
sub	<u>25,500.00</u>	<u>7,000.00</u>

Other:	8,500.00	
Junior Achievement		300.00
RNS Youth for Youth		100.00
sub	<u>8,500.00</u>	<u>400.00</u>

<u>34,000.00</u>	<u>7,400.00</u>
------------------	-----------------

G/L Balance

7,400.00

2021-05-31

211200-60

Mayor's Expense	10,000.00	
Cell		104.29
	<u>10,000.00</u>	<u>104.29</u>

G/L Balance

104.29

Other:

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

<u>59,800.00</u>	<u>10,304.29</u>
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# TOWN OF ROTHESAY

FINANCE COMMITTEE  
HELD VIA WEBEX

June 23, 2021

Open Session

In attendance:

Councillor Matt Alexander, Chairman

Mayor Nancy Grant

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

The meeting called to order at 8:32.

The agenda amended to include 4(e) Upcoming events under Donation Request (NG/DS).

## **Election of Committee Chairperson**

Councillor Matt Alexander nominated as Committee Chairperson

## **Review of Minutes**

The minutes of April 1, 2021 accepted as presented. (NG/DS)

## **May Financial Statements**

Treasurer MacDonald provided a brief overview of the financial statements and the different funds (Capital, Reserve and Operating)

General Fund – Treasurer MacDonald reviewed the financial statements including discussion of budget variances and capital allocations.

- Sales of Services Revenue is under budget due to closures.
- Unconditional Grant for Covid funding of \$976K of which \$700k was transferred to operating reserve
- Admin wages lower due to staffing, in the process of hiring
- Snow & Ice lower than expected but will depend on the weather at the end of the year
- Common Rink – Unanticipated Zamboni repair of approx. \$15k and remainder is casual wages not re-allocated to Parks and Recreation.

Utility Fund – Treasurer MacDonald reviewed the financial statements including discussion of budget variances and capital allocations. Expenditure variances are primarily due to timing as the department holds off on some work until later in the year to ensure funds are available. Capital,

Turnbull Court Phase I is a carryover from 2020 and money was previously allocated from the 2020 budget.

Treasurer MacDonald explained Utility rates reflect the cost of operating and servicing debt. Rates will increase fund for the capital and operation new treatment plant.

Motion to accept the financial statements approved. (DS/NG)

**Donation Request**

- a) Make-a-wish Canada (\$1000) - it was agreed to **recommend to Council to fund \$500 (NG/DS)**
- b) Compassionate Grief Centre (\$5000) – it was agreed to **recommend to Council to fund \$1,000 as a one time support on the condition it be used to help residents of Rothesay not just seniors. (DS/HB)**
- c) YMCA (\$1000) - - it was agreed to **recommend to Council to fund \$1,000 (DS/HB)**
- d) Oldies 96 (\$1000) – it was agreed to **recommend to Council to deny the request on the premise it was a For-Profit entity and the use of the funds were unclear. (NG/DS)**
- e) Upcoming events –2 tickets purchased for Fundraising dinner on September 7, one ticket to be offered to a volunteer in Rothesay

**Correspondence for Information:**

Investment Policy – Reviewed policy. Purpose is capital preservation, not to earn money on return

Insurance invoice – Oversight by Insurance Company, commercial insurance invoice missed and an additional \$4,151 required payment (no affect on coverage). Insurance premiums increased by 20% compared to previous year (budgeted for 15% increase)

Gas Tax Funding – Letter confirming first of two installments of Gas Tax Funds of \$839,941 (received end of May) and to expect an additional one-time top up amount in the near future.

Strategic Procurement “Sourcewell” – Town of Rothesay joined group buying program approved by government, with the expectation that savings will be incurred by not having to solicit for tenders or quotes.

**Compliance Report**

Accepted as presented.

**Next Meetings**

July 22, 2021 and April 1, 2021.

Meeting adjourned at 9:50. (DS/HB)

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Councillor, Matt Alexander Chairman

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Douglas MacDonald, Treasurer



2021 July 12 Open Session FINAL\_129

# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO : Mayor & Council  
FROM : Treasurer Doug MacDonald  
DATE : July 5, 2021  
RE : Finance Committee Motions

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The Finance Committee at its meeting of June 23, 2021 recommended the following motions:

Council approve a grant request from the Make-A-Wish Canada, New Brunswick Chapter, in the amount of \$500.00.

Council approve a grant request from the Compassionate Grief Centre in the amount of \$1,000.00 as a one time support on the condition it be used to help residents of Rothesay not just seniors.

Council approve a grant request from the YMCA in the amount of \$1,000.00.

Council deny a request for a donation in support of "Oldies 96" radio station.



App. Date: June 3<sup>rd</sup>, 2021

Applicant: Make-A-Wish Canada, New Brunswick Chapter

SCHEDULE A  
Application for Rothesay Municipal Grant

Address: 600 Main Street, Suite C202 Saint John NB E2K 1J5

Contact: Kristen Anderson Tel. 506-632-6922

Email: Kristen.anderson@makeawish.ca

**Organization Description:**

Make-A-Wish Canada® (Unified with the Children's Wish Foundation on October 1<sup>st</sup>, 2019) is an organization that grants wishes to children with critical illnesses. The New Brunswick Chapter employs three full-time staff and currently one summer student. At the moment, New Brunswick has approximately 76 approved wishes. Each wish family is assigned to a dedicated Wish Coordinator who is able to personally and carefully structure each heartfelt wish experience to meet the particular needs of the child and their family. Also, our Chapter is supported by a Chapter Advisory Board (CAB), which is populated by eight people, members of the business community and community at large. For decades, the New Brunswick Chapter has been successfully delivering on its mission and mandate for New Brunswick children and their families.

**Descriptions of proposed event or activity:**

We are looking to host our 2<sup>nd</sup> Annual Teddy Bear Picnic event on The Commons. The town of Rothesay provided \$500 for this event in 2020 and we would love to have you on board again. If possible, I would love to request \$1000 for 2021.

There are two options:

1. Sponsorship: Logo on the ticketing website, tagged in social media posts, logo on sponsor board displayed at the event
2. Donation: Receives a tax receipt

Our first event in 2020 was a great success and we had the most beautiful weather! We put a smile on the faces of many families in the community. With the space that The Commons provides it was easy to ensure that everyone had plenty of room to be more than 6ft apart.

We intended to keep the event generally the same this year.

- Arrival, check in, sanitize, children receive bubbles
- Everyone escorted to a spot to ensure proper distancing
- Subway kids packs distributed by volunteers to each bubble
- Stage entertainment while they enjoy their picnic
- Magical Memories characters stationed for socially distanced photos



**Project costs: \$3,000**

We are seeking sponsorship/donation to cover all costs, as well as enhance the overall outcome of fundraising for this event. With the ticket prices being at an affordable \$25 and limiting our numbers to 100 guests this event would only raise \$2,500 without your support. As you can imagine, a lot of work and time goes into this event therefore, we need sponsors/donors such as the Town of Rothesay to ensure that we are able to put on a fantastic community event while also raising money for our New Brunswick wish children.

**Benefits to town of Rothesay:**

It has been a tough year for all. Through this event we are able to provide fun, joy, smiles and a sense of community gathering all done safely outside on The Commons.

A wish transforms the lives of sick children and their families; it's a proven fact. We expect to see the following outcomes from granting the wish of a child in New Brunswick with support from the Town of Rothesay.

In 2017, the Children's Wish Foundation commissioned an impact study, which included the following findings:



Wishes have a positive and lasting impact on wish children and their families, beyond the experience of the actual wish.

"As a doctor, I can optimize medication to relax or reduce my patient's pain. But allowing them a wish is in many cases as therapeutic as most of the medical things I can do for them." - Dr. Jeremy Friedman, Chief of Pediatric Medicine and Associate Pediatrician-in-Chief at SickKids and the head of the Children's Wish Medical Advisory Committee.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R- 10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

**Application for Rothesay Municipal Grant**

**App. Date:** March 11, 2021  
**Applicant:** Compassionate Grief Centre  
**Physical Address:** 53 Clark Road, Rothesay, NB E2E 2K9  
**Mailing Address:** PO Box 4442, Rothesay, NB E2E 5X2  
**Contact:** Jamie Godfrey, Chief Executive Officer **Tel:** (506) 847-0002  
**E-mail:** [hello@compassionategriefcentre.ca](mailto:hello@compassionategriefcentre.ca)

**Organization Description:**

The Compassionate Grief Centre supports people to heal and embrace life when living with a serious illness, dealing with the impending death of a loved one and/or experiencing the pain of grief due to life losses and trauma.

We are a new charity that opened its doors during the COVID-19 pandemic and the timing could not have been better. The Canadian Grief Alliance says that *“grief is the hidden healthcare crisis in this whole pandemic.”*

Grief is not just about death, it is about life losses and this pandemic has triggered an immense amount of grief due to the many losses people have suffered. People have struggled with separation from friends and family who usually provide comfort and support to help us cope with death and life losses. People are also grieving the loss of financial security, a career, a sense of community, freedom to travel, physical connections, relationships, inability to attend funerals, say goodbye to loved ones, etc.

It is estimated that for every one person who dies, there are five who grieve. With the increase in deaths due to the ongoing coronavirus pandemic, it has been estimated that there are nine griever for each death.

Every day, our caring, professional staff and trained volunteers are supporting people through the dark days of grief and loss. As a charity, it is our caring community that provides 100% of the funds needed to deliver our programs and services.

**Amount Requested: \$5,000**

**Description of Proposed Activity: *“Seniors Matter Too – Helping Seniors Cope with Loss”***

Seniors face multiple losses as they age. The death of loved ones and loss of a career, physical health, a family home, a life they once knew, financial decline, etc. An older individual may think more about dying than living. They may feel a sense of hopelessness as the future looks bleak and short. Loneliness intensifies and feelings of sadness and depression become all too real.

Researchers predict that by 2038, 31.3% of NB's population will be seniors. The 2017 "Aging Strategy for New Brunswick" noted that the vision for aging must include "*a culture of wellness so that seniors are able to enjoy a high quality of life.*"

Seniors experience many different types of losses as they age, loss of loved ones, loss of material items, and the loss of health and independence "*Mental health concerns, such as anxiety and depression, often correlate with seniors' experiences of grief and loss,*" noted the Canadian Psychological Association in 2009.

Grief and loss impacts seniors both psychologically and physically. Mental health concerns, such as anxiety, depression, hopelessness, etc. can occur, along with physical consequences such as sleeplessness, loss of appetite and a decreased functioning of the immune system, making them more vulnerable to infection and disease. In the first 6 months after the loss of a spouse, widow and widowers are at a 41% increased risk of mortality.

Studies show that counselling and support groups can improve self-esteem, life satisfaction, and emotional and physical well-being for seniors, leading to a significantly enhanced quality of life and reduced illness.

This program is dedicated to providing professional grief counseling and support groups to seniors who are coping with these many losses with the goal of enhancing their quality of life, improving their health and supporting them to remain active and productive citizens. These counselling services and programs will be available either virtually or in person at the Compassionate Grief Centre.

**Benefits to Town of Rothesay:**

This grant will be used to provide free counselling and grief support to seniors in the Town of Rothesay. On average, individuals need a minimum of four private counselling sessions prior to proceeding to join support groups. Your \$5,000 will support us to provide comprehensive grief support services to ten (10) residents of the Town of Rothesay. This is in keeping with Rothesay being an "Age Friendly Community" and supporting seniors to live safely, in good health and remaining actively involved in their community.

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**YMCA of Greater Saint John**  
191 Churchill Blvd.  
Saint John, NB E2K 3E2  
Tel: 506-693-9622  
Fax: 506-634-0783

May 21, 2021

Town of Rothesay  
70 Hampton Rd, Town Hall  
Rothesay NB E2E 5L5

Dear John,

The YMCA of Greater Saint John has been a trusted charity in the community for over 167 years serving Sussex to St Stephen, committed to nurturing the potential of children, youth, seniors and families, promoting healthy living and fostering social responsibility within our community.

When you support the Y, you help remove financial barriers and open doors for everyone in our community to participate in health, recreation, and life-building activities. Through our annual Strong Communities Campaign we provide financial assistance for all anyone in need to access proven YMCA programs and services. We believe that giving people the opportunities they need to reach their full potential will help them to live healthier and happier lives.

The Strong Communities Campaign has helped thousands of people access Y programs and services such as licensed child care, youth mental health support, recreational programs, digital literacy for seniors, and health and fitness memberships for all ages.

The COVID-19 pandemic put a stress on the finances of many individuals and families but donors came through to make the 2020 Strong Community Campaign a success. When a donation is made to the Strong Communities Campaign, it has a direct and immediate impact on those who need it most.

We need your help to continue assisting those most in need in our community and hope the Town of Rothesay would consider a donation of \$1,000 to the Strong Communities Campaign. Thank you for your previous support of Camp Glenburn Campaign in which campers are financially supported by Strong Communities Campaign to attend camp every year.

On behalf of the YMCA of Greater Saint John, thank you for your consideration of our request and helping us carry out our work to help enriching and improve the lives of others in our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristen Wheaton Clayton'.

Kristen Wheaton Clayton

Building healthy  
communities



**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. Date: May 21 2021

Applicant: YMCA of Greater Saint John

Address: 191 Churchill Blvd

Contact: Kristen Wheaton Clayton Tel. 506-634-4927

Email: K.clayton@Saintjohn.ca

Organization Description: The YMCA of Greater Saint John has been a trusted charity for over 167 years serving Sussex-St. Stephen.

Amount Requested: \$ 1,000

Descriptions of proposed event or activity: A donation of \$1,000 in support of Strong Communities which will aid people in our community who may be in need of financial assistance to attend YMCA programs.

Project costs: \$ 1,000

Benefits to town of Rothesay: When you support the Y, you help remove financial barriers and open doors for everyone in our community to participate in health, recreation, and life-building activities.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

## Application for Rothesay Municipal Grant

2021 July 12 Open Session FINAL\_136

**App. Date:** March 29<sup>th</sup>, 2021  
**Applicant:** Oldies96 CINB 96.1 FM Communications  
**Studio Address:** 126 Hampton Road, Rothesay, NB E2E 2K9  
**Contact:** Don Mabee, General Manager      **Tel:** (506) 847-9600  
**E-mail:** [don.mabee@oldies96.com](mailto:don.mabee@oldies96.com)



### **Organization Description:**

CINB-FM is a Canadian radio station in New Brunswick. Formerly a Christian music community radio station that operated in uptown Saint John since 2001, Oldies96 opened its doors in Rothesay in November 2020 becoming the first radio station in the Kennebecasis Valley. Newly branded as **Oldies96, Memories and More**, it broadcasts Classic Hits of the 50's, 60's, and 70's, local talk, and specialty shows, and is found at 96.1 MHz on the FM dial.

**Amount Requested: \$1,000**

### **Description of Proposed Activity:**

Oldies96 is a community radio station that contributes to our community's overall quality of life. Music is a very powerful spiritual and emotional tool and has positive effects on our brain. It helps to reduce anxiety, stress, depression, brings tremendous positive memories and contributes to healing and a positive sense of self-worth.

We are able to provide entertainment and comfort through on-air programming content, over social media and our website. However, Oldies96 wants to reach out to our community by attending & holding events to help others to raise funds and enhance their activities. We look forward to meeting and getting to know our listeners .... up close & personal, as the pandemic wanes and provides safe opportunities to open up once again!

We are in search of a motor vehicle which we can wrap in Oldies96 fashion to get out there in our community and engage. Your kind consideration will help us to achieve this goal.

### **Benefits to Town of Rothesay:**

Located in Rothesay, our signal reaches out in the valley, Greater Saint John and throughout the surrounding communities. There has been a void in the market to our genre of music as we offer music from the 50's, 60's and 70's each day, 24/7. Rothesay offers a true "Age Friendly Community" and we are so glad to provide our local senior citizens with music that offers the opportunity for making "Memories and More"! The feedback from listeners has been tremendous, and quite passionate, as they tell us that the programming has helped them cope with the negative effects of the pandemic and is contributing to their quality of life.

Oldies96 is a non-profit community radio station. While some of our funding comes from paid radio ads, additional funding must be raised from the community to keep us on the air. Please consider a donation to Oldies 96 to support our continued operations. We too are making a difference to those in need.

*All records in the custody and control of the Town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, cR-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at public Town Council or committee meeting. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664). For more information, fill out the form [here](#), or call (506)847-9600.*

## New “Oldies” Radio Station Launches In Greater Saint John

Nov 5, 2020

by Cherise Jetson



**QUISPAMISIS** — A new community radio station out the Kennebecasis Valley is bringing the best of the oldies to Greater Saint John.

Oldies 96 is officially launching Monday, November 9, with Saint John radio legends like Donnie Robertson, Terri Wallace and Bruce Weaver returning to the airwaves.

The station is operated by Don Mabee and his son, Matt Mabee. Don, who’s worked in radio for decades, previously ran a radio station NewSong FM, a contemporary Christian music radio station that operated in uptown Saint John. Though the station was successful for a while, similar stations popping up in the market, so he decided it was time to make a big change.

“We decided we would do something different and we applied to the CRTC to change formats to an oldies station and also increase our power. At the time we had the Christian station on it was 50 watts,” says Don. “The CRTC allowed us to change the format to oldies and they also allowed us to increase our power to 2,500 watts. So we’ll basically be serving all of southern New Brunswick.”

Based out of a location on Hampton Road in Quispamsis, Oldies 96 (96.1 Fm on the dial) is the first radio station to be based in the Kennebecasis Valley.

Like most radio stations, it will rely on advertising as its core source of revenue. Under the regulations NewSong FM operated under, they weren’t able to sell advertising, which made it especially difficult to run. But Oldies 96 is a registered community radio station, which means it’s able to sell ads while also offering in-kind advertising to local community groups and non-profits.

“When people need help, we reach out to help them. It’s a community organization, non-profit, then we will help them,” says Don. “In return, the Community Radio Association of Canada allows us to sell commercials for [goods and] services.”





*The Oldies 96 studio in Quispamsis. Image: Cherise Letson/Huddle Today*

Oldies 96 will play music from the mid-50s (think when Elvis arrived on the scene), through the 70s.

Though on the surface the switching from a Christian radio station to an oldies station may seem like an odd choice, it's actually a smart one.

Greater Saint John hasn't had an oldies radio station for years. Previously, it was CFBC, which switch to country music. The city has stations for rock, 80s and 90s, country, and modern pop, but none focusing on the 50s, 60s and 70s eras. And given the province's older demographic, and a resurgence of interest in artists from the era from young generations (if don't believe me, just take a look at what TikTok did for Fleetwood Mac) there's a hole in the market to be filled.

"I feel like oldies music has been neglected for a very long time, not just here in Saint John, but everywhere," says Matt Mabee. "All the stations today want to play the hits and the latest music and that's fine too, but there is a lot of great music from the 50s, 60s and 70s ... There's a lot of great music that everyone from any age can enjoy."

The radio industry as a whole has face massive upheaval over the last 10 years, with the streaming services like Spotify making it easy for anyone to listen to curated playlists at their fingertips. Yet, radio stations, particularly those with strong roots in their community have persevered.

"You can listen to Spotify in your car, but Spotify is not going to tell you there's a traffic jam on Loch Lomand Road. It's not going to tell you that's you're going to get hammered with 50 cm of snow later that day," says Matt.

"You can listen to whatever you want on Spotify, but it's the local community connection for us."



# ROTHESAY

2021 July 12 Open Session FINAL - 139

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, June 22, 2021 at 10:00 a.m.**



**DRAFT**

**PRESENT:** MAYOR NANCY GRANT, *ex-officio member*  
COUNCILLOR HELEN BOYLE  
MIRIAM WELLS, CHAIRPERSON  
NANCY HASLETT  
JILL JENNINGS  
DR. SHAWN JENNINGS  
WILLA MAVIS  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON  
ROBERT TAYLOR

AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** JULIE ATKINSON  
CHRISTINA BARRINGTON  
ANGELA CAMPBELL  
JEAN PORTER MOWATT  
TOWN MANAGER JOHN JARVIE  
RECREATION COORDINATOR KERI FLOOD

Chairperson Wells called the videoconference to order at 10:00 a.m. All members were connected remotely.

## 1. APPROVAL OF AGENDA

**MOVED** by R. Taylor and seconded by N. Stephenson the agenda be approved as circulated.

**CARRIED.**

## 2. APPROVAL OF MINUTES

2.1 Rothesay Hive Advisory Committee meeting of May 18, 2021.

**MOVED** by S. Jennings and seconded by N. Haslett the minutes of May 18, 2021 be adopted as circulated.

**CARRIED.**

## 3. WELCOME COUNCILLOR HELEN BOYLE

Chairperson Wells welcomed Counc. Helen Boyle, and made introductions.

## 4. DECLARATION OF CONFLICT OF INTEREST

N/A

## 5. DELEGATIONS

N/A

**6. ADMINISTRATION**

6.1 Miriam Wells can now be reached at  
**FOR INFORMATION.**

6.2 Email or Mail Completed Honorarium form to Mary Jane Banks at MaryJaneBanks@Rothesay.ca  
**FOR INFORMATION.**

**7. AGE-FRIENDLY COMMUNITY DESIGNATION****7.1 Requirements for Renewal Discussion**

Chairperson Wells explained following receipt of the email she, Town Manager Jarvie, K. Duffley, Mayor Grant, and D. O'Connor, held a virtual meeting with Phyllis Mockler-Caissie, of the Department of Social Development. She reported following the discussion, Ms. Mockler-Caissie had a better understanding, but remained convinced an Age-Friendly Advisory Committee – that reports directly to Council – is necessary to address the needs of the entire community. She added K. Flood has agreed to review the renewal application as a “fresh set of eyes” to help improve clarity.

The Committee expressed interest in:

- Renaming the Rothesay Hive Advisory Committee the “Age-Friendly Advisory Committee”
- Revising the terms of reference and mandate for the Committee to:
  - reflect the eight domains of an age-friendly community as much as possible
  - formalize an interest in ensuring one of the eight Rothesay residents, comprising the Committee, represents the community of disabled persons in Rothesay
  - acknowledge every effort will be made to secure representation from the various geographical areas in Rothesay
  - articulate existing collaboration with other Town committees (i.e. Parks and Recreation Committee)
  - identify support for affordable housing initiatives and policies outlined in the Municipal Plan and studies previous commissioned by the Town
    - Staff will include affordable housing policies and initiatives in the next iteration of the renewal application
  - showcase a broader scope, rather than a focus on the Rothesay Hive
  - clarify the Committee’s existing arrangement to report directly to Council

It was agreed the documents will be revised and brought back to the Committee at the next meeting, at which time a recommendation can be made to Council.

R. Taylor noted the Saint John Senior Centre also had a similar taxing experience with the Department of Social Development, when trying to secure funding.

**8. PROGRAMMING UPDATE****8.1 K. Duffley to provide the update**

K. Duffley reported:

- Speaker Series highlights:
  - Gardening (344 views)
  - A Pharmacist’s Perspective (879 views)
  - The Impacts of Being “Home Alone” (193 views)

- Downsizing (91 views)
- The Positives of Caregiving (112 views)
- Your Home is Your Castle: Home Safety Tips (331 views)
- KV Walkers & the Great Outdoors (200 views)
- Keeping Your Vehicle in Shape (170 views)
- Growth in the Rothesay Hive Facebook group, now 273 members following the Spring Speaker Series
- Intergenerational Day – cancellation of afternoon event due to low registration; successful morning event with Touchstone Academy, attendees were: students, grandparents, Rothesay Hive members, Committee members, and members of the Kennebecasis Regional Police Force (*see Correspondence for Information for feedback*)

When questioned, K. Duffley advised there have been some changes in the facility following the gradual easing of COVID-19 related restrictions. For instance, temperature checks are not required to enter the facility. She advised, capacity cannot be increased until social distancing is no longer required.

K. Duffley continued reporting:

- The Rothesay Elementary School greenhouse is under construction and staff are waiting for a response to discuss intergenerational opportunities
- the design and production of fridge magnets (for medical information) has been undertaken by the Kennebecasis Regional Police Force
- A \$1,000 ParticipACTION grant was received to host outdoor activities in June, and to purchase Rothesay yoga mats, and cones to maintain social distancing
  - The activities have been popular thus far
- Jill Donovan's fitness class at the Bill McGuire Centre was informed the Town will be assuming responsibility for administration of the program come September
- The next edition of the Rothesay Hive newsletter will be released July 5<sup>th</sup>
- Less activities are scheduled for July because of instructor schedules
- Continuation of the monthly book club

## 8.2 Opportunity: Living Saint John Dial a Ride Program

The Committee expressed interest in extending an invitation to the program coordinator to learn more about the opportunity; more specifically regarding liability, insurance, and accessibility. It was agreed this could create opportunities to address transportation concerns, collaborate with neighboring communities, and increase offerings for the age-friendly designation renewal application.

## 8.3 Opportunity: Zoomers on the Go!

D. O'Connor commented on the growing popularity of the program. Seniors can complete a certification process to lead the classes. She explained, following a partnership with the University of New Brunswick, the intent has been to introduce this free peer-led program to municipalities throughout the province. An introductory event is scheduled in Saint John on August 2<sup>nd</sup>, 2021 (New Brunswick Day). There are currently no certified trainers in the Kennebecasis Valley. The Committee expressed interest in exploring this offering in the future should the opportunity arise; especially once the facility returns to a full schedule and capacity.

**9. OUTREACH PROGRAM****9.1 DRAFT Outreach Mission Statement, Document Review**

Suggestions were made to improve clarity and make the document more concise. The Committee debated whether to draft an outreach mission statement solely for the proposed new Age Friendly Advisory Committee, or for the Rothesay Hive as well. It was agreed both the outreach mission statement and terms of reference, for the proposed new Age-Friendly Advisory Committee, will be developed in tandem, with inclusion of the eight domains, as suggested by the Department of Social Development. It was suggested it may be advantageous to include mention of communication channels such as the Rothesay Hive Facebook page and newsletter.

R. Taylor asked if “age-friendly” refers to seniors or all ages. D. O’Connor noted it encompasses all ages because of the intergenerational aspect, however in Rothesay there is a focus on seniors.

**10. SPONSORSHIPS & DONATIONS UPDATE****10.1 Report from Sponsorship Sub-Committee**

Chairperson Wells noted donations have been accumulating, but not spent. The Committee expressed interest in deferring decisions on how the funds are spent until the facility returns to full capacity. This will provide a better indication of the best way to keep programming affordable. In the meantime the Sub-Committee recommends focusing on current sponsor engagement and satisfaction. Current sponsors are included on the distribution list for the Rothesay Hive newsletter, and receive bi-annual check-ins via telephone.

The Committee discussed opportunities for sponsor recognition and engagement, including providing sponsors with “Sponsor of the Rothesay Hive” decals to put in the windows of their businesses. This publicly acknowledges a sponsor’s contributions, and improves exposure for the Rothesay Hive. K. Duffley agreed to look into the suggestion. It was further suggested sponsors be invited to a Coffee and Chat event in the Fall for a photo-op to be posted to social media. Mayor Grant and D. O’Connor reflected on the usefulness of social media posts as a positive tool to generate publicity for local businesses and organizations.

**11. CORRESPONDENCE FOR INFORMATION****11.1 Healthy Cities Implementation Science Team Grants**

It was noted Rothesay is ineligible for the program.

**11.2 Rothesay Intergenerational Day****RECEIVED FOR INFORMATION.****Meeting Addendum:**

D. O’Connor noted she attended a Future of Aging webinar regarding “Utilising technology effectively for prevention”. She praised the webinar as a great source of information regarding technology, innovations, and how best to help the senior community. She encouraged Committee members to contact her for more information. Chairperson Wells suggested D. O’Connor see if the information can be provided in hard copy format and shared in the Rothesay Hive.

R. Taylor asked if in-person meetings will resume, in the near future, following the gradual ease of COVID-19 related restrictions. Chairperson Wells suggested this could be a possibility in August.

**ROTHESAY**

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Rothesay Hive Advisory Committee (via videoconference)  
Minutes -5-

22 June 2021

**12. DATE OF NEXT MEETING**

The next meeting is scheduled for Tuesday, July 20, 2021 at 10:00 a.m.

**13. ADJOURNMENT**

**MOVED** by J. Jennings and seconded by Counc. Boyle the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 11:15 a.m.

\_\_\_\_\_  
CHAIRPERSON

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



# ROTHESAY

2021 July 12 Open Session FINAL 144

## HERITAGE PRESERVATION REVIEW BOARD MEETING BY WEBEX VIDEOCONFERENCE

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

**Wednesday, June 23, 2021 at 7:00 p.m.**



**DRAFT**

**PRESENT:** COUNCILLOR TIFFANY MACKAY FRENCH  
LORRAINE FORBES  
JON LEHEUP, CHAIRPERSON  
SARAH MACKINNON  
RAHA MOSCA  
HOWARD PEARN

DIRECTOR OF DEVELOPMENT AND PLANNING SERVICES BRIAN WHITE  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** CATHARINE MACDONALD

The videoconference was called to order at 7:00 p.m. All members were connected remotely.

### 1. ELECTION OF OFFICERS

DPDS White called three times for nominations from the floor for Chairperson. Counc. Mackay French nominated J. Leheup as Chairperson. There being no other nominations, J. Leheup was elected Chairperson by acclamation.

The Board agreed to defer the election of vice-chairperson to the next meeting.

### 2. APPROVAL OF AGENDA

**MOVED** by H. Pearn and seconded by Counc. Mackay French the agenda be approved as circulated.

**CARRIED.**

### 3. ADMINISTRATION

3.1 Board Mandate

**RECEIVED FOR INFORMATION.**

3.2 Code of Ethics

It was noted Board members are required to submit a signed member statement annually.

3.3 2021 Meeting Schedule

**RECEIVED FOR INFORMATION.**

### 4. APPROVAL OF MINUTES

4.1 Regular meeting of August 21, 2019

**MOVED** by R. Mosca and seconded by L. Forbes the minutes of August 21, 2019 be adopted as circulated.

**CARRIED.**

**5. DECLARATION OF CONFLICT OF INTEREST**

N/A

**6. DELEGATIONS**

N/A

**7. REPORTS & PRESENTATIONS**

N/A

**8. NEW BUSINESS**

**8.1 6 Church Avenue Father Paul Rideout**

OWNER: Anglican Parish of Rothesay

PID: 30200406

PROPOSAL: Heritage Permit for fencing

Mr. Bruce Cook was in attendance on behalf of the applicant. DPDS White summarized the report, noting the request is to allow the construction of a metal fence at the side exit and basement entrance of the Parish Hall (for a daycare program). He reported the Board has previously granted permits for fences although there are no examples of permits granted for metal fences. Staff surveyed the heritage preservation area and determined that metal fences (including chain link) are found throughout the area. Photographs were displayed showing examples of metal fences, screened by hedges, in the heritage preservation area. DPDS White advised staff do not anticipate concerns as long as visibility is minimized by ensuring the fence does not exceed a height of 5 feet, is either black or dark green in colour, and is screened by a hedge.

The Board expressed concern deer have been known to eat cedar hedges which could increase visibility of the fence. Mr. Cook noted the Church has explored the feasibility of various options including chain link, wood, and wrought iron fences. He relayed the Church is amenable to the installation of a wrought iron fence, which would complement the architecture of the building, and the heritage area. The Board suggested a hedge would not be necessary if a wrought iron fence is installed. DPDS White agreed. In response to an inquiry, Mr. Cook confirmed the Church is aware of the significant cost difference between the installation of a wrought iron fence and a chain link fence.

**MOVED** by Counc. Mackay French and seconded by S. MacKinnon the Heritage Preservation Review Board issue a Heritage Permit (Certificate of Appropriateness) for the installation of a metal fence around the entrance to the Parish Hall located at 6 Church Avenue (PID 30200406) subject to the following conditions:

- a. The fence shall not exceed 1.5 meters (5ft) in height;
- b. The fence shall be black in colour;
- c. The fence along Church Avenue shall be decorative wrought iron style.

**CARRIED.**

**9. UNFINISHED BUSINESS**

N/A

**10. CORRESPONDENCE FOR INFORMATION**

N/A



# ROTHESAY

Heritage Preservation Review Board (via videoconference)  
Minutes

2021 July 12 Open Session FINAL\_146

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**DRAFT**

23 June 2021

## 11. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Wednesday, July 21, 2021.

## 12. ADJOURNMENT

**MOVED** by L. Forbes and seconded by Counc. Mackay French the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:25 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

## WORKS AND UTILITIES COMMITTEE MEETING BY VIDEOCONFERENCE

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

**Thursday, June 24, 2021 at 5:30 p.m.**



**DRAFT**

**PRESENT:** COUNCILLOR DAVE BROWN  
SHAWN CARTER  
PETER GRAHAM, VICE CHAIRPERSON  
ANN McALLISTER  
MARK McALOON (*joined the videoconference at 5:45 p.m.*)

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

**ABSENT:** DEPUTY MAYOR ALEXANDER, CHAIRPERSON  
CYNTHIA VANBUSKIRK

It was agreed S. Carter will chair the meeting. The videoconference was called to order at 5:30 p.m.

### 1. APPROVAL OF AGENDA

**MOVED** by A. McAllister and seconded by P. Graham the agenda be approved as circulated.

**CARRIED.**

### 2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of April 21, 2021.

**MOVED** by P. Graham and seconded by A. McAllister the minutes of April 21, 2021 be adopted with the following amendment:

- Item 6.3 references to “kilometers” be changed to “meters”.

**CARRIED.**

### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

### 4. DELEGATIONS

N/A

### 5. REPORTS & PRESENTATIONS

N/A

### 6. UNFINISHED BUSINESS:

#### 6.1 Capital Projects Summary

S. Carter extended his appreciation for the speed radar sign on Anna Avenue. DO McLean relayed a suggestion, emailed from Chairperson Alexander, to include a monthly spreadsheet tracking a placement schedule for the signs. These requests have become more frequent and this will help with planning. When questioned, staff explained the signs record speed data which helps verify if speeding does occur, and when. The data is then forwarded to the Kennebecasis Regional Police Force. In response to an inquiry, the speed signs are typically erected for a length of four weeks.

**ROTHESAY****6.2 Solid Waste Tonnage Report**

There was a brief discussion, noting the total tonnages are relatively consistent with a few intermittent “peaks and valleys”.

**6.3 Discussion on Private Lanes Policy**

➤ 24 June 2021 Matrix with recommendations

DO McLean gave a brief overview of the June 24, 2021 matrix with recommendations. He relayed staff’s recommendation for the discontinuation of services (garbage and winter maintenance) to all lanes with less than 5 single family homes or 5 semi-detached residential buildings, with the exception of pre-existing agreements. He explained the recommendation is a starting point for discussion. The Committee may wish to reduce this number to 4 as the Municipal Plan permits private driveways with a maximum of 3 houses. As it stands, the recommendation would result in the addition of services to 1-2 private lanes, and the discontinuation of all services to roughly 14 private lanes. A. McAllister reiterated, regardless of any decision, there is an interest in ensuring reasonable notice (possibly a year) is provided to all property owners impacted by changes. It was noted the matter can be discussed further at the next meeting when C. VanBuskirk will present her findings.

M. McAloon joined the videoconference.

**7. CORRESPONDENCE FOR ACTION**

7.1 26 April 2021 Letter from resident RE: Recycling Program

A. McAllister suggested it is possible the large container was rejected because it was mistaken for a garbage bin. DO McLean noted it is possible, however, the size of the bin could also have played a role. He explained, the multi-compartment compaction trucks used to collect recyclables are not equipped with cart tipping mechanisms. FERO employees are required to manually lift each recycling container at every property. The Town provides a standard size container so that the weight of the containers remains relatively consistent. The solid waste collection contract does not stipulate a maximum weight for containers, but residents are encouraged to use the Town-provided containers – or ones of a similar size. DO McLean advised property owners can use more than two containers as long as they are a relatively similar size to the Town provided containers. He added the colour can differ as well as long as the recyclables are sorted properly. He noted the issue can be revisited upon renewal of the solid waste collection contract. He cautioned a substantial cost increase could be expected if “cart tipplers” are required to permit individuals to use larger containers. A. McAllister suggested a public education strategy (i.e. inclusion in the R-Insider) be undertaken to explain the rationale for the size of the containers.

7.2 12 May 2021 Email from resident RE: Traffic concerns on Crestwood Drive

DO Mclean listed the disadvantages of speed bumps: ineffective – drivers tend to quickly accelerate after going over the obstacle; impediment to snow plows; noise concerns; and signage pollution. He noted temporary rubber speed bumps addresses some of the concerns, but pedestrians may be put in danger if vehicles resume speeding once the obstacles are removed for winter. He advised Crestwood Drive will be included on the list for placement of the speed radar signs. The data will determine if a more permanent solution is required. He advised stop signs are more enforceable, and structural solutions (i.e. narrowing roads, or installing curb), are costly but more effective in the long-run. When questioned, DO McLean advised police presence is requested in problematic areas but, this too, is only a temporary solution. DO McLean advised a response will be sent once the Committee minutes are reviewed by Council.

**ROTHESAY**

7.3 3 June 2021 Email from resident RE: Request for crosswalk on Marr Road  
 DO McLean explained the volume of traffic along Marr Road warrants a signalized crosswalk, as opposed to a painted crosswalk with flashing lights. For safety purposes, it is recommended crosswalks have a “destination” – in this case, sidewalk only extends along one side of Marr Road. There are currently no funds available in the budget for a signalized crosswalk, and the sidewalk necessary to make a safe crossing. The issue will be revisited during future budget deliberations.

The Committee discussed a suggested location (near 48 Marr Road), pedestrian activity along Marr Road (and near the daycare), and considerations for the installation of crosswalks. DO McLean commented collaboration, with the Department of Transportation and Infrastructure, is required if changes to municipally designated highways are proposed. Council. Brown asked if it may be more cost effective to add a crosswalk to the existing intersection at the end of Marr Road (closest to the highway). DO McLean noted this is possible as the controller units were recently upgraded to replace the aging equipment, at both Marr Road intersections. DO McLean suggested, with the rise of retail stores along Campbell Drive (near civic #115), it may be advantageous, in the future, to explore options to improve walkability in the area.

7.4 3 June 2021 Email to/from resident RE: Request for No Parking sign on River Road  
 17 May 2021 Email from resident

DO McLean relayed his response to the author, noting a no-parking zone cannot be established on River Road unless a revision to the Traffic By-law is submitted, and approved by, the Registrar of Motor Vehicles. He explained this is an onerous process and current revisions must be approved before further revisions are submitted. As discussed previously by the Committee, staff are looking into developing a stand-alone parking by-law that would streamline the process to address these growing requests. DO McLean advised, in the meantime, staff will visit the area to determine if signage, encouraging individuals to respect access rights to the beach, could help mitigate the concerns.

7.5 9 June 2021 Email from Harry Miller Middle School students RE: Electric Cars Project

A. McAllister expressed interest in exploring opportunities to incorporate electric vehicles (EVs) into the Town’s fleet. DO McLean advised in 2015, through a partnership with NB Power, FleetCarma was engaged to collect data on the specifications for Town vehicles to perform their duties (torque, and mileage etc.). This was intended to determine which vehicles would be suitable to be replaced by EVs. At the time only 3 of 20 Town vehicles qualified. DO McLean suggested it may be worth revisiting as the EV market has expanded its offerings, which may now meet the Town’s needs. Council. Brown noted he would like to see more data as the maintenance costs for EVs may negate the fuel cost savings. He added the EVs may not be able to handle the necessary mileage requirements for Town vehicles. DO McLean advised, despite the GHG emission savings, Council – at the time – opposed replacing the vehicles with their EV counterparts, as it did not produce reasonable cost savings. A. McAllister reported EV technology has improved to increase their maximum range. She added the benefit of GHG emission savings should be considered a larger factor in the decision. DO McLean agreed and expanded by suggesting consideration also be given to expected longevity, since Town vehicles are expected to last roughly 10 years. A. McAllister noted EVs have fewer “moving parts” because of an induction motor rather than combustion engine, and the battery life can last if properly maintained. She added her EV has afforded her significant fuel cost savings. She encouraged the Town to start small; even replacing smaller vehicles can make a difference.

It was agreed the item will be considered during upcoming budget deliberations (fleet replacement schedule). As the last day of school is tomorrow, DO McLean confirmed a response will be sent to the student’s teacher acknowledging the matter will be revisited in the fall.

**8. NEW BUSINESS:**  
N/A

**9. CORRESPONDENCE FOR INFORMATION:**

**9.1 Amendment to the Designated Materials Regulation – PPP EPR**  
3 June 2021 Email from the Department of Environment and Local Government  
with attachment

**RECEIVED FOR INFORMATION.**

**9.2 Highland Avenue Sanitary Sewer Replacement**  
9 June 2021 Report prepared by DO McLean

**RECEIVED FOR INFORMATION.**

**9.3 Application for Designated Highways Funding**  
11 June 2021 Memorandum from Town Manager Jarvie  
Rothesay Five Year Capital Plan for Designated Highways  
5 May 2021 Letter from the Department of Transportation and Infrastructure

**RECEIVED FOR INFORMATION.**

**9.4 Comex Schedule**  
21 June 2021 Memorandum from Town Manager Jarvie

**RECEIVED FOR INFORMATION.**

**10. DATE OF NEXT MEETING**

It was agreed the date of the next meeting will be changed to **Wednesday, July 28, 2021.**

**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 6:55 p.m.

\_\_\_\_\_  
CHAIRPERSON

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



# ROTHESAY

## PARKS AND RECREATION COMMITTEE MEETING WEBEX VIDEOCONFERENCE

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

**Tuesday, June 29, 2021 at 6:30 p.m.**



**DRAFT**

**PRESENT:** COUNCILLOR HELEN BOYLE  
COUNCILLOR BILL McGUIRE  
MARY ANN GALLAGHER, CHAIRPERSON  
GARY MYLES, VICE CHAIRPERSON

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

**ABSENT:** ANNIKA BAGNELL  
DR. SHAWN JENNINGS  
JON McEACHERN  
HOLLY YOUNG  
RECREATION COORDINATOR KERI FLOOD

The videoconference began at 6:35 p.m. Quorum was not obtained but there was consensus to proceed with the meeting. It was noted DRP Jensen and FC Kincade are in the office at the Rothesay Arena wearing masks and observing physical distancing requirements. All other attendees were connected remotely.

### **1. WELCOME NEW MEMBERS**

Chairperson Gallagher welcomed new members Councils. Boyle and McGuire.

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

N/A

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

3.1 Regular Parks and Recreation Committee meeting of April 20, 2021.

When questioned, DRP Jensen advised if individuals express interest in starting a community garden, staff can provide resources to outline the process.

### **4. DECLARATION OF CONFLICT OF INTEREST**

N/A

### **5. DELEGATIONS**

N/A

### **6. REPORTS & PRESENTATIONS**

N/A

**7. UNFINISHED BUSINESS:**

Chairperson Gallagher requested a status update on the volleyball court in Kennebecasis Park. A brief summary was provided to apprise the new members. DRP Jensen advised he will follow up with the School Board.

**8. CORRESPONDENCE FOR ACTION**

- 8.1 7 June 2021 Email from Andrew Ryder RE: Proposal for Rothesay Farmers Market  
4 June 2021 Business Plan for Rothesay Farmers Market

The Committee made the following comments: there are farmers markets in Kingston, Saint John, and Quispamsis – one may not be necessary in Rothesay (especially if scheduled the day before Quispamsis); regular set up and tear down of such an event could negatively impact the Rothesay Common; overflow parking may not be available due to scheduling conflicts; perhaps the event could be held once a month or in another location (with access to electricity); suggested locations: the Bill McGuire Centre, the parking lot at the Wells Recreation Park, and land near Rothesay Park School (requires permission as it is not Town-owned land); and other activities such as baseball games may limit parking at alternative locations.

It was noted the request is time sensitive but it may not be until late July or August that a decision can be made. DRP Jensen agreed to relay the discussion to Mr. Ryder and inquire about the possibility of holding the event at another location.

**9. NEW BUSINESS****9.1 Parks and Recreation Update**

DRP Jensen provided the following Parks update:

- 8 Summer students were hired
- The Town greenhouse was cleared to transition to fall seasonal flowers
- Ball fields and soccer fields remain busy
- There were some delays due to weather but work remains ongoing at the Wells ball field
  - once fencing is installed, the public will be notified the field will be inactive until 2022
- Arena renovations continue – expected to conclude for the season in August
  - Staff are looking into a more permanent solution to replace the bleachers

K. Duffley provided the following Recreation update:

- Recreation summer students: 7 lifeguards, and 9 Playground Program counsellors
- Playground Program began this week at the Bill McGuire Centre and the Wells Recreation Park
  - registration was full but the ease of COVID-19 restrictions allowed a few more spots to open up to individuals on the waiting list
- Beaches are open, but swimming lessons will not be offered this year
- Summer Yoga Sessions start tonight – registration was full for the first two sessions
  - Upcoming sessions are scheduled for: July 20<sup>th</sup>, August 24<sup>th</sup>, and September 21<sup>st</sup>
- The Concerts on the Common Series starts July 8<sup>th</sup> – attendees must register in advance

- Cancellation of Canada Day celebration on the Common
  - Community members are encouraged to take a moment of silence on Canada Day to honour the memory of all indigenous children who lost their lives in Residential Schools
- Speaker Series highlights:
  - Gardening (344 views)
  - A Pharmacist's Perspective (879 views)
  - The Impacts of Being "Home Alone" (193 views)
  - Downsizing (91 views)
  - The Positives of Caregiving (112 views)
  - Your Home is Your Castle: Home Safety Tips (331 views)
  - KV Walkers & the Great Outdoors (200 views)
  - Keeping Your Vehicle in Shape (170 views)
- The morning session of the Intergenerational Day event (June 1<sup>st</sup>) was a success
  - Participants were Touchstone Academy students, their grandparents, Rothesay Hive members, members of the Rothesay Hive Advisory Committee, and a member of the Kennebecasis Regional Police Force (KRPf)
  - The afternoon session was cancelled due to low registration
- The Rothesay Elementary School greenhouse is under construction, and once complete (likely in the fall), intergenerational activities can be scheduled with Rothesay Hive members
- KRPf will design and produce fridge magnets that allow emergency responders to identify pertinent medical information on response calls
- A \$1,000 ParticipACTION grant was received to host outdoor activities in June (Latin line dancing, tai chi, yoga, and Zumba Gold)
- Jill Donovan's fitness class at the Bill McGuire Centre was informed the Town will be assuming responsibility for administration of the program come September
- The next edition of the Rothesay Hive newsletter will be released July 5<sup>th</sup>
- The Rothesay Hive Advisory Committee is working to renew the Town's Age-Friendly Designation
- As the Province approaches the Green Phase of the COVID-19 Recovery Plan staff are working towards returning to full-time hours and capacity

## **10. CORRESPONDENCE FOR INFORMATION**

10.1 4 June 2021            Emails to/from Advocacy Chair of Velo NB RE: Fix-It Bike Station  
DRP Jensen advised staff are exploring possibilities for a location for the second unit. It was suggested DRP Jensen contact the Advocacy Chair of Velo to discuss potential locations for the second unit.

10.2 22 April 2021        Rothesay Parks and Recreation Department Orientation Manual  
**RECEIVED FOR INFORMATION.**

## **11. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, July 20, 2021. DRP Jensen noted the meeting may be rescheduled to the following week.

## **12. ADJOURNMENT**

The meeting ended at 7:15 p.m.





# 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, July 5, 2021 at 5:30 p.m.**



**DRAFT**

**PRESENT:** ANDREW MCMACKIN, CHAIRPERSON  
KELLY ADAMS  
ELIZABETH GILLIS  
MATTHEW GRAHAM  
COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR DON SHEA

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

**ABSENT:** TRACIE BRITTAIN, VICE-CHAIRPERSON  
JOHN BUCHANAN  
RECORDING SECRETARY LIZ POMEROY

Chairperson McMackin called the videoconference to order at 5:30 p.m. All participants were connected remotely.

### 1. APPROVAL OF THE AGENDA

**MOVED** by Counc. Mackay French and seconded by K. Adams the agenda be approved as circulated.

**CARRIED.**

### 2. ADOPTION OF MINUTES

2.1 Regular Meeting of June 7, 2021

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the minutes of June 7, 2021 be adopted as circulated.

**CARRIED.**

### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

### 4. NEW BUSINESS

#### 4.1 3180 Rothesay Road Shadow Lawn Inn

OWNER: Martin St. Denis

PID: 00256271

PROPOSAL: Conditional Use (Hobby BeeKeeping)

Mr. St. Denis was in attendance. DPDS White gave a brief summary of the proposal and noted the following: the property is zoned Single Family Traditional (R1D); the Zoning By-law was amended in 2012 to allow for beekeeping as a conditional use. The proposal is to install one beehive on the roof of the Inn for the sole purpose of production of honey and/or cultivating bees for personal use. Polling was done and no responses were received. Counc. Mackay French advised neighbours had contacted her and indicated they were in favour of the project. Counc. Shea inquired if more hives could be added. DPDS White advised the number of hives is limited by provincial licensing. It was further noted there was no limit placed on a similar application last month (two hives).

**ROTHESAY**

**MOVED** by Counc. Mackay French and seconded by Elizabeth Gillis the Rothesay Planning Advisory Committee HEREBY permits Hobby BeeKeeping as a conditional use at 3180 Rothesay Road (PID 00256271).

**CARRIED.**

4.2 **Holland Drive** **A. C. Baskin Investments Inc.**  
 OWNER: A. C. Baskin Investments Inc.  
 PIDs: 00056614, 00065094, 00056598  
 PROPOSAL: Rezoning (2 – 6 storey (48 Unit) apartment buildings

Mr. Andrew Baskin was in attendance. DPDS White gave a summary of the project, noting the following: the application is to develop two six storey (48 unit) apartment buildings on three parcels of land off Holland Drive with a total area of 12,925.75 square meter (3.2 acres); the developer is still reviewing affordable/accessible housing unit options; polling has not been completed as yet; the application is under review by the Kennebecasis Valley Fire Department (KVFD) as a six storey structure impacts firefighting ability with current resources (e.g. equipment, water pressure) and the development agreement is still under review, along with the traffic impact study. DPDS White noted that, on broad principles, it is a good location for high density development; promotes walkability; the traffic impact study does not appear harmful to the neighbourhood and the shadow impact study is favourable.

Counc. Shea noted the engineering report refers to four storey buildings. DPDS White advised the developer has been made aware of the typographical error – the buildings are six storeys with two parking levels underground. Counc. Shea requested clarification with respect to affordable and accessible housing, noting he thought they were exclusive and not an either/or option. It was noted there are two policies (R1 and R2) in the Municipal Plan By-law 1-20 but they are not linked to each other. DPDS White advised age-friendly units can meet the universal design requirements and not necessarily the affordability component. Counc. Mackay French noted that affordability is mentioned to council members on a regular basis. There was a brief discussion with respect to traffic concerns and whether traffic lights are needed at the intersection of Chapel and Marr Road and if this is a recommendation the Committee can make at this time. Counc. Shea requested clarification with respect to universal design units not necessarily being rented to someone with a disability. DPDS White advised this could be a requirement in the development agreement. E. Gillis raised a question about the impact of drainage on the existing cemetery and it was noted a stormwater management plan will be required for the development.

**MOVED** by Counc. Shea and seconded by E. Gillis the Planning Advisory Committee HEREBY tables the application for 2 apartment buildings located off Holland Drive pending the receipt of a supplemental staff report containing the following:

1. Staff review of Traffic impact assessment;
2. Polling results;
3. Review by KVFD; and
4. Draft development agreement and rezoning By-law.

**CARRIED.**

**5. Old Business**

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**TABLED ITEMS**

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

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

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

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

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**5.3 Chapel Road**

**Sean Hall and Luke Moffett**

OWNER: 637339 NB Inc.

PID: 30206882

PROPOSAL: 48 Unit Apartment Building

**MOVED** by Counc. Shea and seconded by K. Adams the Planning Advisory Committee HEREBY removes from the TABLE the rezoning application of the lands located off Chapel Drive (PID 30206882) to allow for the development a 48-unit apartment building subject to the execution of a Development Agreement.

**CARRIED.**

Mr. Luke Moffett and Mr. Sean Hall were in attendance. DPDS White gave a brief summary and noted the following: the Committee first saw the application at its May 3 meeting and supplemental information is now being provided, particularly related to traffic impact, polling results, KVFD review and a draft development agreement and zoning by-law. DPDS White noted no response to polling were received, no concerns were expressed by the Fire Department and the traffic impact assessment has been reviewed by DO McLean and there is no recommendation at this time to signalize the intersection of Chapel and Marr Road. There is a clause in the agreement that secures a capital cost contribution toward traffic lights should conditions arise. DPDS White noted staff have included three clauses in the draft development agreement as a result of the developer being unable to access the province’s Affordable Rental Housing Program or Provincial Rent Supplement Assistance Program. The clauses place requirements for 8 affordable two-bedroom units, limit the increase in base rents and the provision of yearly assurances (annual audit or legal affidavit) of compliance with the affordable unit requirements. DPDS White noted the Committee is not being asked for endorsement of the project at this time but rather to recommend Council schedule a public hearing. The application will return to the Committee at the next meeting. It was clarified the development agreement is tied to the title of the land and not the property owner.

Mr. Moffett noted they appreciate this is the first major development proposal under the new Municipal Plan. He indicated his accountant has requested a few changes to the wording in the agreement (e.g. audit has a specific meaning) and he requested clarification on the timeline. DPDS White advised the Committee recommendation to schedule a hearing would go to Council, the Committee would review the application again and then the project returns to Council. Counc. Mackay French requested a more specific timeline. Town Clerk Banks advised Council would consider the recommendation to schedule a public hearing at its July 12 Council meeting. There is a statutory requirement for advertising of 21-30 days so the earliest available date would be August 4<sup>th</sup>. The Planning Advisory Committee will review the application again before the hearing and, if there are no further requests for additional information from Council, there are two Council meetings required to enact a By-law. The average timeline for a rezoning is two to three months, depending on a number of factors.

**ROTHESAY**Planning Advisory Committee ~~(Video Conference)~~ **2021 July 12 Open Session FINAL\_157**

Minutes

-4-

5 July 2021

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Rothesay Planning Advisory Committee HEREBY recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off Chapel Drive (PID 30206882) from General Commercial (GC) to Multi-Unit Residential (R4) to allow for the development a 48 unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act.

**CARRIED.**

5.4 **82 Marr Road** **Tim Webber & Jon Chouinard (Directors)**  
 OWNER: Trevor Marr  
 PID: 30209167  
 PROPOSAL: Conditional Use

**MOVED** by Counc. Mackay French and seconded by E. Gillis the Planning Advisory Committee HEREBY removes from the TABLE the application to increase the occupancy in the microbrewery at 82 Marr Road.

**CARRIED.**

Mr. Tim Webber and Mr. Jon Chouinard were in attendance. DPDS White gave a summary of the project and noted DO McLean was in attendance to answer any questions. He noted the application was discussed at the June 7 meeting and subsequently tabled pending receipt of a revised application. DPDS White noted that, although the revised request is for 75 person occupancy which also decreases the parking requirement, it is still a 70% increase over the current capacity. He further noted that the revised application does not address staff's main concern about traffic volume on Marr Road.

DO McLean expressed his concerns about traffic conflicts on Marr Road. He noted the following: an increase in occupancy of 31 also increases traffic volumes in an area where there are three lanes of traffic; the property owner was previously not agreeable to "right in/right out" structural changes for the entrance and exit; there are drainage issues associated with the property and any new driveway with more than a 5% grade would not be permitted by the Town. He also noted Marr Road is a designated truck route and, although the speed limit is 50km/hr, traffic is usually travelling at a higher rate of speed. DO McLean advised he could not recommend the current proposal from a safety or traffic standard perspective. He also noted the concerns raised by Police Chief Gallant, which were previously provided to the Committee, along with comments from the Fire Department.

There was a lengthy discussion with respect to the staff recommendation to defeat the proposal and what alternative options are available to accommodate the project and make improvements to the current issues with the property. The following comments were made: how can the grade be adjusted based on the building location and parking spaces; the property owner previously indicated he was not willing to make changes; the applicants are tenants in the plaza and cannot make commitments on behalf of the property owner (who was not able to attend the meeting); the entrance and exit should be channelized with structural modifications in a manner similar to other properties in Rothesay (e.g. ScotiaBank and the Shell station) and peak business hours are outside of heavy traffic times and business hours of other tenants. There was an unidentified caller participating in the meeting who the applicants identified as Mr. Rod Crowther.

The applicants advised the Committee they were in agreement with Conditions B, C, E and F as outlined in the Staff Report but requested items A and D be removed. There was a lengthy discussion with respect to various alternatives; including how the grade change requirement could be met and the requirement for a hydrodynamic separator. DO McLean advised the

**ROTHESAY**

recommendation is to “invert” the existing grade to meet TAC standards. DPDS White noted grit separators are required for parking lots in Rothesay. The applicants advised they received a text message from the property owner confirming he would accept Condition D (separator). There was some consideration that defeating the proposal would do nothing to resolve any existing issues with the property. The Committee was advised their role is consider the increase in occupancy request, rather than resolving existing problems or design issues. Staff noted the report outlines the conditions required, should the Committee decide to approve the application. Counc. Shea suggested Condition A be changed to read “.... To the satisfaction of the Town Engineer” which was acceptable to DO McLean.

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Planning Advisory Committee HEREBY permits a microbrewery with a liquor establishment special facility license not exceeding 75 persons as a conditional use at 82 Marr Road (PID 30209167) with conditions as follows:

- a. The exit to Marr Road shall be regraded such that the angle of interception with Marr Road is to the satisfaction of the Town Engineer;
- b. A directional barrier curb shall be installed along the last 13 m of the exit to Marr Road with a radius to prevent left turns;
- c. On-site measures to manage stormwater shall be installed to reduce runoff onto the parking entrance and exit with Marr Road;
- d. A hydrodynamic separator for the removal of fine solids or dissolved pollutants (oil and grit) shall be installed at the outlet of the parking lot storm water system;
- e. Any and all applications for storm sewer tie-ins, water & sewer connections, street disturbance permits etc. shall be signed and submitted by the owner of the property at 82 Marr Road; and
- f. Directional signage (including paint markings) shall be installed to clearly indicate one-way traffic through the parking lot, location of the entrance, location of the exit and signage must clearly demonstrate that the exit is “right-out” only.

**CARRIED.**

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

**7. DATE OF NEXT MEETING**  
The next meeting will be held on **TUESDAY, August 3, 2021.**

**8. ADJOURNMENT**  
**MOVED** by Counc. Mackay French and seconded by K. Adams the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:52 p.m.

\_\_\_\_\_  
CHAIRPERSON

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



2021July12OpenSessionFINAL\_159

# BUILDING PERMIT REPORT

6/1/2021 to 6/30/2021

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
06/01/2021	BP2021-00015	2010 ROTHESAY RD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
06/09/2021	BP2021-00035	57 ELIZABETH PKWY	ACCESSORY STRUCTURE	\$10,000.00	\$72.50
06/09/2021	BP2021-00045	8 ALLISON DR	SINGLE FAMILY	\$600,000.00	\$4,350.00
06/21/2021	BP2021-00079	61 GONDOLA POINT RD	FENCE	\$24,000.00	\$174.00
06/07/2021	BP2021-00086	10 JOHN ST	RETAINING WALL	\$30,000.00	\$217.50
06/03/2021	BP2021-00093	3 BARRA CT	ABOVE GROUND POOL/DECK	\$12,000.00	\$87.00
06/01/2021	BP2021-00097	14 SUMMERHAVEN	STORAGE SHED	\$15,000.00	\$108.75
06/30/2021	BP2021-00098	22 MONACO DR	SIDING AND WINDOWS	\$12,000.00	\$87.00
06/07/2021	BP2021-00103	21 MAIDEN LANE	DECK	\$3,000.00	\$21.75
06/15/2021	BP2021-00104	6 BARTLETT RD	RENOVATION	\$24,000.00	\$174.00
06/08/2021	BP2021-00105	14 WEEDEN AVE	SIDING AND WINDOWS	\$17,000.00	\$123.25
06/14/2021	BP2021-00106	68 BIRCHVIEWTERR	SIDING AND WINDOWS	\$12,000.00	\$87.00
06/11/2021	BP2021-00107	8 SEVILLE ROW	FENCE	\$1,500.00	\$20.00



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# BUILDING PERMIT REPORT

6/1/2021 to 6/30/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/29/2021	BP2021-00108	93 HAMPTON RD	RENOVATION	\$12,000.00	\$87.00
06/17/2021	BP2021-00109	8 NORTH ST	SIDING	\$13,900.00	\$101.50
06/21/2021	BP2021-00113	50 SPRUCEWOOD AVE	STORAGE SHED	\$4,000.00	\$29.00
06/21/2021	BP2021-00114	12 KENT ST	STORAGE SHED	\$2,500.00	\$21.75
06/30/2021	BP2021-00119	25 HIGHLAND AVE	ABOVE GROUND POOL	\$1,500.00	\$20.00
<b>Totals:</b>				<b>\$795,400.00</b>	<b>\$5,802.00</b>
<b>Summary for 2021 to Date:</b>				<b>\$3,852,740.00</b>	<b>\$28,745.50</b>

## 2020 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$1,698,080.00</b>	<b>\$13,043.50</b>
<b>Summary to Date:</b>	<b>\$3,679,680.00</b>	<b>\$27,507.75</b>



# ROTHESAY



## INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 7 July 2021  
 RE : Capital Project – Status Report

The following is a list of 2021 capital projects, holdover 2019 and 2020 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 31/05/21*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
2020	Turnbull Ct sewer replacement	\$1.11M	90%	Pipework complete, pump station under construction
	Production Wells	250,000	60%	Final meeting with Provincial regulators pending
	Town Hall (elevator)	120,000	50%	Delayed by Covid restrictions
	Fleet Renewal	675,000	60%	1 Ton truck to be purchased; one truck to be delivered
	Scribner Field replacement (Wells)	550,000	70%	Work underway
	Arena renovations	1.02M	60%	Structural improvements underway, seating removed; work to be completed in spring 2021
	College Hill Water line	750,000	100%	Project complete and line fully operational
	IT equipment & software	38,000		
	2021 Street Resurfacing	1,610,000	2%	Work underway
	2021 Curb & Sidewalk	285,000		Highland Avenue Sidewalk substantially complete
2021	2021 Designated Highways	1,100,000		Funding denied
	Drainage Study	200,000	8%	Field survey work complete, video inspection 55% complete
	Intersection Improve Spruce & Clark	300,000		Equipment received, design underway, to be tendered in July
	Fleet/Equipment	600,000	50%	Sidewalk tractor received, Sweeper and 2 trucks to be tendered
	Parks Equipment	25,000		
	Trails	50,000		
	Wells Ballfield	250,000		
	Wells New Building	61,000	26%	Report on April Agenda
	Arena Renovations	600,000		
	WWTP Phase II design	1,000,000	2.5%	Funding Application announcement pending, technical advisor in place, RFP for design services draft complete
	Production Wells (#7)	290,000	12%	Regulatory permitting underway
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Storage Tank heating	60,000	100%	Installed and operating
	Station Rd, cast iron line replacement	250,000		Deferral approved at June Council meeting
	Turnbull Ct sewer replacm't Phase II	1,000,000		Design and easement negotiation underway
Seville Sewer repair	100,000		Survey complete, design underway	
SCADA	35,000	26%	In design phase	
Asphalt related sewer work	95,000		Included with 2021 tender	

\* Funds paid to this date.





# ROTHESAY MEMORANDUM



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TO : Mayor Grant and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 8 July 2021  
RE : Chapel Road Development – Public Hearing (PID 30206882)

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## RECOMMENDATION:

Rothesay Council schedule a Public Hearing for **Monday, August 16, 2021 at 6:00 p.m.** to consider rezoning the lands located off Chapel Road (PID 30206882) from General Commercial (GC) to Multi-Unit Residential (R4) to allow for the development a 48 unit apartment building subject to the execution of a Development Agreement in accordance with the *Community Planning Act*, SNB 2017, c 19 and amendments thereto.

## ORIGIN:

The Planning Advisory Committee reviewed the above-noted application at its regular meeting on May 3, 2021. The application was tabled at that time, pending receipt of additional information. The supplementary information was reviewed at the regular Committee meeting on Monday, July 5, 2021 and the Planning Advisory Committee passed the following motion at that time:

**MOVED** ... and seconded by ... the Rothesay Planning Advisory Committee HEREBY recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off Chapel Drive (PID 30206882) from General Commercial (GC) to Multi-Unit Residential (R4) to allow for the development a 48 unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act.

**CARRIED.**

*Original signed by  
Mary Jane Banks  
Town Clerk*

## Attachments:

30 April 2021 Planning Advisory Committee Staff Report  
2 July 2021 Planning Advisory Committee Supplementary Staff Report

**Please note:** *It is expected the Public Hearing will be held in person in Council Chambers if the Mandatory Order (COVID-19) has been revoked and the province is "Back to Green". Contingency plans will be made if such is not the case.*



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

**From:** Brian L. White, MCIP, RPP  
Director of Planning and Development Services

**Date:** Friday, April 30, 2021

**Subject:** 48 Unit Apartment Building – Rezoning Chapel Road (PID 30206882)

<b>Applicant:</b>	Sean Hall & Luke Moffett	<b>Property Owner:</b>	637339 NB Inc.
<b>Mailing Address:</b>	76 Highland Avenue Rothesay NB E2E 5N3	<b>Mailing Address:</b>	317 Hampton Road Quispamsis NB E2E 4M9
<b>Property Location:</b>	Chapel Road	<b>PID:</b>	30206882
<b>Plan Designation:</b>	Commercial	<b>Zone:</b>	General Commercial
<b>Application For:</b>	48 Unit Apartment Building		
<b>Input from Other Sources:</b>	Operations, KVFD, KRPF, Anglophone South District School Board		

**ORIGIN:**

An application from Mr. Sean Hall and Mr. Luke Moffett on behalf of the property owner Tammy Moffett, Director of 637339 NB Inc. to develop 48 unit apartment building on a 5,973 square meter (1 ½ acres) vacant lot off Chapel Road.

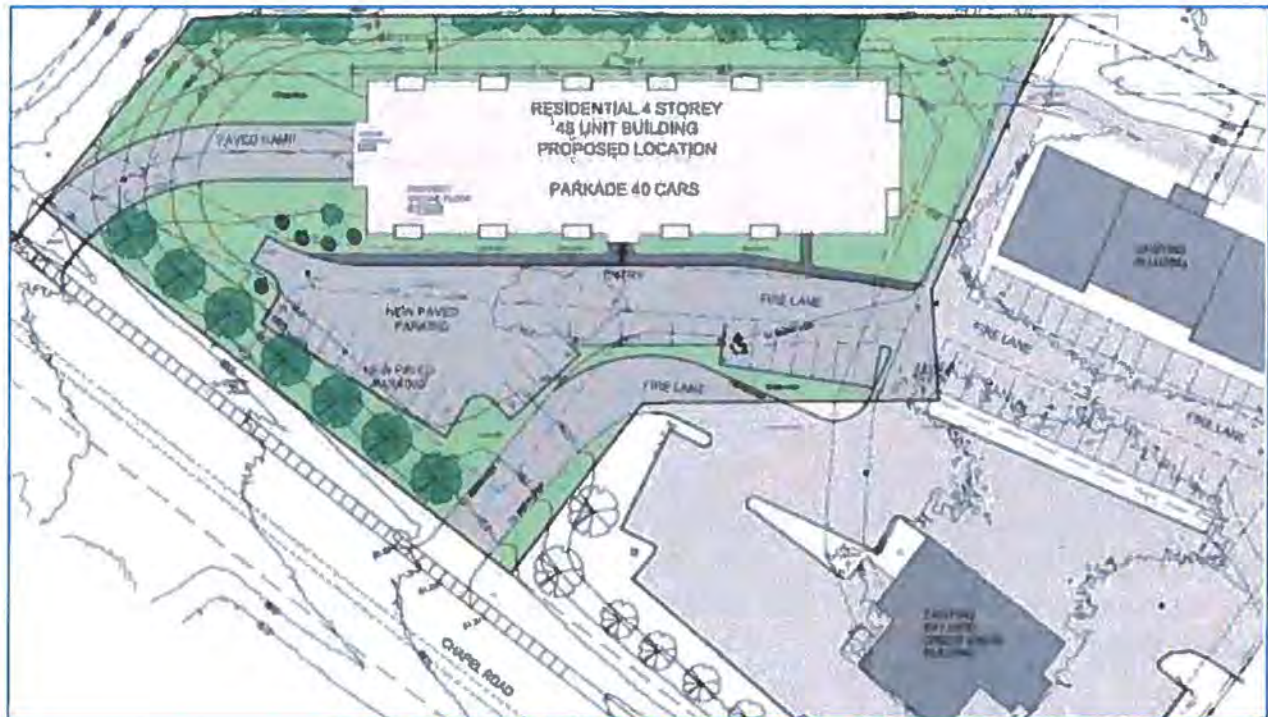


Figure 1 - Proposed Site Plan - Vacant Lot off Chapel Road

**APPROVAL PROCESS:**

The application is rezone the subject property to the R-4 Multi-Unit Residential Zone to permit a 48-unit apartment building by development agreement. The application is being reviewed pursuant to the policies of Rothesay Municipal Plan 1-20 which was enacted on April 12, 2021. The standard procedure for a rezoning is that Council receive from PAC a recommendation to hold a Public Hearing and that both the rezoning (by-law amendment) and the development agreement be prepared in advance of the public hearing. Staff note that Municipal Elections are scheduled for May 10, 2021 and for that reason no Council meeting will be held until the newly elected Council is sworn into office.

The date of the swearing into office will be potentially delayed as the Act Respecting Municipal General Elections in 2021 states that due to the pandemic the reporting of results will be delayed until all electors in the suspended parts of the province have had the opportunity to cast a ballot. Furthermore, the Local Governance Act Part 56(1) (**Restriction on powers of outgoing council**) states that during the period beginning on election day and ending on the day of the first meeting of an incoming council, the Council can continue the day-to-day activities of the municipality but shall not enact, amend or repeal a by-law, or become a party to any agreement, or contract.

For that reason Staff will continue to process the application by conducting polling, preparing a draft by-law amendment and development agreement, and forwarding a supplemental staff report to PAC once the election results are finalized and a new Council is sworn into office.



Figure 2 - 48 unit Apt Building - Comeau MacKenzie Architecture

**BACKGROUND**

The property is currently zoned General Commercial (GC) this zone is intended to apply to larger commercial operations, such as large commercial retail stores, hotels, shopping centers, car dealerships and self-storage facilities. The proposed use as a residential apartment building is not listed as a permitted use within the GC zone. However, the Municipal Plan By-law 1-20 does contain policy direction (see Policy HDR-4 follows) that would allow Council to consider the application.

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

**COUNCIL SHALL:**

**Policy HDR-4 High-density Residential:**

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

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;
- b) The maximum density does not exceed 100 square metres of land per apartment unit;
- c) Subject lands are adequate in size relative to the intensity and scale of the proposed land development;
- d) The subject lands do not exceed 1 acre in total area (or 40 apartment units);
- e) Underground parking is provided;
- f) Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space.
- g) Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist;
- h) Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and
- i) A building design of high quality that is consistent with community values and architectural best practices.



Figure 3 - Vacant Land off Chapel Road

**ANALYSIS:**

Policy HDR-4 High-density Residential	Staff Comment
Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;	The proposed building is located 250 meters from Marr Road with access Chapel Road. A traffic impact statement is being prepared to determine any additional traffic enhancement or requirements.
The maximum density does not exceed 100 square meters of land per apartment unit;	The property is 5,973 square meters in area and proposed density at 48 units does not exceed the 100 square meters of land per apartment unit.
Subject lands are adequate in size relative to the intensity and scale of the proposed land development;	The proposed 4-story building would be located in a mixed-use development area containing light industrial, commercial and institutional uses. The site shares a property boundary and driveway with an existing commercial plaza, and bank property (Bayview Credit Union). The site also backs onto the Rothesay Ballet School and Urban Landscaping. The nearest low density properties are located in the Chapel Hill Estates development approximately 200 feet from the site at the nearest location.
The subject lands do not exceed 1 acre in total area (or 40 apartment units);	The density at 48 units would exceed the 40-apartment unit limit on density. However, the applicant also intends to make use of POLICY R-1 and R-2 that permit Council to consider an increase in density by 2 percent for every

Policy HDR-4 High-density Residential	Staff Comment
	apartment unit meeting affordability standards or constructed as an accessible unit. The applicant is proposing 2 accessible units and 8 affordable units and therefore would be eligible for an increase in density of 20% (8 additional units).
Underground parking is provided;	The proposal includes underground parking for 37 vehicles and 24 surface parking spaces for 61 parking spaces. The total number of parking spaces complies with the zoning by-law calculated at 1.25 spaces per apartment unit.
Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space.	The developer has provided a technical shadow study of the proposed building. The results of the study show that the scale of the building would not create excessive shadows on the adjacent commercial and institutional land uses.
Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist;	<p>The developer is preparing a traffic impact assessment. Staff intend to review the study by understanding how the apartment building development adheres to good planning principles to ensure safe and equal access to the transportation system by all users, including vehicles of residents and their guests, foot traffic of residents and their guests to and from the building to a public sidewalk or other destination (bank/restaurant), cyclists, and the loading and unloading commercial trucks (garbage, moving vans, delivery vehicles, etc.).</p> <p>Two major concerns will be looking to understand better are the as follows:</p> <ol style="list-style-type: none"> <li>1. Identification of transportation system improvements (traffic lights) at the Marr Road/Chapel Road intersection.</li> <li>2. Assessments of parking and access issues related to the existing commercial complex parking lot (Bayview Credit Union, Golden Fry, Legion, etc.)</li> </ol>
Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design	One of the key features of CPTED is the placement of physical features, activities and people in a way that maximizes visibility as a key concept directed toward keeping intruders easily

Policy HDR-4 High-density Residential	Staff Comment
(CPTED) principles, urban design, and high quality landscaping; and	observable, and therefore less likely to commit criminal acts. Features that maximize the visibility of people, parking areas and building entrances are unobstructed doors and windows, pedestrian-friendly sidewalks and streets, front porches and appropriate nighttime lighting. Staff note that because the proposed building would share a property boundary with a commercial parking lot it will be very important to define property lines with landscaping or decorative fencing such that commercial visitors do not use or confuse the building as a commercial property.
A building design of high quality that is consistent with community values and architectural best practices.	<p>Good design responds and contributes to the neighbourhood context. Staff review the building design based on the natural and built features of the local neighbourhood, and the relationship and the character they create when combined with the proposed building.</p> <p>The area has some challenges in that the NB Power infrastructure does not create an attractive view for residents; however, the proposed building will be an attractive enhancement for the area.</p> <p>Staff believe that the proposed building in this mixed-use neighbourhood achieves good design as the scale, bulk and height of the building is appropriate to the existing or desired future character of Chapel Road and surrounding buildings.</p>

**DENSITY INCENTIVE POLICY:**

As noted above the applicants’ proposed density at 48 units would exceed the 40-apartment unit limit on density. However, the applicant also intends to make use of POLICY R-1 and R-2 that permit Council to consider an increase in density by 2 percent for every apartment unit meeting affordability standards or constructed as an accessible unit. The applicant is proposing 2 accessible units and 8 affordable units and therefore would be eligible for an increase in density of 20% (8 additional units).

Policy R-1 regard Affordable Housing states the Council can *“Consider an increase in the maximum allowable density by 2 percent for every dwelling unit meeting affordable housing standards as defined by the Canadian Housing and Mortgage Corporation (CHMC) or an equivalent recognized standard, not exceeding 20 percent as determined in the Zoning By-law”*.

The applicants are proposing that 8 residential rental units will be 10% below their potential residential rental income as supported by an appraisal report or qualified financing representative that is part of the

lending team; or the 8 apartment units must be affordable with rents at or below 30% of the median household income in Rothesay. One point of concern that Staff identified is that median incomes in Rothesay are relatively high and therefore the rents would not target households with incomes below the median. For example, the Statistics Canada reported median incomes for Rothesay are as follows:

<b>2015 Median Household Income</b>	<b>30% of total</b>	<b>Monthly Rental Max Budget</b>
\$88,623.00	\$26,586.90	\$2,215.58
<b>2015 Single Parent Median Income</b>		
\$53,376.00	\$16,012.80	\$1,334.40

Staff are concerned that the proposed methodology could result in rents between \$1300 and \$2200 and be deemed “affordable”. For that reason, Staff will be recommending that the development agreement specify that the developer enter into the Affordable Rental Housing Program or Provincial Rent Supplement Assistance Program with the Province of New Brunswick.

Staff have consulted with CMHC and the Province of NB to determine the most effective method of determining an affordable rental rate. Furthermore, Staff will investigate and present within the development agreement an effective approach to ensuring the agreed rental rates are monitored.

The applicants also intend to construct 2 accessible apartment units to utilize Policy R-2 regarding Age-Friendly Housing that states Council can “Consider an increase in the maximum allowable density by 2 percent for every dwelling unit designed and constructed in conformance with Universal Design Best Practices, as defined by the Universal Design Network of Canada or an equivalent recognized standard, not exceeding 20 percent as determined in the Zoning By-law.”

Universal design is an international design philosophy that enables people to continue living in the same home by ensuring that apartments are able to change with the needs of the occupants. Universally designed apartments are safer and easier to enter, move around and live in. They benefit all members of the community, from young families to older people, their visitors, as well as those with permanent or temporary disabilities. A universally designed apartment provides design feature such as wider circulation spaces, kitchens and laundry rooms designed for accessibility with easy to reach and operate fixtures and appliances. Staff will be able to enforce the construction of a universally designed apartment unit through the building permit process.

**DEVELOPMENT AGREEMENT:**

Staff will prepare a development agreement for PAC’s review before proceeding to Council. A development agreement is a contract between Rothesay and the property owners that specify the details and obligations of the individual parties concerning the proposed development. Implementation Policy IM-13 states that Council shall consider development agreement applications pursuant to the relevant policies of the Municipal Plan (See Policies HDR-4, R-1, and R-2) and consideration of the following:

<b>Implementation Policy IM-13</b>	<b>Staff Review</b>
<b>A. That the proposal is not premature or inappropriate by reason of:</b>	



Implementation Policy IM-13	Staff Review
1) The financial capability of Rothesay to absorb any costs relating to the development;	Staff note that <b>Policy DEVC-1</b> requires that developers pay for 100 percent of infrastructure costs to service their proposal as well as 100 percent of cost of minimum upgrades to local infrastructure that falls outside their project boundaries but is directly necessary for the development. Staff are concerned about the need for traffic lights, and note that the developer would be responsible to absorb these costs pursuant to DEVC-1.
2) The adequacy of municipal wastewater facilities, storm water systems or water distribution systems;	Staff believe that the municipal infrastructure is adequate for the proposed development.
3) The proximity of the proposed development to schools, recreation or other municipal facilities and the capability of these services to satisfy any additional demands;	Staff have sent the development to the Anglophone South School District for review. Staff believe the municipal facilities are adequate for the proposed development.
4) The adequacy of road networks leading to or within the development; and	The applicant is completing a traffic study. Staff are concerned about the potential need for system improvements (traffic lights) at the Marr Road/Chapel Road intersection.
5) The potential for damage or destruction of designated historic buildings and sites.	There are no historic buildings or sites identified within the project's vicinity.
B. that controls are placed on the proposed development so as to reduce conflict with any adjacent or nearby land uses by reason of:	
1. Type of use;	The multi-unit residential is a compatible use with the surrounding businesses.
2. Height, bulk and lot coverage of any proposed building;	The height, volume and lot coverage does not conflict with nearby land uses.
3. Traffic generation, access to and egress from the site, and parking; open storage; and	A traffic study is underway, that will include assessments of parking and access issues related to the existing commercial complex parking lot.
4. Signage.	No commercial signage is requested.
C. That the proposed development is suitable in terms of the steepness of grades, soil and geological conditions, proximity to watercourses, or wetlands and lands that are vulnerable to flooding.	The site is suitable for development and will be subject to geotechnical approval during the building permit approval process.

**KENNEBECASIS REGIONAL POLICE FORCE**

Staff requested that KRPF review and comment on the proposed development. The KRPF stated that the intersection of Chapel Road and the Clark Road experiences a large volume of traffic not just during

the day but also for the morning and evening peak commute times. The existing residential and rental properties coupled with vehicles that circumvent the Marr Road intersection through this route to and from the Hampton Road, becomes quite challenging in exiting onto the Marr Road. An additional 48-unit apartment complex with a proposed number of 64 parking spaces would add to this current volume.

Traffic lights at the intersection of Chapel Road and the Marr Road would definitely mitigate this congestion and improve safety, not just in allowing the movement of vehicles to and from Chapel Road, but could also slow down the north/southbound Marr Road traffic where speeds can be quite high at times.

The KRPF also reviewed the project with Crime Prevention through Environmental Design principles and they agree that from a CPTED point of view that the apartment proposal seems to have good sight lines and may offer some deterrence to possible criminal activity to nearby businesses.

**KENNEBECASIS VALLEY FIRE DEPARTMENT:**

As is required by Municipal Plan Policy FR-7, the KVFD must review proposals for new development projects to ensure that public safety and firefighting concerns are addressed. The KVFD is currently reviewing the proposal and will forward their comments once that review is complete.

**POLLING:**

Staff will prepare a polling notification letter to be sent to surrounding property owners. The applicant has solicited letters of support for the project and these are included in Attachment D.

**RECOMMENDATIONS:**

Staff recommend the Planning Advisory Committee consider the following MOTION:

- A. PAC HEREBY tables the application for a 48 unit apartment building located off Chapel Road pending the receipt of a supplemental staff report containing the following:
  - 1. Traffic impact assessment results and review;
  - 2. Polling results;
  - 3. Review by KVFD; and
  - 4. Draft development agreement and rezoning By-law.

Map I	Location Map
Attachment A	Proposed Development
Attachment B	Engineering Plans (Servicing, Stormwater, Erosion Control)
Attachment C	Shadow Study
Attachment D	Developer's Polling Letters of Support




Report Prepared by: Brian L. White, MCIP, RPP

Date: Friday, April 30, 2021

2021 July 12 Open Session FINAL - 172  
Vacant Land off Chapel Road (PID 30206882)



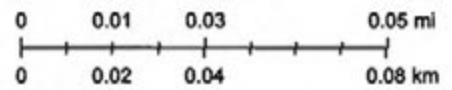
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 Rothesay Boundary

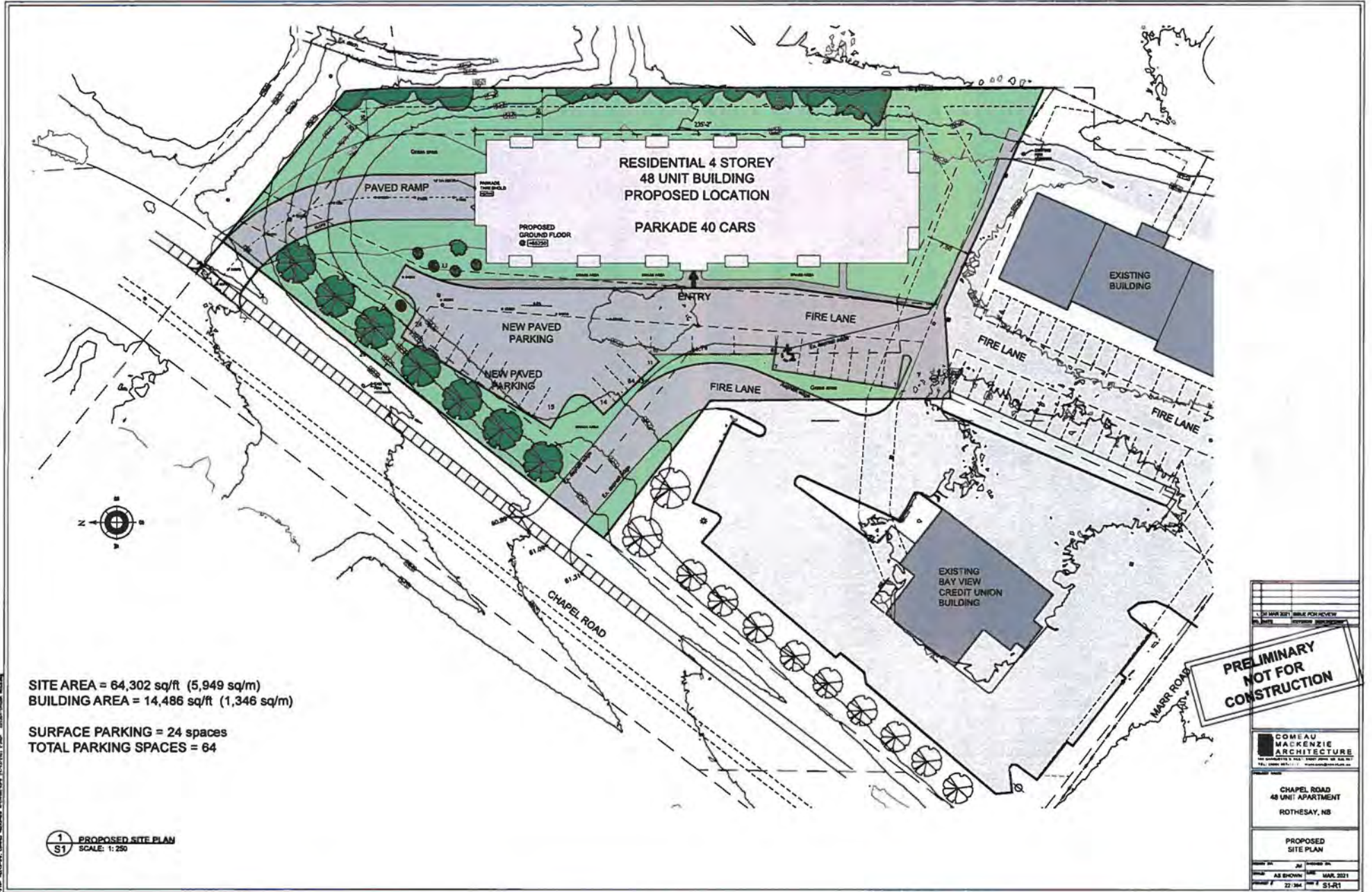
 Property

Civic Address

1:2,257





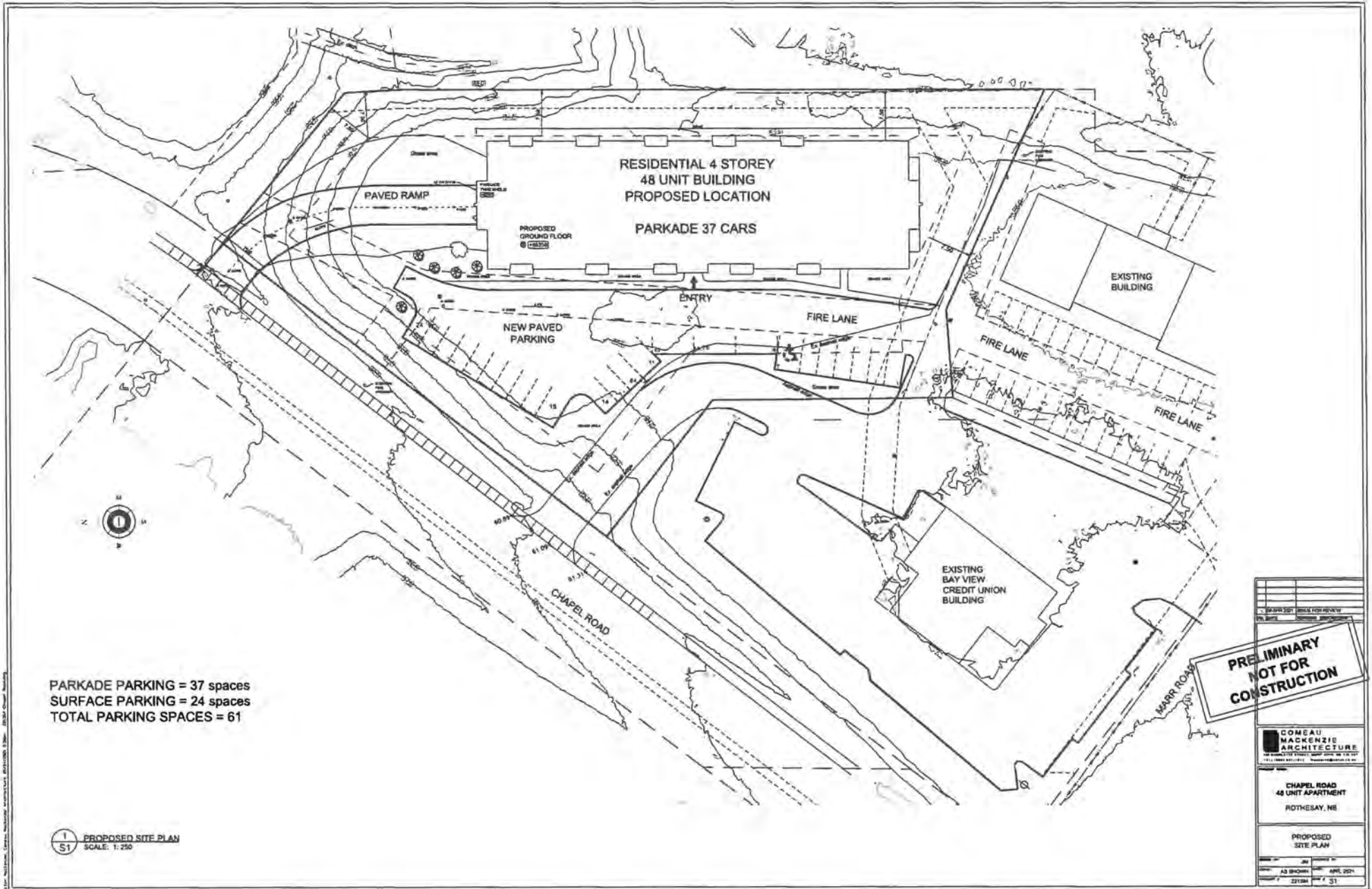


SITE AREA = 64,302 sq/ft (5,949 sq/m)  
 BUILDING AREA = 14,486 sq/ft (1,346 sq/m)  
 SURFACE PARKING = 24 SPACES  
 TOTAL PARKING SPACES = 64

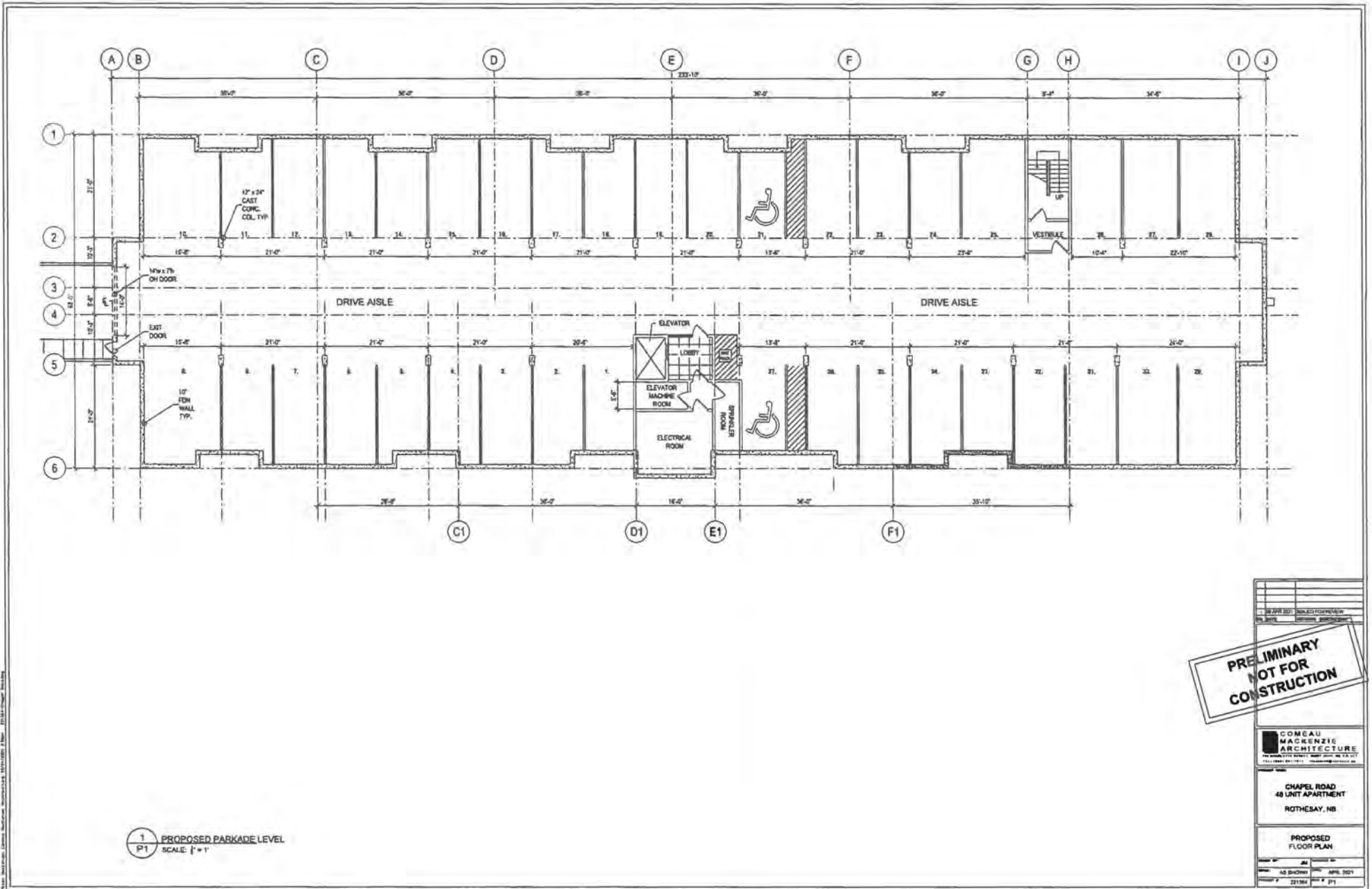
1 PROPOSED SITE PLAN  
 S1 SCALE: 1:250

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

22 MAR 2021 SCALE FOR REVIEW	
<b>COMEAU          MACKENZIE          ARCHITECTURE</b> <small>100 UNIVERSITY ST. 1000 10TH FLOOR S.S. 1000          TEL: 506-853-1111 WWW.COMEAUMACKENZIE.COM</small>	
CHAPEL ROAD 48 UNIT APARTMENT ROTHESAY, NB	
PROPOSED SITE PLAN	
SHEET NO. S1	SHEET TOTAL 1
DATE 22 MAR 2021	DRAWN BY S1/R1







**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

NO.	DATE	DESCRIPTION

**COMEAU  
MACKENZIE  
ARCHITECTURE**  
100 UNIVERSITY STREET, SUITE 400, TORONTO, ONT. M5G 1S7  
TEL: (416) 593-1111 FAX: (416) 593-1112

CHAPEL ROAD  
48 UNIT APARTMENT  
ROTHESAY, NB

**PROPOSED  
FLOOR PLAN**

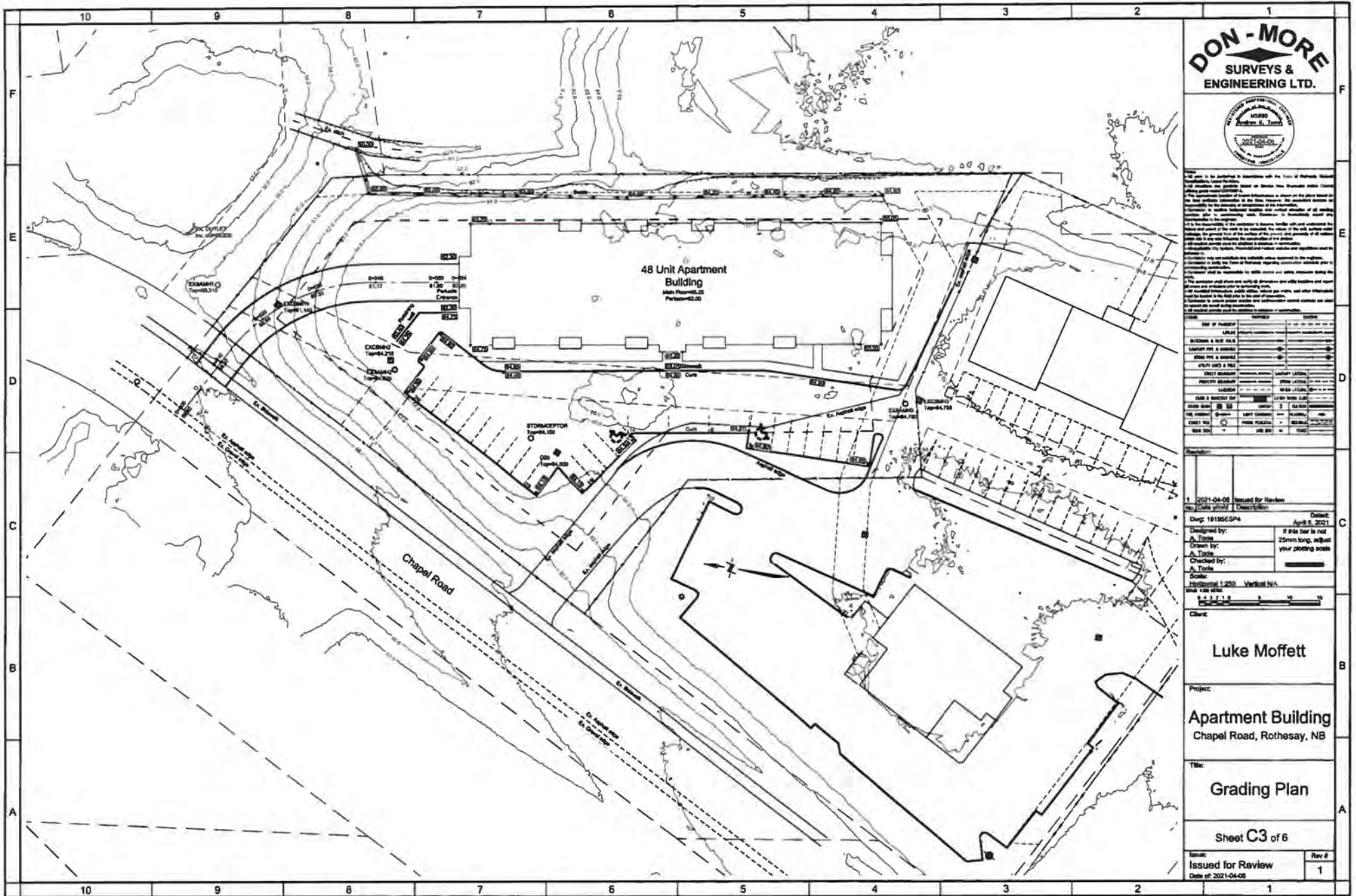
NO.	DATE

**1**  
**P1** PROPOSED PARKADE LEVEL  
SCALE: 1/8" = 1'









**DON - MORE**  
SURVEYS &  
ENGINEERING LTD.

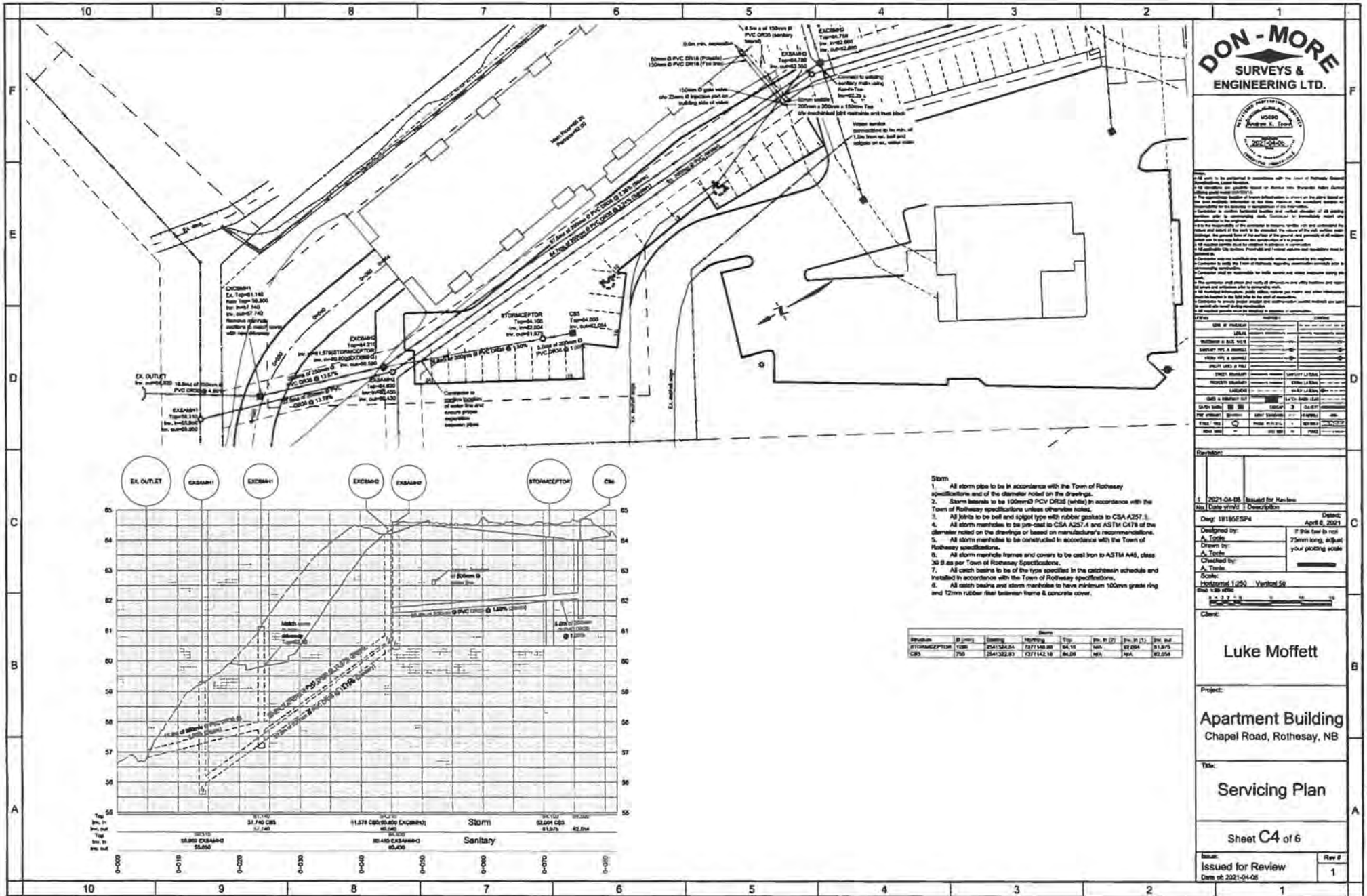


This plan is to be prepared in accordance with the Code of Professional Practice for Engineers and Geotechnical Engineers of the Province of New Brunswick. The Engineer shall be responsible for the accuracy of the information provided on this plan. The Engineer shall be responsible for the accuracy of the information provided on this plan. The Engineer shall be responsible for the accuracy of the information provided on this plan. The Engineer shall be responsible for the accuracy of the information provided on this plan.

DATE	DESCRIPTION	BY
2021-04-06	Issued for Review	A. Toles
2021-04-06	Checked by	A. Toles
2021-04-06	Designed by	A. Toles
2021-04-06	Drawn by	A. Toles
2021-04-06	Checked by	A. Toles
2021-04-06	Scale	Horizontal 1:200 Vertical N/A

Client: Luke Moffett  
Project: Apartment Building Chapel Road, Rothesay, NB  
Title: Grading Plan  
Sheet C3 of 6

Issued for Review  
Date of 2021-04-06  
Rev # 1



**DON-MORE**  
SURVEYS &  
ENGINEERING LTD.

All work to be performed in accordance with the Town of Rothesay, Quebec. All drawings are prepared based on the information provided by the client. The Engineer is not responsible for the accuracy or completeness of the information provided by the client. The Engineer is not responsible for the accuracy or completeness of the information provided by the client. The Engineer is not responsible for the accuracy or completeness of the information provided by the client.

DATE	BY	DESCRIPTION
2021-04-08	AS	Issued for Review

Revision:

1. 2021-04-08 Issued for Review

Drawn by: A. Toole

Checked by: A. Toole

Scale: Horizontal 1:250 Vertical 1:50

Client:

**Luke Moffett**

Project:

**Apartment Building**  
Chapel Road, Rothesay, NB

Title:

**Servicing Plan**

Sheet C4 of 6

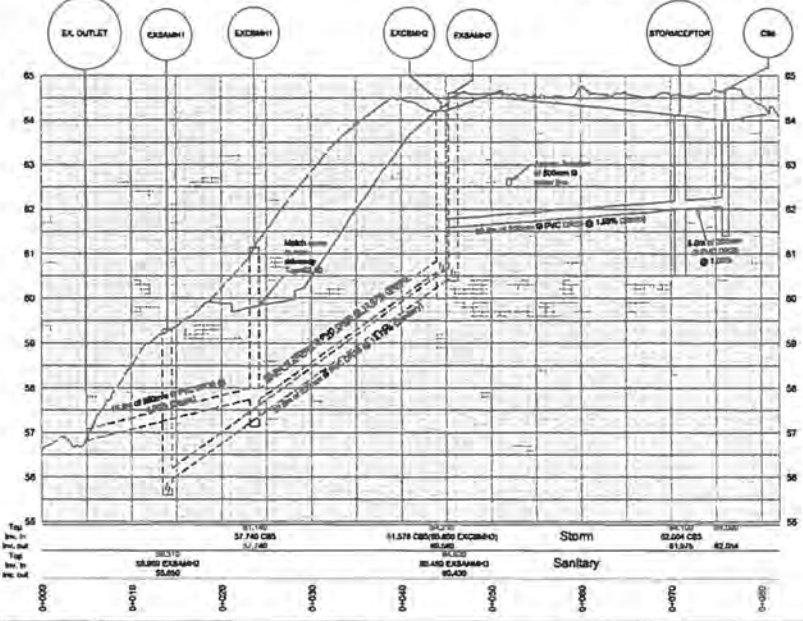
Issue: Issued for Review

Date: 2021-04-08

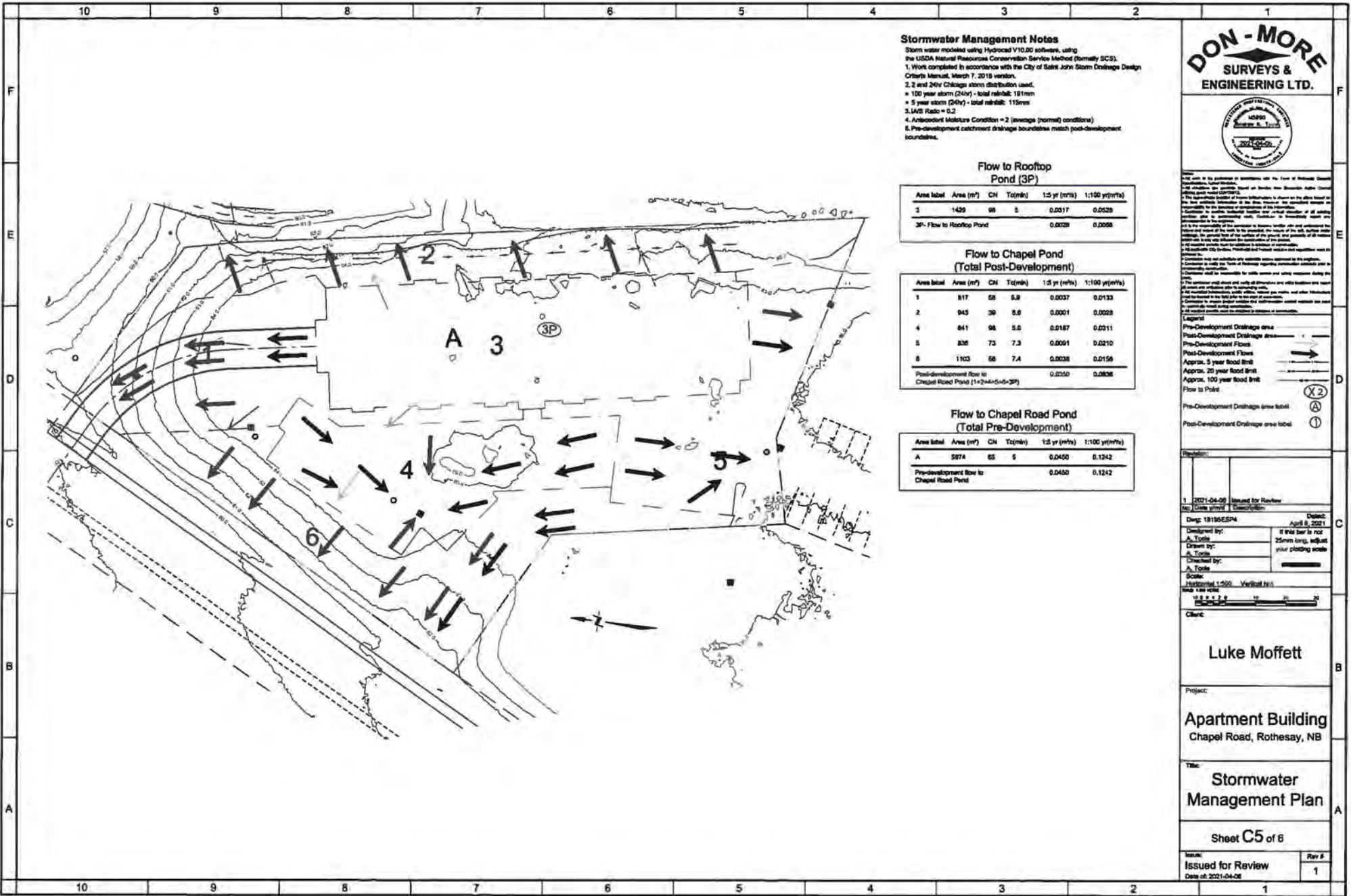
Rev # 1

- Storm**
- All storm pipe to be in accordance with the Town of Rothesay specifications and of the diameter noted on the drawings.
  - Storm laterals to be 100mmØ PCV DR23 (white) in accordance with the Town of Rothesay specifications unless otherwise noted.
  - All joints to be bell and gasket type with rubber gaskets to CSA A257.3.
  - All storm manholes to be pre-cast to CSA A257.4 and ASTM C478 of the diameter noted on the drawings or based on manufacturer's recommendations.
  - All storm manholes to be constructed in accordance with the Town of Rothesay specifications.
  - All storm manhole frames and covers to be cast iron to ASTM A46, class 30 B as per Town of Rothesay Specifications.
  - All catch basins to be of the type specified in the catchbasin schedule and installed in accordance with the Town of Rothesay specifications.
  - All catch basins and storm manholes to have minimum 100mm grade ring and 12mm rubber floor between frame & concrete cover.

Structure	Ø (mm)	Height	Material	Type	Min. In (Ø)	Max. In (Ø)	Min. In (Ø)	Max. In (Ø)
STORM RECEPTOR	750	2541324.84	7377148.88	14.16	N/A	61.084	61.145	61.204
CBS	750	2541322.83	7377142.18	14.28	N/A	N/A	N/A	61.254



Station	Storm Elevation (m)	Sanitary Elevation (m)
0+000	57.140	57.140
0+010	57.740 CBS	57.140
0+020	58.340	57.140
0+030	58.940	57.140
0+040	59.540	57.140
0+050	60.140	57.140



**Stormwater Management Notes**

Storm water modeled using HydroCAD V10.00 software, using the USDA Natural Resources Conservation Service Method (formally SCS) Criteria Manual, March 7, 2013 version.  
 1. Work completed in accordance with the City of Saint John Storm Drainage Ordinance Manual, March 7, 2013 version.  
 2. 2 and 24hr Chicago storm distribution used.  
 3. 100 year storm (24hr) - total rainfall: 191mm  
 4. 5 year storm (24hr) - total rainfall: 115mm  
 5. IAWQ Ratio = 0.2  
 6. Adjacent lot/lot Condition = 2 (average (normal) conditions)  
 7. Pre-development catchment drainage boundaries match post-development boundaries.

**Flow to Rooftop Pond (3P)**

Area label	Area (m <sup>2</sup> )	CN	Tc(min)	1.5 yr (m <sup>3</sup> /hr)	1:100 yr(m <sup>3</sup> /hr)
3	1429	98	5	0.0017	0.0028
3P - Flow to Rooftop Pond				0.0028	0.0028

**Flow to Chapel Pond (Total Post-Development)**

Area label	Area (m <sup>2</sup> )	CN	Tc(min)	1.5 yr (m <sup>3</sup> /hr)	1:100 yr(m <sup>3</sup> /hr)
1	817	58	5.8	0.0037	0.0133
2	943	39	8.6	0.0001	0.0028
4	841	98	5.0	0.0187	0.0311
5	836	73	7.3	0.0091	0.0210
6	1103	88	7.4	0.0038	0.0156
Post-development flow to Chapel Road Pond (1+2+4+5+6-3P)				0.0250	0.0836

**Flow to Chapel Road Pond (Total Pre-Development)**

Area label	Area (m <sup>2</sup> )	CN	Tc(min)	1.5 yr (m <sup>3</sup> /hr)	1:100 yr(m <sup>3</sup> /hr)
A	5974	65	5	0.0450	0.1242
Pre-development flow to Chapel Road Pond				0.0450	0.1242

**DON - MORE SURVEYS & ENGINEERING LTD.**



Don More is in full compliance with the Town of Rothesay (Surrey) Development Control Ordinance, Section 22.01.01. All drawings are prepared based on the best available information and are not to be used for any purpose other than that intended. The Engineer/Designer/Author is not responsible for any errors or omissions in the drawings or for any consequences arising therefrom. The Engineer/Designer/Author is not responsible for any errors or omissions in the drawings or for any consequences arising therefrom. The Engineer/Designer/Author is not responsible for any errors or omissions in the drawings or for any consequences arising therefrom. The Engineer/Designer/Author is not responsible for any errors or omissions in the drawings or for any consequences arising therefrom.

- Legend**
- Pre-Development Drainage area
  - Post-Development Drainage area
  - Pre-Development Flows
  - Post-Development Flows
  - Approx. 5 year flood limit
  - Approx. 20 year flood limit
  - Approx. 100 year flood limit
  - Flow to Pond
  - Pre-Development Drainage line label
  - Post-Development Drainage area label

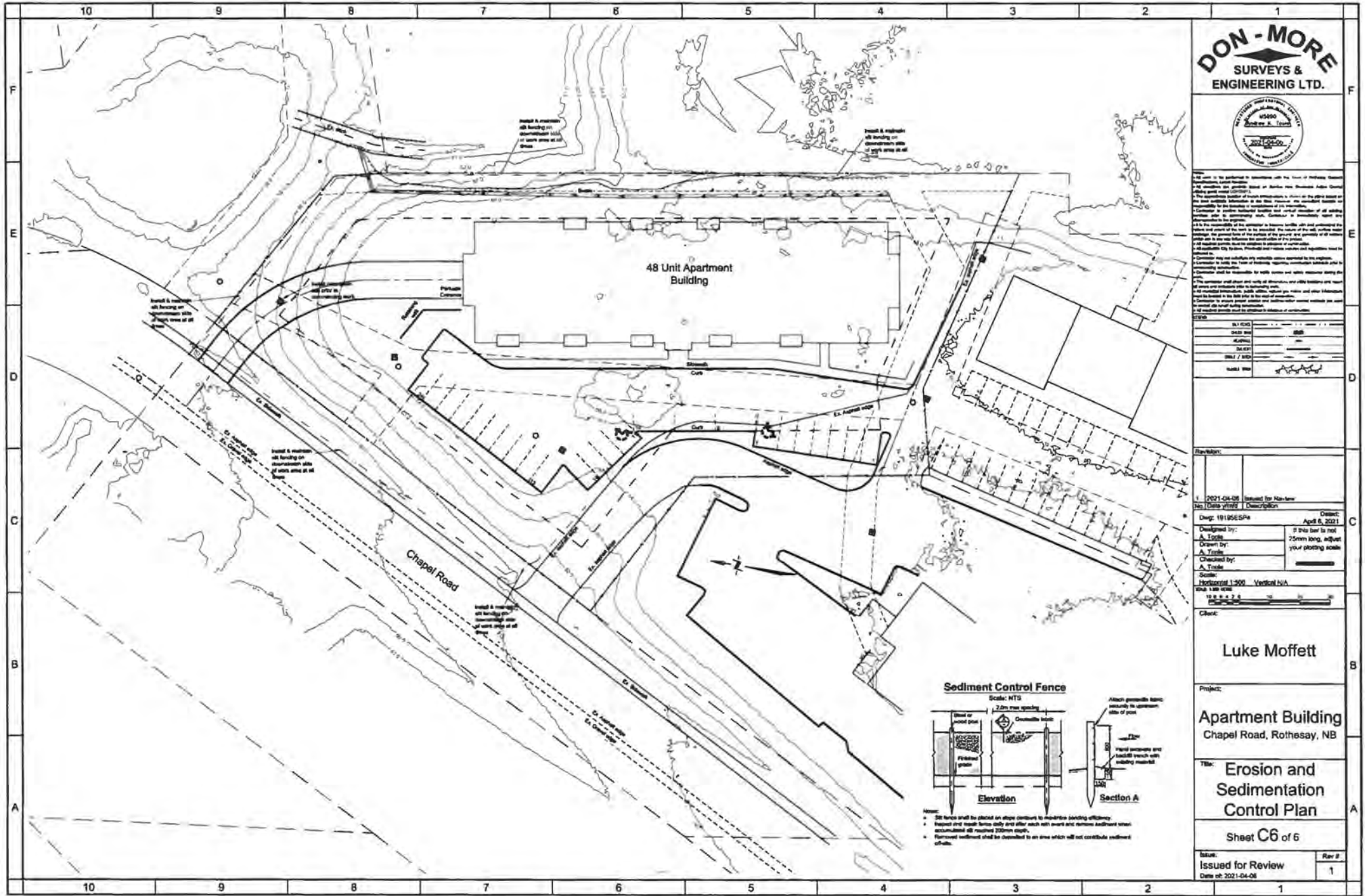
Revisions:	
1	2021-04-06 Issued for Review
2	2021-04-06 Issued for Review
3	2021-04-06 Issued for Review
4	2021-04-06 Issued for Review
5	2021-04-06 Issued for Review
6	2021-04-06 Issued for Review
7	2021-04-06 Issued for Review
8	2021-04-06 Issued for Review
9	2021-04-06 Issued for Review
10	2021-04-06 Issued for Review

**Client:**  
 Luke Moffett

**Project:**  
 Apartment Building  
 Chapel Road, Rothesay, NB

**Title:**  
 Stormwater Management Plan

Sheet C5 of 6	
Issued for Review	Rev # 1
Date of: 2021-04-06	



**DON-MORE**  
SURVEYS &  
ENGINEERING LTD.



This plan is to be performed in accordance with the laws of the Province of New Brunswick and the standards of the Board of Engineers and Architects of New Brunswick. The Engineer shall be responsible for the design and construction of the works shown on this plan and shall be liable for any damage or injury caused by the works shown on this plan. The Engineer shall also be responsible for the design and construction of the works shown on this plan and shall be liable for any damage or injury caused by the works shown on this plan. The Engineer shall also be responsible for the design and construction of the works shown on this plan and shall be liable for any damage or injury caused by the works shown on this plan.

NO. 10390	Andrew N. Trone
DATE	2021-04-06
SCALE	Horizontal 1:500 Vertical N/A
PROJECT	Apartment Building

Project: 2021-04-06 (Revised for Mark-Row)  
 Drawn by: A. Trone  
 Checked by: A. Trone

Date: April 6, 2021  
 Scale: Horizontal 1:500 Vertical N/A  
 Sheet C6 of 6

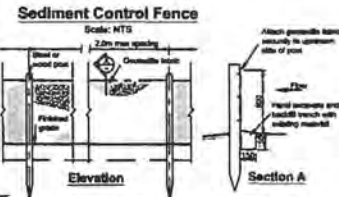
Client: Luke Moffett

Project: Apartment Building  
 Chapel Road, Rothesay, NB

Title: Erosion and Sedimentation Control Plan

Sheet C6 of 6

Issue: Issued for Review  
 Date: 2021-04-06



- All fences shall be placed on slope contours to maximize parking efficiency.
- Inspect and repair fences daily and after each rain event and remove sediment when accumulated at maximum 200mm depth.
- Removal sediment shall be discarded in an area which will not contribute sediment off-site.

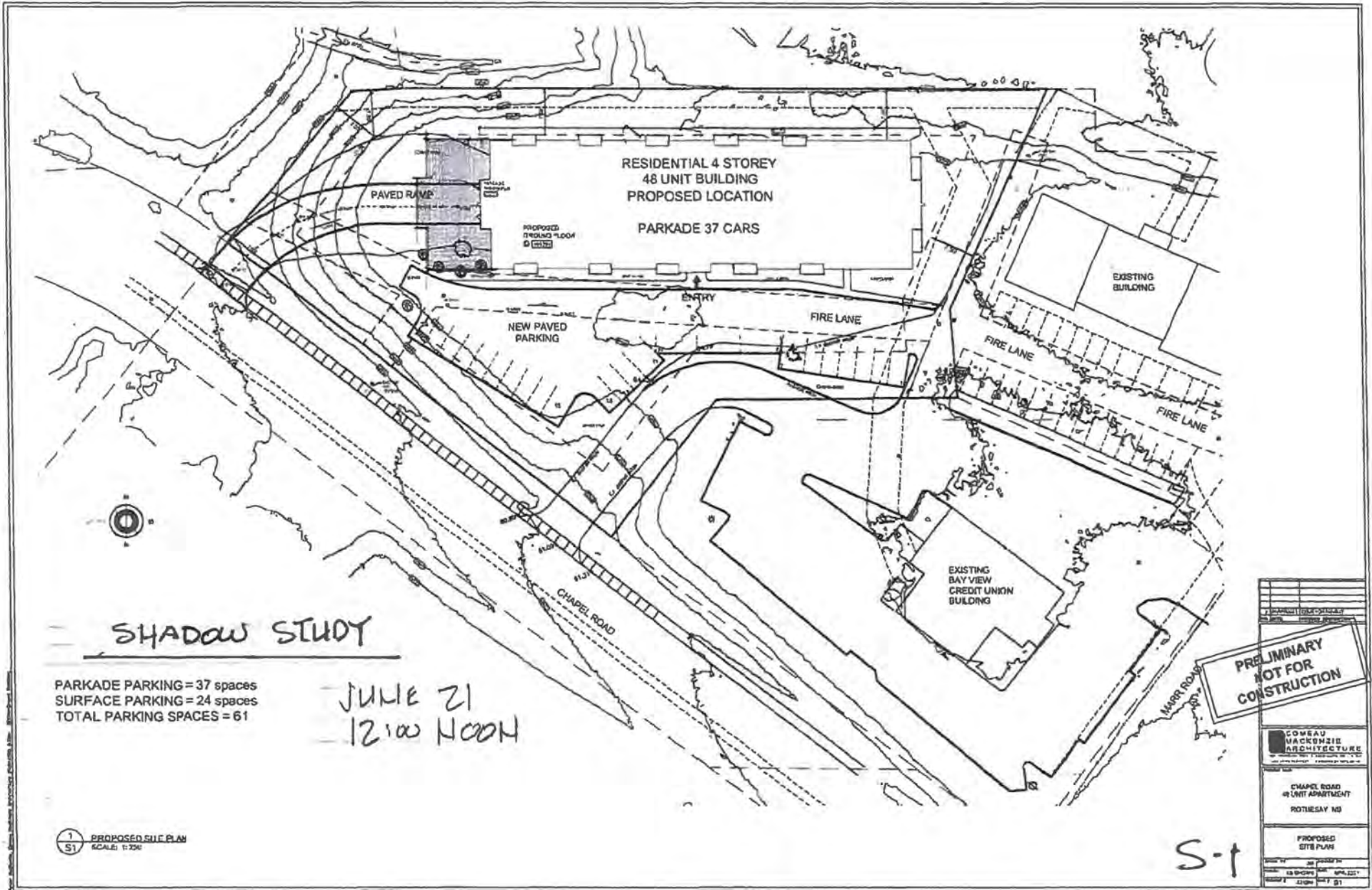
**CHAPEL ROAD - 48-UNIT APARTMENT  
ROTHESAY, NEW BRUNSWICK**

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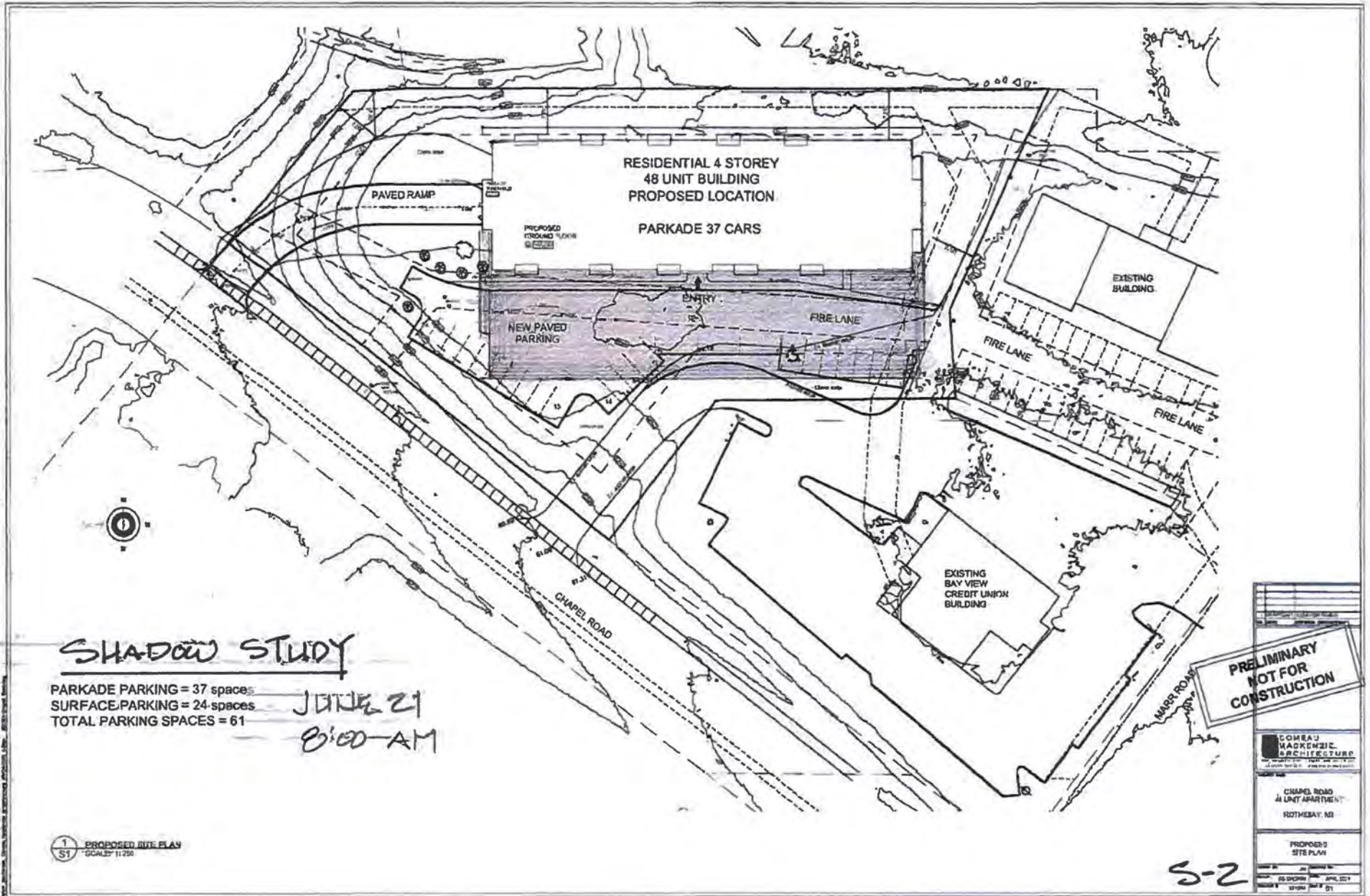
ROTHESAY, NB 45.35° N LATITUDE		SUN ANGLES		AZIMUTHS	
		SOLAR NOON	8:00 AM/4:00 PM	SUNRISE	SUNSET
Summer Solstice	June 21	68°	51°	N54°E	S305°W
Equinoxes	March 21 September 21	45°	28°	N89°E	S271°W
Winter Solstice	December 21	21°	Not Risen Set 4:40 @ 237°	N123°E	S237°W

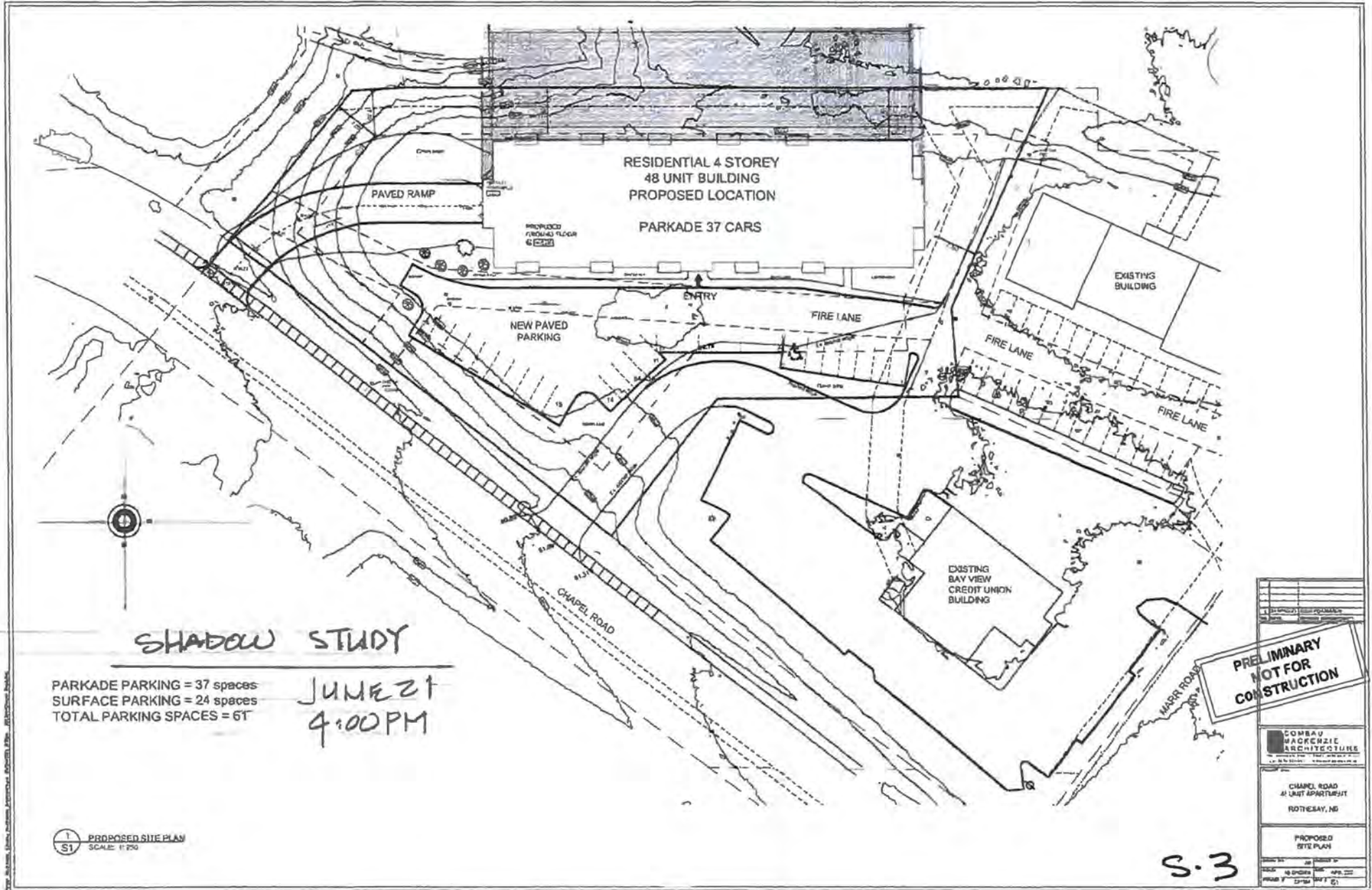
## NOTES:

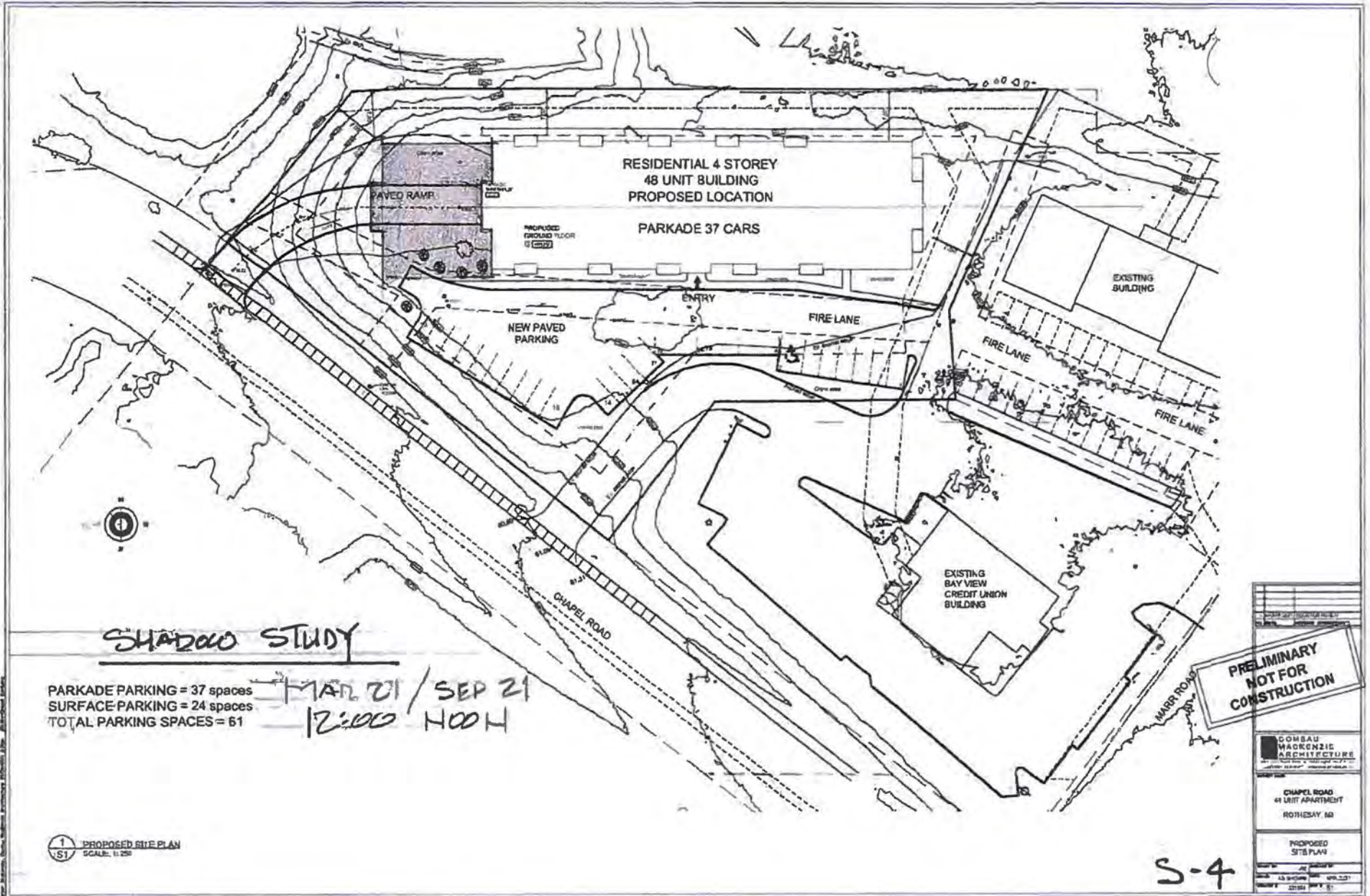
1. Sun times based on: Solar noon = 12:00 pm  
8:00 am = 4 hours BEFORE solar noon  
4:00 pm = 4 hours AFTER solar noon  
(Daylight Savings Time not accounted for)
2. Sun angles measured from true horizon upwards to sun centre.
3. Horizontal angles based on solar north/south, similar to GeoNB grid north.
4. Equinoxes set at March 21 and September 21, varying on a year-by-year basis.
5. Shade and shadow diagrams: Shown for June 21 and equinoxes only, 8:00 am/4:00 pm.

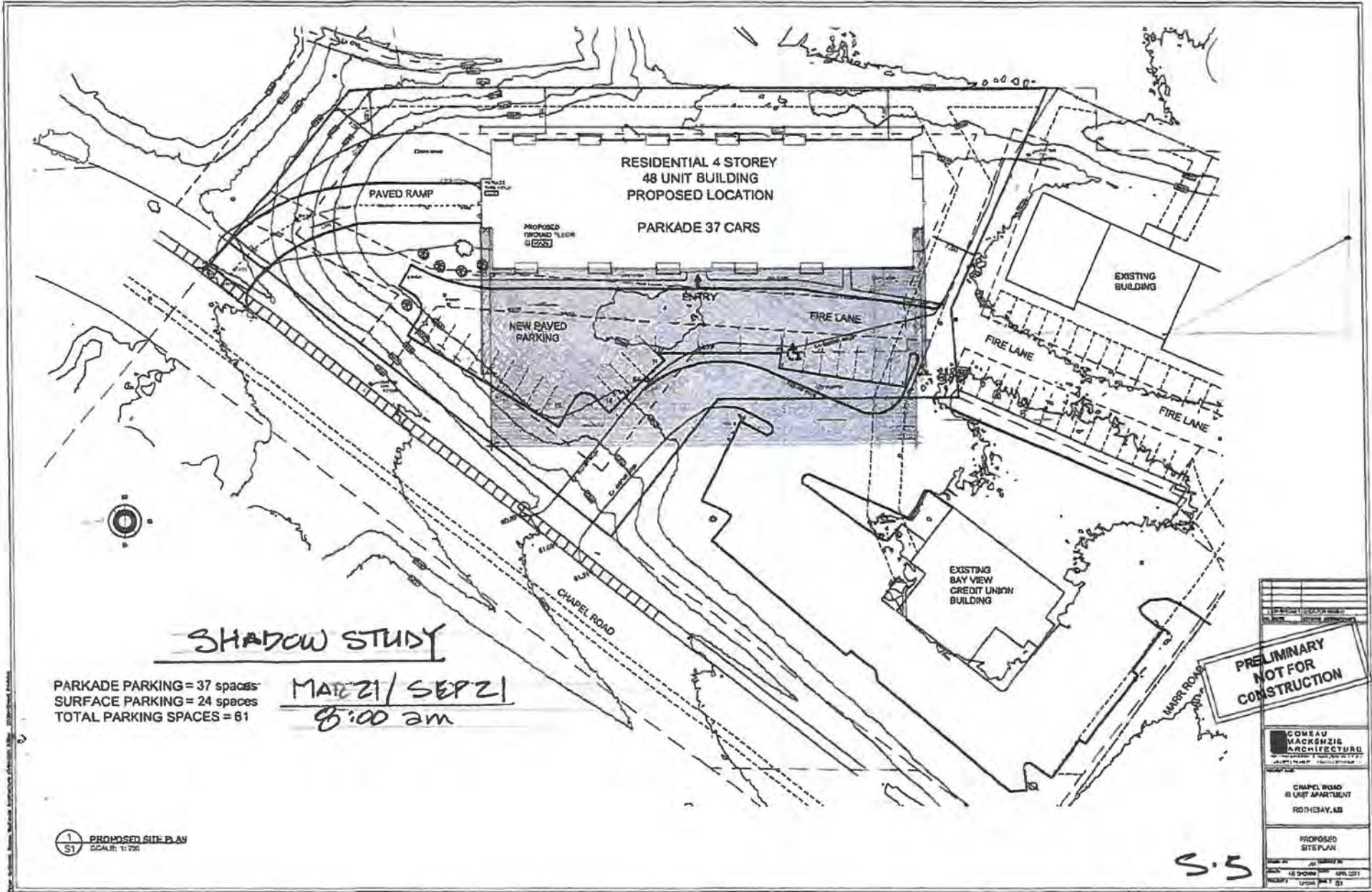












# SHADOW STUDY

PARKADE PARKING = 37 spaces  
 SURFACE PARKING = 24 spaces  
 TOTAL PARKING SPACES = 61

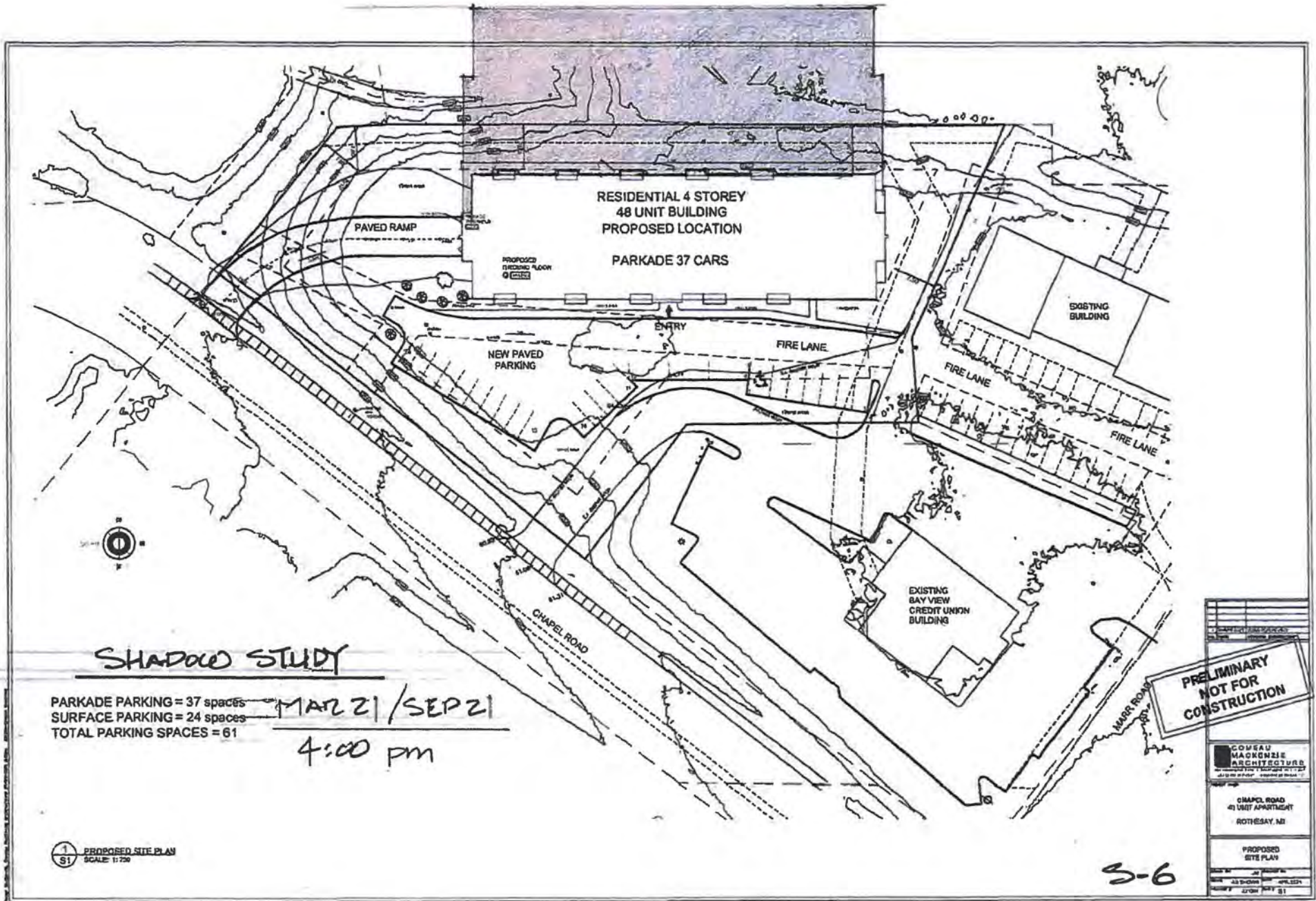
MAR 21 / SEP 21  
 8:00 am

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

<b>CONEAU          WACKENHISE          ARCHITECTURE</b> <small>10000 Highway 100, Suite 100, St. John's, NL A1B 1X6          Tel: (709) 753-1111 Fax: (709) 753-1112</small>	
CHAPEL ROAD 48 UNIT APARTMENT FORTHBY, NB	
PROPOSED SITE PLAN	
DRAWN BY DATE	CHECKED BY DATE
PROJECT NO. LAYOUT NO.	SHEET NO.

1  
 S1 PROPOSED SITE PLAN  
 SCALE: 1:750

S.5



# SHADOW STUDY

PARKADE PARKING = 37 spaces  
 SURFACE PARKING = 24 spaces  
 TOTAL PARKING SPACES = 61

MAR 21 / SEP 21  
 4:00 pm

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

<b>COMEAU          MACKENZIE          ARCHITECTURE</b> <small>400 BAYVIEW AVE. SUITE 1000 SCARBOROUGH, ONT. M1S 1B2          TEL: (416) 291-1111 FAX: (416) 291-1112</small>	
01 MAPLE ROAD 48 UNIT APARTMENT ROTHSAY, MI	
PROPOSED SITE PLAN	
DATE: JUL 2021	DRAWN BY: JLM
SCALE: AS SHOWN	PROJECT: 220101
SHEET: 01 OF 01	SHEET: S1

S-6

1  
 S1 PROPOSED SITE PLAN  
 SCALE: 1:200



Chapel Road Apartments is a four-storey, 48-unit apartment complex, over a single level of underground parking for 37 cars and 24 surface parking spaces the remainder of site is landscaped with a combination of deciduous and coniferous trees to maintain a green appearance during winter months. Access to the site is directly from Chapel Road, with a secondary access by right-of-way from Marr Road.

This convenient location is nearby to local services and is supportive of municipal "walkable community" aspirations as it is within 1 kilometre of a grocery store, neighbourhood park, pharmacy, community store, and 1.5 kilometres of a public school, childcare centre and healthcare services, Rothesay's to main commercial streets.

Please accept my signature below as a letter of support for the new 48 unit proposed development on Chapel Road. The location will not hinder traffic and is an ideal location for those that are looking to live in our community. With the many benefits Rothesay has to offer, increasing the housing options, such as Apartments with underground parking for existing or new residents is positive for the long term.

Print	Signature	Date
Tammy Clark (KV Auto)		April 19/2021
Steve Marr (KV Auto)		April 19/2021
Jeff Pail (KV Auto)		Apr. 19/2021
Jon Curlew (Rothesay Community Pharm)		Apr 20/21

# New 48 Unit Proposed Residential Development – Chapel Road



Complete Balance  
Physiotherapy

61 Marr Road, Rothesay, NB E2E 5Y8

April 17, 2021

To: Brian White and Planning Advisory Committee

I would like to offer strong support to the proposed 48 unit development on Chapel Road as I believe it will provide support to an economic recovery from the pandemic, support Rothesay, and provide newer living opportunities in our town. I have seen many new developments occurring in Quispamsis and welcome seeing new development near our commercial establishment.

Sincerely,

Allen McQuaid  
Jessica Holland



---

To: Town of Rothesay Municipal Planning Department

From: Royal Canadian Legion Branch #58

Regarding- Chapel Apartments Proposal

As a local business, we are excited to see the proposed development of additional housing for the Rothesay area. In reviewing the proposed plan and traffic flow, we are confident that the addition of a new building in our neighbourhood will boost our value and curb appeal.

We are happy to offer support to the approval process. We are actively working with the developer to minimize the impact of traffic flow in the shared parking lot and are confident we can strike an equitable shared access agreement with all parties.

To that end we to look forward to working together with our new neighbours to continue growth and prosperity in Rothesay.

Thanks

A handwritten signature in black ink, appearing to be "Steve" followed by a stylized flourish.

\_\_\_\_\_  
President RCL Branch #58

A handwritten signature in black ink, appearing to be "Gloria Roberts" in a cursive script.

\_\_\_\_\_  
Secretary RCL Branch #58

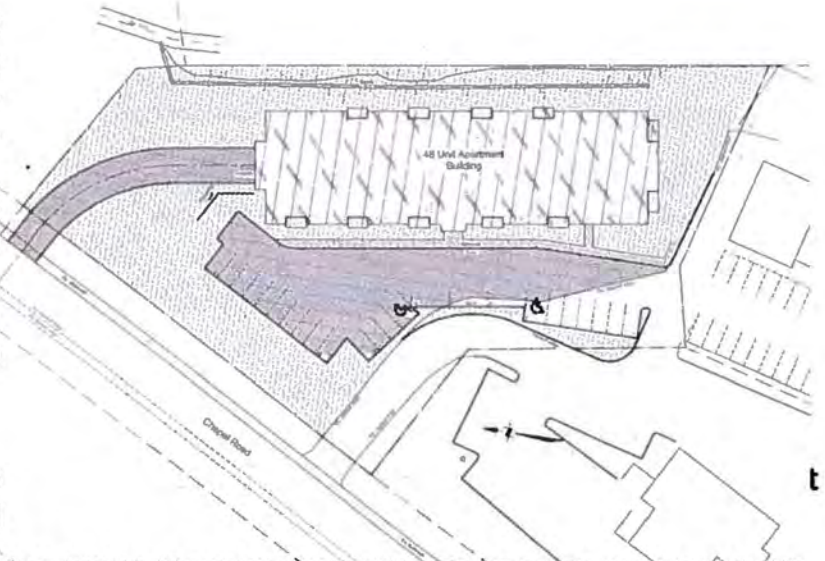




For Illustration Only - New 48 Unit Proposed Residential Development – Chapel Road Subject to rezoning and feasibility.

The site includes 24 surface parking spaces site is landscaped with a combination of de appearance during winter months. Access secondary access by right-of-way from Mar

This convenient location is nearby to local community aspirations. CMHC also identifies a store, neighbourhood park, pharmacy, corner childcare centre and healthcare services, a for multi-family developments. This site fit:



Please accept my signature below as a letter on Chapel Road. The location will not hinder are looking to live in our community. With the many economic benefits, that to ensure increasing the housing options, such as Apartments with underground parking for existing or new residents is positive for the long term.

Print

Signature

Date

(Royal LePage)

Kevin Donovan

Kevin Donovan

4/21/2021 | 9:38 AM ADT



## Future Solutions

## Memo

April 12 ,2021

**To: Town of Rothesay Municipal Planning Department**

**From: Future Solutions**

**Regarding- Chapel Apartments Proposal**

As a local business, I am excited to see the proposed development of additional housing for the Rothesay area. In reviewing the proposed plan and traffic flow, I am confident that the addition of a new building in the neighbourhood will boost value and curb appeal for my clients.

I am happy to offer support to the approval process. I am involved by my representation of Kings County Condominium Corp #3 and I am actively working with all parties to facilitate an equitable shared access agreement to govern the traffic flow and maximize safety in the existing laneway and parking areas.

To that end we to look forward to working together with our new neighbours to continue growth and prosperity in Rothesay.

Thanks

A handwritten signature in black ink that reads 'Les Gillet'. The signature is written in a cursive, flowing style.

Les Gillet,

Future Solutions

126 Hampton Road,

Rothesay, NB,

E2E2N6

506.657.0013



**To:** Chair and Members of Rothesay Planning Advisory Committee  
**From:** Brian L. White, MCIP, RPP  
 Director of Planning and Development Services  
**Date:** Friday, July 02, 2021  
**Subject:** Supplemental Report - 48 Unit Apartment Building – Rezoning Chapel Road (PID 30206882)

<b>Applicant:</b>	Sean Hall & Luke Moffett	<b>Property Owner:</b>	637339 NB Inc.
<b>Mailing Address:</b>	76 Highland Avenue Rothesay NB E2E 5N3	<b>Mailing Address:</b>	317 Hampton Road Quispamsis NB E2E 4M9
<b>Property Location:</b>	Chapel Road	<b>PID:</b>	30206882
<b>Plan Designation:</b>	Commercial	<b>Zone:</b>	General Commercial
<b>Application For:</b>	48 Unit Apartment Building		
<b>Input from Other Sources:</b>	Operations, KVFD, KRPF, Anglophone South District School Board		

**RECOMMENDATION:**

PAC HEREBY removes from the TABLE the rezoning application of the lands located off Chapel Drive (PID 30206882) to allow for the development a 48-unit apartment building subject to the execution of a Development Agreement.

**ORIGIN:**

At the regular meeting of PAC May 3<sup>rd</sup>, 2021 PAC tabled the application for a 48 unit apartment building located off Chapel Road pending the receipt of a supplemental staff report containing the following:

1. Traffic impact assessment results and review;
2. Polling results;
3. Review by KVFD; and
4. Draft development agreement and rezoning By-law.

**BACKGROUND:**

Staff have received the traffic impact statement and revised architectural drawings (see Attachment A) for the application to develop a 48 unit apartment building on the 1 ½ acre vacant lot off Chapel Road. Staff’s review of the supplemental information is contained in the sections that follow.

**TRAFFIC IMPACT**

Staff did review the submitted Traffic Impact Statement (Attachment B) and have reviewed the findings with the applicant. Staff’s major concern was the level of service (LOS) with the development on the Chapel Road / Marr Road intersection. The report states “that delays at the southbound approach of the Chapel Road / Marr Road intersection will increase slightly (4 – 8 seconds per vehicle); however the approach will remain below capacity and the intersection will continue to perform efficiently overall.” The report continues to conclude, “Traffic signals are not warranted at the intersection in the 2027 horizon period.” Notwithstanding, the study’s conclusion regarding the need for traffic signals Staff have included a clause with the development agreement (Attachment A) that secures a capital cost

contribution toward signalization should conditions arise that require Rothesay to implement traffic signals.

**POLLING RESULTS**

Staff circulated polling letters to inform the immediate neighbours of the application and to invite any comments they may wish to make with respect to the application. As of July 2, 2021 no comments were received by Staff as a result of our polling efforts.

**KENNEBECASIS VALLEY FIRE DEPARTMENT:**

As is required by Municipal Plan **Policy FR-7**, the KVFD must review proposals for new development projects to ensure that public safety and firefighting concerns are addressed. The KVFD reviewed the proposal and are satisfied that the proposal fulfills their requirements.



**Figure 1 – Revised Rendering 48 unit Apt Building – ZZAP Architecture + Planning**

**DEVELOPMENT AGREEMENT:**

A development agreement is a contract between Rothesay and the property owner that specifies the details and obligations of the individual parties concerning the proposed development. The draft development agreement is Attachment A. 2. The Development Agreement requires that the proposed building as seen before PAC and Council will be constructed in conformance the details and Schedules attached to the agreement as follows:

- Schedule A Legal Description of Parcels
- Schedule B Proposed Site Plan and Location of Building
- Schedule C Building Elevations (4)
- Schedule D Landscape Plan
- Schedule E Storm Water Management Plan

Staff would like draw special attention to Parts 5 through 11 of the agreement which layout the mechanisms by which the affordable housing component of the project will regulated. As noted in the

previous report Staff were concerned that the proposed methodology could result in rents as high as \$2200 and be deemed “affordable”. Staff have consulted with CMHC and other municipalities to determine the most effective approach to ensuring the agreed rental rates. Staff also note that the developer is unable to access the Affordable Rental Housing Program or Provincial Rent Supplement Assistance Program with the Province of New Brunswick, for that reason, Staff have created agreement clauses as follows:

1. The Developer agrees to maintain for a period of twenty (20) years, calculated from the first day of building occupancy, no less than 8 affordable 2 bedroom apartment units with monthly rental rates based at or below 30% of the Single Parent Median Income in Rothesay as determined by the most recent available data from Statistics Canada.
2. The Developer further agrees that once the base rents are established in the first year of occupancy, they can only be raised by the higher of Consumer Price Index (CPI).
3. The Developer agrees to provide to Rothesay an annual audit or legal affidavit prepared by a licensed member of the Chartered Professional Accountants of New Brunswick that provides reasonable assurance that an audit conducted of the affordable units complies with this agreement in accordance with Canadian generally accepted auditing standards.

**APPROVAL PROCESS:**

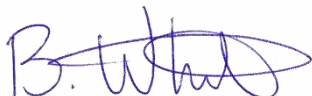
The application is rezone the subject property to the R-4 Multi-Unit Residential Zone to permit a 48-unit apartment building by development agreement. The application is being reviewed pursuant to the policies of Rothesay Municipal Plan 1-20. The standard procedure for a rezoning is that Council receive from PAC a recommendation to hold a Public Hearing and that both the rezoning (by-law amendment) and the development agreement be prepared in advance of the public hearing.

**RECOMMENDATIONS:**

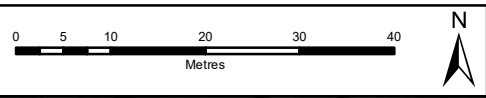
Staff recommend the Planning Advisory Committee consider the following MOTION:

The Rothesay Planning Advisory Committee HEREBY recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off Chapel Drive (PID 30206882) from General Commercial (GC) to Multi-Unit Residential (R4) to allow for the development a 48 unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act.

Map 1	Location Map
Attachment A	Proposed Development Agreement & By-law
Attachment B	Traffic Study



Report Prepared by: Brian L. White, MCIP, RPP  
Date: Friday, July 02, 2021



Subject Property: PID 30206882

2021 July 120 Open Session FINAL\_199



Chapel Rd

Wesleyan Methodist University



**BY-LAW 2-10-28  
A BY-LAW TO AMEND THE ZONING BY-LAW  
(No.2-10 Rothesay)**

The Council of the town of Rothesay, under authority vested in it by the Community Planning Act, and amendments thereto, hereby amends By-Law 2-10 “Rothesay Zoning By-law” and enacts as follows:

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-28”.

The purpose of the amendment is to rezone lands located off Chapel Drive (PID 30206882) from General Commercial (GC) to Multi-Unit Residential (R4) to allow for the development a 48-unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act, supra.

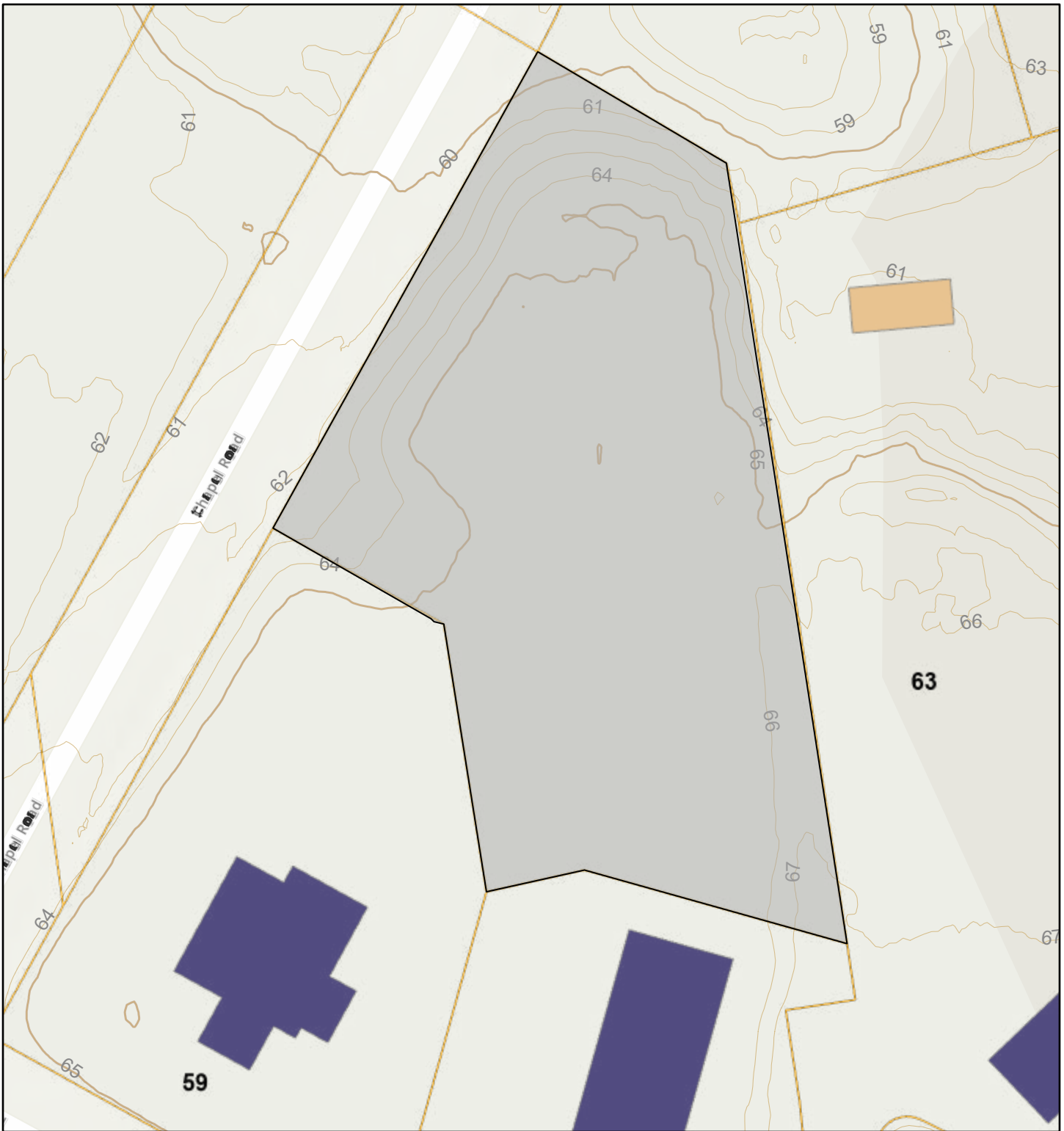
FIRST READING BY TITLE :  
SECOND READING BY TITLE :  
READ IN ENTIRETY :  
THIRD READING BY TITLE :  
AND ENACTED :

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# Attachment - Bylaw 2-10- 28 Subject Property - PID:30206882

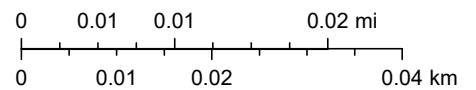
2021July12OpenSessionFINAL\_201



6/23/2021, 2:01:05 PM

1:1,128

- Building
  - Commercial
  - Industrial
- Rothesay Boundary
- Property
- Civic Address



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodataslyrselen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



# Rothesay

## DEVELOPMENT AGREEMENT

### *Land Titles Act, S.N.B. 1981, c.L-1.1, s.24*

Parcel Identifier 30206882  
of Parcel Burdened  
by Agreement:

Owner of Land Parcels: **637339 N.B. INC.**  
Tammy Moffett, Director  
76 Highland Avenue  
Rothesay NB  
E2E 5N9 (Hereinafter called the "Developer")

Agreement with: **Rothesay**  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the Local  
Governance Act, RSNB 2021, Chapter 18, located  
in the County of Kings and Province of New  
Brunswick

**WHEREAS** the Developer is the registered owner of certain lands located off Chapel Road (PID 30206882) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

**AND WHEREAS** the Developer is now desirous of entering into a development agreement to allow for the development of a forty-eight (48) unit apartment building with underground parking on the Lands as described in Schedules B through D. (herein after called the "Project")

**AND WHEREAS** Rothesay Council did, on **INSERT DATE**, authorize the Mayor and Clerk to enter into a Development Agreement with 637339 N.B. INC. to develop a residential apartment complex on the Lands.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that for and in the consideration of the mutual covenants and agreements herein expressed and contained, the parties hereto covenant and agree as follows:

1. The Developer agrees that the number of residential units situated on the Lands shall not exceed forty-eight (48) residential apartment units.

#### **Schedules**

2. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with the following Schedules attached to this Agreement:
  - a. Schedule A Legal Description of Parcels
  - b. Schedule B Proposed Site Plan and Location of Building
  - c. Schedule C Building Elevations (4)
  - d. Schedule D Landscape Plan
  - e. Schedule E Storm Water Management Plan

#### **Site Development**

3. The Developer agrees that except as otherwise provided for herein the use of the Lands shall comply with the requirements of the Rothesay Zoning By-law and Subdivision By-law, as may be amended from time to time.
4. The Developer agrees to develop the Lands in a manner, which, in the

opinion of the Development Officer, is generally in conformance with Schedules B, C, D and E.

### **Affordable Housing**

5. The Developer agrees to maintain for a period of **twenty (20)** years, calculated from the first day of building occupancy, no fewer than 8 'affordable' 2 bedroom apartment units with monthly rental rates based at or below 30% of the Single Parent Median Income in Rothesay as determined by the most recent available data from Statistics Canada.
6. The Developer further agrees that once the base rents for the affordable are established in the first year of occupancy, they can only be raised by a maximum of the Consumer Price Index (CPI), annual average not seasonally adjusted for Saint John, N.B.
7. The Developer agrees to provide to Rothesay an annual audit or legal affidavit prepared by a licensed member of the Chartered Professional Accountants of New Brunswick that provides reasonable assurance that an audit conducted of the affordable units complies with this agreement in accordance with Canadian generally accepted auditing standards.
8. The Developer agrees to bear all costs associated with the annual audit or legal affidavit referenced in paragraph 7 and to fully cooperate with Rothesay relating to such audit monitoring and evaluation.
9. The Developer agrees that during the full Term of this Agreement, that any failure by the Developer to maintain the affordability provisions as set out in paragraphs 5, 6 and 7 or any other violation of any material term of the affordability principles shall constitute a default under this Agreement.
10. The Developer agrees that upon any such default, Rothesay may demand that Developer pay to Rothesay an amount equal to twice the difference of the actual rent received and the maximum amount of rent permitted under clause 6. The Developer agrees to pay interest on any balance in arrears at the rate of 1.25% percent per month compounded monthly.
11. Rothesay and the Developer agree that nothing contained in this agreement shall make or be construed to make any tenant or resident of the Project the responsibility of Rothesay.

### **Universal Design Barrier-Free Apartments**

12. The Developer agrees to construct two (2) apartments utilizing Universal Design principles to achieve an accessible barrier-free standard to the satisfaction of the Development Officer in consultation with the Town's Building Inspector.
13. The Developer agrees that the building occupancy permit shall not be granted by Rothesay until the requirements set out in paragraph 12 are substantially completed and approved by Rothesay.

### **Architectural Guidelines**

14. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development, which exhibits an architectural design that reinforces the community character and that is generally consistent with the existing styles of housing in Rothesay. The Developer agrees to ensure the following:
  - a. The architectural design of the building shall be, in the opinion of the Development Officer, generally in conformance with Schedule C.
  - b. All exterior mounted ventilation and related mechanical equipment, including roof mechanical units, shall be concealed by screening in a

manner to reduce clutter and negative impacts on the architectural character of the building.

### **Storm Water**

15. The Developer shall carry out, subject to inspection and approval by Town representatives, the installation of a storm water system as per Schedule E of this agreement. The Developer agrees to accept responsibility for all costs associated such installation including the following:
  - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water from the entire developed portion of the lands to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer,
  - b. topsoil and hydro-seeding of shoulders of roadways.
16. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water system such plans, as required by the Town, that shall conform with the design schematics and construction standards of the Town, unless otherwise acceptable to the Town Engineer.
17. The Developer agrees that all roof leaders, down spouts, and other storm water drains from the building, parking lot and landscape features shall not be directed or otherwise connected or discharged directly to the Town's storm water or sanitary collection system.
18. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

### **Traffic Signals – Cost Contribution**

19. The Developer agrees to pay to Rothesay upon receipt of an invoice an amount not exceeding thirty-three percent (33%) of the actual cost incurred and expended by Rothesay for traffic signalization including, curbing, sidewalks, road widening, traffic lights, poles, controllers, accessories, electrical equipment and appurtenances necessary for their installation and initial operation, installed at the intersection of Marr Road and Chapel Drive.
20. Rothesay and the Developer agree that the capital cost contribution obligation (paragraph 19) shall expire in twenty 20 years from the date of the execution of this agreement should Rothesay not proceed with the traffic signalization as referenced in paragraph 20.
21. The Town and Developer agree that the design and construction of the intersection and related improvements shall be solely determined by the Town.

### **Water Supply**

22. The Developer agrees to connect to the Town's nearest and existing water system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
23. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of forty-eight (48) residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
24. The Developer agrees to pay the Town a fee for connection of the building to the Town water system including sprinkler feed to the Town water system calculated in the manner set out in By-law 1-18, Rothesay Water

By-law as amended from time to time, to be paid to the Town twelve (12) months following the issuance of the building permit.

25. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
26. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.
27. The Developer agrees to comply with the Town's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to the Town's water system.
28. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion or if an invoice for water service is more than 90 days in arrears..
29. The Developer agrees to provide, prior to the occupation of any buildings or portions thereof, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection of service laterals and the connection to the existing Town water system have been satisfactorily completed and constructed in accordance with the Town specifications.

#### **Sanitary Sewer**

30. The Developer agrees to connect to the existing sanitary sewer system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
31. The Developer agrees to pay the Town a fee for connection to the Town sewer system calculated in the manner set out in By-law 1-15 Rothesay Sewage By-law, as amended from time to time, to be paid to the Town twelve (12) months following the issuance of the building permit.
32. The Developer agrees to carry out subject to inspection and approval by Town representatives, and pay for the entire actual costs of Engineering design, supply, installation, inspection and construction of all service lateral(s) necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.
33. The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Town specifications for such development.
34. The Developer agrees that all connections to the Town sanitary sewer system shall be supervised by the Developer's engineer and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and shall occur at the sole expense of the Developer.

#### **Retaining Walls**

35. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.
36. The Developer agrees to obtain from the Town a Building Permit for any

retaining wall, as required on the Lands, in excess of 1.2 meters in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.

### **Indemnification**

37. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.<sup>00</sup>). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

### **Notice**

38. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **637339 N.B. INC.**, 76 Highland Avenue, Rothesay NB, E2E 5N9 and to the Town if delivered personally or by prepaid mail addressed to **ROTHESAY**, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

### **By-laws**

39. The Developer agrees to be bound by and to act in accordance with the By-laws of the Town as amended from time to time and such other laws and regulations that apply or that may apply in the future to the site and to activities carried out thereon.

### **Termination**

40. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed on or before **INSERT DATE** being a date 5 years (60 months) from the date of Council's decision to enter into this Agreement. Accordingly, the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform to the provisions of the Rothesay Zoning By-law.

41. Notwithstanding paragraph 40, the Parties agree that the development shall be deemed to have commenced if within a period of not less than three (3) months prior to **INSERT DATE** the construction of the municipal service infrastructure has begun and that such construction is deemed by the Development Officer in consultation with the Town Engineer as being continued through to completion as continuously and expeditiously as deemed reasonable.

42. The Developer agrees that should the Town terminate this Agreement the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in this Agreement. If there are amounts remaining after the completion of the work in accordance with this Agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this Agreement, the Developer shall promptly on receipt of an invoice pay to the Town the full amount owing as required to complete the work.

**Security & Occupancy**

43. The Town and Developer agree that Final Occupancy of the proposed building(s), as required in the Building By-law, shall not occur until all conditions above have been met to the satisfaction of the Development Officer and an Occupancy Permit has been issued.
44. Notwithstanding Schedule D and E of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of one hundred twenty percent (120%) of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:
- a. security in the form of an automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay;
  - b. Rothesay may use the security to complete the work as set out in Schedule D and E of this Agreement including landscaping or storm water works not completed within a period not exceeding six (6) months from the date of issuance of the Occupancy Permit;
  - c. all costs exceeding the security necessary to complete the work as set out in Schedule D and E this Agreement shall be reimbursed to Rothesay; and
  - d. any unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

**Failure to Comply**

45. The Developer agrees that after sixty (60) days written notice by the Town regarding the failure of the Developer to observe or perform any covenant or condition of this Agreement, then in each such case:
- (a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defense based upon the allegation that damages would be an adequate remedy;
  - (b) The Town may enter onto the Lands and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Lands or from the performance of the covenants or remedial action, shall be a first lien on the Lands and be shown on any tax certificate issued under the Assessment Act;
  - (c) The Town may, by resolution of Council, discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; and/or
  - (d) In addition to the above remedies, the Town reserves the right to pursue any other remediation under the *Community Planning Act* or Common Law in order to ensure compliance with this Agreement.

**Entire Agreement**

46. This Agreement contains the whole agreement between the parties hereto and supersedes any prior agreement as regards the lands outlined in the plan hereto annexed.

**Severability**

47. If any paragraph or part of this agreement is found to be beyond the powers

of the Town Council to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent therefrom and to be agreed as such.

**Reasonableness**

48. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

This Agreement shall be binding upon and endure to the benefit of the Parties hereto and their respective heirs, administrators, successors and assigns.

**IN WITNESS WHEREOF**, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer(s) as of \_\_\_\_\_, 2021.

Witness: 637339 N.B. INC.

\_\_\_\_\_  
Tammy Moffett, Director

Witness: Rothesay:

\_\_\_\_\_  
Nancy E. Grant, Mayor

\_\_\_\_\_  
Mary Jane E. Banks, Clerk

**SCHEDULE A**

**PID: | 30206882**



Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: Tammy Moffett
76 Highland Avenue
Rothesay NB
E2E 5N9
Office Held by Deponent: Director
Corporation: 637339 N.B. INC.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2021

I, Tammy Moffett, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "Tammy Moffett" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,
in the County of Kings,
and Province of New Brunswick,
This \_\_\_ day of \_\_\_\_\_, 2021

BEFORE ME:
Commissioner of Oaths

Tammy Moffett

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: MARY JANE E. BANKS

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

Office Held by Deponent: Clerk

Corporation: Rothesay

Other Officer Who Executed the Instrument: NANCY E. GRANT

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

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2021

I, MARY JANE E. BANKS, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me and NANCY E. GRANT, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. The signature "NANCY E. GRANT" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of Rothesay, and the signature "Mary Jane E. Banks" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
Rothesay, in the County of Kings, )
and Province of New Brunswick, )
This \_\_\_ day of \_\_\_\_\_, 2021 )

BEFORE ME: )
)
)
)
Commissioner of Oaths )

\_\_\_\_\_)
MARY JANE E. BANKS

2021July12OpenSessionFINAL\_212

**DON - MORE**  
SURVEYS &  
ENGINEERING LTD.



**Notes:**  
 1. This is to be submitted in accordance with the Town of Halifax Zoning By-Bylaws, and Rules.  
 2. All conditions are provided under the terms that the applicant shall comply with all applicable laws, regulations, codes and standards.  
 3. The information contained herein is based on the data provided to the Surveyor and is not to be used for any other purpose without the written consent of the Surveyor.  
 4. The Surveyor is not responsible for the accuracy of the information provided by the applicant.  
 5. The Surveyor is not responsible for the accuracy of the information provided by the applicant.  
 6. The Surveyor is not responsible for the accuracy of the information provided by the applicant.  
 7. The Surveyor is not responsible for the accuracy of the information provided by the applicant.  
 8. The Surveyor is not responsible for the accuracy of the information provided by the applicant.  
 9. The Surveyor is not responsible for the accuracy of the information provided by the applicant.  
 10. The Surveyor is not responsible for the accuracy of the information provided by the applicant.

- New Building Area
- New Asphalt Area
- New Concrete Area
- New Gravel Area
- New Grass Area
- New Wooded Area

Revision:

No.	Date	Issued for Review	Description
1	2021-04-06	Issued for Review	

Dwg: 181805SP4  
 Designed by: A. Toole  
 Drawn by: A. Toole  
 Checked by: A. Toole  
 Scale: Horizontal 1:200 Vertical N/A  
 Date: April 6, 2021  
 8 this bar is not  
 25mm long, adjust  
 your plotting scale

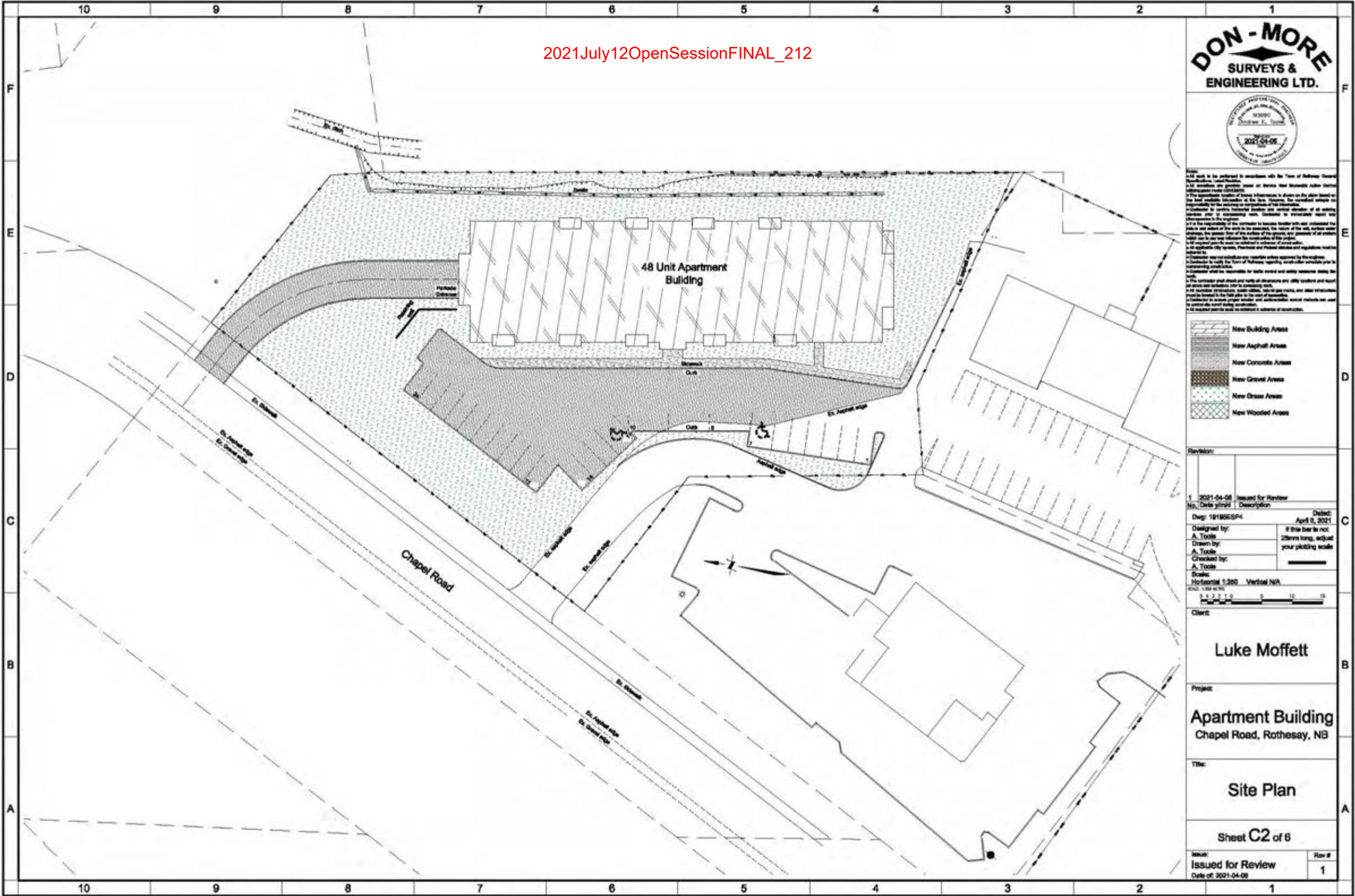
Client:  
**Luke Moffett**

Project:  
**Apartment Building  
Chapel Road, Rothesay, NB**

Title:  
**Site Plan**

Sheet **C2** of 6

Issue:	Rev #
Issued for Review Date of: 2021-04-06	1



EXTERIOR MATERIALS LEGEND	
1	MASONRY VENEER
2	ALUMINUM CURTAIN WALL SYSTEM
3	PREFINISHED CLADDING TYPE I_COLOUR I_PROFILE I
4	PREFINISHED CLADDING TYPE I_COLOUR II_PROFILE I
5	PREFINISHED CLADDING TYPE I_COLOUR III_PROFILE II
6	PREFINISHED CLADDING TYPE II
7	ALUMINUM FRAMED GLASS GUARD
8	ARCHITECTURAL CONCRETE
9	PATIO DOOR
10	PVC WINDOW

NOTE:  
CLADDING TO BE NON-COMBUSTIBLE, NON-VINYL TYPE.

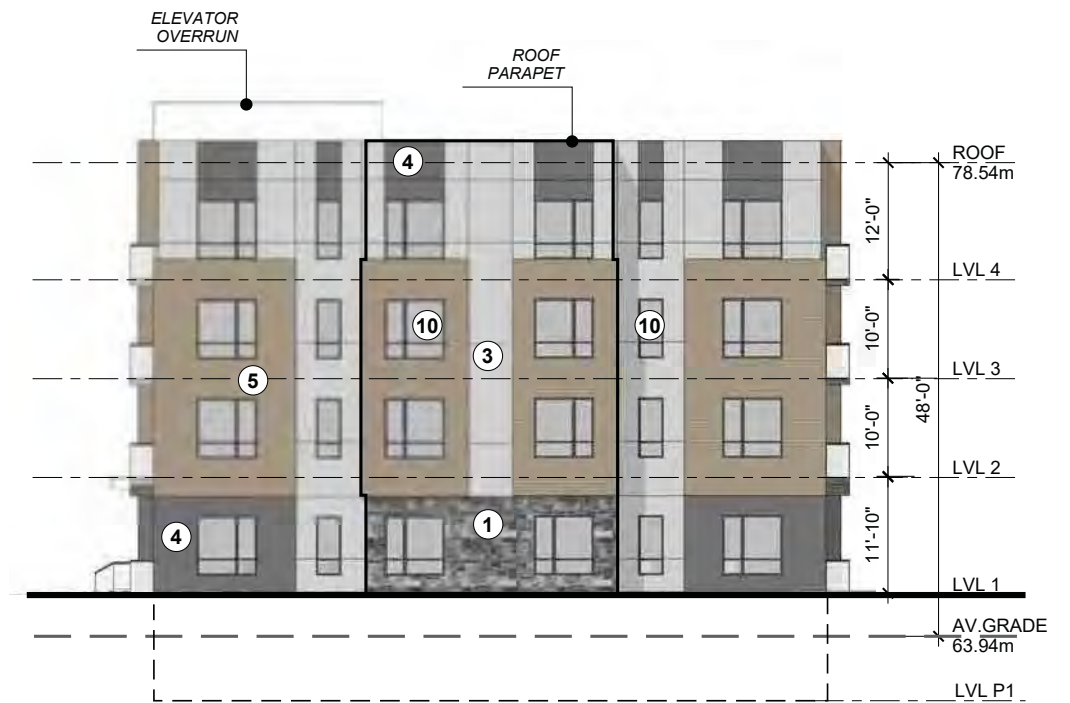


EXTERIOR MATERIALS LEGEND	
1	MASONRY VENNEER
2	ALUMINUM CURTAIN WALL SYSTEM
3	PREFINISHED CLADDING TYPE I_COLOUR I_PROFILE I
4	PREFINISHED CLADDING TYPE I_COLOUR II_PROFILE I
5	PREFINISHED CLADDING TYPE I_COLOUR III_PROFILE II
6	PREFINISHED CLADDING TYPE II
7	ALUMINUM FRAMED GLASS GUARD
8	ARCHITECTURAL CONCRETE
9	PATIO DOOR
10	PVC WINDOW

NOTE:  
CLADDING TO BE NON-COMBUSTIBLE, NON-VINYL TYPE.



**NORTH ELEVATION**



**SOUTH ELEVATION**

EXTERIOR MATERIALS LEGEND	
1	MASONRY VENEER
2	ALUMINUM CURTAIN WALL SYSTEM
3	PREFINISHED CLADDING TYPE I_COLOUR I_PROFILE I
4	PREFINISHED CLADDING TYPE I_COLOUR II_PROFILE I
5	PREFINISHED CLADDING TYPE I_COLOUR III_PROFILE II
6	PREFINISHED CLADDING TYPE II
7	ALUMINUM FRAMED GLASS GUARD
8	ARCHITECTURAL CONCRETE
9	PATIO DOOR
10	PVC WINDOW

NOTE:  
CLADDING TO BE NON-COMBUSTIBLE, NON-VINYL TYPE.





**Notes:**  
 1. This plan is to be submitted in accordance with the Town of Rothesay Zoning By-Bylaw, 2016.  
 2. All dimensions are provided based on the survey data provided unless otherwise noted.  
 3. The proposed location of all items is shown on the plan based on the best available information at the time. However, the recorded shape or location of any item may vary from the recorded information.  
 4. All required permits are to be obtained in accordance with applicable laws and regulations.  
 5. The contractor shall be responsible for obtaining all necessary permits and approvals.  
 6. The contractor shall be responsible for obtaining all necessary permits and approvals.  
 7. The contractor shall be responsible for obtaining all necessary permits and approvals.  
 8. The contractor shall be responsible for obtaining all necessary permits and approvals.  
 9. The contractor shall be responsible for obtaining all necessary permits and approvals.  
 10. The contractor shall be responsible for obtaining all necessary permits and approvals.

- New Building Area
- New Asphalt Area
- New Concrete Area
- New Gravel Area
- New Grass Area
- New Wooded Area

No.	Date (year)	Description
2	2021-04-28	Revised Parking
1	2021-04-08	Issued for Review

Drawn: 18196SP4  
 Date: April 8, 2021  
 Designed by: A. Toole  
 Drawn by: A. Toole  
 Checked by: A. Toole  
 Scale: Horizontal 1:200 Vertical N/A  
 0 5 10 15

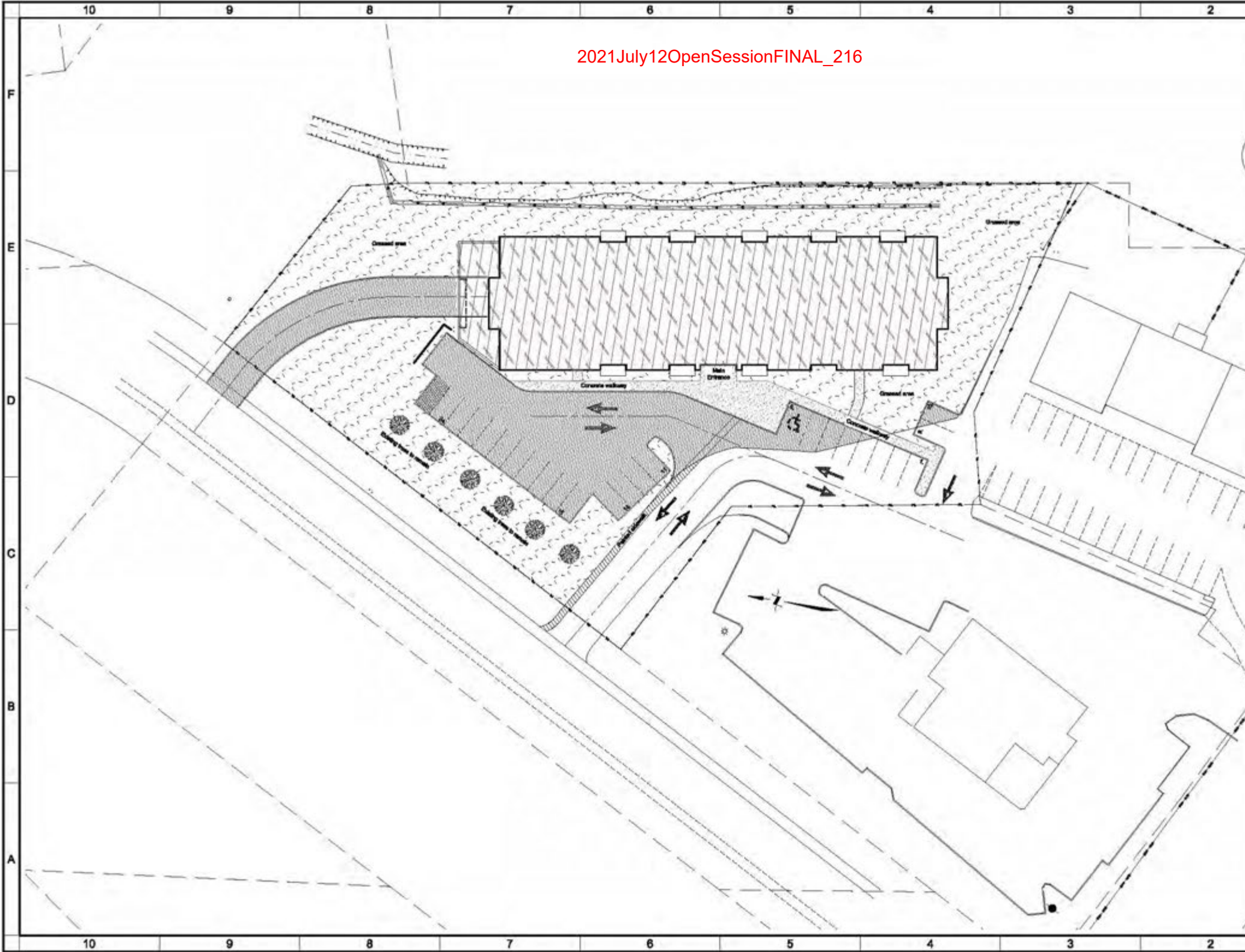
Client:  
**Luke Moffett**

Project:  
**Apartment Building  
 Chapel Road, Rothesay, NB**

Title:  
**Site Plan**

Sheet **C2** of 6

Issue:	Rev #
Issued for Review Date of: 2021-04-28	2



**Stormwater Management Notes**

Storm water modeled using HydroCAD V10.00 software, using the USDA Natural Resources Conservation Service Method (formerly SCS) Criteria Manual, March 7, 2018 version.  
 2.2 and 24hr Chicago storm distribution used.  
 • 100 year storm (24hr) - total rainfall: 181mm  
 • 5 year storm (24hr) - total rainfall: 115mm  
 3. IAS Ratio = 0.2  
 4. Antecedent Moisture Condition = 2 (average (normal) conditions)  
 5. Pre-development catchment drainage boundaries match post-development boundaries.

**Flow to Rooftop Pond (3P)**

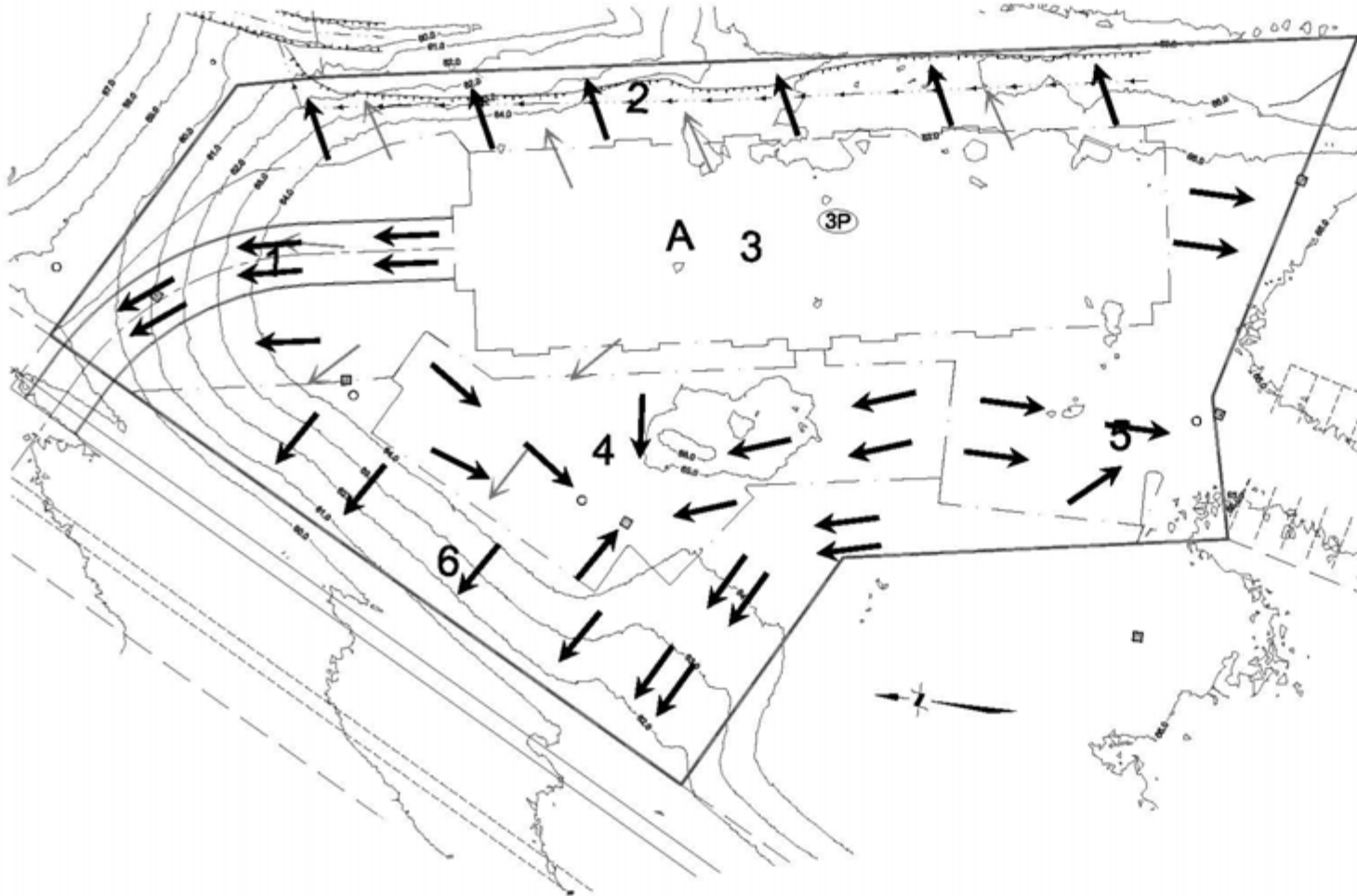
Area label	Area (m <sup>2</sup> )	CN	T <sub>c</sub> (min)	1:5 yr (m <sup>3</sup> /h)	1:100 yr(m <sup>3</sup> /h)
3	1429	98	5	0.0017	0.0028
3P- Flow to Rooftop Pond				0.0028	0.0056

**Flow to Chapel Pond (Total Post-Development)**

Area label	Area (m <sup>2</sup> )	CN	T <sub>c</sub> (min)	1:5 yr (m <sup>3</sup> /h)	1:100 yr(m <sup>3</sup> /h)
1	817	98	5.0	0.0037	0.0133
2	943	39	6.8	0.0001	0.0020
4	641	98	5.0	0.0187	0.0211
5	636	73	7.3	0.0091	0.0210
Post-development flow to Chapel Road Pond (1+2+4+5+6+3P)				0.0306	0.0626

**Flow to Chapel Road Pond (Total Pre-Development)**

Area label	Area (m <sup>2</sup> )	CN	T <sub>c</sub> (min)	1:5 yr (m <sup>3</sup> /h)	1:100 yr(m <sup>3</sup> /h)
A	5874	85	5	0.0490	0.1242
Pre-development flow to Chapel Road Pond				0.0490	0.1242



**DON - MORE SURVEYS & ENGINEERING LTD.**



Note: It is to be understood in accordance with the Terms of Reference (Owner Requirements) and Plans, that the Engineer shall not be responsible for the accuracy of the information provided to the Engineer. The Engineer shall not be responsible for the accuracy of the information provided to the Engineer. The Engineer shall not be responsible for the accuracy of the information provided to the Engineer. The Engineer shall not be responsible for the accuracy of the information provided to the Engineer.

- Legend
- Pre-Development Drainage area
  - Post-Development Drainage area
  - Pre-Development Flows
  - Post-Development Flows
  - Approx. 5 year flood limit
  - Approx. 20 year flood limit
  - Approx. 100 year flood limit
  - Flow to Point
  - Pre-Development Drainage area label
  - Post-Development Drainage area label

Revision:

No.	Date (yyyy)	Description	Issued for Review
1	2021-04-06		

Dwg: 181805SP4  
 Designed by: A. Toole  
 Drawn by: A. Toole  
 Checked by: A. Toole  
 Scale: Horizontal 1:200 Vertical N/A  
 Date: April 6, 2021  
 If this bar is not 25mm long, adjust your plotting scale

Client: **Luke Moffett**

Project: **Apartment Building  
Chapel Road, Rothesay, NB**

Title: **Stormwater Management Plan**

Sheet **C5** of 6

Issue:	Rev #
Issued for Review Date of: 2021-04-06	1







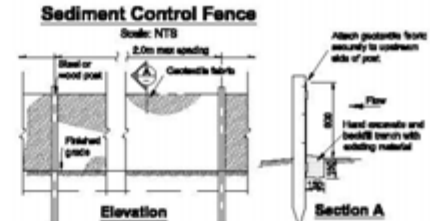
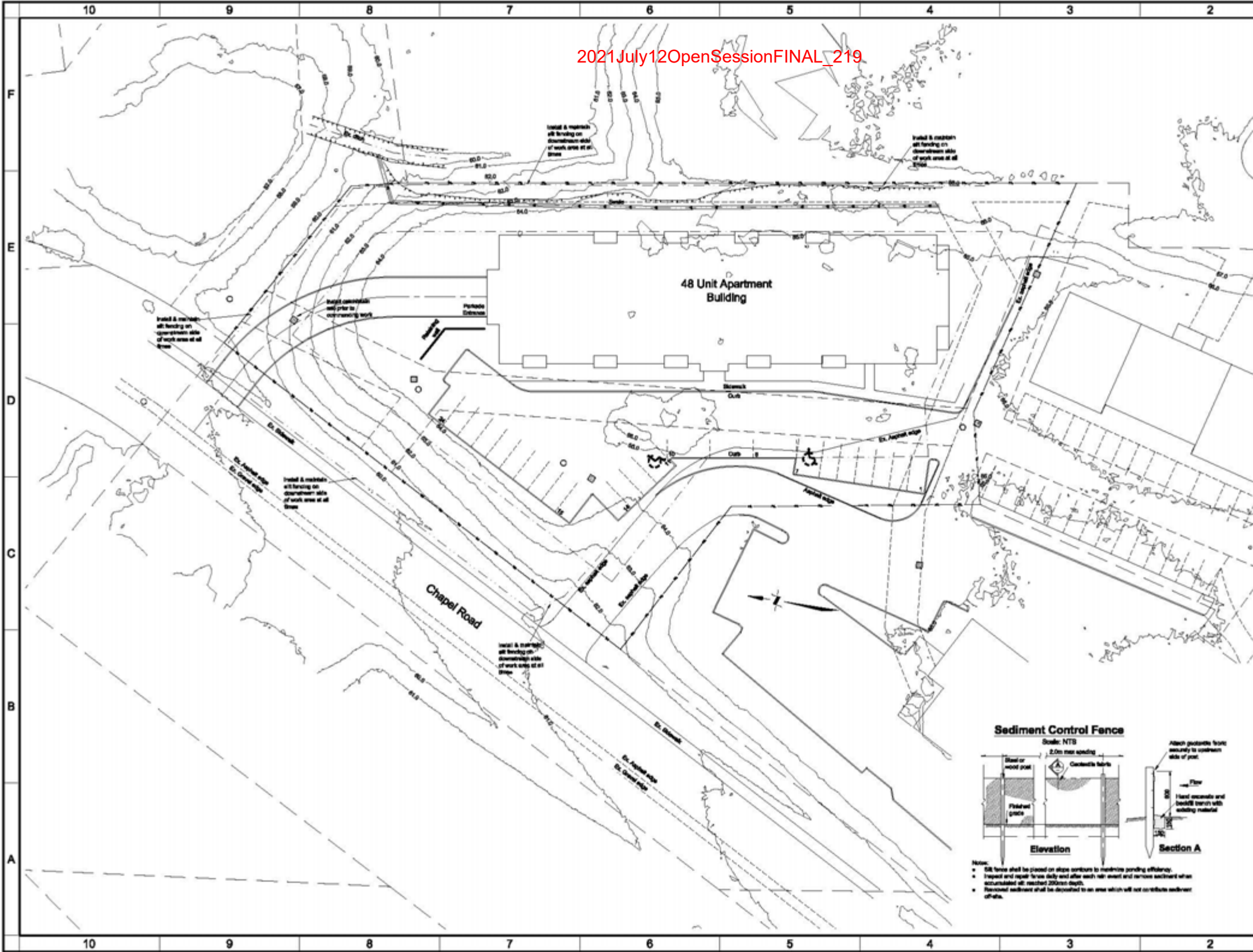
This work is to be submitted in accordance with the Terms of Reference (TOR) and the Professional Code of Ethics. The client is responsible for providing all necessary information and for obtaining all necessary permits. The contractor shall be responsible for obtaining all necessary permits and for ensuring that the work is completed in accordance with the TOR and the Professional Code of Ethics. The contractor shall be responsible for the safety of the work and for ensuring that the work is completed in accordance with the TOR and the Professional Code of Ethics. The contractor shall be responsible for the safety of the work and for ensuring that the work is completed in accordance with the TOR and the Professional Code of Ethics.

DATE	2021-04-08
SCALE	AS SHOWN
PROJECT	EROSION CONTROL
CLIENT	LUKE MOFFETT
DESIGNED BY	A. TOOLE
DRAWN BY	A. TOOLE
CHECKED BY	A. TOOLE

No.	Date	Issued for Review	Description
1	2021-04-08	Issued for Review	1:2021-04-08

Designed by: A. Toole  
 Drawn by: A. Toole  
 Checked by: A. Toole  
 Scale: Horizontal 1:200 Vertical N/A  
 Client: Luke Moffett

Client:	Luke Moffett
Project:	Apartment Building Chapel Road, Rothesay, NB
Title:	Erosion and Sedimentation Control Plan
Sheet:	Sheet C6 of 6
Issue:	Issued for Review
Date:	2021-04-08
Rev #	1



- Notes:**
- Silt fences shall be placed on slope contours to maximize ponding efficiency.
  - Inspect and repair fences daily and after each rain event and remove sediment when accumulated at reach 200mm depth.
  - Excess sediment shall be deposited in an area which will not contribute sediment off-site.

# CHAPEL ROAD APARTMENT TRAFFIC IMPACT STATEMENT

Traffic Impact Study  
Proj. No.2104646


May 5, 2021

Revision No.: 0

James Avery Grace

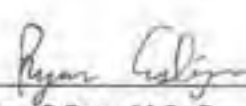


Prepared by:

  
\_\_\_\_\_  
**Jill DeMerchant, P.Eng., M.Eng.**

Transportation Engineer  
Civil and Transportation Engineering

Reviewed by:

  
\_\_\_\_\_  
**Ryan Eslihar, P.Eng., M.Sc.E.**

Team Leader - Transportation Engineering  
Civil and Transportation Engineering

## CONFIDENTIALITY

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- Appendix A:Development Site Plans
- Appendix B:Traffic Count Data
- Appendix C:Level of Service Reports
- Appendix D:Signal Warrant Worksheet

# 1 INTRODUCTION

## 1.1 PROJECT BACKGROUND

A new 4-storey residential development has been proposed along Chapel Road in the Town of Rothesay. The development will consist of 48 units as well as an underground parking garage and a surface parking lot. The proposed development site plan, which is included in **Appendix A**, shows 61 parking spaces, including 24 surface level spaces and 37 underground spaces. The plan also includes 2 barrier free spaces – 1 underground and 1 at surface level. The surface level parking lot will be accessible via two existing development accesses – one off Marr Road and one off Chapel Road – that provide access to two existing commercial development properties along Marr Road. A third access is also included in the site plan, which will be located north of the building and will provide access to the underground parking facility. Site photos of existing conditions are shown in **Figure 2**.

The proposed residential development requires rezoning of the property from General Commercial to Multi-Unit Residential. As part of the development approval and rezoning process, the Town of Rothesay requires that a Traffic Impact Statement (TIS) be completed for this development. The primary concerns are how the development will impact traffic at the intersection of Marr Road and Chapel Road and how the additional traffic generated by the development will impact traffic flows at the development accesses and within the existing parking facility. James Avery Grace retained Englobe Corp. to complete this TIS. The Study Area for this TIS includes the intersection of Marr Road and Chapel Road as well as the existing and proposed development accesses, as shown in **Figure 1**.

Figure 1 – Study Area





Figure 2 – Site Photos



Proposed Development Site, looking north from existing parking lot



Existing Chapel Road Access



Existing Marr Road Access

## 1.2 STUDY TASKS

The main objectives of this TIS were to estimate how much additional traffic the residential development would generate and determine what impact, if any, the development traffic would have on the existing commercial parking lot, its accesses and the intersection of Marr Road and Chapel Road. The following activities were undertaken as part of this TIS:

- Englobe staff visited the study area to review existing conditions;
- Traffic volumes were collected at the intersection of Marr Road and Chapel Road and at the two existing development accesses;
  - A 1.0 % annual growth rate was applied to these traffic volumes to estimate the future (2027) background traffic volumes for the Study Area. 2027 represents the 5-year horizon period beyond the anticipated full build-out of the development;
- Level of Service (LOS) analyses were completed for the existing traffic conditions;
- ITE Trip Generation rates were used to estimate the amount of traffic that will be generated by the new development. These were added to the background traffic volumes to estimate the 2027 total traffic volumes with the development in place;
- LOS analyses were completed for the 2027 future conditions with full build out of the development;
- A review of the existing development accesses and parking facility was completed to identify any potential areas of concern. Alternative parking lot and access scenarios were evaluated following feedback from discussions with the existing tenants of adjacent commercial properties;
- A review of pedestrian connectivity in the area of the proposed development was completed;
- A review of service vehicle access was completed to ensure proper circulation and traffic flows within the existing parking facility; and
- The methodology, findings, and recommendations of the TIS were documented in this written report.

## 1.3 HORIZON YEAR

A 5-year horizon period was utilized for the analysis. Should all approvals be granted it is expected that the proposed development will be fully operational in 2022, therefore 2027 was chosen as the future horizon year for the analysis.

## 2 INFORMATION GATHERING

### 2.1 STREET AND DEVELOPMENT CHARACTERISTICS

**Chapel Road** is a collector road with an AADT of approximately 1,500 vehicles/day. Chapel Road is oriented in the north-south direction. It features one lane in each direction and has a speed limit of 40 km/h. Within the Study Area, Chapel Road features a sidewalk along the east side of the street. A narrow gravel shoulder extends along the west side of the street.

**Marr Road** is a collector road with an AADT of approximately 7,000 vehicles/day. Marr Road is oriented in the east-west direction, has one lane in each direction and a speed limit of 50 km/h. Marr Road features unidirectional bike lanes along both sides of the street and a sidewalk along the north side of the street.

The intersection of **Marr Road and Chapel Road** is a stop-controlled intersection. Marr Road is free flowing and a stop sign is present at the north leg on Chapel Road. The south leg consists of a commercial development access. A crosswalk is present across the Chapel Road approach.

### 2.2 TRAFFIC DATA AND COVID ADJUSTMENTS

Traffic volumes were collected at the intersection of Marr Road and Chapel Road and at both existing development accesses on Monday, April 26<sup>th</sup> 2021. The traffic counts were completed during the morning and evening peak periods. The traffic count data are provided in **Appendix B**.

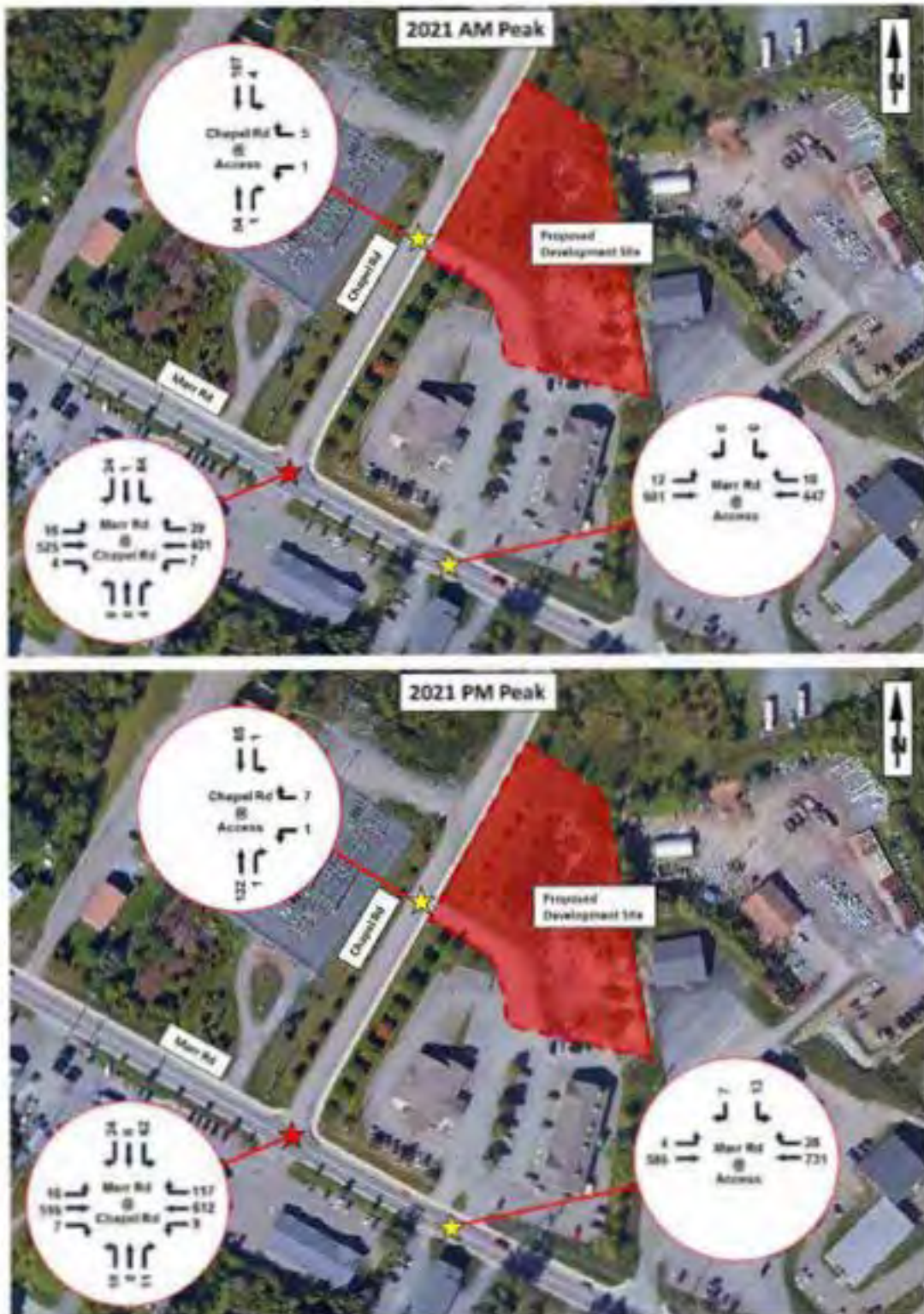
Since traffic patterns have decreased as a result of the current COVID-19 pandemic, the Study Team determined that the traffic count data collected as part of this study should be adjusted to better represent typical traffic volumes under normal conditions. Adjustment factors that were developed by the Study Team as part of a January 2021 study were used. This study compared traffic data that were collected in 2016 at two locations in Fredericton, NB to traffic volumes that were collected during the COVID-19 pandemic. The average AM and PM peak hour adjustment factors were calculated for the two Fredericton locations and applied to the traffic volume data in this study. The adjustment factors that were used in this study are shown in **Table 1**.

Table 1 – COVID-19 Adjustment Factors

Study	Date	AM Peak	PM Peak
Fredericton, NB	January, 2021	1.26	1.20
Fredericton, NB	January, 2021	1.36	1.25
<b>Applied to This Study</b>	<b>April, 2021</b>	<b>1.31</b>	<b>1.22</b>

The adjustment factors were applied to the peak hour volumes at the intersection. The adjusted 2021 AM and PM background traffic volume estimates are shown in **Figure 3**.

Figure 3 – 2021 Background Peak Hour Volumes



### 3 EXISTING LEVEL OF SERVICE

A Level of Service (LOS) analysis was completed for the existing and future (2027) traffic conditions at the intersection of Marr Road and Chapel Road and at the two existing development accesses. The findings are discussed in this section.

#### 3.1 LEVEL OF SERVICE CRITERIA

The LOS analyses were completed with Synchro 10, which is a traffic analysis software that uses the Highway Capacity Manual and Intersection Capacity Utilization procedures.

The intersection performance was evaluated mainly in terms of the level of service (LOS), which is a common performance measure of an intersection. LOS is determined based on vehicle delay and is expressed on a scale of A through F, where LOS A represents very short delay (<10 seconds per vehicle) and LOS F represents very long delay (>50 seconds per vehicle at a stop controlled intersection and >80 seconds per vehicle at a signalized intersection). A LOS D is often considered acceptable in urban locations; however, some communities will accept a LOS E. The LOS criteria for both signalized and stop control intersections are shown in Table 2.

Table 2 – Intersection Level of Service Criteria

LOS	LOS Description	Control Delay (seconds per vehicle)	
		Signalized Intersections	Stop Controlled Intersections
A	Very low delay; most vehicles do not stop (Excellent)	less than 10.0	less than 10.0
B	Higher delay; more vehicles stop (Very Good)	between 10.0 and 20.0	between 10.0 and 15.0
C	Higher level of congestion; number of vehicles stopping is significant, although many still pass through intersection without stopping (Good)	between 20.0 and 35.0	between 15.0 and 25.0
D	Congestion becomes noticeable; vehicles must sometimes wait through more than one red light; many vehicles stop (Satisfactory)	between 35.0 and 55.0	between 25.0 and 35.0
E	Vehicles must often wait through more than one red light; considered by many agencies to be the limit of acceptable delay	between 55.0 and 80.0	between 35.0 and 50.0
F	This level is considered to be unacceptable to most drivers; occurs when arrival flow rates exceed the capacity of the intersection (Unacceptable)	greater than 80.0	greater than 50.0

### 3.2 EXISTING LOS ANALYSIS

A LOS analysis was completed for the existing traffic conditions at the intersection of Marr Road and Chapel Road and at the two existing development accesses on Marr Road and Chapel Road. The LOS results are summarized as follows:

- The Marr Road / Chapel Road intersection and both existing development accesses operate efficiently at an overall LOS A during both peak periods.
- At the Marr Road / Chapel Road intersection, the southbound approach operates at LOS E and F with a v/c ratios of 0.50 and 0.58 during the AM and PM peak periods, respectively.
- At the Marr Road development access, the southbound approach operates at a LOS D with a v/c ratio of 0.11 during the PM peak.
- All other movements operate efficiently at a LOS C or better during both peak periods.

The LOS results indicate that the southbound approach at the Marr Road / Chapel Road intersection experiences delay during both peak periods; however, the approach is well below capacity. The southbound approach at the Marr Road development access also experiences some delay but is also well below capacity.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95<sup>th</sup> percentile queue lengths for the existing conditions are summarized in **Table 3**. Detailed Synchro analysis outputs are included in **Appendix C**.

### 3.3 FUTURE BACKGROUND LOS ANALYSIS

A LOS analysis was completed for the future 2027 background traffic volumes at the intersection of Marr Road and Chapel Road and at the two existing development accesses on Marr Road and Chapel Road. The peak hour traffic volumes for the 2027 horizon year were estimated by applying an annual growth rate of 1.0 % to the 2021 background traffic volumes.

The future background LOS results indicate that the delay for the southbound approach at the Marr Road/Chapel Road intersection will increase by 10 – 20 seconds per vehicle as a result of the background traffic growth; however, both movements will remain well below capacity and all intersections will continue to operate efficiently overall.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95<sup>th</sup> percentile queue lengths for the future background conditions are summarized in **Table 4**. Detailed Synchro analysis outputs are included in **Appendix C**.

The study team completed a traffic signal warrant for the intersection of Marr Road and Chapel Road for the future 2027 background condition. A score of 100 points or more would typically warrant traffic signals. A warrant score of 32 points was achieved for the intersection, therefore traffic signals would not be warranted in the future condition. The signal warrant worksheet is provided in **Appendix D**.

Table 3 – 2021 Existing LOS Results

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 <sup>th</sup> Percentile Queue (m)											
				Eastbound			Westbound			Northbound			Southbound		
East-West Street @ North-South Street	Traffic Control	Time Period		L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷
Marr Road @ Chapel Road		AM Peak	LOS A 3.8	Shared	A 0.4 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	B 11.9 [0.01] <1	Shared	Shared	E 35.0 [0.50] 20	Shared
		PM Peak	LOS A 4.0	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	C 24.8 [0.11] 3	Shared	Shared	F 52.5 [0.56] 23	Shared
Marr Road @ Existing Access		AM Peak	LOS A 0.2	Shared	A 0.3 [0.01] <1	-	-	A 0.0 [0.29] <1	Shared	-	-	-	A 0.0 [0.00] 0	-	A 0.0 [0.00] 0
		PM Peak	LOS A 0.4	Shared	A 0.1 [0.00] <1	-	-	A 0.0 [0.47] <1	Shared	-	-	-	D 26.0 [0.11] 3	-	D 26.0 [0.11] 3
Existing Access @ Chapel Road		AM Peak	LOS A 0.5	-	-	-	A 8.7 [0.01] <1	-	A 8.7 [0.01] <1	-	A 0.0 [0.03] <1	Shared	Shared	A 0.3 [0.00] <1	-
		PM Peak	LOS A 0.3	-	-	-	A 9.1 [0.01] <1	-	A 9.1 [0.01] <1	-	A 0.0 [0.08] <1	Shared	Shared	A 0.1 [0.00] <1	-

Table 4 – 2027 Background LOS Results

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 <sup>th</sup> Percentile Queue (m)											
				Eastbound			Westbound			Northbound			Southbound		
East-West Street @ North-South Street	Traffic Control	Time Period		L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷
Marr Road @ Chapel Road		AM Peak	LOS A 4.9	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	B 12.3 [0.01] <1	Shared	Shared	E 45.9 [0.60] 27	Shared
		PM Peak	LOS A 5.5	Shared	A 0.6 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	D 28.2 [0.13] 4	Shared	Shared	F 75.0 [0.69] 31	Shared
Marr Road @ Existing Access		AM Peak	LOS A 0.2	Shared	A 0.4 [0.01] <1	-	-	A 0.0 [0.31] <1	Shared	-	-	-	A 0.0 [0.00] 0	-	A 0.0 [0.00] 0
		PM Peak	LOS A 0.5	Shared	A 0.1 [0.00] <1	-	-	A 0.0 [0.50] <1	Shared	-	-	-	D 29.4 [0.13] 4	-	D 29.4 [0.13] 4
Existing Access @ Chapel Road		AM Peak	LOS A 0.5	-	-	-	A 8.8 [0.01] <1	-	A 8.8 [0.01] <1	-	A 0.0 [0.04] <1	Shared	Shared	A 0.3 [0.00] <1	-
		PM Peak	LOS A 0.4	-	-	-	A 9.1 [0.01] <1	-	A 9.1 [0.01] <1	-	A 0.0 [0.09] <1	Shared	Shared	A 0.1 [0.00] <1	-



## 4 DEVELOPMENT TRAFFIC GENERATION

### 4.1 TRAFFIC GENERATION AND ASSIGNMENT

Trip generation rates for the proposed development were estimated using the ITE TripGen Web-based App, which is based on the 10<sup>th</sup> Edition of the Institute of Transportation Engineer's (ITE) *Trip Generation Manual*. The Developer provided information regarding the size and type of development that is planned. The building will consist of 4 stories with a total of 48 dwelling units.

ITE Land Use #221 (Multifamily Housing – Mid-Rise) was used to generate trips for the development. The resulting vehicle trip generation is shown in **Table 5**. It was assumed that all of these trips would be made by motor vehicle as that would represent a conservative approach in estimating traffic generation.

Table 5 - Traffic Generation for the Proposed Development

Development	Size	AM Peak Hour			PM Peak Hour			Daily Total
		In	Out	Total	In	Out	Total	
Multifamily Housing - Mid-Rise (ITE Land Use #221)	48 Dwelling Units	4	13	17	13	8	21	261

The development traffic was assigned to the accesses. Based on the configuration of the parking facilities, it was assumed that 75% of the generated trips would be assigned to the underground parking access, while 25% of the trips would be assigned to the surface level parking facility accesses. This is because most residents will use the underground parking facility, while the surface level parking lot will mostly be used as overflow parking for residents and their guests. The generated traffic was assigned to each access based on the existing traffic volume distributions at the Marr Road / Chapel Road intersection. The traffic assignments are shown in **Figure 4**.

The peak hour traffic volumes for the 2027 horizon year were estimated by applying an annual growth rate of 1.0 % to the 2021 background traffic volumes and adding the traffic generated by the development. The 2027 traffic volumes with the development in place are shown in **Figure 5**.

Figure 4 – Development Traffic Assignments

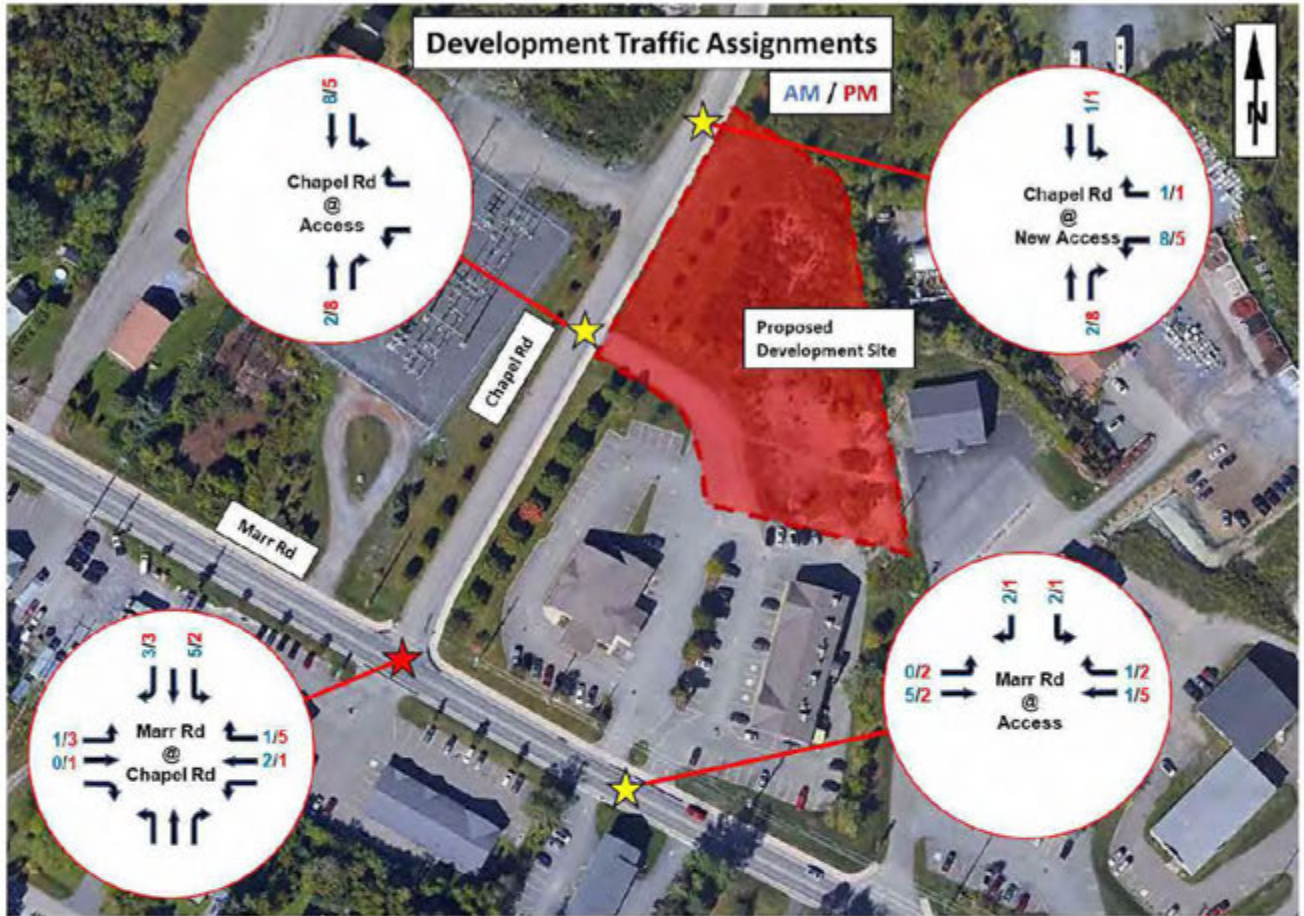
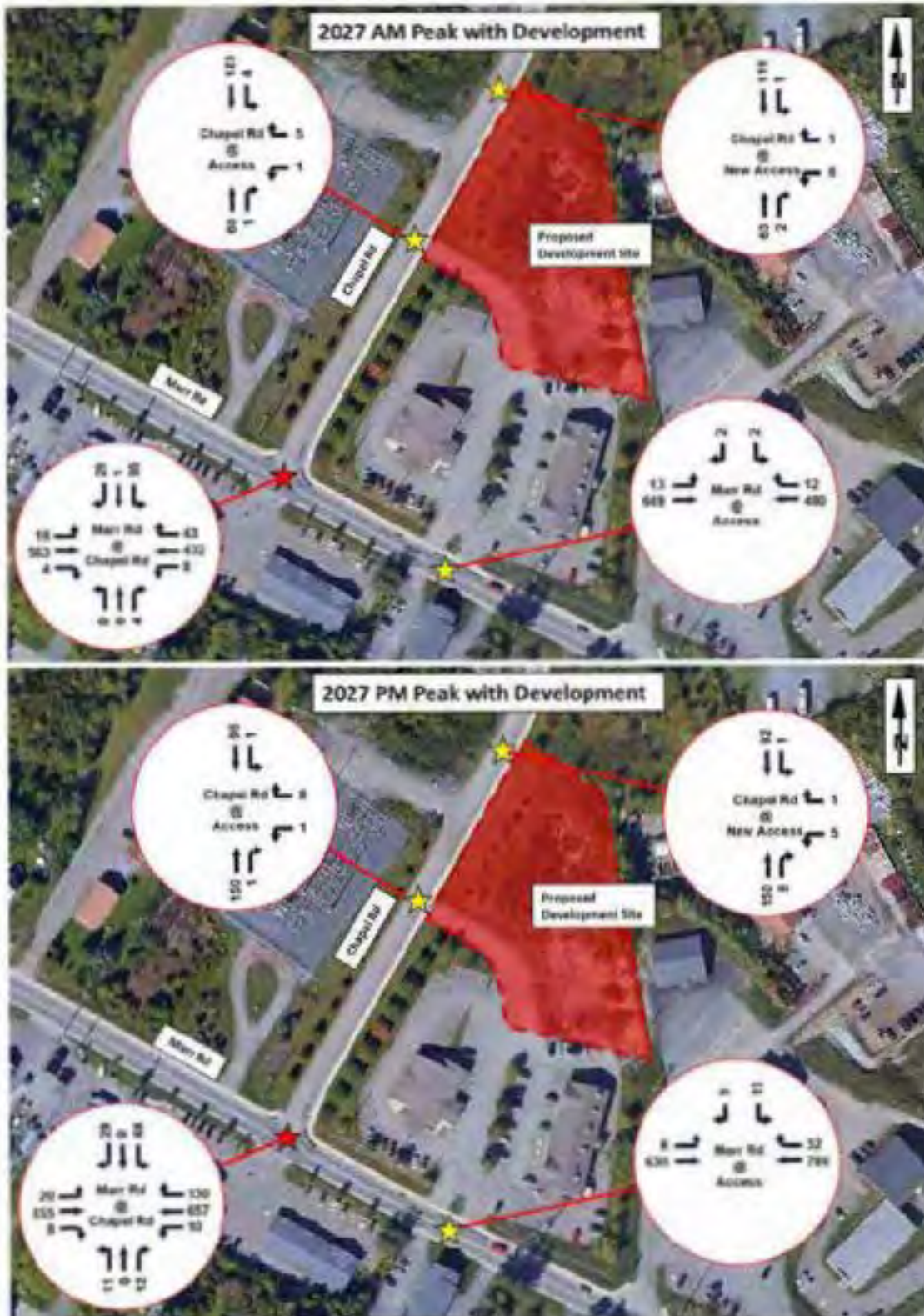


Figure 5 – 2027 Peak Hour Traffic Volumes with Development in Place



## 4.2 EFFECT OF REZONING

The proposed development property is currently zoned for General Commercial use; however, the developer is proposing that it be rezoned to Multi-Unit Residential. According to the *Rathesay Zoning By-Law No. 02-10*, the General Commercial Zone applies to larger commercial operations that require an emphasis on automobile access. Examples of permitted land uses include, but are not limited to, restaurants, retail stores, hotels, gasoline retailing, etc. These types of properties typically generate a large number of vehicle trips, particularly in comparison to residential properties. **Table 6** summarizes examples of daily vehicle trips that were generated as part of various studies completed by the Study Team for a variety of General Commercial land use properties and sizes.

Table 6 – General Commercial Zone Land Use Trip Generation Examples

Location	Land use	Size	Daily Trips Generated
Moncton, NB	Gas Station	8 Fuelling Pumps	1,474
Moncton, NB	Coffee Shop with Drive Thru	167 m <sup>2</sup>	1,348
Pennfield, NB	Gas Station	6 Fuelling Pumps	1,011
Pennfield, NB	Coffee Shop with Drive Thru	186 m <sup>2</sup>	2,851
Moncton, NB	Restaurant	558 m <sup>2</sup>	763
Moncton, NB	Restaurant	465 m <sup>2</sup>	636
Moncton, NB	Fast Food Restaurant	335 m <sup>2</sup>	1,786
Moncton, NB	Convenience Store / Gas Bar	10 Fuelling Pumps	1,686
Moncton, NB	Hotel	120 Rooms	980

The commercial property trip generation examples above are much greater than the trips that are expected to be generated at the proposed residential development, as detailed in Section 4.1. The proposed residential development is expected to generate approximately 261 vehicle trips daily. This represents roughly 10% - 40% of the daily traffic volumes generated by the commercial developments listed above. If the proposed development property were to remain zoned for General Commercial and be developed, it would be expected that the trips generated by the commercial development would far exceed the number of trips expected for the proposed residential development.

## 5 LOS ANALYSIS WITH DEVELOPMENT

A Level of Service (LOS) analysis was completed for the 2027 traffic conditions with the proposed residential development in place. The analysis included the intersection of Marr Road and Chapel Road, the existing development accesses on Marr Road and Chapel Road, and at the proposed development access on Chapel Road. The LOS results are summarized as follows:

- In 2027, the Marr Road / Chapel Road intersection, both existing development accesses and the proposed development access would operate efficiently at overall LOS A during both peak periods.
- At the Marr Road / Chapel Road intersection, the southbound approach would operate at LOS E and F with v/c ratios of 0.65 and 0.74 during the AM and PM peak periods, respectively. All other movements at Marr Road / Chapel Road would operate efficiently with a LOS D or better during both peak periods.
- In 2027, the southbound approach at the Marr Road access would operate at a LOS D with a v/c ratio of 0.15 during the PM peak. All other movements at the access will operate efficiently with a LOS C or better during both peak periods.
- At the existing and proposed Chapel Road accesses, all individual turning movements are expected to operate at a LOS A.

The LOS results indicate that, in 2027 with the additional development traffic, the delays at the southbound approaches at the Marr Road / Chapel Road intersection are expected to increase slightly (4 – 8 seconds more than in the background conditions); however, these movements will remain below capacity. This is not uncommon at stop control intersections where the traffic volumes on the major street are much higher than the volumes on the minor street. The overall intersection delay and LOS are expected to remain acceptable up to 5 years beyond the anticipated full build-out. The development accesses on Chapel Road (existing and proposed) are expected to operate efficiently with minimal delay.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95<sup>th</sup> percentile queue lengths for the 2027 traffic conditions with the development in place are summarized in **Table 7**. Detailed Synchro analysis outputs are included in **Appendix C**.

Table 7 – 2028 LOS with Development

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 <sup>th</sup> Percentile Queue (m)											
				Eastbound			Westbound			Northbound			Southbound		
East-West Street @ North-South Street	Traffic Control	Time Period		L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷
Marr Road @ Chapel Road		AM Peak	LOS A 5.6	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	B 12.3 [0.01] <1	Shared	Shared	E 49.7 [0.65] 31	Shared
		PM Peak	LOS A 6.3	Shared	A 0.7 [0.03] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	D 29.7 [0.15] 4	Shared	Shared	F 83.2 [0.74] 35	Shared
Marr Road @ Existing Access		AM Peak	LOS A 0.3	Shared	A 0.4 [0.01] <1	-	-	A 0.0 [0.31] <1	Shared	-	-	-	C 17.8 [0.01] <1	-	C 17.8 [0.01] <1
		PM Peak	LOS A 0.6	Shared	A 0.2 [0.01] <1	-	-	A 0.0 [0.51] <1	Shared	-	-	-	D 30.0 [0.15] 4	-	D 30.0 [0.15] 4
Existing Access @ Chapel Road		AM Peak	LOS A 0.4	-	-	-	A 8.8 [0.01] <1	-	A 8.8 [0.01] <1	-	A 0.0 [0.04] <1	Shared	Shared	A 0.2 [0.00] <1	-
		PM Peak	LOS A 0.3	-	-	-	A 9.2 [0.01] <1	-	A 9.2 [0.01] <1	-	A 0.0 [0.09] <1	Shared	Shared	A 0.1 [0.00] <1	-

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 <sup>th</sup> Percentile Queue (m)											
				Eastbound			Westbound			Northbound			Southbound		
East-West Street @ North-South Street	Traffic Control	Time Period		L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷
New Access @ Chapel Road		AM Peak	LOS A 0.5	-	-	-	A 9.5 [0.01] <1	-	A 9.5 [0.01] <1	-	A 0.0 [0.04] <1	Shared	Shared	A 0.1 [0.00] <1	-
		PM Peak	LOS A 0.2	-	-	-	A 9.8 [0.01] <1	-	A 9.8 [0.01] <1	-	A 0.0 [0.10] <1	Shared	Shared	A 0.1 [0.00] <1	-

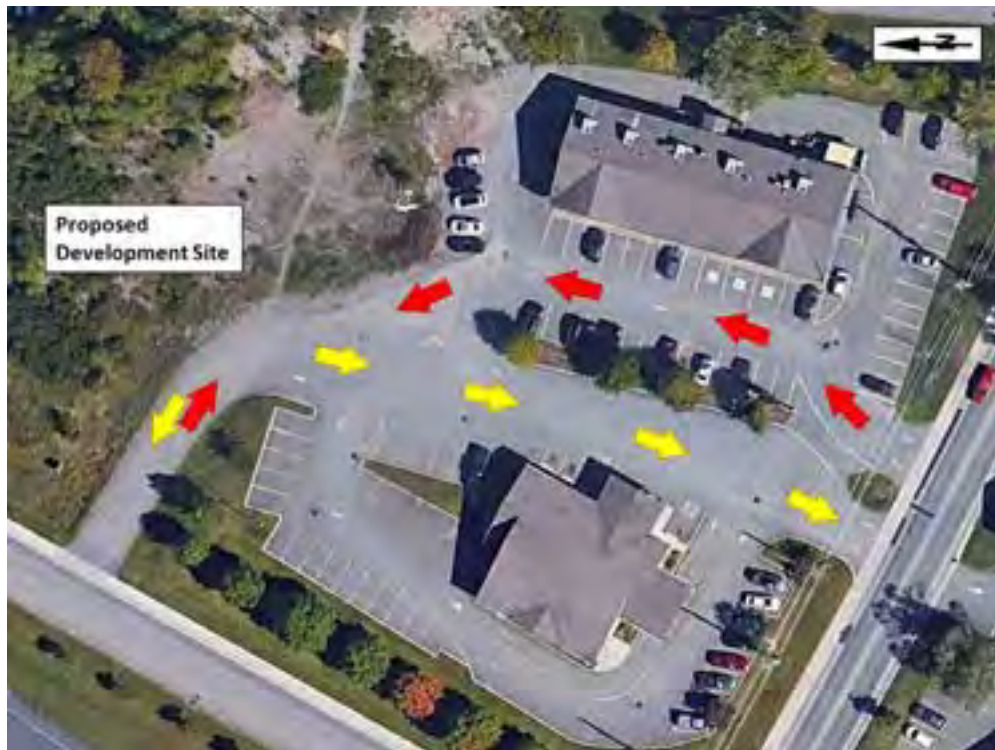


## 6 ADDITIONAL CONSIDERATIONS

### 6.1 EXISTING PARKING LOT CIRCULATION

The two existing development accesses are currently being used to access a parking lot that is shared between two commercial developments. The parking lot encompasses three parcels of land, the two commercial development properties and the proposed development property, and is subject to a Reciprocal Access Agreement between the owners of the three properties. The agreement states that vehicles requiring access to each property are entitled to use the parking lot and its accesses to do so. The agreement also references the internal circulation within the parking lot, which is complex and is defined by pavement markings and signage throughout the lot. **Figure 6** shows how the proposed development traffic would circulate through the existing parking lot. The red arrows represent how vehicles entering the development would circulate and the yellow arrows represent how vehicles exiting the development would circulate.

Figure 6 –Development Traffic Circulation in Existing Lot



There have been some questions regarding the implications of allowing the additional traffic generated by the development to circulate through the existing parking lot and whether this will have a negative impact on the facility and its accesses. The existing Chapel Road access is located on the proposed development property and, therefore, the option is available to separate the existing parking lot from the proposed surface parking lot. This would limit the Chapel Road access to the proposed residential



development while all traffic travelling to the existing commercial developments would have to use the Marr Road access. In this situation all traffic that is currently passing through the Chapel Road access to the existing commercial developments would be switched over to the Marr Road access. **Table 8** outlines the peak hour traffic volumes that would be expected in 2027 at each access with and without separation of the existing and proposed parking facilities.

Table 8 – Peak Hour Traffic Volumes at Each Access With and Without Parking Lot Separation

Scenario	Marr Road Access		Chapel Road Access	
	AM Peak	PM Peak	AM Peak	PM Peak
Maintain Circulation Between Lots	29	62	11	11
Separate Existing Lot and Proposed Lot	35	67	5	6

The peak hour traffic volumes summarized above show that if the parking lots were separated the traffic volumes at the Marr Road access would actually increase. This is because the volume of traffic that currently uses the Chapel Road access to access the commercial developments outweighs the volume of traffic that would use the Marr Road access to access the proposed residential development. In order to optimize the circulation of traffic within the parking lots and to minimize impacts on the Marr Road access, it is recommended that internal circulation between the parking lots be maintained.

## 6.2 PEDESTRIAN ACCESS

The Study Team completed a review of the existing pedestrian infrastructure near the proposed development. Chapel Road currently features a monolithic concrete sidewalk along the east side of the street that connects to the pedestrian facilities along Marr Road. As per the proposed development site plan, a sidewalk is planned for the space between the surface parking lot and the apartment building to accommodate pedestrian traffic between the parking lot and apartment building. To improve pedestrian connectivity, a connection between the existing sidewalk on Chapel Road and the sidewalk along the building should be considered. This could be achieved by extending a sidewalk or pedestrian pathway along the edge of the existing driveway off Chapel Road or by adding a path that would extend west from the north edge of the surface parking lot to the existing sidewalk on Chapel Road.

## 6.3 COMMERCIAL VEHICLE ACCESS

Commercial vehicle access will be dependent on vehicle type. Delivery, moving and similar types of service vehicles will be able to access the building using the surface level parking lot accesses. A turn-around area is provided in front of the building at the north end of the parking lot so that vehicles can turn around and exit back onto Chapel Road. Garbage truck access will be depend on the location of the garbage receptacle. If a dumpster is used, it will be located in the southeast corner of the development property and will be accessible by travelling around the eastern-most commercial development and back through the parking lot. If smaller receptacles are selected, these would be located inside the underground parking facility and will be accessible via the northern access on Chapel Road.

## 7 CONCLUSIONS AND RECOMMENDATIONS

The key findings and recommendations of this Traffic Impact Statement are summarized as follows:

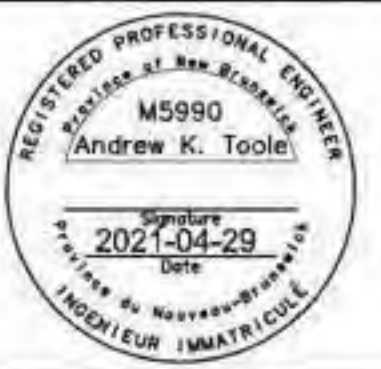
1. The proposed development, which would be located near the corner of Marr Road and Chapel Road, is a 4-storey apartment complex consisting of 48 dwelling units. The proposed development plan shows 61 parking spaces, including 23 regular and 1 barrier-free surface level parking spaces and 36 regular and 1 barrier-free underground parking spaces. The surface level parking facility would be accessible via two existing accesses on Marr Road and Chapel Road and the underground parking facility would be accessible via a new access off of Chapel Road.
2. The LOS results for the 2021 existing scenario at the intersection of Marr Road and Chapel Road and at the two existing accesses showed that, although the intersection of Marr Road and Chapel Road currently operates efficiently overall, the southbound approach on Chapel Road experiences some delay.
3. It is expected that the proposed development will generate 17 vehicle trips during the AM Peak hour (4 entering/13 exiting) and 21 vehicle trips during the PM Peak hour (13 entering/8 exiting) and a total of 261 trips daily. Based on the proposed site plan, 75% of these trips are expected to be generated at the new access, while 25% of these trips are expected to be generated at the existing accesses.
4. The proposed development requires that the property be rezoned to Multi-Unit Residential from General Commercial. By rezoning the property, development traffic volumes are expected to be significantly less than they would be if the property were developed under its currently designated land use.
5. The LOS results for the 2027 horizon period with the development in place indicate that delays at the southbound approach of the Chapel Road / Marr Road intersection will increase slightly (4 – 8 seconds per vehicle); however the approach will remain below capacity and the intersection will continue to perform efficiently overall. Traffic signals are not warranted at the intersection in the 2027 horizon period.
6. The proposed surface parking lot will be connected to an existing parking lot that is shared between two commercial properties. There has been some concern that traffic generated by the proposed residential development will cause congestion within the existing parking lot and at the accesses and there has been some debate as to whether the parking lots should be separated. However, a review of traffic volumes indicated that if the parking lots and accesses were separated, the traffic volumes at the Marr Road access would actually increase, while the traffic volumes at the Chapel Road access would be expected to decrease. Maintaining the connection between both parking lots will help balance the traffic between the accesses and it is recommended that the existing circulation within the existing parking facility be maintained.

7. Based on a review of the existing pedestrian facilities near the development property, it is recommended that a sidewalk connection be provided between the apartment building and the Chapel Road sidewalk.
8. Commercial vehicles will be able to access the development via the proposed accesses. Delivery, moving and other service vehicles will be able to access the development from the front of the building and garbage trucks will either access the development at the southeast corner of the building or from within the underground parking facility.

## Appendix A: Development Site Plans



# DON-MORE SURVEYS & ENGINEERING LTD.



- Notes:
- All work to be performed in accordance with the Town of Rothesay General Specifications, Latest Revision.
  - All elevations are geoidal, based on Service New Brunswick Active Control using geoid model CGVD2013.
  - The approximate location of known infrastructure is shown on the plans based on the best available information at the time. However, the consultant accepts no responsibility for the accuracy or completeness of this information.
  - Contractor to confirm horizontal location and vertical elevation of all existing services prior to commencing work. Contractor to immediately report any discrepancies to the engineer.
  - It is the responsibility of the contractor to become familiar with and understand the nature and extent of the work to be executed, the nature of the soil, surface water drainage, the general form of the surface of the ground, and generally of all matters which can in any way influence the construction of this project.
  - All required permits must be obtained in advance of construction.
  - All applicable City by-laws, Provincial and Federal statutes and regulations must be adhered to.
  - Contractor may not substitute any materials unless approved by the engineer.
  - Contractor to notify the Town of Rothesay regarding construction schedule prior to commencing construction.
  - Contractor shall be responsible for traffic control and safety measures during the work.
  - The contractor shall check and verify all dimensions and utility locations and report all errors and omissions prior to commencing work.
  - All municipal infrastructure, public utilities, natural gas mains, and other infrastructure must be located in the field prior to the start of excavation.
  - Contractor to ensure proper erosion and sedimentation control methods are used to control site runoff during construction.
  - All required permits must be obtained in advance of construction.

	New Building Areas
	New Asphalt Areas
	New Concrete Areas
	New Gravel Areas
	New Grass Areas
	New Wooded Areas

Revision:		
No.	Date y/m/d	Description
2	2021-04-29	Revised Parking Issued for Review
1	2021-04-06	Issued for Review

Dwg: 19195ESP4      Dated: April 6, 2021

Designed by: A. Toole      If this bar is not 25mm long, adjust your plotting scale

Drawn by: A. Toole

Checked by: A. Toole

Scale: Horizontal 1:250    Vertical N/A

SCALE: 1:250 METRIC

Client:

**Luke Moffett**

Project:

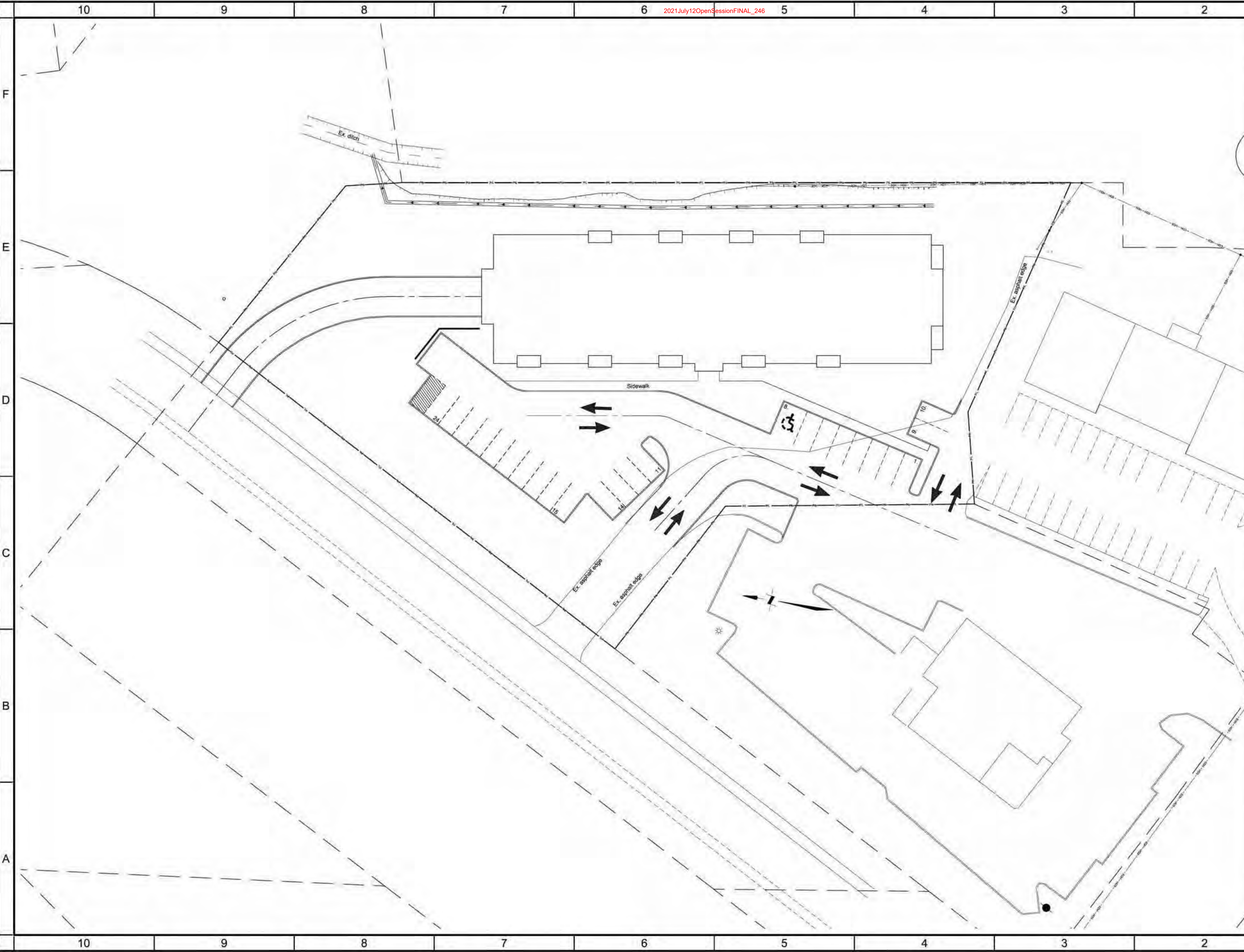
**Apartment Building  
Chapel Road, Rothesay, NB**

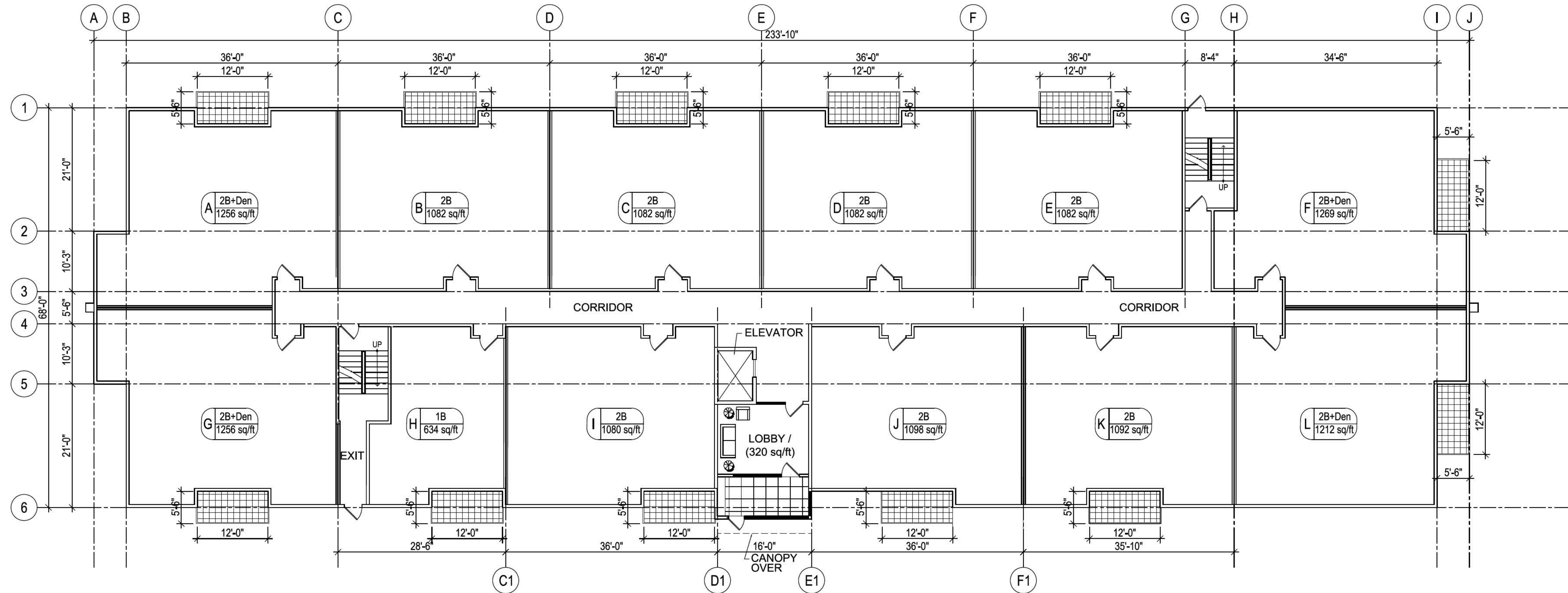
Title:

**Site Plan**

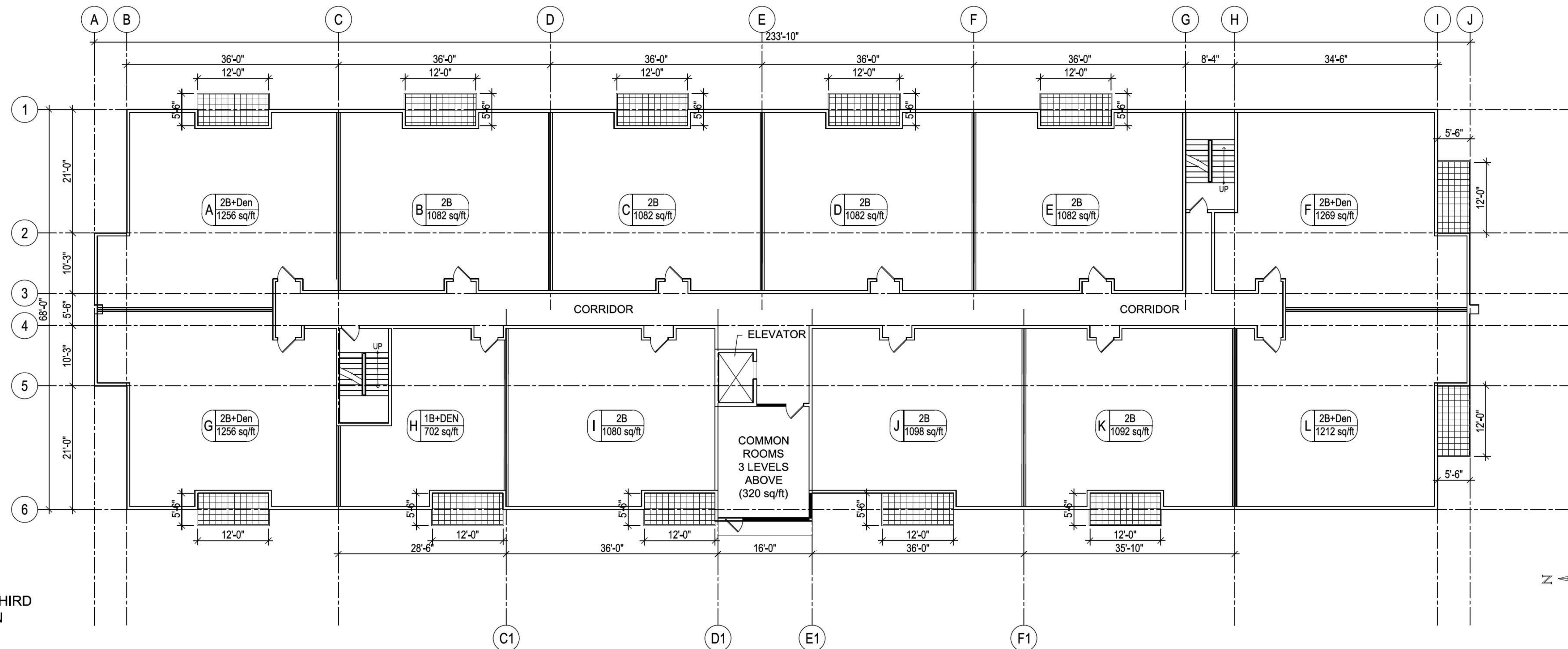
Sheet **C2** of 6

Issue:	Rev #
Issued for Review Date of: 2021-04-29	2



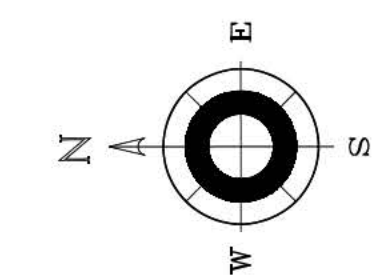


1 PROPOSED FIRST FLOOR PLAN  
 A1 SCALE: 3/32" = 1'



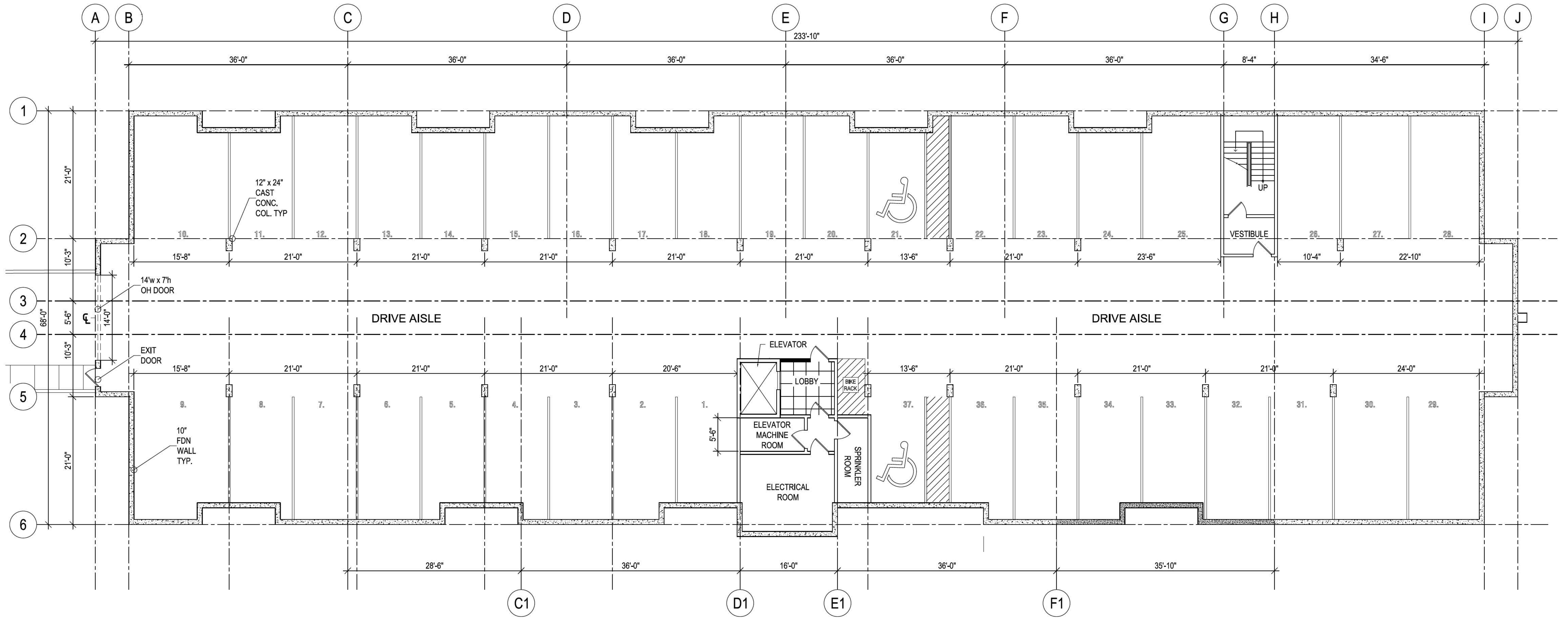
2 PROPOSED SECOND, THIRD & FOURTH FLOOR PLAN  
 A1 SCALE: 3/32" = 1'

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**



1, 09 APR 2021 ISSUED FOR REVIEW	
NO.	REVISION DESCRIPTION
<b>COMEAU MACKENZIE ARCHITECTURE</b> <small>183 CHARLOTTE STREET, SAINT JOHN, NB A1B 3C1        TEL: (506) 857-1611 mackearc@nbnet.nb.ca</small>	
<b>CHAPEL ROAD</b> 48 UNIT APARTMENT ROTHESAY, NB	
PROPOSED FLOOR PLAN	
DRAWN BY: JM	CHECKED BY:
SCALE: AS SHOWN	DATE: APR. 2021
PROJECT # 221364	DWG # A1

Peter Mackenzie, Comeau Mackenzie Architecture 09/04/2021 2:03pm 221364-Chapel Road.dwg



1  
P1 PROPOSED PARKADE LEVEL  
SCALE: 1/8" = 1'

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

1, 09 APR 2021 ISSUED FOR REVIEW		
NO.	DATE	REVISION DESCRIPTION
<b>COMEAU MACKENZIE ARCHITECTURE</b> <small>143 CHARLOTTE STREET, SAINT-JOHN, NB E5L 5C7        TEL: (506) 857-1611 mackenz@cmnet.nb.ca</small>		
PROJECT NAME <b>CHAPEL ROAD        48 UNIT APARTMENT</b> ROTHESAY, NB		
PROPOSED FLOOR PLAN		
DRAWN BY: JM SCALE: AS SHOWN PROJECT #: 221364	CHECKED BY: DATE: APR. 2021 DWG #: P1	

Peter Mackenzie, Comeau Mackenzie Architecture 09/04/2021 2:00pm 221364-Chapel Road.dwg

## Appendix B: Traffic Count Data





# Traffic Count Summary

## AM and PM Peak Hours

### Marr @ Chapel

#### AM Peak Hour 07:30 - 08:30



#### PM Peak Hour 16:15 - 17:15



<b>Marr Road @ Development Access</b>					
	In		Out		Access Hourly
	EBL	WBR	SBL	SBR	
<b>7:30</b>	0	2	0	1	
<b>7:45</b>	0	3	0	2	
<b>8:00</b>	2	2	0	0	
<b>8:15</b>	3	1	0	0	16
<b>8:30</b>	1	4	0	0	18
<b>8:45</b>	2	2	0	0	17
<b>4:00</b>	1	7	3	2	
<b>4:15</b>	2	8	5	2	
<b>4:30</b>	0	5	2	1	
<b>4:45</b>	0	3	1	1	43
<b>5:00</b>	2	4	1	2	39
<b>5:15</b>	1	2	3	3	31
<b>5:30</b>	2	3	1	2	31
<b>5:45</b>	1	1	3	5	36

<b>AM Peak</b>	8	9	0	0
<b>PM Peak</b>	3	23	11	6

<b>Chapel Rd @ Development Access</b>					
	In		Out		Access Hourly Total
	SBL	NBR	WBL	WBR	
<b>7:30</b>	0	0	0	0	
<b>7:45</b>	1	0	0	0	
<b>8:00</b>	0	0	0	2	
<b>8:15</b>	0	0	1	2	6
<b>8:30</b>	2	1	0	0	9
<b>8:45</b>	0	1	0	0	9
<b>4:00</b>	0	0	1	2	
<b>4:15</b>	0	1	0	2	
<b>4:30</b>	0	0	0	1	
<b>4:45</b>	1	0	0	1	9
<b>5:00</b>	0	0	0	1	7
<b>5:15</b>	0	0	0	1	5
<b>5:30</b>	0	0	0	0	4
<b>5:45</b>	0	2	1	1	6

<b>AM Peak</b>	3	1	1	4
<b>PM Peak</b>	1	1	1	6

## Appendix C: Level of Service Reports



3: Development/Chapel Rd & Marr Rd



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SEL	SBT	SBR
Lane Configurations		+			+			+			+	
Traffic Volume (veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Future Volume (Veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	17	559	4	7	427	41	0	0	4	89	1	26
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	468			563			1083	1077	561	1060	1058	448
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	468			563			1083	1077	561	1060	1058	448
IC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
IC, 2 stage (s)												
IF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
pD queue free %	98			99			100	100	99	55	100	96
cM capacity (veh/h)	1094			1008			183	214	527	197	220	611

Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total	580	475	4	116
Volume Left	17	7	0	89
Volume Right	4	41	4	26
cSH	1094	1008	527	232
Volume to Capacity	0.02	0.01	0.01	0.50
Queue Length 95th (m)	0.4	0.2	0.2	20.4
Control Delay (s)	0.4	0.2	11.9	35.0
Lane LOS	A	A	B	E
Approach Delay (s)	0.4	0.2	11.9	35.0
Approach LOS			B	E

Intersection Summary			
Average Delay		3.8	
Intersection Capacity Utilization		56.3%	ICU Level of Service B
Analysis Period (min)		15	



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		4	4		4	
Traffic Volume (veh/h)	12	601	447	10	0	0
Future Volume (Veh/h)	12	601	447	10	0	0
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	13	639	478	11	0	0
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	487				1146	482
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	487				1146	482
IC, single (s)	4.1				6.4	6.2
IC, 2 stage (s)						
IF (s)	2.2				3.5	3.3
pD queue free %	99				100	100
cM capacity (veh/h)	1076				218	585
<b>Direction, Lane #</b>	<b>EB 1</b>	<b>WB 1</b>	<b>SB 1</b>			
Volume Total	652	487	0			
Volume Left	13	0	0			
Volume Right	0	11	0			
cSH	1076	1700	1700			
Volume to Capacity	0.01	0.29	0.00			
Queue Length 95th (m)	0.3	0.0	0.0			
Control Delay (s)	0.3	0.0	0.0			
Lane LOS	A		A			
Approach Delay (s)	0.3	0.0	0.0			
Approach LOS			A			
<b>Intersection Summary</b>						
Average Delay			0.2			
Intersection Capacity Utilization			44.6%	ICU Level of Service		A
Analysis Period (min)			15			

						
Movement	WBL	WBR	NBT	NBR	SEL	SBT
Lane Configurations						
Traffic Volume (veh/h)	1	5	54	1	4	107
Future Volume (Veh/h)	1	5	54	1	4	107
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	1	5	57	1	4	114
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	180	58			58	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	180	58			58	
IC, single (s)	6.4	6.2			4.1	
IC, 2 stage (s)						
IF (s)	3.5	3.3			2.2	
pD queue free %	100	100			100	
cM capacity (veh/h)	808	1009			1546	
<b>Direction, Lane #</b>	<b>WB 1</b>	<b>NB 1</b>	<b>SB 1</b>			
Volume Total	6	58	118			
Volume Left	1	0	4			
Volume Right	5	1	0			
cSH	969	1700	1546			
Volume to Capacity	0.01	0.03	0.00			
Queue Length 95th (m)	0.1	0.0	0.1			
Control Delay (s)	8.7	0.0	0.3			
Lane LOS	A		A			
Approach Delay (s)	8.7	0.0	0.3			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay			0.5			
Intersection Capacity Utilization			18.9%	ICU Level of Service		A
Analysis Period (min)			15			

3: Development/Chapel Rd & Marr Rd

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SEL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (veh/h)	16	516	7	9	612	117	10	0	11	62	0	24
Future Volume (Veh/h)	16	516	7	9	612	117	10	0	11	62	0	24
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	17	543	7	9	644	123	11	0	12	65	0	25
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	767			550			1329	1368	546	1316	1308	706
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	767			550			1329	1368	546	1316	1308	706
IC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
IC, 2 stage (s)												
IF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
pD queue free %	98			99			91	100	98	50	100	94
cM capacity (veh/h)	851			1025			122	144	539	129	156	438
<b>Direction, Lane #</b>	<b>EB 1</b>	<b>WB 1</b>	<b>NB 1</b>	<b>SB 1</b>								
Volume Total	567	776	23	90								
Volume Left	17	9	11	65								
Volume Right	7	123	12	25								
cSH	851	1025	205	161								
Volume to Capacity	0.02	0.01	0.11	0.56								
Queue Length 95th (m)	0.5	0.2	3.0	23.0								
Control Delay (s)	0.5	0.2	24.8	52.5								
Lane LOS	A	A	C	F								
Approach Delay (s)	0.5	0.2	24.8	52.5								
Approach LOS			C	F								
<b>Intersection Summary</b>												
Average Delay			4.0									
Intersection Capacity Utilization			57.4%		ICU Level of Service				B			
Analysis Period (min)			15									





Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↘	↘		↘	
Traffic Volume (veh/h)	4	586	731	28	13	7
Future Volume (Veh/h)	4	586	731	28	13	7
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	4	617	769	29	14	7
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	798				1408	784
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	798				1408	784
IC, single (s)	4.1				6.4	6.2
IC, 2 stage (s)						
IF (s)	2.2				3.5	3.3
pD queue free %	100				91	98
cM capacity (veh/h)	829				153	395
<b>Direction, Lane #</b>	<b>EB 1</b>	<b>WB 1</b>	<b>SB 1</b>			
Volume Total	621	798	21			
Volume Left	4	0	14			
Volume Right	0	29	7			
cSH	829	1700	192			
Volume to Capacity	0.00	0.47	0.11			
Queue Length 95th (m)	0.1	0.0	2.9			
Control Delay (s)	0.1	0.0	26.0			
Lane LOS	A		D			
Approach Delay (s)	0.1	0.0	26.0			
Approach LOS			D			
<b>Intersection Summary</b>						
Average Delay			0.4			
Intersection Capacity Utilization			50.2%	ICU Level of Service		A
Analysis Period (min)			15			












Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	Y		T			4
Traffic Volume (veh/h)	1	7	132	1	1	85
Future Volume (Veh/h)	1	7	132	1	1	85
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	1	7	139	1	1	89
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	230	140			140	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	230	140			140	
IC, single (s)	6.4	6.2			4.1	
IC, 2 stage (s)						
IF (s)	3.5	3.3			2.2	
pD queue free %	100	99			100	
cM capacity (veh/h)	759	911			1449	
<b>Direction, Lane #</b>						
	WB 1	NB 1	SB 1			
Volume Total	8	140	90			
Volume Left	1	0	1			
Volume Right	7	1	0			
cSH	889	1700	1449			
Volume to Capacity	0.01	0.08	0.00			
Queue Length 95th (m)	0.2	0.0	0.0			
Control Delay (s)	9.1	0.0	0.1			
Lane LOS	A		A			
Approach Delay (s)	9.1	0.0	0.1			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay			0.3			
Intersection Capacity Utilization			17.0%		ICU Level of Service	A
Analysis Period (min)			15			

3: Development/Chapel Rd & Marr Rd

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SEL	SBT	SBR
Lane Configurations		+			+			+			+	
Traffic Volume (veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Future Volume (Veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	18	598	5	8	456	44	0	0	5	96	1	27
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	500			603			1158	1152	600	1136	1133	478
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	500			603			1158	1152	600	1136	1133	478
IC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
IC, 2 stage (s)												
IF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
pD queue free %	98			99			100	100	99	45	99	95
cM capacity (veh/h)	1064			975			161	193	501	174	198	587
Direction, Lane #												
	EB 1	WB 1	NB 1	SB 1								
Volume Total	621	508	5	124								
Volume Left	18	8	0	96								
Volume Right	5	44	5	27								
cSH	1064	975	501	206								
Volume to Capacity	0.02	0.01	0.01	0.60								
Queue Length 95th (m)	0.4	0.2	0.2	27.3								
Control Delay (s)	0.5	0.2	12.3	45.9								
Lane LOS	A	A	B	E								
Approach Delay (s)	0.5	0.2	12.3	45.9								
Approach LOS			B	E								
Intersection Summary												
Average Delay				4.9								
Intersection Capacity Utilization				59.3%	ICU Level of Service	B						
Analysis Period (min)				15								



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		4	4		4	
Traffic Volume (veh/h)	12	601	447	10	0	0
Future Volume (Veh/h)	12	601	447	10	0	0
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	14	684	509	11	0	0
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	520				1226	514
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	520				1226	514
IC, single (s)	4.1				6.4	6.2
IC, 2 stage (s)						
IF (s)	2.2				3.5	3.3
pD queue free %	99				100	100
cM capacity (veh/h)	1046				194	560
<b>Direction, Lane #</b>	<b>EB 1</b>	<b>WB 1</b>	<b>SB 1</b>			
Volume Total	698	520	0			
Volume Left	14	0	0			
Volume Right	0	11	0			
cSH	1046	1700	1700			
Volume to Capacity	0.01	0.31	0.00			
Queue Length 95th (m)	0.3	0.0	0.0			
Control Delay (s)	0.4	0.0	0.0			
Lane LOS	A		A			
Approach Delay (s)	0.4	0.0	0.0			
Approach LOS			A			
<b>Intersection Summary</b>						
Average Delay			0.2			
Intersection Capacity Utilization			47.5%	ICU Level of Service		A
Analysis Period (min)			15			










						
Movement	WBL	WBR	NBT	NBR	SEL	SBT
Lane Configurations						
Traffic Volume (veh/h)	1	5	54	1	4	107
Future Volume (Veh/h)	1	5	54	1	4	107
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	1	6	61	1	5	122
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	194	62			62	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	194	62			62	
IC, single (s)	6.4	6.2			4.1	
IC, 2 stage (s)						
IF (s)	3.5	3.3			2.2	
pD queue free %	100	99			100	
cM capacity (veh/h)	793	1004			1541	
<b>Direction, Lane #</b>						
	WB 1	NB 1	SB 1			
Volume Total	7	62	127			
Volume Left	1	0	5			
Volume Right	6	1	0			
cSH	967	1700	1541			
Volume to Capacity	0.01	0.04	0.00			
Queue Length 95th (m)	0.2	0.0	0.1			
Control Delay (s)	8.8	0.0	0.3			
Lane LOS	A		A			
Approach Delay (s)	8.8	0.0	0.3			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay			0.5			
Intersection Capacity Utilization			19.5%		ICU Level of Service	A
Analysis Period (min)			15			

3: Development/Chapel Rd & Marr Rd

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		+			+			+			+	
Traffic Volume (veh/h)	16	516	7	9	612	117	10	0	11	62	0	24
Future Volume (Veh/h)	16	516	7	9	612	117	10	0	11	62	0	24
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	18	581	8	10	689	132	11	0	12	70	0	27
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	821			589			1423	1462	585	1408	1400	755
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	821			589			1423	1462	585	1408	1400	755
IC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
IC, 2 stage (s)												
IF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
pD queue free %	98			99			89	100	98	37	100	93
cM capacity (veh/h)	813			991			104	125	513	111	136	410
<b>Direction, Lane #</b>	<b>EB 1</b>	<b>WB 1</b>	<b>NB 1</b>	<b>SB 1</b>								
Volume Total	607	831	23	97								
Volume Left	18	10	11	70								
Volume Right	8	132	12	27								
cSH	813	991	178	140								
Volume to Capacity	0.02	0.01	0.13	0.69								
Queue Length 95th (m)	0.5	0.2	3.5	31.4								
Control Delay (s)	0.6	0.3	28.2	75.0								
Lane LOS	A	A	D	F								
Approach Delay (s)	0.6	0.3	28.2	75.0								
Approach LOS			D	F								
<b>Intersection Summary</b>												
Average Delay			5.5									
Intersection Capacity Utilization			60.9%		ICU Level of Service				B			
Analysis Period (min)			15									



Movement	EBL	EBT	WBT	WBR	SEL	SBR
Lane Configurations		↕	↕		↕	
Traffic Volume (veh/h)	4	586	731	28	13	7
Future Volume (Veh/h)	4	586	731	28	13	7
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	5	660	823	32	15	8
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	855				1509	839
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	855				1509	839
IC, single (s)	4.1				6.4	6.2
IC, 2 stage (s)						
IF (s)	2.2				3.5	3.3
pD queue free %	99				89	98
cM capacity (veh/h)	789				133	367
<b>Direction, Lane #</b>	<b>EB 1</b>	<b>WB 1</b>	<b>SB 1</b>			
Volume Total	665	855	23			
Volume Left	5	0	15			
Volume Right	0	32	8			
cSH	789	1700	170			
Volume to Capacity	0.01	0.50	0.13			
Queue Length 95th (m)	0.2	0.0	3.7			
Control Delay (s)	0.2	0.0	29.4			
Lane LOS	A		D			
Approach Delay (s)	0.2	0.0	29.4			
Approach LOS			D			
<b>Intersection Summary</b>						
Average Delay			0.5			
Intersection Capacity Utilization			53.0%	ICU Level of Service		A
Analysis Period (min)			15			

						
Movement	WBL	WBR	NBT	NBR	SEL	SBT
Lane Configurations						
Traffic Volume (veh/h)	1	7	132	1	1	85
Future Volume (Veh/h)	1	7	132	1	1	85
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	1	8	149	1	1	96
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	248	150			150	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	248	150			150	
IC, single (s)	6.4	6.2			4.1	
IC, 2 stage (s)						
IF (s)	3.5	3.3			2.2	
pD queue free %	100	99			100	
cM capacity (veh/h)	743	900			1437	
<b>Direction, Lane #</b>	<b>WB 1</b>	<b>NB 1</b>	<b>SB 1</b>			
Volume Total	9	150	97			
Volume Left	1	0	1			
Volume Right	8	1	0			
cSH	879	1700	1437			
Volume to Capacity	0.01	0.09	0.00			
Queue Length 95th (m)	0.2	0.0	0.0			
Control Delay (s)	9.1	0.0	0.1			
Lane LOS	A		A			
Approach Delay (s)	9.1	0.0	0.1			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay			0.4			
Intersection Capacity Utilization			17.5%		ICU Level of Service	A
Analysis Period (min)			15			



													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations		⇕			⇕			⇕			⇕		
Traffic Volume (veh/h)	18	563	4	8	432	43	0	0	4	95	1	29	
Future Volume (Veh/h)	18	563	4	8	432	43	0	0	4	95	1	29	
Sign Control		Free			Free			Stop			Stop		
Grade		0%			0%			0%			0%		
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	
Hourly flow rate (vph)	19	599	4	9	460	46	0	0	4	101	1	31	
Pedestrians													
Lane Width (m)													
Walking Speed (m/s)													
Percent Blockage													
Right turn flare (veh)													
Median type	None			None									
Median storage (veh)													
Upstream signal (m)													
pX, platoon unblocked													
vC, conflicting volume	506			603				1172	1163	601	1144	1142	483
vC1, stage 1 conf vol													
vC2, stage 2 conf vol													
vCu, unblocked vol	506			603				1172	1163	601	1144	1142	483
IC, single (s)	4.1			4.1				7.1	6.5	6.2	7.1	6.5	6.2
IC, 2 stage (s)													
IF (s)	2.2			2.2				3.5	4.0	3.3	3.5	4.0	3.3
pD queue free %	98			99				100	100	99	41	99	95
cM capacity (veh/h)	1059			975				156	189	500	172	195	584
Direction, Lane #													
	EB 1	WB 1	NB 1	SB 1									
Volume Total	622	515	4	133									
Volume Left	19	9	0	101									
Volume Right	4	46	4	31									
cSH	1059	975	500	206									
Volume to Capacity	0.02	0.01	0.01	0.65									
Queue Length 95th (m)	0.4	0.2	0.2	30.8									
Control Delay (s)	0.5	0.3	12.3	49.7									
Lane LOS	A	A	B	E									
Approach Delay (s)	0.5	0.3	12.3	49.7									
Approach LOS				B	E								
Intersection Summary													
Average Delay				5.6									
Intersection Capacity Utilization				60.1%	ICU Level of Service	B							
Analysis Period (min)				15									



Movement	EBL	EBT	WBT	WBR	SEB	SBR
Lane Configurations		↕	↕		↕	
Traffic Volume (veh/h)	13	649	480	12	2	2
Future Volume (Veh/h)	13	649	480	12	2	2
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	14	690	511	13	2	2
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	524				1236	518
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	524				1236	518
IC, single (s)	4.1				6.4	6.2
IC, 2 stage (s)						
IF (s)	2.2				3.5	3.3
pD queue free %	99				99	100
cM capacity (veh/h)	1043				192	558
<b>Direction, Lane #</b>	<b>EB 1</b>	<b>WB 1</b>	<b>SB 1</b>			
Volume Total	704	524	4			
Volume Left	14	0	2			
Volume Right	0	13	2			
cSH	1043	1700	288			
Volume to Capacity	0.01	0.31	0.01			
Queue Length 95th (m)	0.3	0.0	0.3			
Control Delay (s)	0.4	0.0	17.8			
Lane LOS	A		C			
Approach Delay (s)	0.4	0.0	17.8			
Approach LOS			C			
<b>Intersection Summary</b>						
Average Delay			0.3			
Intersection Capacity Utilization			54.6%	ICU Level of Service		A
Analysis Period (min)			15			



Movement	WBL	WBR	NBT	NBR	SEL	SBT
Lane Configurations	Y		T			T
Traffic Volume (veh/h)	1	5	60	1	4	123
Future Volume (Veh/h)	1	5	60	1	4	123
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	1	5	64	1	4	131
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	204	64			65	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	204	64			65	
IC, single (s)	6.4	6.2			4.1	
IC, 2 stage (s)						
IF (s)	3.5	3.3			2.2	
pD queue free %	100	99			100	
cM capacity (veh/h)	783	1000			1537	
<b>Direction, Lane #</b>	<b>WB 1</b>	<b>NB 1</b>	<b>SB 1</b>			
Volume Total	6	65	135			
Volume Left	1	0	4			
Volume Right	5	1	0			
cSH	956	1700	1537			
Volume to Capacity	0.01	0.04	0.00			
Queue Length 95th (m)	0.2	0.0	0.1			
Control Delay (s)	8.8	0.0	0.2			
Lane LOS	A		A			
Approach Delay (s)	8.8	0.0	0.2			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay			0.4			
Intersection Capacity Utilization			19.7%	ICU Level of Service		A
Analysis Period (min)			15			



Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	Y		T			T
Traffic Volume (veh/h)	8	1	63	2	1	119
Future Volume (Veh/h)	8	1	63	2	1	119
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	9	1	67	2	1	127
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	197	68			69	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	197	68			69	
IC, single (s)	6.4	6.2			4.1	
IC, 2 stage (s)						
IF (s)	3.5	3.3			2.2	
pD queue free %	99	100			100	
cM capacity (veh/h)	791	995			1532	
<b>Direction, Lane #</b>	<b>WB 1</b>	<b>NB 1</b>	<b>SB 1</b>			
Volume Total	10	69	128			
Volume Left	9	0	1			
Volume Right	1	2	0			
cSH	808	1700	1532			
Volume to Capacity	0.01	0.04	0.00			
Queue Length 95th (m)	0.3	0.0	0.0			
Control Delay (s)	9.5	0.0	0.1			
Lane LOS	A		A			
Approach Delay (s)	9.5	0.0	0.1			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay			0.5			
Intersection Capacity Utilization			17.1%	ICU Level of Service		A
Analysis Period (min)			15			



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		+			+			+			+	
Traffic Volume (veh/h)	20	555	8	10	857	130	11	0	12	68	0	29
Future Volume (Veh/h)	20	555	8	10	857	130	11	0	12	68	0	29
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	21	584	8	11	892	137	12	0	13	72	0	31
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	829			592			1444	1481	588	1426	1416	760
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	829			592			1444	1481	588	1426	1416	760
IC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
IC, 2 stage (s)												
IF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
pD queue free %	97			99			88	100	97	33	100	92
cM capacity (veh/h)	807			989			99	121	511	108	133	407

Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total	613	840	25	103
Volume Left	21	11	12	72
Volume Right	8	137	13	31
cSH	807	989	171	138
Volume to Capacity	0.03	0.01	0.15	0.74
Queue Length 95th (m)	0.6	0.3	4.0	35.1
Control Delay (s)	0.7	0.3	29.7	83.2
Lane LOS	A	A	D	F
Approach Delay (s)	0.7	0.3	29.7	83.2
Approach LOS			D	F

Intersection Summary			
Average Delay		6.3	
Intersection Capacity Utilization		61.5%	ICU Level of Service B
Analysis Period (min)		15	



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		4	4		4	
Traffic Volume (veh/h)	6	630	789	32	15	9
Future Volume (Veh/h)	6	630	789	32	15	9
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	6	663	831	34	16	9
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	865				1523	848
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	865				1523	848
IC, single (s)	4.1				6.4	6.2
IC, 2 stage (s)						
IF (s)	2.2				3.5	3.3
pD queue free %	99				88	98
cM capacity (veh/h)	782				130	363
<b>Direction, Lane #</b>	<b>EB 1</b>	<b>WB 1</b>	<b>SB 1</b>			
Volume Total	669	865	25			
Volume Left	6	0	16			
Volume Right	0	34	9			
cSH	782	1700	169			
Volume to Capacity	0.01	0.51	0.15			
Queue Length 95th (m)	0.2	0.0	4.1			
Control Delay (s)	0.2	0.0	30.0			
Lane LOS	A		D			
Approach Delay (s)	0.2	0.0	30.0			
Approach LOS			D			
<b>Intersection Summary</b>						
Average Delay			0.6			
Intersection Capacity Utilization			53.5%	ICU Level of Service		A
Analysis Period (min)			15			



Movement	WBL	WBR	NBT	NBR	SEL	SBT
Lane Configurations	Y		T			T
Traffic Volume (veh/h)	1	8	150	1	1	96
Future Volume (Veh/h)	1	8	150	1	1	96
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	1	8	158	1	1	101
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	262	158			159	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	262	158			159	
IC, single (s)	6.4	6.2			4.1	
IC, 2 stage (s)						
IF (s)	3.5	3.3			2.2	
pD queue free %	100	99			100	
cM capacity (veh/h)	729	889			1427	
<b>Direction, Lane #</b>						
	WB 1	NB 1	SB 1			
Volume Total	9	159	102			
Volume Left	1	0	1			
Volume Right	8	1	0			
cSH	868	1700	1427			
Volume to Capacity	0.01	0.09	0.00			
Queue Length 95th (m)	0.3	0.0	0.0			
Control Delay (s)	9.2	0.0	0.1			
Lane LOS	A		A			
Approach Delay (s)	9.2	0.0	0.1			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay			0.3			
Intersection Capacity Utilization			18.0%		ICU Level of Service	A
Analysis Period (min)			15			



Movement	WBL	WBR	NBT	NBR	SEL	SBT
Lane Configurations	Y		T			T
Traffic Volume (veh/h)	5	1	150	8	1	92
Future Volume (Veh/h)	5	1	150	8	1	92
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	5	1	158	8	1	97
<b>Pedestrians</b>						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	261	162			166	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	261	162			166	
IC, single (s)	6.4	6.2			4.1	
IC, 2 stage (s)						
IF (s)	3.5	3.3			2.2	
pD queue free %	99	100			100	
cM capacity (veh/h)	730	885			1418	
<b>Direction, Lane #</b>	<b>WB 1</b>	<b>NB 1</b>	<b>SB 1</b>			
Volume Total	6	166	98			
Volume Left	5	0	1			
Volume Right	1	8	0			
cSH	752	1700	1418			
Volume to Capacity	0.01	0.10	0.00			
Queue Length 95th (m)	0.2	0.0	0.0			
Control Delay (s)	9.8	0.0	0.1			
Lane LOS	A		A			
Approach Delay (s)	9.8	0.0	0.1			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay			0.2			
Intersection Capacity Utilization			18.4%	ICU Level of Service		A
Analysis Period (min)			15			



## Appendix D: Signal Warrant Worksheet



## Town of Rothesay - Traffic Signal & Pedestrian Signal Head Warrant Analysis

Main Street (name): **Marr Road**

Side Street (name): **Chapel Rd**

Quadrant / Intersection: **CHURCH STREET**

For Warrant Calculation Results, please fill these boxes:

Direction (EW or NS): **EW**

Direction (EW or NS): **NS**

Comment: **2021 without Development**

Road Authority: **Town of Rothesay**

City: **Rothesay**

Analysis Date: **2021 May 03, Mon**

Count Date: **2021 April 26, Mon**

Date Entry Format: **yyyy-mm-dd**

Lower Configuration	Post LT	Thru LT	Thru	Thru/RT	Thru & RT	Post RT	RT	RT/Thru	RT/Thru	RT/Thru	RT/Thru	RT/Thru	RT/Thru	RT/Thru	RT/Thru	RT/Thru	RT/Thru	RT/Thru
Marr Road	WB																	
Marr Road	EB																	
Chapel Rd	WB																	
Chapel Rd	EB																	

Other aspect	Speed (km/h)	Truck %	Bus %	Median
Marr Road	EW	20	2.0%	0
Chapel Rd	WB	40	2.0%	0

Traffic Signal	NB	SB	WB	EB	Post NS	Post NS	Post EW	Post EW
1:00 - 4:00	LT: 0, TH: 0, RT: 0	LT: 0, TH: 0, RT: 0	LT: 0, TH: 0, RT: 0	LT: 0, TH: 0, RT: 0	W Side	E Side	N Side	S Side
<b>Total 6-hour peak</b>	<b>32</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Average 6-hour Peak Turning Movements

**Warrant Calculation:**

$$W_{TTC} = [C_w(X_{v,t}) / K_1 + (F(X_{v,p})L) / K_2] \pm C_i$$

W = 32      32      0

Vol      Ped

**Not Warranted - V<sub>o</sub> < 75**

**Warrant Calculation:**

$$W_{PED} = [F(X_{ped,w})d_w / K_2 + (X_{ped,d}) / K_3]$$

W = 0

**Not Warranted - Ped Vol < 25 (avg)**

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TO: Mayor and Council  
FROM: Deputy Mayor Alexander  
DATE: 7 July 2021  
RE: Land Acknowledgement

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First Nations are known to have occupied New Brunswick for at least 13 000 years. Those First Nations include the Mi'kmaq (Mi'kmaw) whose territory is along the eastern coastline and extends inland, the Wolastoqiyik (Maliseet) whose territory is located along the length of the Saint John River, and the Peskotomuhkati (Passamaquoddy) whose territory is situated around Passamaquoddy Bay. European's appearance to New Brunswick is relatively recent; Jacques Cartier was the first recorded European to arrive to the Baie des Chaleurs in 1534. Settlers started landing at the mouth of the St. Croix River in 1604 and Loyalists began arriving in great numbers to Parrrtown (Saint John) about 1783. New Brunswick was recognized as a British territory on 16 August 1784.

Rothesay is located on the traditional territory of the Wolastoqiyik Peoples who signed Treaties of Peace and Friendship with the British Crown in 1726. The Treaties of Peace and Friendship established rules for an ongoing relationship of peace, friendship, and mutual respect between nations for two very different modes of life and land use. Those Treaties need to be honoured and respected.

I believe Rothesay Council should, like our neighbouring Councils are doing, pay respect to the elders, past and present, and descendants of this land. The City of Saint John worked with the Honourable Graydon Nicholas, New Brunswick's first Aboriginal Lieutenant Governor who served from 2009 to 2014, to develop their land acknowledgement and the Town of Quispamsis intends to work with Eastern Circle, a local group dedicated to maintaining Indigenous sovereignty in urban centres, to develop theirs.

**WHEREAS** Indigenous Peoples were the first inhabitants of Rothesay, New Brunswick, and Canada;

**WHEREAS** the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) was adopted by the United Nations on 13 September 2007 to enshrine the rights that constitute the minimum of standards for the survival, dignity, and well-being of Indigenous Peoples;

**AND WHEREAS** the Truth and Reconciliation Commission (TRC) of Canada issued 94 Calls to Action in June 2015 to redress the legacy of residential schools and advance the process of Canadian reconciliation;

**BE IT RESOLVED** that Rothesay Council desires to acknowledge an ongoing relationship of peace, friendship, and mutual respect with our Indigenous Peoples by having staff research, develop, and prepare an appropriate land acknowledgement statement in cooperation with local Indigenous groups and / or Indigenous elders.

#### References

UNDRIP Summary:

[https://www.un.org/development/desa/indigenouspeoples/wp-content/uploads/sites/19/2018/11/UNDRIP\\_E\\_web.pdf](https://www.un.org/development/desa/indigenouspeoples/wp-content/uploads/sites/19/2018/11/UNDRIP_E_web.pdf)

TRC Summary:

[http://trc.ca/assets/pdf/Calls\\_to\\_Action\\_English2.pdf](http://trc.ca/assets/pdf/Calls_to_Action_English2.pdf)



# ROTHESAY MEMORANDUM



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TO : Mayor Grant and Rothesay Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 9 July 2021  
RE : Meeting/Hearing Procedures

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## RECOMMENDATIONS:

- Council schedule the Open Session Council meeting on August 9, 2021 to start at 6:00 p.m.
- Council schedule a Special Open Session Council meeting on Monday, August 16, 2021, immediately following a Public Hearing.

## FOR INFORMATION:

In accordance with the Rothesay Procedural By-law 2-14, Council meetings are scheduled for the second Monday of each month, starting at 7:00 p.m. As indicated in the attached memoranda, Rothesay Council passed motions at the April 14, 2020 and May 11, 2020 Council meetings in response to the Provincial State of Emergency and Mandatory Order (March 19, 2020).

The Province of New Brunswick has indicated Phase 3, Path to Green Plan will come into effect before the next regular Council meeting on Monday, August 9, 2021. As a result, it is anticipated the August Council meeting will be held in person, in the Common Room. However, if the provincial targets are not met, it is possible the meeting will be held virtually. The Clerk's office is recommending Council approve a start time of 6:00 p.m. for clarity. The location (in person or virtually) will be determined based on the provincial "Path to Green" implementation of Phase 3.

*\*\* The third phase is expected to come into effect on New Brunswick Day, Aug. 2, as long as 75 per cent of New Brunswickers 12 and older have received their second dose of a vaccine. At this time the province will move to the Green level, the mandatory order will end and all restrictions will be lifted.*

\*\*Source (9 July 2021):

<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/alert-levels/path-to-green.html#3>

Staff have recommended the Public Hearing for the development off Chapel Road be held on August 16, 2021, in anticipation the province will implement Phase 3 by that date. The special Council meeting agenda will include giving consideration to 1<sup>st</sup> and/or 2<sup>nd</sup> Reading of By-law 2-10-28, following the Public Hearing.

*Original signed by  
Mary Jane Banks  
Town Clerk*

## Attachments:

- 7 April 2020 Memorandum from Town Clerk RE: Meetings During Pandemic
- 7 May 2020 Memorandum from Town Clerk RE: Public Hearings suspension



# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 7 April 2020  
RE : Council meetings during Pandemic (COVID-19)

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**RECOMMENDATION:**

## **INFORMATION ONLY**

- Rothesay Council shall hold its regular monthly Council meetings via teleconferencing or videoconferencing (as permitted under the *Local Governance Act*, SNB, c-17) until such time as the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to address the COVID-19 pandemic.
- Under authority of Section 16 of the Rothesay Procedural By-law 2-14, Rothesay Council will hold its regular monthly meeting on the second Monday of every month, at **4:00 p.m. in the afternoon\***, until such time as the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to address the COVID-19 pandemic.

**\*(or some other mutually agreeable time for members of Council)**

- Presentations during Council meetings will be restricted to members of Town Administration or other levels of government, other external organizations or external consultants/service providers retained on behalf of the Town, until such time as other technology is employed that will facilitate external participation OR the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to address the COVID-19 pandemic

### **Procedural By-law 2-14, Sections 16 & 17**

16. *The Council shall hold its regular meetings on the second Monday of every month in the Rothesay Common Room, at 7:00 p.m. in the evening, unless otherwise determined by motion passed by a two-thirds (2/3) vote of Councillors present at the meeting to which the motion is put, and the regular meeting schedule for Council shall be posted to the Town website. Agendas and supporting documentation shall be posted no later than 4 p.m on the day of the meeting.*

17. *Notwithstanding Section 16, when the day for a regular meeting of Council is on a statutory or civic holiday, the Council shall, unless decided otherwise by two-thirds (2/3) vote of Councillors present, meet at the same hour on the next following day which is not a statutory or civic holiday.*

Mary Jane Banks



# ROTHERESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 7 May 2020  
RE : Public Hearings – temporary suspension

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## INFORMATION ONLY

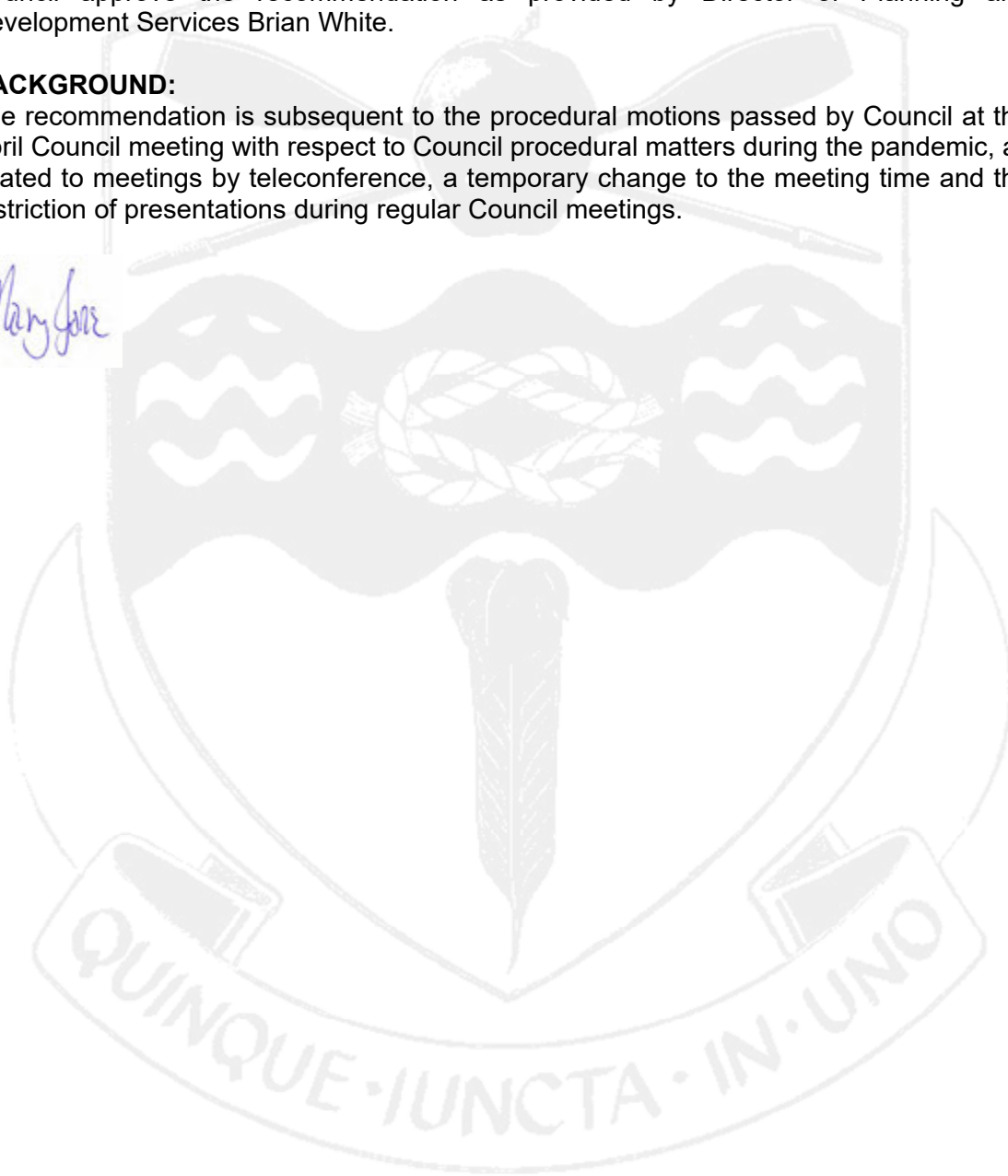
**RECOMMENDATION:**

Council approve the recommendation as provided by Director of Planning and Development Services Brian White.

**BACKGROUND:**

The recommendation is subsequent to the procedural motions passed by Council at the April Council meeting with respect to Council procedural matters during the pandemic, as related to meetings by teleconference, a temporary change to the meeting time and the restriction of presentations during regular Council meetings.

*Mary Jane*





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**

**May 11, 2020**

**TO:** Mary Jane Banks, Town Clerk

**SUBMITTED BY:**

Brian White, Director of Planning and Development Services

**DATE:** 7 May 2020

**SUBJECT:** Public Hearings during Provincial State of Emergency

## **INFORMATION ONLY**

### **RECOMMENDATION**

Council HEREBY temporarily suspends Public Hearings until such time as technology is employed that will facilitate public participation or that the Province of New Brunswick and/or the Federal Government of Canada determines that physical distancing is no longer required and/or public gatherings are no longer restricted, in response to the COVID-19 pandemic.

### **ORIGIN**

At the regular Council meeting of April 14, 2020 the following Motion was passed

“Presentations during Council meetings will be restricted to members of Town Administration or other levels of government, other external organizations or external consultants/service providers retained on behalf of the Town, until such time as other technology is employed that will facilitate external participation OR the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to comply with the declared State of Emergency.”

Notwithstanding that there are no public hearings in Council’s queue Staff have consulted with other New Brunswick municipalities regarding their ability to conduct public hearings. The results of that consultation are quite varied nevertheless Staff are recommending that Council consider a motion to temporarily suspend public hearings until such time that we have the ability to implement technology to facilitate public participation.

### **BACKGROUND**

On March 19, 2020 the provincial government declared a state of emergency under section 12 of the Emergency Measures Act to enhance measures to help contain the spread of COVID-19 (the novel coronavirus), that State of Emergency remains in effect and limits the gathering of people.