



**ROTHESAY**  
COUNCIL MEETING  
**By WebEx Videoconference**  
**Monday, June 14, 2021**  
**4:00 p.m.**



**PUBLIC NOTICE:**

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

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

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

**1. APPROVAL OF AGENDA**

- |                               |                         |               |
|-------------------------------|-------------------------|---------------|
| <b>2. APPROVAL OF MINUTES</b> | Regular Meeting         | 12 April 2021 |
|                               | Oath of Office Ceremony | 7 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 26 April 2021 Letter from resident RE: Recycling Program

**Refer to the Works and Utilities Committee**

- 5.2 2 May 2021 Email from resident RE: Erosion concern

**Refer to staff for a response**

- 5.3 1 June 2021 Letter from resident RE: Sewage concern on Seville Row

**Refer to staff**

- 5.4 3 June 2021 Email from resident RE: Request for crosswalk on Marr Road

**Refer to the Works and Utilities Committee**

- 5.5 3 June 2021 Email to/from resident RE: Request for No Parking sign on River Road  
17 May 2021 Email from resident

**Refer to the Works and Utilities Committee**

- 5.6 7 June 2021 Email from Andrew Ryder RE: Proposal for Rothesay Farmers Market

4 June 2021 Business Plan for Rothesay Farmers Market

**Refer to the Parks and Recreation Committee**

- 5.7 9 June 2021 Email from Harry Miller Middle School students RE: Electric Cars Project

**Refer to the Works and Utilities Committee**

**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 15 April 2021 Letter from Kennebecasis Valley Fire Department RE: Fire Department Fitness Program
- 6.2 23 April 2021 Letter from Saint John Regional Hospital Foundation RE: The GIVE: Clinic 1 Expansion update
- 6.3 2 June 2021 Email from the Office of Shannon Stubbs, MP RE: Bill C-21
- 28 May 2021 Letter from Shannon Stubbs
- 25 March 2021 Resolution of the town of Kingsville, Ontario
- 6.4 4 June 2021 Emails to/from Advocacy Chair of Velo NB RE: Fix-It Bike Station
- 6.5 4 June 2021 Email from Compassionate Grief Centre of Southern New Brunswick (Information available online at <https://compassionategriefcentre.ca/>)
- 6.6 10 June 2021 Congratulatory letter from Association Régionale de la Communauté francophone de Saint-Jean inc. (ARC-F)

**7. REPORTS**

- 7.0 **June 2021** **Report from Closed Session**
- 7.1 22 March 2021 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 10 February 2021 Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes
- 3 February 2021 KVFD Statement of Expense
- 10 February 2021 Memorandum from Fire Chief RE: Capital Purchase – Replacement for 2011 Toyota Tundra
- 10 February 2021 Memorandum from Fire Chief RE: Capital Purchase – Replacement for 2013 Dodge Ram
- 10 February 2021 KVFD Fire Chief's Report
- 31 December 2020 KVFD Response Report
- 7.3 17 May 2021 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) 2020 Audited Financial Statements
- 7.4 30 April 2021 Draft unaudited Rothesay General Fund Financial Statements
- 30 April 2021 Draft unaudited Rothesay Utility Fund Financial Statements
- 7.5 20 April 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 18 May 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.6 20 April 2021 Draft Parks and Recreation Committee Meeting Minutes
- 7.7 21 April 2021 Draft Works and Utilities Committee Meeting Minutes
  - Gondola Point Road to Church Avenue Sidewalk
  - 273 Gondola Point Road – Overdue Charges
- 7.8 26 April 2021 Draft Planning Advisory Committee Meeting Minutes
- 3 May 2021 Draft Planning Advisory Committee Meeting Minutes
  - Wanda Crescent – Cash in lieu of land for public purposes (LPP)
- 7 June 2021 Draft Planning Advisory Committee Meeting Minutes
- 7.9 April 2021 Monthly Building Permit Report
- 7.10 10 June 2021 Capital Projects Summary

**8. UNFINISHED BUSINESS**

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**TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Strong Court Sidewalk – Anglophone South School District** (Tabled April 2021)*No action at this time*

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**9. NEW BUSINESS****9.1 Committee Appointment – Rothesay Hive**

9 June 2021 Memorandum from Nominating Committee

**9.2 Highland Avenue Sanitary Sewer Replacement**

9 June 2021 Report prepared by DO McLean

**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

**9.4 R-2021-T-001 Town Hall Improvements – HVAC**

9 June 2021 Report prepared by R. Kincade

**10. NEXT MEETING****Regular meeting** Monday, July 12, 2021**11. ADJOURNMENT**

25 Crestline Rd  
Rothesay, NB E2H 1C5

April 26, 2021

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



Dear Mayor and Members of Council:

I am writing concerning the recycling program of the Town of Rothesay/Fundy Regional Service Commission. I moved to Rothesay in October of 2019 and since then I have become increasingly frustrated with the difficulty of navigating the rules of the recycling program. I am hoping this letter will provide constructive feedback so that moving forward we can make the recycling program more accessible for all residents.

I consider myself a responsible homeowner and strive to ensure that my family's household waste is disposed of in the proper manner. I have lived in multiple municipalities in the Maritimes, and I have never had an issue with following the waste management rules of said regions. I feel as though the rules imposed on homeowners in Rothesay are far too difficult to follow and are so strict that they are a barrier to responsible waste management.

Some of the obstacles to the recycling program I have encountered have been but are not limited to: not being able to use a blue bag, having to purchase a bin from the town as my house did not have a blue bin, that bin not being sufficiently large to accommodate a family of 4, the amount of waste blowing around our neighbourhood on storm days as the bins do not provide adequate protection from the elements, and having to purchase a new bin that does provide protection from the elements and is sufficiently large to accommodate my family. I have made a deliberate effort to do my part and participate to the best of my abilities in the waste management program.

Most recently our household's current blue bin was rejected. I believe it is deemed to be too large; although, I am still not certain what was the reason for the rejection. The bin I use, although larger than the town issued bin, never exceeds 10 pounds in weight including the waste inside. This weight is nowhere near recommended Occupational Health and Safety guidelines for lifting. I have attached a picture for your information.

I have discussed the issue of the recycling program at length with my neighbours and I know that I am not the only person who has concerns with these policies. Because of the barriers imposed by the Town of Rothesay/Fundy Waste Commission, many residents do not participate in the Town recycling program or find it easier to take their recyclables to the Saint John drop-off points instead of using our own curbside program. A program that is ineffective and inaccessible is not a good allocation of taxpayer dollars.



The issue is not just that my recycling bin was rejected, but it is the larger issue of whether we are doing the best we can as a Town to promote sustainable waste management. I would like to ask for a review of our recycling policies and/or contracts for waste management and at the same time consult with other best practices used by other municipalities.

I do not want to just complain about Town policy but wish to be part of the solution. If there is anything I can do to assist, please do not hesitate to contact me directly.

Respectfully,







**From:**

sionFINAL\_025

**Sent:**

**To:**

Rothsay Info

**Subject:**

development in rothesay. attn mayor nancy grant and all town

council

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

Back round:

Significant erosion on stream bank on my property with exposure of water line, which is now in jeopardy of breaking. This erosion only began after further upstream development occurred on Grove and crosswind streets. Prior to that there was no erosion, and in fact the stream would dry up in the summers. That has not happened since upstream development. Natural resources requires a buffer zone (100 ft?) between any water course and tree harvesting to ensure the integrity of of waterways. Mature trees absorb 1000 liters of water a day during growing season . Each tree cut tree cut gives 1000 or more liters of water a day plus silt into

streams which causes erosion and pollution.

We can look at two recent examples as case in point. Subdivision development in Quispamsis where every tree and blade of grass was bulldozed to put one million dollar homes on postage stamp lots in the middle of a sea of mud. RNS recently put in a new water line from Hillside trail. They did this, I am assuming the

cheapest way, by bulldozing a 20 foot swath through old growth forest for a single water line. Unfortunately because of the massive run off the streams were silted and polluted PRIOR to the introduction of barriers to prevent stream silting . No, the town, cannot tell other people what to do with their property(as a former mayor said) but we can force them to do it in an environmentally friendly way that doesn't pollute everyone's waterways, even if it is more expensive. We can stop people from clear cutting and putting up one

million dollar homes on postage stamp lots by town planning and development regulations. This would be especially appropriate for any development that might occur between Mackay highway and rothesay road. This is largely downhill with many water courses heading to the Kennebecasis river.

Suggestion:

I believe what Rothsay needs in future development are garden homes for seniors who don't want to live in multiunit buildings but wish to downsize. Homes on a slab with 1 or 2 bedrooms, 1000sq feet and a single car attached garage in a quiet cul de sac setting on a 1/4 acre. I refer you to Wolville, NS where this type of development was enthusiastically accepted (built on an old apple juice factory site).

This can be done without a lot of digging and silting as built on slabs. Vegetation and trees left between plots to hold soil and absorb water. SOMEWHAT similar to what is in the development across from Sobeys(bel air avenue). Also keeping any future development well away from any water course.

There are a lot of seniors in large houses in rothesay and for them to move into well done garden house settings would free up a lot of large homes for that end of the market, some of which are on a water course for those who wish that setting.

Any previously undeveloped land or land that has been left fallow to naturalize, especially near any watercourse ,should undergo stringent review and public input ,not just zoning conditions.

i understand that the most profitable way to develop is to bulldoze and and put expensive homes on tiny lots, so to discourage that i would suggest putting a building tax (paid by contractor)on any homes over half or one million dollars?. This would make make tastefully built, environmentally friendly garden homes much more attractive to contractors

thank you

①

2021 June 14 Open Session FINAL\_026

June 1 / 2021

To Mayor Nancy Grant  
Town Councilors

RECEIVED

JUN 23 2021

My name is  
my husband and I, moved  
back to Rothesay in July 2014.

In March 16-2019 our basement  
was flooded from underground  
water - with \$30,000 damage.  
and was fully repaired.

On August 17-2020 - our  
newly finished basement was  
flooded again - causing over \$33,000 damage

Only this time by sewage.  
caused by a Belly in main line  
on our street Seville Row.

We had Town men here to see  
the mess.

We had George Freeze Plumbing  
company here. 3 Times

George Freeze Company took Video  
showing there is a Belly in line  
etc.

The Company "George Freeze"  
and Town seen the Belly is on  
the Town's part of line.

Hilary



②

The town came and cleaned out the line.

They also said they would make sure lines are cleaned out every couple of months.

Which we have not seen being done.

This all happened a month before our 60<sup>th</sup> Wedding Anniversary

Being Seniors me 78 and 85 each night I go to bed wondering will I find Sewage in our home in the morning.

I go down stairs each morning to check. This is causing undue stress on us.

Last year before the provincial election we gave a copy of both our plumbers report and Video - To MR Higgs.

Who promised to look into this upon looking at Video - He seen the Towns Problem.

I have tried to get both the Video and plumbers report sent back to me -

But havent any answer to my asking.

I wanted them back to show

*Higgins*



③

2021 June 14 Open Session FINAL\_028

Both Mayor Grant & Town Councilors  
our problem and the street problem.

What we want to know  
is this sewage line going to  
be repaired?  
Or do we need to move?

We cannot get Sewage Insurance  
because of this problems.

Thank you for taking time to  
read this.  
We're hoping it will be resolved  
Yours truly

8 Seville Row - Rothesay - E2E 4x5

P.S

Our phone #

P.P.S.

We have one Video in our home.  
but donot want to loose it.

Hilroy

**Liz Pomeroy**

---

**From:** Liz Pomeroy  
**Sent:** June 4, 2021 8:21 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Marr Road

---

**From:**  
**Sent:** Thursday, June 3, 2021 1:49:36 PM  
**To:** [nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca) <[nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)>; [tiffanymackayfrench@rothesay.ca](mailto:tiffanymackayfrench@rothesay.ca)  
<[tiffanymackayfrench@rothesay.ca](mailto:tiffanymackayfrench@rothesay.ca)>  
**Subject:** Marr Road

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

Good Afternoon Mayor Grant and Councillor McKay French,

I am writing to you both today, Ms. McKay French, regarding the lack of cross walks on the length of the entire Marr Road. As you are aware, in the past there have been 2 major accidents on this road, which have resulted in the tragic death of 2 people. One was over 15 years ago (Miss Lana Cook) and the other was approximately 4 years ago (a 63 year old woman which I witnessed outside my office window). In the past I have called the town Engineer and just called again today. Something MUST be done on this road. I am an Administrative Assistant at the top part of the Marr Road and watch daily, children and adults trying to cross the road (today an 11 year old boy was merely missed by a car trying to cross this busy street in front of my office building). This is UNACCEPTABLE. Could you explain with a daycare facility at the bottom of the road across the street from where the bus is picking them up why there is no cross walk? In front of my building where 2 streets intersect, why there is no cross walk?

Please don't mistake my tone as anything but concerned. I just can't wrap my head around why it has taken this long for one simple cross walk, if not 2, to be added to such a busy street.

If you could please let me know what further actions I have to take in order for this to be accomplished I would appreciate it.

Regards,

**Liz Pomeroy**

---

**From:** Brett McLean  
**Sent:** June 3, 2021 9:07 PM  
**To:** ; Liz Pomeroy  
**Subject:** Re: Request for No Parking Sign

Good evening

No-parking zones are regulated under the Traffic Bylaw.

The Traffic Bylaw (and changes/additions to it) is subject to provincial approval by the Registrar of Motor Vehicles.

Neither I nor Council have the authority to create a No-parking zone without approval by the Registrar.

Approval by the Registrar is an involved process and as such we, the Town, do not submit requests for revisions until we have a number of changes to be reviewed.

I will include your request on the next Works & Utilities Committee agenda and, if the committee agrees, we will add it to the list of changes the next time we submit a request for revision to the Registrar.

Regards,  
Brett

---

**From:**  
**Sent:** Thursday, June 3, 2021, 8:14 p.m.  
**To:** rothesay@rothesay.ca  
**Subject:** Re: Request for No Parking Sign

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

I am still waiting for a response to my request below.

Sent from my iPhone

- > On May 17, 2021, at 3:35 PM, wrote:  
>  
> I live on River Road and we, the residents have beach rights in our deeds. The access to the beach is at the end of the road. Frequently there are cars /trucks parked at the end of the road blocking our access.  
> A number of people on the road use this path to the river with their kayaks and if they can't reach the path because of the cars they have to walk over to Jordan Miller or Cameron. The parked cars also make it difficult for some of the older residents or families with children in strollers or wagons to gain access to the beach.  
> The vehicles that are parked there are either the owners , guests of the owners or workmen for the homeowners of the 2 houses at the end of the road.  
> If possible, could we have a no parking sign at the end of the road. This will ensure that the other residents of the road have access to the beach at any time.  
> There is room farther down the road to park and an empty spot where 4-5 cars could easily park by Pickett Lane, so it

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should not be a major inconvenience for them. A few sets for them could put in extra parking spaces on their own property like we as well as other residents have done.

>

> Thanks

>

>

> Sent from my iPad

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** June 7, 2021 2:35 PM  
**To:** Liz Pomeroy  
**Subject:** FW: Rothesay Farmers Market Business Plan  
**Attachments:** rothesay business plan.pdf

**From:** Andrew Ryder <[guispamsisfarmersmarket@gmail.com](mailto:guispamsisfarmersmarket@gmail.com)>  
**Sent:** June 7, 2021 6:39 AM  
**To:** Charles Jensen <[CharlesJensen@rothesay.ca](mailto:CharlesJensen@rothesay.ca)>  
**Subject:** Rothesay Farmers Market Business Plan

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

Good morning.

Attached is a plan for a Farmers Market in Rothesay Commons as we spoke about.

Thank you.

Andrew Ryder



Business Plan of Andrew & Isabel Ryder.

## **BUSINESS PLAN**

**Rothesay Farmers Market**

Rothesay NB

June 4, 2021

## **Executive Summary**

### ***The Ownership***

The Company will be structured as a Sole Proprietorship.

### ***The Management***

The management structure will be simple. Though we may look for ideas and support from others, the final decisions, agreed upon with Rothesay Town Hall, will be Andrew and Isabel Ryder.

### ***The Goals and Objectives***

Our vision for the new Rothesay Farmers Market is to bring an economic and viable business which promotes local vendors. We will promote locally grown, harvested, crafted and sourced goods from New Brunswick. We will work with vendors in promoting their goods and working towards a beautiful market in Rothesay, an area that we believe our neighbors would appreciate, benefit and visit on a regular basis. Promoting the beautiful grounds Rothesay has to offer as well as offering something new to the Town of Rothesay.

### ***The Product***

The market will be used for the sale of baked/cooked goods, meat, fish, poultry, butter, eggs, cheese, honey, maple syrup, jams, jellies, preserves, sweets, flowers, plants, shrubs, fruit, vegetables, and other farm, garden, dairy produce, and handmade crafts. Items of flea market variety will not be sold at the market.

### ***The Target Market***

Our target market is the population who regularly attend farmers markets. We also aim to encourage our neighbors and friends in Rothesay to visit our new market.

### ***Pricing Strategy***

We will have 2 different prices.

A flat rate per vendor per table/space required.

An additional charge to vendors requiring electricity for hot foods, to cover the charge Isabel and I may incur on the rent.

\*We will not be considering Food Trucks. They do not endorse us in the name Farmers Market.

***The Competitors***

Our strategy is so we don't anticipate any competitors for this venture. Our hours of operation will not interfere with other markets.

***\*Covid-19 Strategy***

I am willing to sign off on your current generic Covid-19 Operational Plan for the Park. I feel this would be sufficient.

Current COVID protocols • Physical distancing • Cleaning and disinfection • Staying home when sick • Hand hygiene • Community face mask.

We will post signs found at this link at the entrance to the market, [covid-19-screening-questionnaire-english.pdf \(worksafefnb.ca\)](https://worksafefnb.ca/questionnaire-english.pdf).

Vendors will be required to supply their own pail with hand sanitizers.

We will be working closely with the Health Inspector.

All covid-19 guidelines will be encouraged, any vendor or patron who does not comply will be spoken to and asked to please abide.

The mandatory spacing of 2m will be achievable for vendor stalls and patron traffic while keeping a constant flow.

***\*Solid waste management***

Vendors will accept to remove their own solid waste as we will have outlined on the Vendor Application they must sign and agree to.

***\*Weather***

We plan to run the market as a Rain or Shine event, as is protocol with other Farmers Markets.

***\*Parking***

Once vendors unloaded their vehicles, we will have them moved to the bus stop parking lot towards the end of Landing Court.

## **Business Plan - Rothesay Farmers Market**

### **The Company**

#### *Business Sector*

The owners would like to start a business in the following industry:

#### **Rothesay Farmers Market.**

#### *Company Goals and Objectives*

Our vision for the new Rothesay Farmers Market is to bring an economic and viable business which promotes local vendors. We will promote locally grown, harvested, crafted and sourced goods from New Brunswick. We will work with vendors in promoting their goods and working towards a beautiful market in Rothesay, an area that we believe our neighbors would appreciate, benefit and visit on a regular basis. Promoting the beautiful grounds Rothesay has to offer as well as offering something new to the Town of Rothesay.

#### *Company Ownership Structure*

The Company will be structured as a Sole Proprietorship.

The Management.

#### *Ownership Background*

##### **Andrew Ryder**

Andrew has many years in business. He went to Business College and Business Management majoring in accounting and graduated as Valedictorian. Andrew also has owned successful businesses, built them from the ground up, and sold them at a profit.

##### **Isabel Ryder**

Isabel has been involved with various markets for over 15 years. She knows many vendors and is able to promote our new venture with Quispamsis. She has a spectacular knowledge of the type of vendors our customers will be excited to see.

#### *Company Management Structure*

The management structure will be simple. Though we may look for ideas and support from others, the final decisions, agreed upon with Rothesay Town Hall, will be Andrew and Isabel Ryder.

### *Organizational Timeline*

With all parties involved, we would like to start the Farmers Market this coming July. Open to the public on Saturdays from 2:30 to 7:30pm.

### *Company Assets*

The new company does not require many assets. The land we anticipate the market to run will be rented and all vendors are responsible for their own transportation, tables, and goods.

## **The Product**

### *The Product*

The market will be used for the sale of baked/cooked goods, meat, fish, poultry, butter, eggs, cheese, honey, maple syrup, jams, jellies, preserves, sweets, flowers, plants, shrubs, fruit, vegetables, and other farm, garden, dairy produce, and handmade crafts.

Items of flea market variety will not be sold at the market.

### *Future Products*

As the company grows, we would like to consider special market events at inside facilities within the Town of Rothesay in the fall and winter of each year.

## **Marketing Plan**

### *The Target Market*

Our target market is the population who regularly attend farmers markets. We also aim to encourage our neighbors and friends in Rothesay to visit our new market.

### *Location Analysis*

This location is perfect. Rothesay does not offer a Farmers Market and we believe the Commons is a perfect location. There is ample space to have many vendors, plenty of parking, beautiful walkways and the ability to encourage all Covid precautions.

### *Established Customers*

Our established customers are our friends who already attend markets on a regular basis. Many of the people who attend farmers markets know which vendors they are searching for and are very loyal.



### *Pricing*

We will have 2 different prices.

A flat rate per vendor per table/space required.

An additional charge to vendors requiring electricity for hot foods, to cover the charge Isabel and I may incur on the rent.

\*We will not be considering Food Trucks. They do not endorse us in the name *Farmers Market*.

### *Advertising.*

We will be approaching all other Farmers Markets and handing out pamphlets to all vendors.

We will be using social media, Facebook and Instagram, for example.

We are also going to approach a local radio station to be on site each week offering them the opportunity to be the official radio station of the all new Rothesay Farmers Market.

### **Competitor Analysis**

#### *The Competitors*

Our strategy is so we don't anticipate any competitors for this venture. Our hours of operation will not interfere with other markets.

### **Operations**

#### *Staffing*

\*The staff will be my wife Isabel, myself, one person at the entrance and one at the exit communicating, and making sure Covid-19 regulations are followed on the grounds.

### **Capital Requirements Plan**

#### *Capital Repayment Plan*

We do not anticipate any financial obligations, no money has been borrowed for this.

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** June 10, 2021 9:51 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Electric cars project

**From:**  
**Date:** June 9, 2021 at 11:20:17 AM ADT  
**To:** Nancy Grant  
**Subject:** Electric cars project

Dr.Grant and Rothesay Council,

Hello! Our names are \_\_\_\_\_ and we are from Harry Miller Middle school. We are doing a project called Change the World and we picked the topic of "electric cars". Our goal is to see the Town of Rothesay install more electric car chargers and to see the Town add electric cars to Rothesay's fleet.

Important Information

Electric car chargers are between \$8500-\$14000, the Ford F-150 lighting is \$43 115 and the Volkswagen E-golf is \$37 895.

Thank you,

Teacher Contact:



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**Kennebecasis Valley Fire Department Inc.**

Chief Bill Ireland

Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6  
Phone (506) 848-6601 Fax (506) 848-6608  
Email: [admin@kvfire.ca](mailto:admin@kvfire.ca)

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April 15, 2021

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

RE: Fire Department Fitness Program

Your Worship and Members of Council:

The Board of Fire Commissioners is committed to supporting employee wellness initiatives. In response to some questions that were raised at Council regarding prior capital spending on fitness equipment for both fire stations, the Fire Chief provided the Board of Fire Commissioners with a summary of recent expenditures and an overview of the department's fitness program.

Subsequently, the Fire Board passed a motion to forward the Chief's memo to both Towns.

Attached please find your copy of the memo for informational purposes.

Sincerely,

A handwritten signature in blue ink, appearing to read "Grant Brennan", is written over the word "Sincerely,".

Grant Brennan, Chair  
Kennebecasis Valley Board of Fire Commissioners

cc: Quispamsis Council



# Kennebecasis Valley Fire Department

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*Office of the Fire Chief*

To: Joint Board of Fire Commissioners  
From: Fire Chief Bill Ireland  
Re: Fitness Program  
Date: April 14, 2021

## **Executive Summary**

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 are 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.

## **Background**

Heart attacks and cardiovascular disease continue to be a leading cause of firefighter deaths, although job related cancers have now surpassed heart attacks as the number one cause of premature death. In 2012, the department and the union agreed to the phased implementation of something called the IAFF/IAFC Fire Service Joint Labour Management Wellness/Fitness Initiative or WFI for short. A joint wellness and fitness committee was formed and we have been working towards implementing WFI ever since.

The WFI is a complete medical, physical fitness and wellness program package. The program seeks to demonstrate the value of investing in wellness resources in order to maintain fit, healthy, and capable fire fighters. An effective program minimizes the expenditures the department makes on lost work time, workers compensation, and accommodations for ill or injured employees.

The program was first conceived back in the late 1990's and at the time a number of departments across North America participated in a research project to measure the effectiveness of the program.

The study found that firefighters in fire departments with a WFI program were healthier than their counterparts in fire departments without WFI programs. Firefighters in fire departments with WFI demonstrated superior body composition and were less likely to be obese. Additionally, firefighters who participated in WFI programs reported significantly higher physical activity, lower expectations for future illness, and were significantly less likely to experience behavioral health issues. Firefighters who participate in WFI programs were leaner, less likely to develop hypertension and other cardio-vascular illnesses. They demonstrated greater endurance, improved operational readiness and greater morale and job satisfaction.

Comprehensive analysis of financial data revealed that the return on investment for departments fully implementing the program has been at least 2:1. Every one dollar spent on firefighter wellness results in a return of over two dollars in occupational injury and illness cost savings. Substantial long-term cost savings are expected to be realized by preventing cardiovascular disease, certain cancers, and reducing early disability from musculoskeletal and back injuries.

We do not currently have enough data to complete a proper cost benefit analysis for our department. I can confirm however that since implementing the WFI program, our experience rating with Work Safe NB has been below our industry average. This is an indicator that our rate of job-related injuries is lower than our cohort. As an example, in 2020 our 3-year rolling average claim history was 67% below industry average. This gave the department a 24% reduction in rate payments which equated to approximately



\$23,000 in annual savings. This positive impact is partly related to our strong safety culture but also reflects the low rate of physical injuries (sprains, strains, etc.) that may be expected in professions with short duration, high intensity workloads.

### **Pre-hire testing**

The Candidate Physical Abilities Test (CPAT) is a widely used, comprehensive physical ability test designed specifically for the fire service.

The candidate selection portion of the CPAT program is a sequence of events requiring the candidate to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to verify pools of trainable candidates who are physically able to perform essential job tasks at fire scenes.

As a condition of employment, the KVFD requires that candidates meet the medical and physical fitness requirements of NFPA 1582 – Comprehensive Occupational Medical Program for Fire Departments. In order to demonstrate compliance with this standard, applicants must provide a certificate from a recognized testing facility that verifies that they have passed the CPAT fitness test. The certificate must be signed by the testing agency and must be dated within six months of the job posting.

### **Annual testing**

Since adopting the WFI program, the department has aligned the annual physical fitness evaluations with industry standards. Annual physical fitness testing is completed by a third-party professional evaluator and the department maintains personalized data for each individual firefighter to assist with measuring changes in overall fitness levels.

COMMUNITY GENEROSITY IS CHANGING LIVES.  
**CREATE A HEALTHIER FUTURE.**



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

April 23, 2021



Dear Friends at the Town of Rothesay,

I am very pleased to write to you today as your new contact at the Saint John Regional Hospital Foundation. My name is Natasha and I love working with the Foundation (six years so far!). I'm always inspired by the generosity and kindness of our donors, you play such an impactful role in the transformation of healthcare in our province.

Thanks to the overwhelming support from our donors, Horizon Health Network employees, and the community, we recently celebrated the completion of our most ambitious fundraising campaign to-date, The GIVE: Clinic 1 Expansion. Together, we raised an incredible \$12-million!

We're set to break ground soon! Clinic 1 - The busiest spot in the hospital, which has served more than 1.5 million patients - will be transformed.

I am excited to share the enclosed donor report for The GIVE: Clinic 1 Expansion. We so wish we could get-together in-person to celebrate what your generosity has accomplished, because every donor shares the achievement of this exceptional vision.

I look forward to keeping you connected to healthcare. I hope we will have the opportunity to meet one day, it's always nice to meet our loyal donors. In the meantime, please do not hesitate to contact me if you have questions - I would love to chat with you!

Thank you for your continued support and for joining us in our mission to ignite and inspire philanthropy's power, providing exceptional healthcare for New Brunswick. We are honoured to be among your philanthropic priorities and sincerely hope to remain as such in the future.

Thanks again and I hope to hear from you,

A handwritten signature in blue ink that reads "Natasha O'Donnell".

Natasha O'Donnell, Annual Giving Manager  
Saint John Regional Hospital Foundation

Email: [Natasha.ODonnell@HorizonNB.ca](mailto:Natasha.ODonnell@HorizonNB.ca) Tel/Tél.: (506) 635-1454  
Business Number (BN) 11913 2363 90001 no de charité







2021June14OpenSessionFINAL\_046

# The J.T. Clark Family Foundation Ambulatory Clinic Clinique de soins ambulatoires La Fondation Famille J.T. Clark



IGNITING AND INSPIRING COMMUNITY GIVING

## Clinic 1 Expansion Campaign Report





## Clinic 1 Expansion Campaign by the Numbers



**\$1 million**  
LEAD GIFT

**2,723**

donors  
from across Canada  
made gifts during the  
campaign

**78**

major donors  
made a gift of \$10,000  
or more

**930,822** gifts

donated during the  
**Love Your Hospital  
Radio-thon**

over  
**\$250,000**

donated by  
physicians & staff



**\$12 million**  
raised supporting  
**AMBULATORY CLINIC 1**





## Generosity, Inspiration & Gratitude

I am pleased to share this overview of our Foundation's most ambitious fundraising campaign, The Give: Clinic 1 Expansion.

When we embarked on a capital campaign four years ago, we did so because Ambulatory Clinic 1 at Horizon's Saint John Regional Hospital needed to grow. Quite literally, double its current footprint increasing clinic capacity to meet current and future patient demands.

We knew that we required an extensive renovation to ensure that our health care standards would continue to be met and be poised to be the modern clinic that our physicians, staff, and community deserve. We have achieved that and more.

Our most ambitious fundraising campaign with a budget of \$12 million, the Clinic 1 Expansion, has been met with great determination and optimism. We are honoured to confirm the new clinic name, The J.T. Clark Family Foundation Ambulatory Clinic.

The J.T. Clark Family Foundation Inc., a humble contributor to the Province, generously donated a lead gift of \$1 million. Thanks to the overwhelming support we received from major donors, Horizon Health Network employees, and the community, we met our goal — together.

Every donor who contributed had a direct impact on the achievement of an exceptional vision. And, in doing so, the bar for what will become possible in our future has risen even higher.

Set to break ground soon with Steen Knorr Architecture Inc., the busiest spot in the hospital, which has served more than 1.5 million patients will be transformed.

Thank you again for your generous support, igniting and inspiring philanthropy's power, providing exceptional health care for New Brunswick.

With the utmost gratitude,

Jeff McAloon  
President & CEO





# The J.T. Clark Family Foundation Ambulatory Clinic



**T**he Saint John Regional Hospital Foundation is grateful to The J.T. Clark Family Foundation Inc.'s exceptional generosity with a lead gift of \$1 million, closing the \$12 million Clinic 1 Expansion capital campaign.

John T. Clark has been a long-standing and humble contributor to worthy causes related to health, education, community and the environment. Throughout its 20 years, The J.T. Clark Family Foundation Inc. has contributed to 62 organizations to better communities across the Maritimes. Mr. Clark, a successful business leader, is the embodiment of philanthropy in action.

## **ABOUT THE J.T. CLARK FAMILY FOUNDATION INC.**

The J. T. Clark Family Foundation Inc. was established in 1999 as a natural progression in the J.T. Clark Family and the Clark Automotive Group's continuing philanthropy. The Foundation has been funded by John and Wilma (1929 - 2019) Clark, members of their family and associated companies and strongly reflects the founder's philosophy. The J.T. Clark Family Foundation Inc. continues a long tradition of the Clark Family, going back more than 100 years, of supporting charitable causes in New Brunswick that positively impact citizens' quality of life.





## Achieving an Exceptional Vision

The Saint John Regional Foundation will be able to elevate Clinic 1 to a new level of excellence due to the generosity of our major funders. Together, your contributions had a direct impact on the achievement of an exceptional vision. Thank you again for your generous support. It was instrumental in igniting the community in transforming ambulatory care for patients.

### MAJOR FUNDERS

#### \$1,000,000

- The J.T. Clark Family Foundation Inc.

#### \$500,000 +

- Harrison McCain Foundation
- Anonymous
- The John E. Irving Family

#### \$250,000 +

- The Brighten Group (Hospital Auxiliary)
- The McCain Foundation

#### \$100,000 +

- CIBC
- Sisters of Charity of the Immaculate Conception
- The Christofo Foundation Inc.
- Canaport LNG
- The Windsor Foundation
- Frank and Julie McKenna
- Hazen MacKay Inches

#### \$50,000 +

- Murphy Restaurants, Murphy Food Service Ltd., Tim Hortons Restaurant Owners of Southern New Brunswick and Tim Hortons Advertising and Promotion Fund
- Hans and Wendy Klohn
- J.D. Irving Limited
- Moosehead Breweries
- Anne Disher
- Port Saint John/DP World Saint John/Saint John Airport Authority

#### \$50,000 +

- Marjorie and Walter Kingston
- Frank and Diane Setchell
- Joan Carlisle-Irving
- Joan Goucher
- Mulder's Meats Market (1983) Ltd.
- New Brunswick Roofing Contractors Association & The Master Roofers Guarantee of New Brunswick
- S.O. Asher Consultants Ltd.
- The Philip T. Brodersen Foundation
- Vito's
- Anonymous

#### \$25,000 +

- RBC & Wells Private Wealth Management of RBC Dominion Securities
- Anonymous (x4)
- Scotiabank
- First Year Medical Students Dalhousie Medicine New Brunswick
- Chinese Community of Greater Saint John
- Gordon and Eileen Boyd
- Sussex Health Centre Auxiliary
- The Wesley & Patricia Armour Foundation
- MacMurray Foundation Inc.
- Peter M. Klohn
- Dr. Ricardo Bessoudo Prof. Corp.







## Enhancement & Expansion of Clinic 1

Set to break ground soon, Clinic 1, will undergo an extensive renovation and retrofit, creating a new experience for the community. Totalling more than 14,000 square feet, the renovated Clinic 1 will double the current footprint to create operating efficiencies while also being flexible to adapt to future healthcare needs.







# Impact of Your Donations

Thanks to your generosity, Clinic 1 will be revolutionized improving accessibility, privacy and patient comfort and care. The idea for the expansion came from those who work in Clinic 1 every day. More than 30 medical specialities will be impacted by the transformation.

## CLINIC 1 DELIVERS A WIDE RANGE OR SPECIALIZED SERVICES INCLUDING:

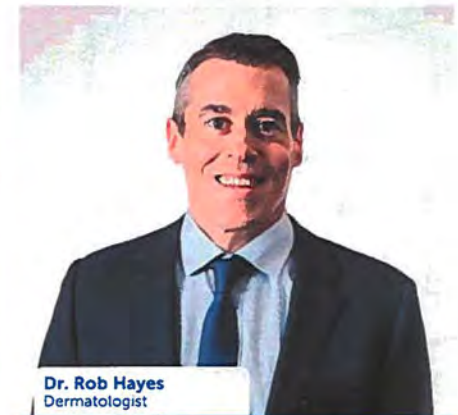
- Allergy
- High-Risk Diabetic Foot Clinic
- Ostomy
- Infectious Diseases
- Bleeding Disorders
- Internal Medicine
- Cardiothoracic Surgery
- Ambulatory Treatment Clinic (IVDH)
- Plastic Surgery including Carpal Tunnel Surgery\*
- Interventional Cardiology
- Prosthetics
- Dermatology
- Mohs Micrographic Surgery\*
- Respiriology
- Electrophysiology
- Rheumatology

- Endocrinology
- General Cardiology
- Urology\*
- General Surgery
- Orthopedics\*
- Vascular Surgery
- Hematology\*
- Wound Care
- Neuro TIA Clinic
- Neurology - Lumbar Puncture Clinic
- Adult CF Clinic

\*Services for cancer patient care

“This clinic expansion will touch just about everyone in our community and beyond.”

*Dr. Geoff Cook, Chief of Plastic Surgery*



**Dr. Rob Hayes**  
Dermatologist

Mohs micrographic surgery clinic sees over 500 patients per year.



**Dr. Elizabeth Zed**  
Hematologist

Hematology supports an average of 120 patients per month with blood related disorders.





2021June14OpenSessionFINAL\_053

PO Box 2100, 400 University Avenue  
Saint John, NB E2L 4L2  
[www.thegive.ca](http://www.thegive.ca)  
Charitable Registration Number: BN 119132363 RR0001



Follow the Saint John Regional Hospital Foundation on social media



**Susan McNulty**

---

**From:** Warawa, Tina (Stubbs, Shannon - MP) <tina.warawa.725@parl.gc.ca>  
**Sent:** 2 June, 2021 5:10 PM  
**Subject:** FW: C-21 update for Municipalities  
**Attachments:** C21 Municipalities infomration update.docx; Kingsville C-21 Resolution.pdf

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

Good afternoon,

We have had several municipalities contact us asking about Bill C-21 and it's impact on municipalities so we wanted to give a follow up. Please provided to your council members the copy of a letter from MP Stubbs and the example of the Kingsville resolution referenced in the letter.

Thank you

*Tina Warawa*

Executive Assistant

Office of Shannon Stubbs, M.P. | Bureau de Shannon Stubbs, députée

Shadow Minister of Public Safety and Emergency Preparedness

Lakeland (Alberta)

E: [tina.warawa.725@parl.gc.ca](mailto:tina.warawa.725@parl.gc.ca)

T: 780-657-7075

F: 780-657-7079







Shannon Stubbs, MP  
Lakeland

May 28, 2021

Mayor and Council/Reeve and Council,

On February 16, 2021 Bill C-21, a bill that makes changes to the Criminal Code and the Firearms Act, and targets law abiding firearms owners, was introduced and is being debated in the House of Commons. Conservatives constitutently call for cracking down on illegal gun smuggling, trading, gang and crime gun use, but Bill C-21 misses the mark if the aim really is to improve and protect the personal and public safety of Canadians. Bill C-21 focuses on the wrong people and groups, while also creating uncertainty and adding undo pressure on other levels of government.

Bill C-21 includes provision to allow municipalities to create handgun bylaws, which would place conditions on federal firearms licenses relating to handgun use, storage, or transportation within municipalities that have passed such bylaws.

Residents in cities and other places, with ever increasing gang shootings and violence rightfully expect their government ought to be taking action to keep them safe, but a regulation that gives municipalities the ability to pass bylaws does not do that. The municipal provision in Bill C-21 would be a bylaw on licenses, so this measure literally, specifically, and only targets Canadians who have licenses. This does nothing to stop dangerous criminals who certainly would never comply with a municipal bylaw when they do not obtain their guns legally, do not get licenses and who frankly do not care about criminal laws. What this purposed municipal bylaw section would do is lead to yet another layer of confusing, overlapping regulations and a patchwork of rules for already law-abiding Canadians within and between communities, while violations could result in two years imprisonment or permanent license revocations.

I have been hearing from municipalities concerned with being tasked by the Federal government to create these types of bylaws. They are sharing fears about economic and housing impacts by the perception that one community has higher safety standards than others, or that law-abiding firearms citizens will literally be unaware they are in violation just by crossing a municipal boundary that has different bylaws.

Shannon.Stubbs@parl.gc.ca

5009 50<sup>th</sup> Street, P.O. Box 599, Two Hills, Alberta, T0B 4K0  
Tel.: 780-657-7075 Fax: 780-657-7079



659 Wellington Building, Ottawa, Ontario, K1A 0A6  
Tel.: 613-992-4171 Fax: 613-996-9011

Some municipalities are saying that they do not have the expertise to create these bylaws and certainly would not have the resources to enforce such regulations. They are also concerned these bylaws potentially violate their own provinces' jurisdiction. Some provinces in opposition to the federal legislation have already passed or are proposing laws that would prohibit this type of power to shift to individual municipalities. Saskatchewan has already passed such a provincial law, and Alberta's bill received royal assent on April 29, 2021.

Due to these concerns, some municipalities have already opposed Bill C-21 and have taken the steps to pass resolutions in opposition to this potential new power that they neither requested, nor have the resources to impose and enforce.

I have attached a copy of the resolution passed by the council in Kingsville, Ontario. I encourage you to seek feedback from your rate payers, and to discuss this issue in council. You may decide to pass a similar resolution on behalf of your community. Please feel free to advise my office if you do so, and to reach out if you require any additional information on Bill C-21.

Sincerely,

Thank you

A handwritten signature in blue ink that reads "Shannon Stubbs". The signature is fluid and cursive, with the first name "Shannon" and last name "Stubbs" clearly distinguishable.

Shannon Stubbs, MP  
Lakeland



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

Sub-Item 3

**SENT VIA EMAIL**

March 25, 2021

The Right Honourable Justin Trudeau, MP  
Prime Minister of Canada  
Langevin Block  
Ottawa, Ontario K1A 0A2

Prime Minister:

**RE: Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms)**

At its Regular Meeting held on March 8, 2021 Council of the Town of Kingsville passed the following Resolution:

**"205-2021**

**Moved By** Councillor Thomas Neufeld, **Seconded By** Councillor Larry Patterson

A Resolution concerning Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms), specifically Amendment 26, Section (58.01 (1-8), Conditions-bylaw.

WHEREAS municipalities have never been responsible for gun control laws in Canada;

AND WHEREAS law abiding Kingsville residents who own legal handguns have already been thoroughly vetted through the CFSC, PAL and ATT applications;

AND WHEREAS illegal gun owners and smugglers do not respect postal codes;

AND WHEREAS if one municipality enacts a ban and not a neighbouring municipality, this will create a patchwork of by-laws;

AND WHEREAS a municipal ban would be difficult to enforce and easy to get around.

NOW THEREFORE BE IT RESOLVED that The Corporation of the Town of Kingsville is OPPOSED to the adoption of any by-laws restricting the possession, storage and transportation of legally obtained handguns;

AND BE IT FURTHER RESOLVED that this resolution be forwarded to the following public officials: MP Chris Lewis-Essex, MPP Taras Natyshak-Essex, Premier of Ontario The Honourable Doug Ford, Leader of the Official Opposition Andrea Horwath, Prime Minister of Canada The Honourable Justin Trudeau, and Leader of Official Opposition The Honourable Erin O'Toole."



If you require any further information, please contact the undersigned.

Yours very truly,



Sandra Kitchen  
Deputy Clerk-Council Services  
Legislative Services Department  
skitchen@kingsville.ca

cc: Hon. Doug Ford, Premier [premier@ontario.ca](mailto:premier@ontario.ca)  
cc: Hon. Andrea Horwath, Official Leader of the Opposition [horwatha-qp@ndp.on.ca](mailto:horwatha-qp@ndp.on.ca)  
cc: Hon. Erin O'Toole, Official Leader of the Opposition [erin.otoole@parl.gc.ca](mailto:erin.otoole@parl.gc.ca)  
cc: MP Chris Lewis- Essex  
cc: MPP Taras Natyshak-Essex  
cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness  
cc: MP Shannon Stubbs  
cc: Mayor Aldo DiCarlo, Town of Amherstburg  
cc: Mayor Larry Snively, Town of Essex  
cc: Mayor Tom Bain, Town of Lakeshore  
cc: Mayor Marc Bondy, Town of LaSalle  
cc: Mayor Hilda MacDonald, Municipality of Leamington  
cc: Mayor Gary McNamara, Town of Tecumseh  
cc: all Municipalities in Ontario

**Liz Pomeroy**

---

**From:** Liz Pomeroy  
**Sent:** June 7, 2021 8:16 AM  
**To:** Liz Pomeroy  
**Subject:** FW: fix it bike station

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**From:** Wayne Arrowsmith  
**Sent:** Friday, June 4, 2021 8:33 PM  
**To:** Nancy Grant  
**Subject:** Fwd: fix it bike station

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

Good evening Mayor Grant,

I received a message from your Director of Recreation and Parks Charles Jensen about a bike repair station being installed near the bus stop at East Riverside Kingshurst Park and I wanted to pass along my thanks to you and your council for approving the purchase of this piece of equipment.

The email from Mr Jensen and my reply are below. These types of initiatives make cycling more enjoyable and of course safer and that is so important.

Wayne Arrowsmith  
Advocacy Director  
Velo NB

Begin forwarded message:

**From:** Wayne Arrowsmith  
**Date:** June 4, 2021 at 5:44:16 PM ADT  
**To:** Charles Jensen <[CharlesJensen@rothesay.ca](mailto:CharlesJensen@rothesay.ca)>  
**Subject:** Re: fix it bike station

Hi Charles,

Excellent news Charles! Riding in along the Rothesay Road is a bike ride that I as well as other cyclists enjoy. I'm sure the repair station will get plenty of use through the spring, summer and fall.

Also I want to thank you and your coworkers for being out there early in the spring sweeping the bike lanes. Usually someone posts a picture on the Saint John Cycling site in the spring of your truck sweeping the bike lanes. It is so appreciated!

Wayne Arrowsmith  
Advocacy Director

On Jun 4, 2021, at 2:38 PM, Charles Jensen <[CharlesJensen@rothesay.ca](mailto:CharlesJensen@rothesay.ca)> wrote:

Hi Wayne,

I wanted to let you know we have installed a fix it bike station next to the bus stop at East Riverside Kingshurst Park. We will be putting some info out via social media shortly if you would like to share it with your groups.

Thanks,

Charles

Charles Jensen  
Director of Recreation and Parks-Rothesay  
70 Hampton Road, Rothesay, N.B.  
E2E 5L5

[charlesjensen@rothesay.ca](mailto:charlesjensen@rothesay.ca)  
506-848-6606

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

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

**Liz Pomeroy**

---

**From:** Liz Pomeroy  
**Sent:** June 7, 2021 11:18 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Congratulations!  
**Attachments:** ANNUAL REPORT 2020-21 - #2.pdf

**From:** Sandy Maxwell <[finance@compassionategriefcentre.ca](mailto:finance@compassionategriefcentre.ca)>  
**Sent:** June 4, 2021 11:27 AM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** Congratulations!

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

Dear Mayor Grant and Rothesay Counsellors,

Congratulations on your re-election as Mayor of Rothesay! We wish you and your Council continued success in serving our community. Our most recent Annual Report is attached for your review. All the best,

Jamie Godfrey	Sandy Maxwell
Chief Executive Officer	Director of Operations

MEMBRES DU CONSEIL  
D'ADMINISTRATION

*Nathalie Justason*  
Présidente

*Anik Duplessis*  
Vice-présidente

*Philippe Ouellette*  
Administrateur

*Roxanne Brown Leblanc*  
Administratrice

*Mylène Broquet*  
Administratrice

*Dominique Daigle*  
Administratrice

*Lise Drisdelle-Cormier*  
Administratrice

*Janik Dionne*  
Administrateur

*Philippe Richard*  
Administrateur

*Justin Robichaud*  
Administrateur

*Romain Torrecilla*  
Administrateur

*Michel Côté*  
Directeur général

67 chemin Ragged Point  
Saint-Jean, NB  
E2K-5C3  
Tél. : (506) 658-4600



Association Régionale de la  
Communauté francophone de Saint-Jean inc.



Mrs Nancy Grant  
Mayoress of Rothesay

Mrs Grant,

On behalf of ARCf of Saint John inc (Regional Association of the Francophone Community), we wish to congratulate you on your recent election. We would also like to congratulate all the members of the municipal council who were elected to sit with you during your mandate.

ARCf's vision is to represent and identify the needs of the Francophone community in the greater Saint John region. We proudly support the community in many ways such as education, culture and health. As the Francophone community is constantly growing, we have multiple projects to meet its present and future needs. With more than 6,000 Francophone individuals choosing to live in the Saint John region, it is important to increase the number of services offered in French to meet this growing demand.

Our association and the Francophone community have always maintained excellent relations with the representatives of all levels of the government. We are very proud of the projects we have put into place, as well as those we have planned for the next few years.

We hope to have the opportunity to work with you and wish you the best of luck in your new mandate.

Sincerely,

Nathalie Justason  
President

Michel Côté  
General Director





**Fundy Regional  
Service Commission**

**Commission de Services  
Régionaux de Fundy**

**Regular Monthly Meeting  
March 22, 2021**

---

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, March 22, 2021, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Nancy Grant, called the regular board meeting to order at 10:23 a.m. noting that all COVID-19 regulations have been followed including active screening, physical distancing and the use of masks.

**2. Record of Attendance**

Nancy Grant	Chairperson
Jim Bedford	Vice Chairperson
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

Brenda MacCallum, Public Relations & Program Development Officer, FRSC

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

The Chairperson asked for approval of the Order of Business

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

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

**4. Disclosure of Conflict of Interest**

Director MacCready expressed a conflict of interest regarding number eight (8). Chairperson Grant advised that Director MacCready would be excused from the meeting during the discussion surrounding "CMEI – Community Projects".

**5. Approval of the Minutes**

**Motion:** To approve the February 10, 2021 minutes as presented.

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

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

Nick Cameron, Assistant Development Officer, FRSC, presented the February, 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 February, 2021 was \$154,500 compared to 2020 which was \$13,000.

Mr. Cameron advised that as mentioned at the February board meeting, the Government of New Brunswick has adopted a new building code administration regulation (Reg. 2021-02), which has changed the applicable building code from the 2010 National Building Code to the 2015 National Building Code. The implication and challenges of the changes were discussed and it was noted that a significant increase in building permits is anticipated for structures that were previously exempted such as garages, seasonal camps and outbuildings. Although there is no immediate need for additional staff in the Fundy Region to cover the increased demand for building inspection services, that is expected to change once the cost of building supplies stabilizes.

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

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

**7. Finance – 2008 Dozer**

Executive Director MacLeod provided a brief overview of the 2008 D6 Dozer rebuild which was approved as part of the 2021 Capital Plan. It was explained that upon dismantling the Dozer at the Toromont CAT facility, it was discovered that additional parts were severely worn and needed replacement. It is recommended by staff to approve the additional parts required.

**Motion:** To approve the additional parts required for the 2008 D6 Dozer rebuild to be funded from the Capital Reserve in the amount of \$25,745.82 (including HST).

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



#### **8. CMEI – Community Projects**

Chairperson Grant excused Director MacCready from the meeting due to a conflict of interest.

Executive Director MacLeod provided a brief background stating that Order in Council 2005-112 requires the establishment of an annual fund for on-site amenities, off-site host community or a combination of both options. It allows for consultation with local groups to help determine recipients. The agreement with CMEI requires allocation of \$75000 annually adjusted for partial inflation to \$90875 in 2021. Under the agreement CMEI must fairly evaluate and recommend projects for funding and Fundy Region Solid Waste will review and consider the recommendations actively with CMEI. In 2020, a new scorecard was developed in partnership with CMEI and the score has been recorded on the recommendation sheet resulting in a ranking for disbursement of funds.

The newly developed scorecard was used to rank the projects and was found to be a consistent method of ranking for disbursement of funds. The process was reviewed by the Executive Director and no changes were recommended.

**Motion:** The Commission authorize the funding for host community projects as presented up to the amount of \$90,875 in 2021.

Moved:	Director Clark
Seconded:	Director Losier
Vote:	<i>Motion Carried</i>

#### **9. Leaf & Yard Waste**

Brenda MacCallum, Public Relations & Program Development Officer, FRSC gave a presentation regarding changes to leaf and yard waste packaging. It was explained that clear plastic bags will no longer be acceptable packaging for leaves and yard waste. Residents will now have to use paper leaf bags for any additional yard waste. This change will have minor impact on residents as the majority of residents already use paper leaf bags which are widely available. This change will also align with the new Plastic Bag Reduction Bylaw that will be implemented as of July 1, 2021.

It was further explained that Information about the change will be sent to municipalities and haulers in the Spring of 2021 and a campaign to inform residents will also take place. Implementation of this change is anticipated to be in the fall of 2021 at which time, leaves in clear plastic bags will be stickered and left at the curb.

Ms. MacCallum also provided an updated on the Plastic Bag Reduction Bylaw noting that the Bylaw has been fully adopted in Quispamsis, Grand Bay-Westfield and Hampton. The second reading has passed in Rothesay and Saint John.

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

Moved:	Director McAlary
Seconded:	Director Clark
Vote:	<i>Motion Carried</i>

Chairperson Grant called for a motion to adjourn.

**Motion:** To adjourn the meeting at 10:59 am.

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

APPROVED (date) April 26, 2021

*Nancy Grant*  
Nancy Grant, Chairperson

*Alicia Raynes*  
Alicia Raynes, Recording Secretary

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB  
FEBRUARY 10, 2021**

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Present: Chair Grant Brenan	John Jarvie, Administrator
Vice Chair Norah Soobratee	Chief Bill Ireland
Treasurer Kirk Miller	Carlene MacBean, Executive Assistant
Commissioner Stéphane Bolduc	
Commissioner Peter Lewis	
Commissioner Pierre Rioux	

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1.0 Call to Order

Chair Brenan called the meeting to order at 5:55 pm.

2.0 Chair's Remarks

Chair Brenan welcomed the member from Rothesay, Stéphane Bolduc.

3.0 Approval of Agenda

Moved by N. Soobratee and seconded by K. Miller, to accept the agenda as provided.

**CARRIED**

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 November 10, 2020

Moved by P. Lewis and seconded by K. Miller, that the minutes of November 10, 2020 be approved as presented.

**CARRIED**



5.2 December 9, 2020

Moved by K. Miller and seconded by S. Bolduc, that the minutes of December 9, 2020 be approved as presented.

**CARRIED**

6.0 Unfinished Business

6.1 Fire Prevention & Protection By-Law – Update

6.1.1 Memo from Chief Ireland

6.1.2 Town of Quispamsis By-Law

6.1.3 Town of Rothesay By-Law

Moved by P. Lewis and seconded by S. Bolduc to receive and file Items 6.1.1, 6.1.2 and 6.1.3.

**CARRIED**

6.1.4 Memo of Understanding – Administrative Penalties

Moved by N. Soobratee and seconded by K. Miller, the Fire Board confirm their agreement with having each respective Town be responsible for the collection of any fines levied under the By-law within their jurisdiction, and further agreeing that the Town(s) will retain any monies collected through the administrative penalties process.

**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 Safe Restart Funding Submission**

- 6.3.1 Application to the Province for Safe Restart Funding
- 6.3.2 Email Response from Province to KVFD (Dec 3, 2020)
- 6.3.3 Email from KVFD to Quispamsis & Rothesay (Dec 4, 2020)
- 6.3.4 Email from KVFD to Quispamsis & Rothesay (Feb 1, 2021)
- 6.3.5 Email from Quispamsis to KVFD & Rothesay (Feb 2, 2021)

Moved by K. Miller and seconded by P. Rioux to receive and file Items 6.3.1, 6.3.2, 6.3.3, 6.3.4 and 6.3.5.

**CARRIED**

**6.4 Low-rise Apartment Developments – Update**

Moved by S. Bolduc and seconded by P. Lewis, the Fire Board continue to support the current approach to addressing this concern and forward a copy of this update to both Town Councils for information purposes.

**CARRIED**

**7.0 Correspondence**

**7.1 Letter from Quispamsis re: KVFD 2021 Budget Approval**

Moved by K. Miller and seconded by P. Rioux to receive and file.

**CARRIED**

**7.2 Letter from Rothesay re: KVFD 2021 Budget Approval**

Moved by P. Lewis and seconded by N. Soobratee to receive and file.

**CARRIED**

**7.3 Letter from Rothesay re: Rothesay Representative to the KVFD Board of Commissioners**

Moved by S. Bolduc and seconded by N. Soobratee to receive and file.

**CARRIED**

## 8.0 New Business

### 8.1 Election of Officers

Due to the upcoming municipal elections in May, the Fire Board decided to delay the election of officers after they have taken place and any changes that may come to the Fire Board have been completed.

Moved by P. Lewis and seconded by P. Rioux that Commissioner Brennan remain as Chair until after the municipal elections.

**CARRIED**

Moved by P. Lewis and seconded by P. Rioux that Commissioner Soobratee remain as Vice Chair until after the municipal elections.

**CARRIED**

Moved by P. Lewis and seconded by N. Soobratee that Commissioner Miller remain as Treasurer until after the municipal elections.

**CARRIED**

### 8.2 Fire Board Meeting Dates for 2021

The following meeting dates were suggested:

February 10, 2021  
April 14, 2021  
June 9, 2021  
September 8, 2021  
October 13, 2021  
November 10, 2021

Typically, the Fire Board does not meet in July and August. During the budget process in the Fall, the Fire Board meets each month. As always, should a special meeting be required on an issue one can be called within 48 hours' notice to members.

Moved by S. Bolduc and seconded by K. Miller to accept the 2021 meeting dates as provided.

**CARRIED**



### 8.3 2020 Annual Report

Moved by P. Lewis and seconded by P. Rioux, to accept the 2020 Kennebecasis Valley Fire Department Annual Report and to send, electronically, to the Town Clerks of Quispamsis and Rothesay to be distributed to both councils.

**CARRIED**

## 9.0 Financial

### 9.1 Draft Financial Statements for the Month Ended December 31, 2020

Moved by P. Rioux and seconded by N. Soobratee to receive and file.

**CARRIED**

### 9.2 Budget Variance Analysis

Moved by N. Soobratee and seconded by P. Lewis to receive and file.

**CARRIED**

### 9.3 Capital Purchase – Replacement for 2011 Toyota Tundra

Moved by P. Lewis and seconded by P. Rioux, the Fire Board accept the quote from Dobson Chrysler Dodge of \$41,285 + HST for a 2021 Dodge RAM 4DR, 4WD with SSV package.

**CARRIED**

### 9.4 Capital Purchase – Replacement for 2013 Dodge Ram

Moved by P. Rioux and seconded by S. Bolduc, the Fire Board accept the quote from Dobson Chrysler Dodge of \$41,125 + HST for a 2021 Dodge Durango AWD with SSV package.

**CARRIED**

10.0 Business Arising from Committee of the Whole

10.1 Regional Fire Protection Agreement – Memo of Understanding

Moved by K. Miller and seconded by P. Lewis that the Fire Board agree to a two-year extension of the Regional Fire Agreement and Administration Agreement and forward a signed copy of the attached Memorandum of Understanding to both Towns.

**CARRIED**

10.2 Purchase of 12 Municipal Drive

Moved by N. Soobratee and seconded by K. Miller to receive and file.

**CARRIED**

10.3 Letter from Murdock & Boyd re: Fire Station No. 2 – Upgrades and Renovations – Project No. 18-663

Moved by N. Soobratee and seconded by K. Miller that the Fire Board accept the fixed fee proposal from Murdock & Boyd and approve the Client / Architect Agreement for Project 10-663 regarding updates and renovations to Station 2, 12 Civic Drive, Quispamsis.

**CARRIED**

10.4 Murdock & Boyd re: Fire Station #2 – Upgrades and Renovations Client / Architect Agreement Project No. 18-663

Moved by N. Soobratee and seconded by P. Lewis that a Fire Board representative sign the Client / Architect Agreement for Project 10-663 regarding updates and renovation to Station 2, 12 Civic Drive, Quispamsis.

**CARRIED**

11.0 Reports

11.1 Chief's Report

Moved by P. Rioux and seconded by K. Miller to receive and file.

**CARRIED**



11.2 Response Summary

Moved by P. Lewis and seconded by N. Soobratee to receive and file.

**CARRIED**

12.0 Adjournment

Moved by K. Miller that the meeting be adjourned at 6:24 pm.

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

Respectfully submitted,

CHAIR

SECRETARY/TREASURER

Statement of Expense with Budget Variance  
 For the 12 months ending: December 31, 2020

Prepared February 3, 2021

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2020
<b>REVENUE:</b>					
1	Members Contributions	\$5,346,858	<b>\$5,349,446</b>	\$2,588	\$5,346,858
2	Rebate of Property Tax (Miscellaneous Revenue)	\$47,593	<b>\$46,755</b>	(\$838)	\$47,593
3	Local Service Districts	\$0	<b>\$0</b>	\$0	\$0
4	Revenue Fee Structure	\$0	<b>\$0</b>	\$0	\$0
5	Misc. Revenue	\$1,000	<b>\$33,412</b>	\$32,412	\$1,000
6	Interest Income C/A	\$7,650	<b>\$6,256</b>	(\$1,394)	\$7,650
7	Deficit 2nd previous year	(\$79,278)	<b>(\$79,278)</b>	\$0	(\$79,278)
8		<u>\$5,323,823</u>	<u><b>\$5,356,591</b></u>	<u>\$32,768</u>	<u>\$5,323,823</u>
<b>EXPENSES:</b>					
<b>ADMINISTRATION:</b>					
9	Admin. Wages and Benefits	\$644,400	<b>\$621,606</b>	(\$22,794)	\$644,400
10	Convention/dues/training	\$18,000	<b>\$12,831</b>	(\$5,169)	\$18,000
11	Administrative Agreement	\$12,000	<b>\$12,000</b>	\$0	\$12,000
12	Professional Services	\$40,000	<b>\$61,186</b>	\$21,186	\$40,000
13	Office supplies/Copy Machine/ S/C	\$7,450	<b>\$7,576</b>	\$126	\$7,450
14	Computer hardware/software/IT	\$32,900	<b>\$17,275</b>	(\$15,625)	\$32,900
15	Telephone/ Internet	\$13,800	<b>\$13,549</b>	(\$251)	\$13,800
16		<u>\$768,550</u>	<u><b>\$746,023</b></u>	<u>(\$22,527)</u>	<u>\$768,551</u>
<b>FIREFIGHTING FORCE:</b>					
17	Salaries Basic	\$2,732,500	<b>\$2,576,961</b>	(\$155,539)	\$2,732,500
18	Overtime	\$60,000	<b>\$92,947</b>	\$32,947	\$60,000
19	Vacation Pay on Retirement	\$0	<b>\$0</b>	\$0	\$0
19	Force Benefits	\$646,800	<b>\$612,557</b>	(\$34,243)	\$646,800
20	Career Uniforms and maintenance	\$28,000	<b>\$21,475</b>	(\$6,525)	\$28,000
21	Medical and Fitness Testing	\$20,000	<b>\$17,672</b>	(\$2,328)	\$20,000
22	Career Recognition	\$2,500	<b>\$3,366</b>	\$866	\$2,500
23	Holiday Relief Wages and overtime	\$327,600	<b>\$343,844</b>	\$16,244	\$327,600
24	Holiday Relief Benefits	\$116,700	<b>\$90,759</b>	(\$25,941)	\$116,700
25		<u>\$3,934,100</u>	<u><b>\$3,759,581</b></u>	<u>(\$174,519)</u>	<u>\$3,934,100</u>
<b>TELECOMMUNICATIONS:</b>					
26	Cellular Telephones	\$6,000	<b>\$3,616</b>	(\$2,384)	\$6,000
27	Communication Equipment	\$1,000	<b>\$943</b>	(\$57)	\$1,000
28	Maintenance / Repairs	\$700	<b>\$0</b>	(\$700)	\$700
29		<u>\$7,700</u>	<u><b>\$4,558</b></u>	<u>(\$3,142)</u>	<u>\$7,700</u>
<b>INSURANCE:</b>					
30	Insurance	\$34,000	<b>\$36,971</b>	\$2,971	\$34,000
31		<u>\$34,000</u>	<u><b>\$36,971</b></u>	<u>\$2,971</u>	<u>\$34,000</u>

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	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE	BUDGET 2020
<b>PREVENTION AND TRAINING:</b>				
32 Firefighter / Co. Officer Training	\$36,000	<b>\$24,606</b>	(\$11,394)	\$36,000
33 Fire Prevention	\$8,000	<b>\$6,248</b>	(\$1,752)	\$8,000
34 Public Education	\$4,500	<b>\$39</b>	(\$4,461)	\$4,500
35 Training Supplies	\$2,000	<b>\$501</b>	(\$1,499)	\$2,000
36	<u>\$50,500</u>	<u><b>\$31,394</b></u>	<u>(\$19,106)</u>	<u>\$50,500</u>
<b>FACILITIES:</b>				
37 Station 1 Operating	\$185,120	<b>\$187,600</b>	\$2,480	<i>\$185,120</i>
38 Station 2 Operating	\$20,000	<b>\$15,747</b>	(\$4,253)	\$20,000
39 Station 2 Rent - Quispamsis	\$51,890	<b>\$49,657</b>	(\$2,233)	\$51,890
40 Station Supplies	\$12,000	<b>\$12,274</b>	\$274	\$12,000
41	<u>\$269,090</u>	<u><b>\$265,278</b></u>	<u>(\$3,733)</u>	<u>\$269,090</u>
<b>FLEET:</b>				
42 Fuel Vehicle	\$20,000	<b>\$14,441</b>	(\$5,559)	\$20,000
43 Registration Vehicle	\$550	<b>\$383</b>	(\$167)	\$550
44 Vehicle Maint. & Repairs	\$87,000	<b>\$60,796</b>	(\$26,204)	\$87,000
45	<u>\$107,550</u>	<u><b>\$75,620</b></u>	<u>(\$31,930)</u>	<u>\$107,550</u>
<b>OPERATIONS:</b>				
46 New Equipment	\$18,000	<b>\$19,259</b>	\$1,259	\$18,000
47 Maint. & Repairs Equip.	\$23,000	<b>\$26,533</b>	\$3,533	\$23,000
48 Maint. & Repairs Bunker Gear	\$5,000	<b>\$398</b>	(\$4,602)	\$5,000
49 Medical Supplies	\$7,000	<b>\$9,418</b>	\$2,418	\$7,000
50 Fire Fighting Supplies	\$3,500	<b>\$8,012</b>	\$4,512	\$3,500
51 H&S/Cause determination	\$1,500	<b>\$2,249</b>	\$749	\$1,500
52	<u>\$58,000</u>	<u><b>\$65,869</b></u>	<u>\$7,869</u>	<u>\$58,000</u>
<b>WATER COSTS:</b>				
53 Water Costs - Quispamsis	\$5,088	<b>\$5,089</b>	\$1	\$5,088
54 Water Costs - Rothesay	\$26,444	<b>\$26,444</b>	\$0	\$26,444
55	<u>\$31,532</u>	<u><b>\$31,533</b></u>	<u>\$1</u>	<u>\$31,532</u>
<b>OTHER:</b>				
56 Miscellaneous	\$3,000	<b>\$1,750</b>	(\$1,250)	\$3,000
57 Retirement Allowance	\$59,800	<b>\$59,808</b>	\$8	\$59,800
58 Deficit 2nd Previous Year	\$0			
58	<u>\$62,800</u>	<u><b>\$61,558</b></u>	<u>(\$1,242)</u>	<u>\$62,800</u>
59	<u>\$5,323,822</u>	<u><b>\$5,078,385</b></u>	<u>(\$245,357)</u>	<u>\$5,323,823</u>
60 (DEFICIT) SURPLUS FOR THE PERIOD		<u>\$278,206</u>	<u>\$278,125</u>	<u>\$0</u>



2021June14OpenSessionFINAL\_076

**Kennebecasis Valley Fire Department Inc.**

Budget Variances Analysis greater than \$5,000  
For the 12 months ending December 31, 2020

Line #	Description	Budget YTD	Actual YTD	Variance	Details
(Under Budget)					
10	Convention/dues/training	\$18,000	\$12,831	(\$5,169)	COVID cancellations
17	Salaries Basic	\$2,732,500	\$2,576,961	(\$155,539)	Two members on LTD
18	Overtime	\$60,000	\$92,947	\$32,947	Shortage of HRFF/Grievance settlement
9	Admin. Wages and Benefits	\$644,400	\$621,606	(\$22,794)	Finance billed 1/2 normal amount due to COVID/Created efficiencies
12	Professional Services	\$40,000	\$61,186	\$21,186	Lawson Creamer/Dr. Pische/Montana HR - Two arbitrations
14	Computer hardware/software/IT	\$32,900	\$17,275	(\$15,625)	No budgeted RMS software fee in 2020
19	Force Benefits	\$646,800	\$612,557	(\$34,243)	No pension contributions for members on LTD
20	Career Uniforms and maintenance	\$28,000	\$21,475	(\$6,525)	As required
23	Holiday Relief Wages & Overtime	\$327,600	\$343,844	\$16,244	Coverage for HRFF's on WSNB
24	Holiday Relief Benefits	\$116,700	\$90,759	(\$25,941)	New HRFF's with no benefits
42	Fuel Vehicle	\$20,000	\$14,441	(\$5,559)	Lower fuel prices
44	Vehicle Maint. & Repairs	\$87,000	\$60,796	(\$26,204)	New E2 in service
32	Firefighter/Co. Officer Training	\$36,000	\$24,606	(\$11,394)	COVID cancellations
<b>Material Variances</b>		<b>\$4,789,900</b>	<b>\$4,551,285</b>	<b>(\$238,615)</b>	

**Kennebecasis Valley Fire Department Inc.**

Invoices over \$5,000  
For the months of October - December 2020

Non-Recurring Monthly Invoices	Amount	Description
10-16-20 Lawson Creamer	\$10,698.93	O/T greivance
10-23-20 Dependable Emergency Vehicles	\$474,867.87	New tanker
12-03-20 Best Buy	\$5,186.45	New ipads and screen covers
12-07-20 Town of Quispamsis (c/o Brenton Kean)	\$558,133.59	Purchase of Stn 2
12-15-20 Town of Quispamsis (c/o Brenton Kean)	\$5,263.00	Purchase of Stn 2 land transfer tax
12-21-20 Select Mechanical	\$16,617.50	New boiler Stn 1
12-21-20 Bonney Construciotn	\$33,307.62	Stn 1 recladding (final payment)
12-29-20 Atlantic AV Solutions	\$6,882.83	New Smartboard
12-31-20 Lawson Creamer	\$5,308.08	Labour matters



# Kennebecasis Valley Fire Department

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*Office of the Fire Chief*

To: Joint Board of Fire Commissioners  
From: Fire Chief Bill Ireland  
Re: Capital Purchase – Replacement for 2011 Toyota Tundra  
Date: February 10, 2021

## **Executive Summary**

Attached please see a recommendation from Deputy Chief McCoy regarding our options to replace the 2011 Toyota Tundra pick-up truck as approved in the 2021 capital budget.

The approved budget for this vehicle is \$65,000.

## **Recommendation**

That the Board accept the quote from Dobson Chrysler Dodge of \$41,285 + HST for a 2021 Dodge Ram 4DR, 4WD with SSV package.

December 8, 2020

To: Chief Ireland

From: Deputy McCoy

Subject: 4Dr 4wd Truck Quotes

The department received three (3) bids from three (3) dealerships for a ½ ton 4X4, 4dr vehicle to replace the Toyota Tundra. The price includes all emergency lighting and stripping. Two of the dealerships can provide ½ tons with a Special Services Vehicle (SSV) Package, which provides tougher vehicle components and easier installation of emergency equipment.

The proposals prices received includes taxes and where as follows:

- Saint John Toyota – Toyota does not offer the SSV package, the quote is for a SR5 series vehicle. Their quote is – \$53,207.65 our portion of the tax included. Plus \$6883 for lighting and lettering, brings the total to \$60,090.65, tax included
- Downey's – quoted the Ford F150 ½ ton 4X4, 4dr with Special Service Package (SSV). Their quote is – \$46,559.42, our portion of the tax included. Plus \$6883.00 for lettering and lighting, brings the total to \$53,442.42 tax included.
- Dobson's quote the Dodge RAM 4DR, 4WD with the SSV package. Their quote is \$43,054.48 our portion of the tax included. Plus \$6883.00 for lettering and lighting bring the total to \$49,937.48.

It is my recommendation the quote submitted by Dobson's for the Dodge Ram ½ be accepted. Whereas this vehicle has been approved in the 2021 Capital Budget, and whereas the delivery is 10 weeks, I would recommend the vehicle be ordered as soon as possible.





# Kennebecasis Valley Fire Department

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## *Office of the Fire Chief*

To: Joint Board of Fire Commissioners  
From: Fire Chief Bill Ireland  
Re: Capital Purchase – Replacement for 2013 Dodge Ram  
Date: February 10, 2021

### **Executive Summary**

The approved 2021 capital budget includes \$48,000 to replace the 2013 Dodge Ram pick-up truck that is used as the incident command vehicle by the on-call duty Chief to respond to emergencies. In the interest of cost efficiency and to bring a level of standardization to the fleet of service vehicles, the approved recommendation was to replace the Dodge Ram with a Dodge Durango (SSV) similar to the two existing vehicles currently in service.

Our experience in tendering for a SUV with special service package in 2020 revealed that the only comparable products on the market are a Ford Explorer and GMC Tahoe; both of which are priced significantly higher than the Dodge Durango. Based on this knowledge and a provision in the purchasing policy that permits an exemption from the competitive bidding process, we requested and received a quotation from Dobson Chrysler Dodge for a 2021 Dodge Durango SSV. Dobson's were the successful bidder in 2020 and their 2021 quotation is \$346 higher than the low bid in the 2020 tendering process.

### **Recommendation**

That the Board accept the quote from Dobson Chrysler Dodge of \$41,125 + HST for a 2021 Dodge Durango, AWD with SSV package.



# Kennebecasis Valley Fire Department

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

February 10, 2021

### **Significant Incidents**

#### **85 Kallars Hill Road, Quispamsis – December 24, 2020**

A Christmas Eve fire delayed Santa's arrival to a residence in Quispamsis this holiday season. Crews were dispatched late in afternoon on December 24<sup>th</sup> for the report of a structure fire. The first arriving firefighters made entry into the basement level of the home and quickly extinguished the fire. The home suffered significant smoke damage and a male occupant was transported from the scene via ambulance to be treated for smoke inhalation.

### **Response Statistics**

The year end emergency response statistics illustrate the impact that the COVID 19 pandemic has had on the demand for our emergency services this past year. Consistent with nationwide trends, we saw a 21% decline in our total call volume compared to historical averages, with corresponding decreases in medical assistance responses and motor vehicle collisions. We did not experience a similar decline in fire response activity and our year end total for all fire types is consistent with historical levels. Many jurisdictions in Canada saw a marked increase in fire activity in 2020.

Compounding the issue was the complete shut-down of the City of Saint John IT system in November which temporarily disabled the computer aided dispatch (CAD) system at the Saint John dispatch centre. Coupled with a return to the "orange" phase of public health restrictions, our total of 35 responses in November represents one of the lowest monthly totals in recent department history.

## **Long Service Recognition**

Like many other planned activities, our bi-annual long service recognition ceremony had to be amended to comply with public health regulations. Rather than our usual event, members receiving Provincial and Federal long service recognition awards had them presented to them while on-duty and in a socially distanced manner. During the month of December, the department presented medals and framed certificates to the following members:

### **Federal Exemplary Service Medals – 20 years**

Firefighter Don Kearney, federal 20 year medal  
Firefighter Scott Hatt, federal 20 year medal  
Senior Firefighter Mike Nixon, federal 20 year medal  
Lieutenant Paul Nixon, federal 20 year medal  
Division Chief Shawn White, federal 20 year medal  
Division Chief Mike Boyle, federal 20 year medal

### **Federal Exemplary Service Medals – 30 years**

Firefighter Dan Richard, federal 30 year bar  
Captain John Codling, federal 30 year bar

### **Provincial Long Service Awards – 15 years**

Firefighter Scott Carr, provincial 15 year pin  
Firefighter Keith Scichilone, provincial 15 year pin

### **Provincial Long Service Medals – 25 years**

Firefighter Bruce Leblanc, provincial 25 year medal  
Firefighter Scott Dunbar, provincial 25year medal  
Firefighter Karey Madill, provincial 25year medal  
Lieutenant Reg Verner, provincial 25 year medal

### **Provincial Long Service Awards – 35 years**

Firefighter Eric Boyle, provincial 35 year bar  
Firefighter Rob Hamilton (retired), provincial 35 year bar  
Captain Bill Gentleman, provincial 35 year bar



Response Types Kennebecasis Valley Fire Department		Jan 2020	Historical Average	Feb 2020	Historical Average	Mar 2020	Historical Average	April 2020	Historical Average	May 2020	Historical Average	June 2020	Historical Average	July 2020	Historical Average	Aug 2020	Historical Average	Sept 2020	Historical Average	Oct 2020	Historical Average	Nov 2020	Historical Average	Dec 2020	Historical Average	2020 Total	Historical Average
	Fire/explosion - dollar loss	5	3	1	4	4	2	4	3	2	3	4	3	6	3	1	4	3	3	2	4	3	3	2	3	37	38
	Rubbish/grass fire - no dollar loss	1	2	2	1	3	2	9	7	15	12	5	8	4	9	15	7	5	6	0	4	5	3	2	2	66	63
	Chimney Fire	2	2	0	1	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	3	7
	Total Fire	8	7	3	6	7	6	13	10	17	16	9	10	10	13	16	11	8	8	2	8	8	6	5	6	106	108
	Rescue - Miscellaneous	1	1	2	1	1	0	1	0	2	0	1	1	0	1	2	1	1	0	1	1	0	0	0	0	12	7
	Vehicle Accident	10	10	7	8	2	7	4	6	9	8	7	8	8	9	7	9	8	9	6	9	3	10	12	11	84	105
	Total Rescue	11	10	9	9	3	8	5	6	11	8	8	9	8	10	9	10	9	9	7	10	3	10	12	11	96	112
	Public Hazard - gasoline or fuel spill	1	1	1	0	0	0	0	1	0	1	0	1	0	1	0	1	0	1	0	1	1	0	1	1	5	7
	Public Hazard - power line down / utility pole hazard	1	5	1	2	2	1	7	2	2	2	2	1	0	7	1	2	4	2	0	3	0	7	2	7	22	42
	Public Hazard - miscellaneous	1	2	1	1	0	1	1	1	3	2	1	1	0	2	2	1	2	1	1	1	0	1	0	3	12	16
	Total Public hazard	3	7	3	4	2	2	8	3	5	4	3	3	0	9	3	4	6	3	1	5	1	9	3	10	39	63
	Gas Leak - propane	1	1	1	1	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0	0	1	0	1	4	6
	Gas Leak - response to carbon monoxide detector alarm	5	2	6	1	5	1	5	1	0	0	0	0	2	1	0	0	0	1	1	1	2	2	8	3	34	14
	Total Gas leak	6	2	7	2	5	1	5	1	0	1	0	1	2	1	1	1	0	1	2	1	2	3	8	4	38	20
	Public Service - first aid	49	49	51	51	42	56	30	52	37	49	37	50	43	52	45	48	46	43	49	52	15	49	28	57	472	607
	Public Service - assist police or other agency	2	2	2	1	0	1	0	1	0	0	2	0	1	1	2	1	0	1	1	1	0	1	0	1	10	10
	Public Service - mutual aid	1	1	1	1	1	1	1	1	1	0	0	1	0	1	0	1	0	1	0	1	0	2	1	1	6	12
	Public Service - animal rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
	Public Service - flooding	0	5	0	1	0	2	1	0	0	1	0	0	0	1	0	0	0	2	0	1	0	1	1	1	3	14
	Public Service- miscellaneous	0	3	0	1	0	1	0	1	3	1	2	1	0	2	1	2	1	2	3	2	0	1	0	1	12	18
	Total Public services	52	60	54	54	43	61	32	53	41	52	41	53	44	56	48	51	47	49	53	57	16	54	30	60	504	659
	Alarm No Fire - accidental miscellaneous	4	3	5	3	1	4	3	2	7	3	0	3	2	2	3	4	3	4	6	4	0	3	5	3	39	39
	Alarm No Fire - smoke or steam mistaken	0	1	0	1	1	1	0	0	1	2	0	2	0	1	2	1	0	1	0	2	1	1	1	1	6	14
	Alarm No Fire - sprinkler surge or discharge	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
	Alarm No Fire - detector activated	6	4	4	4	4	5	4	2	7	3	3	6	6	7	0	7	4	8	3	8	3	5	2	6	46	66
	Alarm No Fire - unknown odours	1	0	1	1	0	1	0	1	0	1	0	0	0	0	0	0	0	1	1	1	0	1	1	1	4	7
	Alarm No Fire - miscellaneous	2	2	1	1	0	2	0	2	0	2	0	2	5	3	4	3	1	2	2	2	1	2	0	2	16	25
	Total Alarm no fire - No malicious intent	13	12	11	10	6	13	7	6	15	11	3	13	13	14	9	15	8	16	12	17	5	12	9	13	111	151
	False Alarm (Mischief) - miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	5
	Total False alarm - Mischief	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	0	1	0	1	0	0	0	0	0	6
	Total Response Types Kennebecasis Valley Fire	93	99	87	85	66	91	70	86	89	93	64	88	77	105	86	94	78	89	77	99	35	93	68	105	894	1127



2021June14OpenSessionFINAL\_083

## KENNEBECASIS REGIONAL POLICE FORCE/ FORCE DE POLICE RÉGIONALE KENNEBECASIS

ADDRESS ALL CORRESPONDENCE TO/  
ADDRESSER TOUTE CORRESPONDANCE À:  
CHIEF OF POLICE/CHEF DE POLICE  
126 Millennium Drive/126 rue Millennium  
Quispamsis, NB E2E 6E6

**WAYNE GALLANT, O.O.M.**  
CHIEF OF POLICE  
CHEF DE POLICE

Tel: (506) 847-6300  
Fax/Facsimile: (506) 847-6301  
Admin: (506) 847-6313  
E-mail/Courriel: [kpfadmin@nbpolice.ca](mailto:kpfadmin@nbpolice.ca)  
[www.kennebecasisregionalpolice.com](http://www.kennebecasisregionalpolice.com)

**RECEIVED**

**MAY 27 2021**

2021-05-17

DELIVERED BY HAND

Mayor and Councilors  
Town of Rothesay  
70 Hampton Rd.  
Rothesay, NB E2E 5L5

Dear Mayor and Councilors:

**Re: Kennebecasis Regional Joint Board of Police Commissioners  
Audited Financial Statements  
December 31, 2020**

Please find enclosed a copy of the Audited Financial Statements of the Kennebecasis Regional Joint Board of Police Commissioners for the year 2020.

We trust this meets your approval.

Respectfully,

Wayne Gallant  
Chief of Police



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

2021 June 14 Open Session FINAL\_085

DECEMBER 31, 2020

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## INDEPENDENT AUDITORS' REPORT

To the Members of the Kennebecasis Regional Joint Board of Police Commissioners

### *Opinion*

We have audited the financial statements of the Kennebecasis Regional Joint Board of Police Commissioners (the "Commission"), 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 Commission as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Commission 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 Commission'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 Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission'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.

Independent Auditors' Report to the Members of the Kennebecasis Regional Joint Board of Police Commissioners (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 Commission'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 Commission'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 Commission 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, NB  
March 31, 2021



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE**  
**COMMISSIONERS**

2021 June 14 Open Session FINAL\_088

**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2020**

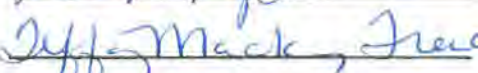
	<u>2020</u>	<u>2019</u>
<b>FINANCIAL ASSETS</b>		
Cash (Note 4)	\$ 200,078	\$ 227,204
Accounts receivable		
General	24,510	34,125
Due from Member Municipalities (Note 5)	110,679	101,797
Federal Government and its agencies (Note 6)	113,089	107,814
Investments (Notes 7 and 9)	<u>938,432</u>	<u>887,735</u>
	<u>\$ 1,386,788</u>	<u>\$ 1,358,675</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 415,205	\$ 436,576
Long term debt (Note 8)	679,000	815,000
Accrued sick leave	15,299	15,299
Accrued liability for vested retirement benefits (Note 9)	843,240	814,972
Post employment benefits payable (Note 10)	<u>311,900</u>	<u>419,600</u>
	<u>2,264,644</u>	<u>2,501,447</u>
<b>NET DEBT</b>	<u>(877,856)</u>	<u>(1,142,772)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 12)	4,055,549	4,018,116
Accumulated amortization (Note 12)	<u>(2,122,156)</u>	<u>(1,954,582)</u>
	1,933,393	2,063,534
Unamortized debenture costs	5,427	6,599
Prepaid expenses	<u>47,121</u>	<u>17,823</u>
	<u>1,985,941</u>	<u>2,087,956</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 1,108,085</u>	<u>\$ 945,184</u>

**COMMITMENTS (Note 11)**

**APPROVED BY:**



Robert M. Laughlin "Chair"  
Commissioner



Commissioner

Tiffany Mackey French

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020 Budget (Note 14)	2020 Actual	2019 Actual
<b>REVENUE</b>			
Contributions by member municipalities	\$ 7,024,216	\$ 7,158,408	\$ 6,424,157
Other (Note 15)	<u>335,444</u>	<u>362,703</u>	<u>371,480</u>
	<u>7,359,660</u>	<u>7,521,111</u>	<u>6,795,637</u>
<b>EXPENDITURE</b> (Note 15)			
Crime control	4,966,173	4,949,644	4,657,076
Vehicle fleet	283,877	252,425	278,289
Property	293,959	300,088	290,631
Administration	1,312,356	1,478,599	1,226,035
Telecommunications	<u>404,626</u>	<u>429,363</u>	<u>384,040</u>
	<u>7,260,991</u>	<u>7,410,119</u>	<u>6,836,071</u>
<b>ANNUAL SURPLUS (DEFICIT) FOR THE YEAR BEFORE UNREALIZED GAIN ON INVESTMENTS</b>	98,669	110,992	(40,434)
<b>UNREALIZED GAIN ON INVESTMENTS</b>	<u>51,909</u>	<u>51,909</u>	<u>57,444</u>
<b>ANNUAL SURPLUS FOR THE YEAR</b> (Note 13)	\$ <u>150,578</u>	162,901	17,010
<b>ACCUMULATED SURPLUS BEGINNING OF YEAR</b>		<u>945,184</u>	<u>928,174</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		\$ <u>1,108,085</u>	\$ <u>945,184</u>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

**STATEMENT OF CHANGES IN NET DEBT**

**AS AT DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>
Annual surplus	\$ 162,901	\$ 17,010
Acquisition of tangible capital assets	(95,302)	(161,179)
Proceeds on disposal of tangible capital assets	4,979	5,355
Amortization of tangible capital assets	222,377	244,048
Gain (loss) on disposal of tangible capital assets	<u>(1,913)</u>	<u>645</u>
	<u>293,042</u>	<u>105,879</u>
Acquisition of prepaid assets	(47,121)	(17,823)
Use of unamortized debenture costs	1,172	1,172
Use of prepaid assets	<u>17,823</u>	<u>66,860</u>
	<u>(28,126)</u>	<u>50,209</u>
Decrease in net debt	264,916	156,088
Net debt - beginning of year	<u>(1,142,772)</u>	<u>(1,298,860)</u>
Net debt - end of year	<u>\$ (877,856)</u>	<u>\$ (1,142,772)</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

2021 June 14 Open Session FINAL\_091

**STATEMENT OF CASH FLOWS**

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

	<u>2020</u>	<u>2019</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 162,901	\$ 17,010
Gain (loss) on disposal of tangible capital assets	(1,913)	645
Unrealized loss (gain) on investments	(51,909)	(57,444)
Amortization of tangible capital assets	222,377	244,048
Receivable - General	9,615	(15,825)
Receivable - Member Municipalities	(8,882)	93,194
Receivable - Federal Government and its agencies	(5,275)	15,988
Accounts payable and accrued liabilities	(21,371)	30,951
Change in accrued liability for vested retirement benefits	28,268	75,251
Change in post employment benefits payable	(107,700)	(35,000)
Change in unamortized debenture costs/prepaid expenses	<u>(28,126)</u>	<u>50,209</u>
	<u>197,985</u>	<u>419,027</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(95,302)	(161,179)
Proceeds on disposal of tangible capital assets	<u>4,979</u>	<u>5,355</u>
	<u>(90,323)</u>	<u>(155,824)</u>
<b>FINANCING TRANSACTION</b>		
Change in long term debt	<u>(136,000)</u>	<u>(134,000)</u>
<b>INVESTING TRANSACTION</b>		
Purchases net of proceeds of investments	<u>1,212</u>	<u>(24,208)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(27,126)	104,995
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>227,204</u>	<u>122,209</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 200,078</u>	<u>\$ 227,204</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
2021 June 14 Open Session FINAL\_092  
COMMISSIONERS

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**1. PURPOSE OF THE ORGANIZATION**

The Kennebecasis Regional Joint Board of Police Commissioners (the "Commission") provides police services to the region consisting of the municipalities of Quispamsis and Rothesay.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Commission 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 Commission and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Commission.

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

Budget

The budget figures contained in these financial statements were approved by the Board on September 25, 2019 and the Minister of Local Government on February 4, 2020.

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. 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.

The investments of the Commission are held in the custody of TD Waterhouse Canada Inc.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks.

Unamortized Debenture Costs

Bond discounts are amortized over the life of the respective serial debenture.

Revenue Recognition

The contributions from the member municipalities are recognized as they are earned for the police and 911 services provided to the region, when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and sundry income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE**  
**COMMISSIONERS**

2021 June 14 Open Session FINAL\_093

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

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

Expenditure Recognition

Expenditures are recorded on an accrual basis.

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 vested retirement benefits; 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>Years</u>
Land improvements	10-20 years
Buildings	20-40 years
Vehicles	5 years
Machinery and equipment	10 years
Information technology equipment	3-5 years
Furniture and fixtures	20 years

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

Post Employment Benefits

The Commission recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Commission has a vested retirement benefit as documented in Note 9 and a pension plan as documented in Note 10.

**3. FINANCIAL INSTRUMENTS**

The Commission 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 Commission's risk exposure and concentration as of December 31, 2020:



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

**3. FINANCIAL INSTRUMENTS (cont'd)**

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission is exposed to credit risk from its accounts receivable. The Commission'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 Commission is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Commission's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Commission 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 Commission manages exposure through its normal operating and financing activities. The Commission is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Commission is exposed to other price risk through its investment in quoted shares.

**4. CASH**

	<u>2020</u>	<u>2019</u>
Cash - operating	\$ 181,453	\$ 220,530
Cash - investments (Note 9)	<u>18,625</u>	<u>6,674</u>
	<u>\$ 200,078</u>	<u>\$ 227,204</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**5. DUE FROM MEMBER MUNICIPALITIES**

	<u>2020</u>	<u>2019</u>
Town of Quispamsis	\$ 80,327	\$ 84,959
Town of Rothesay	<u>30,352</u>	<u>16,838</u>
	<u>\$ 110,679</u>	<u>\$ 101,797</u>

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

	<u>2020</u>	<u>2019</u>
Canada Revenue Agency - HST refund	\$ 56,177	\$ 52,715
RCMP secondments	<u>56,912</u>	<u>55,099</u>
	<u>\$ 113,089</u>	<u>\$ 107,814</u>

**7. INVESTMENTS**

	<u>2020</u>	<u>2019</u>
Canadian short term notes	\$ 312,483	\$ 381,047
Canadian equity	398,375	329,371
Foreign equity	92,752	94,404
Unrealized gain on investments	<u>134,822</u>	<u>82,913</u>
	<u>\$ 938,432</u>	<u>\$ 887,735</u>

The Commission has an investment policy in place to administer the governance of these investments. As at December 31, 2020, the investments were in compliance with the policy.

**8. LONG TERM DEBT**

	<u>Balance January 1, 2020</u>	<u>Issued during year</u>	<u>Redeemed during year</u>	<u>Balance December 31, 2020</u>
New Brunswick Municipal Financing Corporation				
Debtures:				
BL 45-2014 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	\$ 260,000	\$ -	\$ 49,000	\$ 211,000
BN 35-2015 1.05% - 3.15%, due 2025, OIC # 03-0053	<u>555,000</u>	<u>-</u>	<u>87,000</u>	<u>468,000</u>
	<u>\$ 815,000</u>	<u>\$ -</u>	<u>\$ 136,000</u>	<u>\$ 679,000</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE**  
**COMMISSIONERS**

2021 June 14 Open Session FINAL\_096

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**8. LONG TERM DEBT (cont'd)**

Principal payments required during the next five years are as follows:

2021	\$ 140,000
2022	143,000
2023	146,000
2024	151,000
2025	99,000

**9. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS**

Police officers and administrative employees earn 1.5 days of sick leave for every month of service to a maximum of 250 days. In total, the maximum is 2,000 hours (based on an 8 hour day). At retirement, an employee is entitled to choose either 50% of his or her sick leave in salary to a maximum of 125 days (1,000 hours), or one month's salary for each five years of service (or fraction thereof) to a maximum of six month's salary. The Board has restricted the use of the investments (Notes 4 and 7) to cover the future obligations under this plan.

An actuarial valuation was performed as at July 31, 2019 on the plan for 41 police officers and administrative employees in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The following summarizes the major assumptions in the valuation:

- Discount rate used was 2.69% (prior 2.86%);
- salary increases 3% per annum for four years and 2% thereafter; and
- retirement age 60 years old for police officers and 62 years old for civilian members.

The activity for the year is as follows:

	<u>2020</u>	<u>2019</u>
Balance at beginning of year	\$ 814,972	\$ 739,721
Add: Vested retirement expense	86,030	75,251
Less: Retirement benefits paid	<u>(57,762)</u>	<u>-</u>
Balance at end of year	<u>\$ 843,240</u>	<u>\$ 814,972</u>

The actuarial valuation estimates the accrued benefit obligation to be \$783,118. The \$71,422 actuarial gain is being amortized over 15 years, which represents the expected average remaining service life of the related employees.



**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**10. POST EMPLOYMENT BENEFITS PAYABLE**

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

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

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2019:

- the expected inflation rate is 2.10% (prior 2.25%);
- the discount rate used to determine the accrued benefit obligation is 5.75% (prior 5.50%);
- the expected rate of return on assets is 5.75% (prior 5.50%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARS�) is 14.0 years (prior 13.0 years).

The actuarial valuation prepared as at December 31, 2018 indicated that the market value of 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 expenses 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 NB MEPP 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 NB MEPP.



# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

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

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 8.00%. Each municipality contributes an amount that equals their employees' 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 NB MEPP.

The following summarizes the NB MEPP data as it relates to the Commission:

- The average age of the 42 active employees covered by the NB MEPP is 43.1 (as at Dec. 31, 2018);
- Benefit payments were \$440,500 in 2019 and were estimated to be \$432,700 in 2020; and
- Combined contributions were \$721,100 in 2019 and were estimated to be \$705,000 in 2020.

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

	<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	\$ 419,600	\$ 454,600
Adjustment to 2019/2018 actual	48,300	(40,200)
Pension expense for the year	196,500	370,900
Employer contributions	<u>(352,500)</u>	<u>(365,700)</u>
Accrued benefit liability at end of period	<u>\$ 311,900</u>	<u>\$ 419,600</u>

In summary, the Accrued Benefit Liability as it related to the Commission is estimated to be \$311,900 as at December 31, 2020. This compares to \$454,600 as at January 1, 2019 and \$419,600 as at December 31, 2019. The December 31, 2019 liability was estimated in the prior year. The actual liability was calculated to be \$467,900. The difference of \$48,300 has been recorded in the current year.

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE**  
**COMMISSIONERS**

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**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

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

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	\$ 16,421,400	\$ 15,428,800
Plan assets	<u>16,168,700</u>	<u>15,024,700</u>
Plan deficit	252,700	404,100
Adjustment to 2019 actual	-	(48,300)
Unamortized experience losses	<u>59,200</u>	<u>63,800</u>
Accrued benefit liability at end of period	<u>\$ 311,900</u>	<u>\$ 419,600</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	\$ 15,428,800	\$ 14,777,300
Current service cost	535,200	600,300
Benefit payments	(432,700)	(440,500)
Interest for period	890,100	817,100
Experience loss (gain) during period	<u>-</u>	<u>(325,400)</u>
Accrued benefit obligation at end of period	<u>\$ 16,421,400</u>	<u>\$ 15,428,800</u>

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	\$ 15,024,700	\$ 13,189,600
Employer contributions	352,500	342,200
Employee contributions	352,500	378,900
Benefit payments	(432,700)	(440,500)
Return on plan assets during period	<u>871,700</u>	<u>1,554,500</u>
Plan assets at end of period	<u>\$ 16,168,700</u>	<u>\$ 15,024,700</u>



# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

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

Total Expense related to pensions include the following components:

	Estimated Jan 1, 2020 to Dec 31, 2020	Jan 1, 2019 to Dec 31, 2019
<b>Pension Expense</b>		
Employer current service cost	\$ 182,700	\$ 221,400
Interest on Accrued Benefit Obligation	890,100	817,100
Expected return on assets	(871,700)	(733,100)
Amortization of unrecognized balances	-	-
Experience gain	(4,600)	90,300
Pension expense	<u>\$ 196,500</u>	<u>\$ 395,700</u>

The Pension Expense is included in the Statement of Operations. The 2019 pension expense was estimated to be \$370,900. The difference between the 2019 estimated and actual expense has been recorded as an expense recovery of the current period.

### 11. COMMITMENTS

#### Dispatch Services

The Board has entered into a dispatch agreement with the City of Fredericton for police services to the Kennebecasis Valley and surrounding area from 2021 to 2024. The future minimum payments are determined each year using a formula based on previous years tax base. The future minimum payment budgeted for the next year is \$258,976.

#### Detention Services

The Board has entered into an agreement with the Saint John Police Commission to provide detention services. The future minimum annual payment over the next year is \$28,679.

#### Operating Lease

The Board leases office equipment which have been accounted for as operating leases. The future minimum lease payments over the next year is \$892.

#### Digital Evidence Management System

The Board has entered into an agreement with Axon Public Safety Canada Inc. to supply a digital evidence management system inclusive of operating equipment for a total cost of \$506,083 over ten years. The future annual minimum payments over the next five years are:

2021	\$ 50,608
2022	50,608
2023	50,608
2024	50,608
2025	50,608



# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 12. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Information Technology Equipment</u>	<u>Furniture and Fixtures</u>	<u>2020 Total</u>	<u>2019 Total</u>
<b>COST</b>									
Balance - beginning of year	\$ 194,248	\$ 55,869	\$ 2,279,702	\$ 722,037	\$ 103,910	\$ 463,963	\$ 198,387	\$ 4,018,116	\$ 3,959,406
Add: Net additions during the year	-	-	-	65,069	-	30,233	-	95,302	161,179
Less: Disposals during the year	-	-	-	(34,002)	(23,867)	-	-	(57,869)	(102,469)
Balance - end of year	<u>194,248</u>	<u>55,869</u>	<u>2,279,702</u>	<u>753,104</u>	<u>80,043</u>	<u>494,196</u>	<u>198,387</u>	<u>4,055,549</u>	<u>4,018,116</u>
<b>ACCUMULATED AMORTIZATION</b>									
Balance - beginning of year	-	41,403	954,740	420,269	63,841	342,081	132,248	1,954,582	1,807,003
Add: Amortization during the year	-	2,630	67,133	85,105	5,987	51,603	9,919	222,377	244,048
Less: Accumulated amortization on disposals	-	-	-	(30,936)	(23,867)	-	-	(54,803)	(96,469)
Balance - end of year	<u>-</u>	<u>44,033</u>	<u>1,021,873</u>	<u>474,438</u>	<u>45,961</u>	<u>393,684</u>	<u>142,167</u>	<u>2,122,156</u>	<u>1,954,582</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 194,248</u>	<u>\$ 11,836</u>	<u>\$ 1,257,829</u>	<u>\$ 278,666</u>	<u>\$ 34,082</u>	<u>\$ 100,512</u>	<u>\$ 56,220</u>	<u>\$ 1,933,393</u>	<u>\$ 2,063,534</u>

# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 13. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	Operating Fund	Capital Fund	Telecommunications Fund	Total
2020 annual surplus (deficit) - PSAS	\$ 390,911	\$ (225,444)	\$ (2,566)	\$ 162,901
Adjustments to annual surplus for funding requirements				
Second previous year's surplus	-	-	2,566	2,566
Transfers between funds				
Transfer from operating fund to capital fund	(95,302)	95,302	-	-
Long term debt principal repayment	(136,000)	136,000	-	-
Accumulated amortization on disposal of tangible capital assets	-	(54,803)	-	(54,803)
Amortization expense	-	222,377	-	222,377
Unrealized gain on investments	(51,909)	-	-	(51,909)
Post employment benefits liability	(107,700)	-	-	(107,700)
Total adjustments to 2020 annual surplus (deficit)	(390,911)	398,876	2,566	10,531
2020 annual surplus for funding requirements	\$ -	\$ 173,432	\$ -	\$ 173,432

# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 14. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Operating Budget <u>Telecommunications</u>	Amortization of Tangible Capital <u>Assets</u>	<u>Other</u>	<u>Total</u>
<b>REVENUE</b>					
Contributions by member municipalities	\$ 6,622,156	\$ 402,060	\$ -	\$ -	\$ 7,024,216
Other	335,444	-	-	-	335,444
Unrealized gain on investments	-	-	-	51,909	51,909
	<u>6,957,600</u>	<u>402,060</u>	<u>-</u>	<u>51,909</u>	<u>7,411,569</u>
<b>EXPENDITURE</b>					
Crime control	4,995,310	-	57,590	(86,727)	4,966,173
Vehicle fleet	278,685	-	85,105	(79,913)	283,877
Property	192,262	-	79,683	22,014	293,959
Administration	1,333,329	-	-	(20,973)	1,312,356
Telecommunications	-	402,060	-	2,566	404,626
Fiscal services					
Long term debt repayments	136,000	-	-	(136,000)	-
Interest	<u>22,014</u>	<u>-</u>	<u>-</u>	<u>(22,014)</u>	<u>-</u>
	<u>6,957,600</u>	<u>402,060</u>	<u>222,378</u>	<u>(321,047)</u>	<u>7,260,991</u>
Surplus (deficit)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>(222,378)</u>	\$ <u>372,956</u>	\$ <u>150,578</u>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE**  
**COMMISSIONERS**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**15. REVENUE AND EXPENDITURE SUPPORT**

	<u><b>2020</b></u> <b>Budget</b> (Note 14)	<u><b>2020</b></u> <b>Actual</b>	<u><b>2019</b></u> <b>Actual</b>
<b>OTHER REVENUE</b>			
Secondments	\$ 224,444	\$ 227,803	\$ 219,864
Fees for public services	82,000	98,269	87,265
Investment income	24,000	15,691	35,689
Taxi and by-law	5,000	3,815	3,675
Other	<u>-</u>	<u>17,125</u>	<u>24,986</u>
	<u><b>\$ 335,444</b></u>	<u><b>\$ 362,703</b></u>	<u><b>\$ 371,479</b></u>
<b>CRIME CONTROL</b>			
Salaries	\$ 3,769,841	\$ 3,713,481	\$ 3,509,002
Employee benefits	699,738	657,785	627,353
Training	50,000	35,820	47,613
Telephone and mobile radios	82,200	49,684	77,855
Equipment	26,200	64,142	48,545
Office	16,000	19,475	13,836
Equipment leasing and repairs	66,850	69,947	22,971
General supplies	32,500	46,175	39,036
COVID-19	-	36,630	-
Insurance	17,054	19,150	15,504
Uniforms	50,000	67,748	66,592
Public relations	7,000	9,376	13,168
Detention of prisoners	28,700	28,685	28,688
Taxi and traffic by-law	1,000	270	1,239
Public safety	29,500	29,310	28,714
Special investigation	32,000	44,376	49,773
Amortization	<u>57,590</u>	<u>57,590</u>	<u>67,187</u>
	<u><b>\$ 4,966,173</b></u>	<u><b>\$ 4,949,644</b></u>	<u><b>\$ 4,657,076</b></u>
<b>VEHICLE FLEET</b>			
Fuel	\$ 95,000	\$ 65,448	\$ 88,070
Repairs and maintenance	70,000	68,096	62,363
Insurance	29,685	29,466	26,987
Equipment for vehicles	6,000	6,223	2,490
Amortization	85,105	85,105	97,734
Loss (gain) on disposal of tangible capital assets	<u>(1,913)</u>	<u>(1,913)</u>	<u>645</u>
	<u><b>\$ 283,877</b></u>	<u><b>\$ 252,425</b></u>	<u><b>\$ 278,289</b></u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE**  
**COMMISSIONERS**

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**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**17. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<b><u>2020</u></b> <b>Budget</b> <b>(Note 14)</b>	<b><u>2020</u></b> <b>Actual</b>	<b><u>2019</u></b> <b>Actual</b>
<b>PROPERTY</b>			
Taxes	\$ 50,040	\$ 49,224	\$ 49,059
Repairs and maintenance	77,500	87,360	76,163
Heat and power	47,000	42,320	44,841
Insurance	6,722	6,354	6,110
Grounds	11,000	11,962	9,505
Interest expense	20,842	22,013	24,654
Debenture cost amortization	1,172	1,172	1,172
Amortization	<u>79,683</u>	<u>79,683</u>	<u>79,127</u>
	<b><u>\$ 293,959</u></b>	<b><u>\$ 300,088</u></b>	<b><u>\$ 290,631</u></b>
<b>ADMINISTRATION</b>			
Salaries	\$ 862,858	\$ 899,533	\$ 772,306
Employee benefits	185,541	186,417	160,418
Commissionaires	23,999	2,050	22,643
Professional fees	63,500	67,065	90,972
Insurance	1,503	1,689	1,362
Travel and training	20,000	18,728	20,116
Board expenses	5,000	1,531	3,948
Labour relations	63,191	212,817	77,404
Bank service fees	-	2,739	1,615
Provision for vested retirement benefits	<u>86,764</u>	<u>86,030</u>	<u>75,251</u>
	<b><u>\$ 1,312,356</u></b>	<b><u>\$ 1,478,599</u></b>	<b><u>\$ 1,226,035</u></b>
<b>TELECOMMUNICATIONS</b>			
Communications fee to Saint John			
Police Commission (Note 11)	\$ 404,626	\$ 429,363	\$ 384,157
Employee benefits (recovery)	<u>-</u>	<u>-</u>	<u>(117)</u>
	<b><u>\$ 404,626</u></b>	<b><u>\$ 429,363</u></b>	<b><u>\$ 384,040</u></b>

# Town of Rothesay

## General Fund Financial Statements

2021-04-30

### **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 2021-04-30

### 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	6,522,000

Total Liabilities \$ 6,012,000

Investment in General Fund Fixed Assets	45,314,366
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\$ 51,326,366

# Town of Rothesay

## Balance Sheet - General Fund Reserves

2021-04-30

### ASSETS

BNS Gas Tax Interest Account	4,893
BNS General Operating Reserve #214-15	451,129
BNS - Gen Operating Reserve GIC	450,000
BNS General Capital Reserves #2261-14	259,702
BNS - Gen Capital Reserve GIC	860,000
BNS - Gas Tax Reserves - GIC	3,660,000
	<u>\$ 5,685,724</u>

### LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,260,246
Invest. in General Capital Reserve	955,886
General Gas Tax Funding	404,647
Invest. in General Operating Reserve	901,129
Invest. in Land for Public Purposes Reserve	144,839
Invest. in Town Hall Reserve	18,977
	<u>\$ 5,685,724</u>

**Town of Rothesay**  
**Balance Sheet - General Operating Fund**  
**2021-04-30**

**CURRENT ASSETS**

Cash	4,426,077
Receivables	51,634
HST Receivable	256,505
Inventory	16,268
Gen Operating due to/from Util Operating	(970,141)
Total Current Assets	<u>3,780,343</u>
Other Assets:	
Projects	<u>316,577</u>
	<u>316,577</u>
<b>TOTAL ASSETS</b>	<u><u>4,096,920</u></u>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	1,203,848
Other Payables	546,136
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>	<u><u>2,740,876</u></u>

**EQUITY**

Retained Earnings - General	81,356
Surplus/(Deficit) for the Period	<u>1,274,688</u>
	<u>1,356,045</u>
	<u><u>4,096,920</u></u>



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## Town of Rothesay

Statement of Revenue & Expenditure  
4 Months Ended 2021-04-30

	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	5,667,433	5,667,433	0		17,002,299
Sale of Services	35,179	19,058	143,280	174,858	(31,578)		465,600
Services to Province of New Brunswick	0	5,000	15,000	20,000	(5,000)		60,000
Other Revenue from Own Sources	10,907	8,213	32,916	40,558	(7,642)		115,259
Unconditional Grant	10,933	10,933	43,731	43,731	0		131,193
Conditional Transfers	191,806	0	976,480	0	976,480		26,500
Other Transfers	0	0	294,648	294,649	(1)		1,082,149
	<u>\$1,665,683</u>	<u>\$1,460,062</u>	<u>\$7,173,488</u>	<u>\$6,241,230</u>	<u>\$932,258</u>		<u>\$18,883,000</u>
<b>EXPENSES</b>							
General Government Services	114,832	141,269	766,171	864,671	98,500		2,416,763
Protective Services	433,938	406,934	1,983,708	1,957,735	(25,973)		5,439,207
Transportation Services	282,640	292,215	1,295,099	1,363,733	68,634		3,687,492
Environmental Health Services	69,926	66,833	268,310	267,333	(977)		842,000
Environmental Development	59,959	88,862	212,164	268,649	56,484		649,200
Recreation & Cultural Services	198,679	226,178	672,141	714,112	41,971		2,147,204
Fiscal Services	315	333	701,206	1,333	(699,872)		3,701,134
	<u>\$1,160,289</u>	<u>\$1,222,623</u>	<u>\$5,898,800</u>	<u>\$5,437,566</u>	<u>-\$461,234</u>		<u>\$18,883,000</u>
Surplus (Deficit) for the Year	<u>\$505,394</u>	<u>\$237,439</u>	<u>\$1,274,688</u>	<u>\$803,663</u>	<u>\$471,025</u>		<u>\$ (0)</u>

# Town of Rothesay

Statement of Revenue & Expenditure  
4 Months Ended 2021-04-30

	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	320	1,667	(60)	6,667	(6,727)		20,000
Town Hall Rent	6,181	6,083	24,131	24,333	(202)		73,000
Arena Revenue	26,232	8,442	112,220	133,892	(21,672)		265,200
Community Garden	0	500	0	500	(500)		1,000
Fox Farm Rental	1,750	1,700	5,250	6,800	(1,550)		20,400
Recreation Programs	696	667	1,739	2,667	(928)		86,000
	35,179	19,058	143,280	174,858	(31,578)		465,600
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	9,426	6,250	16,932	25,000	(8,068)		75,000
KVFD Admin Penalties	0	0	2,100	0	2,100		0
Recycling Dillies & Lids	125	50	261	200	61		600
Interest & Sundry	1,356	1,167	5,068	4,667	401		14,000
Miscellaneous	0	746	802	2,984	(2,181)		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
	10,907	8,213	32,916	40,558	(7,642)		115,259
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	191,806	0	976,480	0	976,480		25,000
	191,806	0	976,480	0	976,480		26,500
<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
	0	0	294,648	294,649	(1)		1,082,149
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,938	3,750	11,750	15,000	3,250		47,000
Councillors	9,837	10,342	39,452	41,367	1,914		136,100
Regional Service Commission 9	0	0	1,307	1,307	0		5,226
Other	400	292	775	1,167	392		13,500
	13,174	14,383	53,284	58,840	5,556		201,826
<b>Administrative</b>							
Office Building	13,044	12,292	82,638	93,167	10,529		177,500
Solicitor	313	4,167	1,219	16,667	15,448		50,000
Administration - Wages & Benefits	68,491	80,477	281,193	321,909	40,716		1,107,747
Covid-19 Expenses	1,439	2,083	7,654	8,333	680		25,000
Supplies	2,714	11,950	18,157	47,799	29,642		143,398
Professional Fees	5,475	2,500	12,853	10,000	(2,853)		30,000
Other	8,663	9,458	48,353	50,833	2,479		126,498
	100,139	122,927	452,067	548,708	96,641		1,660,143

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Other General Government Services						
Community Communications	516	833	1,231	3,333	2,103	10,000
Civic Relations	0	83	0	333	333	1,000
Insurance	0	0	232,901	223,290	(9,611)	223,290
Donations	0	2,833	6,400	11,333	4,933	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	1,002	208	3,507	833	(2,673)	2,500
	<u>1,518</u>	<u>3,958</u>	<u>260,821</u>	<u>257,123</u>	<u>(3,697)</u>	<u>554,794</u>
	<u>114,832</u>	<u>141,269</u>	<u>766,171</u>	<u>864,671</u>	<u>98,500</u>	<u>2,416,763</u>
<b>Protective Services</b>						
Police						
Police Protection	263,869	233,517	964,420	934,068	(30,352)	2,802,204
Crime Stoppers	0	0	2,800	0	(2,800)	2,800
	<u>263,869</u>	<u>233,517</u>	<u>967,220</u>	<u>934,068</u>	<u>(33,152)</u>	<u>2,805,004</u>
Fire						
Fire Protection	169,958	169,958	678,531	679,834	1,302	2,262,703
Water Costs Fire Protection	0	0	330,000	330,000	0	330,000
	<u>169,958</u>	<u>169,958</u>	<u>1,008,531</u>	<u>1,009,834</u>	<u>1,302</u>	<u>2,592,703</u>
Emergency Measures						
EMO Director/Committee	81	1,667	325	6,667	6,342	20,000
	<u>81</u>	<u>1,667</u>	<u>325</u>	<u>6,667</u>	<u>6,342</u>	<u>20,000</u>
Other						
Animal & Pest Control	0	792	793	3,167	2,374	9,500
Other	30	1,000	6,839	4,000	(2,839)	12,000
	<u>30</u>	<u>1,792</u>	<u>7,632</u>	<u>7,167</u>	<u>(465)</u>	<u>21,500</u>
Total Protective Services	<u>433,938</u>	<u>406,934</u>	<u>1,983,708</u>	<u>1,957,735</u>	<u>(25,973)</u>	<u>5,439,207</u>



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## Transportation Services

### Common Services

Administration (Wages & Benefits)	140,926	141,740	578,262	566,962	(11,300)	1,835,500
Workshops, Yards & Equipment	37,422	50,750	225,945	248,000	22,055	654,000
Engineering	0	625	0	2,500	2,500	7,500
	<u>178,348</u>	<u>193,115</u>	<u>804,207</u>	<u>817,461</u>	<u>13,255</u>	<u>2,497,000</u>

Street Cleaning & Flushing	2,679	0	9,313	0	(9,313)	44,000
Roads & Streets	0	4,167	447	16,667	16,219	50,000
Crosswalks & Sidewalks	550	933	2,316	3,730	1,414	19,992
Culverts & Drainage Ditches	14,448	10,333	14,523	11,333	(3,190)	65,000
Snow & Ice Removal	41,441	46,458	364,244	404,833	40,589	651,500
Flood Costs	0	20,000	0	20,000	20,000	40,000
	<u>59,119</u>	<u>81,891</u>	<u>390,843</u>	<u>456,563</u>	<u>65,720</u>	<u>870,492</u>

Street Lighting	11,622	10,833	48,858	43,333	(5,525)	130,000
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### Traffic Services

Street Signs	0	1,000	5,356	4,000	(1,356)	12,000
Traffic Lanemarking	2,998	0	2,998	0	(2,998)	30,000
Traffic Signals	2,336	3,333	9,776	13,333	3,558	40,000
Railway Crossing	3,984	1,833	8,390	7,333	(1,057)	22,000
	<u>9,317</u>	<u>6,167</u>	<u>26,520</u>	<u>24,667</u>	<u>(1,853)</u>	<u>104,000</u>

### Public Transit

Public Transit - Comex Service	24,088	0	24,088	20,875	(3,213)	83,500
Public Transit - Other	146	208	584	833	249	2,500
	<u>24,234</u>	<u>208</u>	<u>24,672</u>	<u>21,708</u>	<u>(2,963)</u>	<u>86,000</u>

Total Transportation Services	<u>282,640</u>	<u>292,215</u>	<u>1,295,099</u>	<u>1,363,733</u>	<u>68,634</u>	<u>3,687,492</u>
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## Environmental Health Services

Solid Waste Disposal Land Fill garbage	18,605	16,667	68,808	66,667	(2,141)	200,000
Solid Waste Disposal Landfill Compost	(20,948)	2,833	8,671	11,333	2,662	34,000
Solid Waste Collection Fero	72,268	47,333	190,310	189,333	(976)	568,000
Clean Up Campaign	0	0	521	0	(521)	40,000
	<u>69,926</u>	<u>66,833</u>	<u>268,310</u>	<u>267,333</u>	<u>(977)</u>	<u>842,000</u>

## Environmental Development Services

### Planning & Zoning

Administration	22,959	48,571	138,164	180,282	42,118	466,500
Planning Projects	0	2,083	0	8,333	8,333	25,000
Heritage Committee	0	208	0	833	833	2,500
	<u>22,959</u>	<u>50,862</u>	<u>138,164</u>	<u>189,449</u>	<u>51,284</u>	<u>494,000</u>

### Economic Development Comm.

Tourism	37,000	38,000	74,000	76,000	2,000	152,000
	0	0	0	3,200	3,200	3,200
	<u>37,000</u>	<u>38,000</u>	<u>74,000</u>	<u>79,200</u>	<u>5,200</u>	<u>155,200</u>
	<u>59,959</u>	<u>88,862</u>	<u>212,164</u>	<u>268,649</u>	<u>56,484</u>	<u>649,200</u>

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## Recreation & Cultural Services

Administration	21,369	24,129	103,577	116,515	12,938	332,300
Beaches	0	0	0	0	0	50,636
Rothsay Arena	34,754	39,833	135,546	129,083	(6,463)	315,000
Memorial Centre	2,162	5,667	37,018	30,667	(6,351)	76,000
Summer Programs	187	652	1,829	2,608	779	62,824
Parks & Gardens	24,196	39,160	113,433	147,641	34,208	613,500
Rothsay Common Rink	5,592	2,218	35,849	19,087	(16,762)	43,976
Playgrounds and Fields	4,734	7,833	17,617	34,833	17,217	124,000
Regional Facilities Commission	98,281	98,281	196,563	196,563	0	393,125
Kennebecasis Public Library	7,404	7,404	29,614	29,614	0	88,843
Special Events	0	1,000	1,095	7,500	6,405	39,500
PRO Kids	0	0	0	0	0	7,500
	198,679	226,178	672,141	714,112	41,971	2,147,204

## Fiscal Services

Debt Charges						
Interest	315	333	1,206	1,333	128	182,134
Debenture Payments	0	0	0	0	0	804,000
	315	333	1,206	1,333	128	986,134

## Transfers To:

Capital Fund for Capital Expenditures	0	0	0	0	0	2,715,000
Reserve Funds	0	0	700,000	0	(700,000)	0
	0	0	700,000	0	(700,000)	2,715,000
	315	333	701,206	1,333	(699,872)	3,701,134

## Town of Rothesay

## Variance Report - General Fund

4 months ending \$ 44,316.00 No meeting therefore no stmts

Note #	Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>				
Arena Revenue	\$ 112,220	\$ 133,892	\$ (21,672.06)	Arena closed
Recreation Programs	\$ 1,739	\$ 2,667	\$ (927.55)	Soccer fields closed
Licenses & Permits	\$ 12,382	\$ 23,333	\$ (10,951.57)	Construction delayed - budget may be high
Conditional Transfers	\$ 976,480	\$ -	\$ 976,480.00	Safe Restart Covid funding

Total \$ 942,928.82  
 Variance per Statement \$ 932,258.00  
 Explained 101%

**Expenses***General Government*

Solicitor	\$ 1,218	\$ 16,667	\$ 15,449.00	Climate Change Adaptation Plan (to be refunded by grants)
Supplies - Information systems	\$ 11,154	\$ 31,466	\$ 20,312.00	

*Protective Services*

Police Protection	\$ 964,420	\$ 934,068	\$ (30,351.93)	Extraneous costs
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*Transportation*

Total Workshops & equipment	\$ 225,945	\$ 248,000	\$ 22,055.00	timing
Snow & Ice Removal	\$ 364,244	\$ 404,833	\$ 40,589.00	minimal snow/ice for early 2021
Roads & Streets	\$ 447	\$ 16,667	\$ 16,219.84	timing
Flood 2020	\$ -	\$ 20,000	\$ 20,000.00	no flood

*Environmental Health*

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*Environmental Development*

Software & Equipment	\$ 43,574	\$ 66,000	\$ 22,426.00	timing
Planning and Bylaw Enforcement	\$ -	\$ 11,667	\$ 11,667.00	under budget

*Recreation & Cultural Services*

Recreation Administration	\$ 77,351	\$ 91,015	\$ 13,664.00	Salaries lower than budgeted
Parks and gardens	\$ 113,433	\$ 147,641	\$ 34,208.00	Salaries lower than budgeted
Playgrounds and fields	\$ 17,617	\$ 34,833	\$ 17,216.46	timing
Rothesay Common Rink	\$ 35,849	\$ 19,087	\$ (16,761.93)	no casual wages budgeted/power bill higher than budgeted

*Fiscal Services*

Transfer to reserve	\$ 700,000	\$ -	\$ (700,000.00)	Transferred money to reserve
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Total \$ (513,307.56)  
 Variance per Statement \$ (461,734.00)  
 Explained 111%



## Town of Rothesay

Capital Projects 2021  
General Fund  
4 Months Ended 2021-04-30

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>General Government</b>			
12010560 Town Hall Improvements G-2020-009	120,000	0	120,000
12010660 IT 2020 G-2020-008	38,000	0	38,000
12010060 General Projects from Reserves		3,754	-3,754
Total General Government	158,000	3,754	154,246
<b>Protective Services</b>			
12011560 Protective Serv. Equipment Purchases P-20	136,000	1,308	134,692
Total Protective Services	136,000	1,308	134,692
<b>Transportation</b>			
12021360 Transportation Equipment Purchases T-202	600,000	83,871	516,129
12024360 Floating Dock T-2021-014	0	131,758	131,758
12027560 Stormwater Master Plan T-2020-013	200,000	11,851	188,149
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
Total Transportation	4,220,000	270,924	2,849,076
<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	811	599,189
Total Recreation	986,000	17,892	968,108
<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>\$ 316,577</b>	<b>\$ 4,083,423</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

2021-04-30

### 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 2021-04-30

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)

TOTAL ASSETS	<hr/> <hr/>	38,409,697
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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/> <hr/>	38,409,697
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**Town of Rothesay**

## Balance Sheet - Utilities Fund Reserves

2021-04-30

## ASSETS

BNS Utility Capital Reserve # 00241 12	10,181
BNS - Util Capital Reserve GIC	1,250,000
Util Reserves due to/from Util Oper	16,826
	<u>\$ 1,277,007</u>

## LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	876,169
Invest. in Utility Operating Reserve	105,730
Invest. in Sewerage Outfall Reserve	295,109
	<u>\$ 1,277,007</u>

# Town of Rothesay

## Utilities Fund Operating Balance Sheet

As at 2021-04-30

### ASSETS

Current assets:

Accounts Receivable Net of Allowance	1,332,975
Accounts Receivable - Misc.	(3)
Accounts Receivable - Projects	220,000
Total Current Assets	<u>1,552,972</u>

Other Assets:

Projects	592,465
	<u>592,465</u>

TOTAL ASSETS

\$ 2,145,437

### LIABILITIES

Accrued Payables	41,133
Due from General Fund	(970,141)
Due from (to) Capital Fund	850,000
Due to (from) Utility Reserve	16,826
Deferred Revenue	13,346
Total Liabilities	<u>(48,836)</u>

### EQUITY

Surplus:

Opening Retained Earnings	48,220
Profit (Loss) to Date	2,146,053
	<u>2,194,273</u>

TOTAL LIABILITIES & EQUITY

\$ 2,145,437

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**4 Months Ended 2021-04-30**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	6,809	0	334,554	289,691	44,863		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	0	0	60,408	62,000	(1,592)		62,000
Sewerage Services	(1,965)	0	1,806,472	1,800,000	6,472		1,800,000
Connection Fees	5,500	5,833	5,500	23,333	(17,833)		70,000
Interest Earned	6,491	6,667	27,201	26,667	534		80,000
Misc. Revenue	987	561	1,825	2,242	(418)		6,727
Surplus - Previous Years	0	0	34,573	34,573	0		34,573
<b>TOTAL RECEIPTS</b>	<b>17,823</b>	<b>13,061</b>	<b>2,614,576</b>	<b>2,580,306</b>	<b>34,269</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	5,866	792	5,907	6,167	260		12,500
Purification & Treatment	20,977	33,333	82,226	153,333	71,108		420,000
Transmission & Distribution	3,859	10,833	12,545	43,333	30,788		130,000
Power & Pumping	3,761	3,500	16,814	14,000	(2,814)		42,000
Billing/Collections	97	0	3,108	0	(3,108)		0
Water Purchased	182	63	514	250	(264)		750
Misc. Expenses	784	1,250	784	5,000	4,216		15,000
<b>TOTAL WATER SUPPLY</b>	<b>35,524</b>	<b>49,771</b>	<b>226,897</b>	<b>327,083</b>	<b>100,186</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	(391)	625	7,089	9,500	2,411		14,500
Collection System Maintenance	1,330	2,667	7,184	10,667	3,483		64,000
Sewer Claims	4,779	1,667	10,004	6,667	(3,337)		20,000
Lift Stations	783	5,833	14,097	23,333	9,236		70,000
Treatment/Disposal	7,092	6,417	36,864	40,667	3,802		92,000
McGuire Road Operating	0	1,583	0	6,333	6,333		19,000
Misc. Expenses	39	1,167	3,201	4,667	1,466		14,000
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>13,631</b>	<b>19,958</b>	<b>235,939</b>	<b>259,333</b>	<b>23,394</b>		<b>923,500</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	0	0	0	0	0		300,617
Principal Repayment	0	0	0	0	0		515,357
Other Debt Charges/Bank Charges	0	0	0	0	0		8,276
Transfer to Reserve Accounts	0	0	5,686	0	(5,686)		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>5,686</b>	<b>0</b>	<b>(5,686)</b>		<b>1,594,250</b>
<b>TOTAL EXPENSES</b>	<b>49,155</b>	<b>69,729</b>	<b>468,523</b>	<b>586,417</b>	<b>117,894</b>		<b>3,558,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(31,333)</b>	<b>(56,669)</b>	<b>2,146,053</b>	<b>1,993,890</b>	<b>152,163</b>		<b>(0)</b>

# Town of Rothesay

Variance Report - Utility Operating

4 Months Ended April 30, 2020

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	334,554	289,691	44,863	Commercial sales higher than budgeted
2	Connection Fees	5,500	23,333	(17,833)	Variance recovers in May/June
Expenditures					
Water					
3	Purification & Treatment	82,226	153,333	71,108	timing
4	Transmission & Distribution	12,287	43,333	31,046	timing
Sewer					
5	Lift Stations	14,097	23,333	9,236	timing
Fiscal Services					



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## Town of Rothesay

Capital Projects 2021  
Utility Fund

4 Months Ended 2021-04-30

	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		22,586	267,414		
12045730 College Hill Water Line S-2020-001	708,000		0	708,000		
12045830 Hillside Tank Heater & Mixer W-2021-001	60,000		27,910	32,090		
12030030 Misc Projects-Water-Filtration Building			49,872	-49,872		
12039930 Maliseet Water Line			29,951	-29,951		
	<u>\$ 1,708,000</u>	<u>\$ -</u>	<u>\$ 130,319</u>	<u>\$ 1,577,681</u>		
<b>SEWER</b>						
12045030 Turnbull Court Design S-2020-001	1,000,000		424,148	575,852		
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>458,437</u>	<u>2,171,563</u>		
<b>Total Approved</b>	<u>4,438,000</u>	<u>-</u>	<u>588,756</u>	<u>3,749,244</u>		
<b>Carryovers</b>						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		3,709	-3,709		
	<u>0</u>	<u>0</u>	<u>3,709</u>	<u>-3,709</u>		
	<u>4,438,000</u>	<u>-</u>	<u>592,465</u>	<u>3,745,535</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>



# ROTHESAY

2021 June 14 Open Session FINAL 124

## 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, April 20, 2021 at 10:00 a.m.**



**PRESENT:** MAYOR NANCY GRANT, *ex-officio member (left the videoconference at 11:00 a.m.)*  
COUNC. MIRIAM WELLS, CHAIRPERSON  
CHRISTINA BARRINGTON *(left the videoconference at 10:50 a.m.)*  
ANGELA CAMPBELL *(left the videoconference at 10:30 a.m.)*  
NANCY HASLETT  
JILL JENNINGS  
DR. SHAWN JENNINGS  
WILLA MAVIS  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON

**DRAFT**

RECREATION COORDINATOR KERI FLOOD  
RECREATION COORDINATOR KIRSTIN DUFFLEY  
RECORDING SECRETARY LIZ POMEROY

GINA CHIARELLA, ROTHESAY HIVE MEMBER

**ABSENT:** JULIE ATKINSON  
JEAN PORTER MOWATT  
ROBERT TAYLOR  
TOWN MANAGER JOHN JARVIE

Chairperson Wells called the videoconference to order at 10:00 a.m. All members were connected remotely. She welcomed K. Flood back to the Committee, and noted K. Duffley will remain in her role with the Rothesay Hive. She also welcomed Gina Chiarella, former member of the Committee and current member of the Rothesay Hive.

### 1. APPROVAL OF AGENDA

**MOVED** by W. Mavis and seconded by N. Haslett the agenda be approved as circulated, with the following amendment:

- Item 7 be brought forward to follow Item 4.

**CARRIED.**

### 2. APPROVAL OF MINUTES

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

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

**CARRIED.**

### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

### 4. DELEGATIONS

N/A

**Item brought forward.**

**7. INTERGENERATIONAL DAY (JUNE 1<sup>st</sup>)**

7.1 Discuss potential opportunities with Rothesay High School and Touchstone

K. Duffley reviewed the ideas discussed at the last meeting, and asked C. Barrington and A. Campbell if pandemic operational policies, for their respective schools, will permit these outdoor activities. C. Barrington and A. Campbell confirmed, as long as participants are wearing masks and adhering to proper social distancing requirements, outdoor events are permitted.

It was agreed that K. Duffley, C. Barrington, and A. Campbell will discuss the logistics for an Intergenerational Day outdoor event on June 1<sup>st</sup> (rain date of June 2<sup>nd</sup>), with students of Touchstone Academy (morning), and Rothesay High School (afternoon), subject to the following:

- Adherence to all Public Health guidelines (masks, social distancing, and a maximum of 50 participants)
- Invitations extended to: grandparents of students, and media representatives (Telegraph Journal and Oldies96 radio station) to further promote the Rothesay Hive
- Registration in advance to ensure participation does not exceed the maximum allowable
  - Limited to Rothesay Hive members, students and their grandparents, as opposed to the entire community
- Music/dance performances, and games (compliant with pandemic restrictions)
- Refreshments (served in a manner compliant with Public Health guidelines)
- Suggested locations of: Rothesay High School parking lot or front lawn, Veterans Memorial Park in front of Touchstone Academy, or the Rothesay Common – C. Barrington will coordinate with Rothesay Park Elementary School as they use the facility during the day
- Coordination with the Kennebecasis Regional Police Force (KRPF) to request traffic monitoring in the area

When questioned, K. Duffley confirmed she does not anticipate an issue with scheduling the event on June 1<sup>st</sup> (or 2<sup>nd</sup> as a rain date). She explained the June program schedule, for the Rothesay Hive, is expected the change over the summer due to instructor availability.

**5. ADMINISTRATION**

5.1 Honorariums Reinstated: Scan/Email or Mail Completed form to Mary Jane Banks  
**FOR INFORMATION.**

**6. PROGRAMMING UPDATE**

6.1 K. Duffley to provide the update

K. Duffley reported:

- 63 Rothesay Hive members (also included in the email distribution list)
- 225 members on the Rothesay Hive Facebook page
- Distribution of the April Rothesay Hive newsletter on April 6, 2021
- Registration fills up quickly (waitlists of 1-2 members for some programs)
- Distribution of May schedule and registration reminder to be sent today
- Book Club meetings are held monthly (initial meeting was April 16<sup>th</sup>, followed by another on May 14<sup>th</sup>)
- Regular programming will change for June – August because of instructor availability
- No interest was received from Rothesay High School students to complete a promotional video for the Rothesay Hive
  - K. Duffley will follow up on other leads

- Rothsay High School volunteers will return in May after a brief hiatus for exams
  - K. Duffley suggested a card and/or token of appreciation for the volunteers, perhaps an item with the Rothsay logo. K. Flood noted there may be items available, and agreed to look into the matter.
- The Province had some follow up questions regarding Rothsay's Age-Friendly Designation renewal application, to which staff responded. The application remains under review at this time.
- Confirmation was received regarding the Town's application for a ParticipACTION grant.
  - The amount of the grant was not included in the correspondence – staff will follow up to confirm the amount (the application requested a grant of \$750).
- The Fundy Wellness Network offered to provide sponsorship – could be used for Rothsay Hive memberships.

A. Campbell left the videoconference.

## **7. INTERGENERATIONAL DAY (JUNE 1<sup>st</sup>)**

7.1 Discuss potential opportunities with Rothsay High School and Touchstone

**Dealt with above.**

## **8. OUTREACH PROGRAM**

8.1 Thoughts from Members Report

The Committee agreed there needs to be a clear focus for the Outreach Program before any action can proceed with other organizations, such as the Rotary Club. K. Duffley relayed member feedback indicated individuals are reminiscent of the pre-pandemic social programs of the facility.

The following comments were made:

- After further consideration, an outreach program may not be necessary as this need may be already met by current programs available through: faith organizations, extramural programs, the Police and Fire Departments, and even provided by family members
- The Rothsay Hive may already, inadvertently, be providing a form of outreach – through existing programs, and acting as an information hub for relatable community services
- The Rothsay Hive could partner with other organizations to help existing outreach programs, and also limit its own scope to prominent issues such as transportation assistance (sponsor provision of taxi chits for members) and telephone wellness checks
  - K. Duffley cautioned transportation and wellness check programs are not minor undertakings, noting there are entire organizations with trained staff dedicated to these goals. She added there are liability concerns to consider as well.
- Representatives of the KRPF and the Kennebecasis Valley Fire Department (KVFD) are willing to provide assistance, for instance attending Coffee and Chat programs, when possible, to establish informal communication with members
  - Both organizations have agreed to apprise the Committee of relevant activities such as the upcoming KRPF Seniors Academy, and they will be added to the email distribution list to receive updates and the Rothsay Hive newsletter

There was consensus to gear outreach efforts towards ensuring the Rothsay Hive acts as a resource to help individuals find existing outreach programs suited to their needs.



D. O'Connor suggested a need to promote the Rothsay Hive to all individuals, as there is an impression the facility is intended for Rothsay residents only. K. Flood advised there is a plan to promote the Rothsay Hive at Town events such as Canada Day, the Concert in the Common series, Sunset Yoga, and trail activities. S. Jennings asked if the Rothsay Hive has a banner. K. Duffley advised there is a banner, however it has the YMCA logo on it. K. Duffley agreed to investigate the cost of a new banner.

C. Barrington left the videoconference.

Chairperson Wells reported, after speaking with the KRPF, the organization offered to take on the initiative to provide fridge magnets, for community members, which allows emergency responders to identify pertinent medical information for an individual in the event of an emergency. She added the KRPF has a Youth Advisory Committee. Perhaps both committees can connect to discuss intergenerational opportunities.

The Committee discussed how to involve the Rotary Club following the Committee's modified vision for the Outreach Program. It was suggested perhaps Rothsay Hive members could be encouraged to connect with the Rotary Club if they require assistance with household tasks (e.g. changing lightbulbs). A notification could be included in the Rothsay Hive newsletter. When questioned, K. Duffley advised the newsletter is distributed by email, then posted to the Rothsay Hive website located within the Town website. She added links to the newsletter are shared on both the Rothsay Hive and Town social media pages. It was noted seniors are more likely to use Facebook than other social media websites.

S. Jennings questioned if the Committee's discussion will be summarized into a draft mission statement for the Outreach Program. K. Duffley advised she will draft a mission statement for the Committee's review. Chairperson Wells suggested, once completed, the mission statement be shared with other organizations such as the Rotary Club, KRPF, and KVFD. There was further discussion regarding the importance of maintaining communication with the KRPF and the KVFD to ensure the Committee is informed of up-to-date programs relevant to Rothsay Hive members.

## 8.2 Summary of Discussion with Fire and Police Dealt with above.

## 9. DRAFT PLAN AND BUDGET

### 9.1 DRAFT Plan and Budget for the Rothsay Hive "Green Phase"

K. Duffley reminded the Committee the document is in draft form as staff continue to navigate the uncertainty of the pandemic.

Mayor Grant left the videoconference.

The Committee, and Ms. Chiarella, reviewed the document and discussed the following:

#### *Registration*

The process under the YMCA's direction was based on research and reflected general best practices, but was labour intensive. Members were able to sign up for six classes up to a certain date, and then could sign up for an additional six classes. The Committee preferred allowing members to register in advance for the full month.

*Membership Fees*

K. Duffley reported other resource centers offer a lower annual membership, noting the Seniors Center in Hampton has an annual fee of \$20 with additional program costs, however the space accommodates roughly 200 individuals.

The Committee indicated charging fees for specific programs in combination with an annual fee – that does not exceed \$50 – is reasonable, and provides value for the membership. It also aligns with practices of other centers, a prior membership survey, and other recreational programs provided by the Town (Playground Program, and swimming lessons). It was suggested consideration be given to how to deal with requests for refunds if members are unable to attend a class. In response to an inquiry, it was noted, if the furniture was moved to the smaller room inside the facility, there was room for 19 participants prior to pandemic restrictions.

The Committee suggested the Fundy Wellness Network's sponsorship offer could be utilized to subsidize memberships in a similar way as the YMCA's Strong Communities Fund. K. Duffley agreed to look into it. The Committee debated charging different fees for members and non-members. K. Duffley confirmed the plan is to provide a free two week trial for individuals that may be interested in the facility. She commented on incorporating the existing fitness classes, run by Jill Donovan at the Bill McGuire Center, into Rothesay Hive programming. She cautioned establishing non-member fees could deter the existing member base from transitioning to Rothesay Hive members.

**10. SPONSORSHIPS & DONATIONS UPDATE****10.1 Monthly Report**

Chairperson Wells reported Canadian Health Solutions has offered to donate \$15,000 to the Rothesay Hive. She noted the donation has not been received at this time. She added the company has expressed interest in asking Rothesay Hive members to complete a digital assessment of their health and wellbeing for research purposes. She clarified the donation is not contingent upon collection of the research, but rather stems from the company's interest in seniors and wellness. She elaborated on other donations noting Ms. Chiarella kindly donated \$500 to the facility, and members of another Town committee have begun to donate their honorariums to the Rothesay Hive as well.

**10.2 Sponsorship Recognition Discussion**

Chairperson Wells asked if a bulletin board was ever acquired. K. Duffley advised one was not obtained, and there is not enough wall space to permit one. She noted there are two frames, with YMCA photos, behind the welcome desk that can be repurposed to display sponsor logos, and donor names (if permission is granted). She added sponsor logos are also included in the Rothesay Hive newsletter.

The Committee discussed the importance of keeping sponsors engaged year-round. In addition to standard thank you letters and logo exposure, it was suggested this could be done by:

- Inclusion in the email distribution list to keep sponsors apprised of current activities
- Invitations to the facility and events (e.g. Intergenerational Day)
- Regular reports on programs (e.g. number of viewers for the Speaker Series)
  - Compiled into a year-end summary report similar to the Town's Annual Report

**ROTHESAY**

Rothsay Hive Advisory Committee (via videoconference)  
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20 April 2021

The Committee inquired about the electronic kiosks. K. Duffley confirmed the Rothsay Hive newsletter was posted to the unit outside Town Hall, but the unit currently requires maintenance. In response to an inquiry, K. Duffley advised camera footage indicates the unit receives minimal use but actual usage remains unclear.

Chairperson Wells requested members of the Sponsorship sub-Committee indicate if they are interested in assuming the position of Chair of the sub-Committee.

When questioned, D. O'Connor agreed, because of time constraints she will present the next two items at the next meeting. She reported work is underway for the Spring Speaker Series which will occur in May.

**11. CORRESPONDENCE FOR INFORMATION**

11.1 Launch of the Healthy Aging CORE Canada website, D. O'Connor

11.2 Highlights from the Intergenerational Training and Resources Webinar, D. O'Connor

*To be discussed at the next meeting.*

**12. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, May 18, 2021 at 10:00 a.m.

**13. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 11:40 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

2021 June 14 Open Session FINAL 130

## 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, May 18, 2021 at 10:00 a.m.**



**DRAFT**

**PRESENT:** MAYOR NANCY GRANT, *ex-officio member*  
COUNC. MIRIAM WELLS, CHAIRPERSON  
ANGELA CAMPBELL (*left the videoconference at 10:40 a.m.*)  
NANCY HASLETT  
JILL JENNINGS  
DR. SHAWN JENNINGS  
JEAN PORTER MOWATT  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON  
ROBERT TAYLOR

AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** JULIE ATKINSON  
CHRISTINA BARRINGTON  
WILLA MAVIS  
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 N. Stephenson and seconded by R. Taylor the agenda be approved as circulated.

**CARRIED.**

### 2. APPROVAL OF MINUTES

2.1 Rothesay Hive Advisory Committee meeting of April 20, 2021.

**MOVED** by S. Jennings and seconded by J. Porter Mowatt the minutes of April 20, 2021 be adopted as circulated.

#### ON THE QUESTION:

The Committee inquired about the following: tokens of appreciation for the student volunteers, the ParticipACTION grant, fridge magnets (KRPF), a new banner for the Rothesay Hive, and the procedure to handle refund requests.

K. Duffley reported: the students will be given Rothesay sweaters, and thank you cards, at the Intergenerational Day event (June 1<sup>st</sup>); an amount of \$1,000 was received for the ParticipACTION grant, which will be used to offset costs for dancing, tai chi, Zumba, and yoga programs on Mondays and Tuesdays in June, as well as the purchase of 25 yoga mats (with the Rothesay crest); she will touch base with the Kennebecasis Regional Police Force (KRPF) to request an update on the fridge magnets; staff are looking into the purchase of a new banner but a cost has not been identified at this time; and refunds are not applicable under the current "pay as you go" model.



K. Duffley added it is anticipated refunds will not be offered for the Rothesay Hive, similar to other Town recreation programs.

**CARRIED.**

### **3. DECLARATION OF CONFLICT OF INTEREST**

N/A

### **4. DELEGATIONS**

N/A

### **5. ADMINISTRATION**

5.1 Honorariums Reinstated: Scan/Email or Mail Completed form to Mary Jane Banks

**FOR INFORMATION.**

### **6. INTERGENERATIONAL DAY (JUNE 1<sup>st</sup>)**

6.1 Update regarding final plan for Intergenerational Day

K. Duffley reviewed the plan for Intergenerational Day, noting the promotional poster, highlighting the itinerary, was released last week. She reported registration was opened to Rothesay Hive members but not much interest was received. She noted she will speak with C. Barrington and A. Campbell to expand registration to other groups of seniors. Chairperson Wells added she has apprised Council of the upcoming event.

### **7. PROGRAMMING UPDATE**

7.1 K. Duffley to provide the update

K. Duffley reported:

- Growth in the Rothesay Hive Facebook group from 160 to 253 members following the release of the Spring Speaker Series;
- Speaker Series highlights:
  - Gardening (340 views, 6 shares)
  - A Pharmacist's Perspective (857 views, 7 shares)
  - The Impacts of Being "Home Alone" (187 views, 4 shares)
  - Downsizing (66 views, 0 shares – data taken shortly after the video was posted)
- Program registration has decreased, likely because of warmer weather - outdoor events will be scheduled in the summer to encourage participation
- Continuation of the monthly book club (on Mondays during the summer – virtual participation offered)

### **8. OUTREACH PROGRAM**

8.1 DRAFT Outreach Mission Statement, Document Review

S. Jennings praised K. Duffley on the comprehensive document. Chairperson Wells suggested minor changes to make the document more concise. After a brief discussion, the Committee expressed interest in drafting an "elevator pitch" as a succinct way to convey the information to other groups. N. Stephenson noted she will forward her suggestions to K. Duffley regarding the draft statement.

**9. SPONSORSHIPS & DONATIONS UPDATE****9.1 Monthly Report**

K. Duffley advised donations were received in the amount of \$750 from Ketchum Realty, and \$300 from Go Ahead Seniors (\$100/month for 3 months). She noted thank you letters have been prepared and will be sent to sponsors.

Chairperson Wells requested an update on sponsorship from the Fundy Wellness Network. K. Duffley advised the organization expressed interest in providing sponsorship for a specific purpose (e.g. prior suggestions – memberships or taxi chits). It was agreed a Sponsorship Sub-Committee meeting will be scheduled to discuss a recommendation. D. O'Connor reported she has reached out to former and potential sponsors – some have requested the submission of a formal request – for future donations. She added she has passed along the Rothesay Hive newsletter to potential donors. There was a brief discussion regarding opportunities to promote sponsors through the newsletter, online, the Speaker Series, and during Rothesay Hive programs.

**10. CORRESPONDENCE FOR INFORMATION****10.1 Age-Friendly Community Designation, Questions Submitted to Renewal Committee**

Chairperson Wells reported, following a third round of questions by the Renewal Committee she, Mayor Grant, D. O'Connor, and Town staff, crafted the response document. She noted the document acts as a reminder of the Town's age-friendly accomplishments and goals. When questioned, K. Duffley advised staff are waiting for a response from the Renewal Committee following submission of the document. If further questions arise, a virtual meeting will be scheduled to provide a response. Chairperson Wells indicated the primary concern is thought to be the name of the Rothesay Hive Advisory Committee, which suggests the Town's efforts are solely focused on the Rothesay Hive facility, rather than community-wide age-friendly initiatives. The document is intended to convey that the facility is the channel in which the Town operates to provide age-friendly opportunities. She noted the document was provided for information to apprise the Committee. R. Taylor noted he hopes the labour intensive process for the renewal application is not repeated again in three years' time.

**10.2 Launch of the Healthy Aging CORE Canada website, D. O'Connor**

D. O'Connor spoke of the benefits of both the Healthy Aging CORE Canada website, and the Intergenerational Training and Resources webinar, as resources for the Rothesay Hive. She noted New Brunswick was praised for its intergenerational tool kit, put together by Go Ahead Seniors and the Elizabeth Fry Society, as part of the Intergenerational Action Plan (IGAP). The kit has been shared across Canada and helps individuals, or organizations, plan intergenerational activities.

There was a brief discussion regarding the Mayor's promotional video for Intergenerational Day (June 1<sup>st</sup>). Mayor Grant explained mayors were encouraged to promote Intergenerational Day but were restricted to a ten second video.

A. Campbell left the videoconference.

S. Jennings noted he and J. Jennings also attended the launch of the Healthy Aging CORE Canada website, and agreed it could be a helpful resource for the Rothesay Hive.

**ROTHESAY**

Rothsay Hive Advisory Committee (via videoconference)  
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D. O'Connor reminded the Committee of the remaining four Spring Speaker Series events. She added she also completed additional interviews for the Grand Bay-Westfield Senior's Resource Facebook page.

10.3 Highlights from the Intergenerational Training and Resources Webinar, D. O'Connor  
**Dealt with above.**

**11. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, June 22, 2021 at 10:00 a.m.

**12. ADJOURNMENT**

**MOVED** by S. Jennings and seconded by N. Haslett the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:45 a.m.

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CHAIRPERSON

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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, April 20, 2021 at 6:30 p.m.**



**DRAFT**

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

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

**ABSENT:** ANNIKA BAGNELL

Chairperson Gallagher called the videoconference to order at 6:30 p.m. and welcomed K. Flood back, noting K. Duffley will also remain on the Committee. 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. APPROVAL OF AGENDA**

**MOVED** by Counc. Wells and seconded by G. Myles the agenda be approved as circulated.

**CARRIED.**

### **2. APPROVAL OF MINUTES**

2.1 Regular Parks and Recreation Committee meeting of March 16, 2021.

**MOVED** by Counc. Wells and seconded by H. Young the minutes of March 16, 2021 be adopted as circulated.

**CARRIED.**

### **3. DECLARATION OF CONFLICT OF INTEREST**

N/A

### **4. DELEGATIONS**

N/A

### **5. REPORTS & PRESENTATIONS**

N/A

### **6. UNFINISHED BUSINESS:**

N/A



**7. CORRESPONDENCE FOR ACTION**

7.1 6 April 2021 Email from resident RE: Request for community garden on Maliseet Drive

The Committee discussed the origin of the Kennebecasis Park community garden, noting the idea was spearheaded by one individual but encouraged by several property owners in the area. There was a fenced in area readily available for use, and support was provided by the Town in the form of water and soil. DRP Jensen advised the land for public purposes, accepted by the Town near Maliseet Drive, did not include an area for a community garden – especially a fenced in location. Town Manager Jarvie explained, once the Sagamore Point lagoon is decommissioned following construction of the new Wastewater Treatment facility, there may be land available for use. He cautioned the project's timeline suggests this may not be possible for at least five years. He added there is a small portion of public land at the intersection of Ballpark Road and Gondola Point Road that may be suitable, but it is not fenced in, and residents may not be amenable to its close proximity to the entrance of the subdivision. He further noted there are no funds allocated in the budget to install fencing around the area. At the Committee's request, DRP Jensen agreed to contact the resident and relay the Committee's discussion, and to ask if other community members have expressed interest in a community garden.

Counc. Wells noted the spokesperson for the Kennebecasis Park community garden was asked to create a summary outlining the process for starting a community garden. She suggested this information be forwarded as a guideline to the resident, and a policy be developed to create a standard practice for future community garden requests. DRP Jensen advised he will draft a document for the Committee's review.

**8. NEW BUSINESS**

8.1 Parks and Recreation Update

DRP Jensen provided the following Parks update:

- Weather permitting, ballfields are expected to open next week
- The Arthur Miller fields remain busy
- Tennis court nets are back up
- The Wells soccer field will open once the field is dry
- Work on the new Wells ball field will resume
- Summer student positions will be filled in the next few weeks

DRP Jensen advised there is intent to resume the Concert in the Common series this year, however a rain location must be found. Staff are operating under the assumption schools will be closed to the public in a similar fashion as last year. It was suggested staff inquire if Our Lady of Perpetual Help is a viable option. DRP Jensen noted he will look into it. He added, confirmed acts have indicated a willingness to reschedule, to one of two dedicated rain dates at the end of the summer, in case an event is cancelled due to weather.

In response to an inquiry, DRP Jensen confirmed the KV Girls Softball Association will continue to play on the existing ball field in the Wells Park once the season begins.

K. Duffley provided the following Recreation update:

- The Rothesay Hive
  - Open in March and April
  - The May program schedule was released today
  - The first monthly Book Club meeting was held in April and will continue in May
  - A draft plan was reviewed regarding operation of the facility once the Province moves to the Green Phase
  - The April Rothesay Hive newsletter was released, and can be found on the Town website
  - The Rothesay Hive is a recipient of a 2021 ParticipACTION grant for outdoor physical activities during the month of June
  - The 2021 Spring Speaker Series will occur in May, the interviews will differ from the Winter Speaker Series as they will have video and not just audio
- The deadline for summer student positions for lifeguards and Playground Program councillors closed April 1<sup>st</sup>
- Community gardens will open May – October
- Plans are underway for regular events such as Canada Day, Sunset Yoga, and trail programs

M.A. Gallagher asked if swimming lessons will occur this year, and if there was public outcry last year when they were cancelled. K. Duffley noted it is unclear if swimming lessons will occur this year due to the uncertainty of the pandemic. She added staff are waiting for Public Health guidelines regarding day camps to plan appropriately for this year's Playground Program and swimming lessons. When questioned, K. Duffley noted staff suspect the guidelines will be similar to last year, but there could be some variations. She further noted inquiries were received in 2020 regarding swimming lessons, but it was evident community members understood the rationale for cancellation. M.A. Gallagher noted it is a great service to provide and she hopes it is able to continue.

Counc. Wells reported the Rothesay Hive Advisory Committee is planning events for Intergenerational Day (June 1<sup>st</sup>) in coordination with Touchstone Academy and Rothesay High School. There may be musical and dance performances by Touchstone Academy students, and activities with the Rothesay High School Outdoor Pursuits class. Rothesay Hive members, students and their grandparents will be invited to attend. If interested, she suggested members of the Parks and Recreation Committee be added to the email distribution list for updates, and to receive the Rothesay Hive newsletter. She encouraged Committee members to share the newsletter with other seniors in the community. The Committee was agreeable to the idea. K. Duffley asked members of the Committee to inform staff if they do not wish to be included on the list.

## **9. CORRESPONDENCE FOR INFORMATION**

### **9.1 Wells Recreation Building**

8 April 2021 Memorandum from Town Manager Jarvie

1 April 2021 Rothesay Wells Community Center Report (Acre Architects)

There was discussion with respect to the location, use of the building, sub-Committee input, next steps, and accessibility.

Staff responded with the following: Location B, as a central location, is preferred by the authors of the report; the building will be spacious enough to host gatherings such as birthday parties or small weddings; the Playground Program will also utilize the space; the sub-Committee did provide input that was incorporated into the report; members of the sub-Committee were provided a copy of the report; the next steps are to source potential funds from other levels of government, and to include the project for consideration in the 2022 budget; design work may occur in 2022 followed by construction in 2023; and the building will be constructed with accessibility in mind.

G. Myles noted his appreciation for the terrace area, but suggested the space could be better utilized in another capacity. He explained individuals typically do not use patio spaces year-round. Town Manager Jarvie clarified the terrace area is intended as a passageway to act as a “trail head” or gateway to the trails. He added some landscaping work could be performed by Town staff to reduce the cost.

Town Manager Jarvie clarified the report presents a concept for the building, not the actual design. Committee members were encouraged to submit any additional suggestions or feedback to staff. In response to an inquiry, Town Manager Jarvie confirmed the report can be shared with the public.

#### **10. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, May 18, 2021.

#### **11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 7:10 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



**ROTHESAY**  
2021 June 14 Open Session FINAL 138  
**WORKS AND UTILITIES COMMITTEE MEETING**  
**BY VIDEOCONFERENCE**  
Pursuant to the *Local Governance Act* and the Province of New  
Brunswick State of Emergency (declared 19 March 2020)  
**Wednesday, April 21, 2021 at 5:30 p.m.**



**DRAFT**

**PRESENT:** DEPUTY MAYOR ALEXANDER, CHAIRPERSON  
COUNCILLOR MIRIAM WELLS  
SHAWN CARTER  
PETER GRAHAM, VICE CHAIRPERSON  
ANN McALLISTER  
MARK McALOON (*joined the videoconference at 6:00 p.m.*)  
CYNTHIA VANBUSKIRK

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

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

**1. APPROVAL OF AGENDA**

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

**CARRIED.**

**2. APPROVAL OF MINUTES**

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

**MOVED** by Counc. Wells and seconded by C. VanBuskirk the minutes of March 17, 2021 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. DELEGATIONS**

N/A

**5. REPORTS & PRESENTATIONS**

N/A

**6. UNFINISHED BUSINESS:**

6.1 Capital Projects Summary

DO McLean reported the completion of street sweeping ahead of schedule. Streets will be swept again in June and on a monthly basis thereafter for the summer. A waterline will be installed this week on Maliseet Drive, and then Town crews will proceed with painting road lines.

6.2 Solid Waste Tonnage Report

C. VanBuskirk asked the purpose of reviewing a monthly report, suggesting the annual tonnages may suffice. Chairperson Alexander noted it is a standing agenda item intended to keep the Committee updated.



A. McAllister noted she divided the total tonnage amounts from last year by four and found solid waste and compost in 2021 is lower than 2020, and curbside mixed and curbside fibre are higher than 2020. It was noted this may be misleading as the number of collection days can differ each month, and the amount collected during the annual Spring Clean-Up is included in the total.

### 6.3 Discussion on Private Lanes Policy

➤ 19 April 2021 Matrix

DO McLean advised the matrix represents status quo of service provision to private lanes. There are some inequities that stand out. For instance, snow removal occurs on private lanes that are, in essence, a driveway to a single property, an apartment complex (Miller Park Drive), a business (Homestead Road), or institutions (Dayspring Lane).

He further noted there are some examples of garbage collection that conflict with standard practices. The semi-detached residential units at Low Wood Estates (McNamee Lane) receive garbage collection, whereas their counterparts on Balmoral Boulevard (Central Park Condominium Complex) only receive the service because of a separate agreement between FERO and the Condominium Association. In response to an inquiry, DO McLean advised garbage collection includes compost and recycling as wells. He further clarified the matrix does not identify properties that have entered into separate agreements with FERO for an “Enhanced Back In” service. This service allows residents (currently 19 properties) to pay FERO an annual fee to collect materials directly from a predetermined location on their property. This is not to be confused with the occasional need for FERO trucks to back into roads that do not have adequate space to properly turn the vehicle around.

It was noted private lanes are characterized by the fact they have not been constructed to Town standards, and are not owned by the municipality. This means some private lanes are narrow, unpaved, lack sufficient municipal right-of-way for potential expansion, or are in a condition unsuitable for garbage collection, or snow removal, without potential damage to the road or equipment. In some cases, smaller equipment is used for snow removal, however this begs the question of what is considered equitable treatment? Town Manager Jarvie suggested viewing the private lanes on an electronic map could help the Committee visualize and better understand the different situations.

The Committee expressed concern regarding the overwhelming amount of information in the matrices provided over the past few meetings. C. VanBuskirk offered to review the most recent matrix and create an analysis of comparisons (e.g. Gentleman Drive, 154 km, receives garbage and winter maintenance whereas Kingsview Court, 158 km, does not receive any services). DO McLean suggested Gentleman Drive and Bonneycastle Lane, 153 km, are more comparable since both accommodate single-family residential lots, whereas Kingsview Court houses an apartment building. He added service provision on some private lanes must continue because of existing agreements (i.e. Cedar Bank, Portage Road, Arena Lane, College Hill Road, and Lacey Drive).

M. McAloon joined the videoconference.

There was a lengthy discussion regarding status quo (road conditions, history, and future implications), options (services to all, some, or none, and informing property owners of options for road improvements), equity (similar circumstances, and tax funded services), and implementation. The Committee clarified the purpose of the policy is not to save costs, but rather to resolve current inequities throughout the Town. The Committee stressed the importance of creating a reasonable implementation plan once a policy is drafted. For instance, in the event services are discontinued, impacted property owners be given a year's notice to prepare for the change.

DO McLean agreed to revise the matrix, to clearly identify the private lanes where services must continue due to preexisting agreements, and forward the document to C. VanBuskirk. When questioned, Town Manager Jarvie advised there are some complexities when comparing Low Wood Estates and the Central Park Complex. He explained development agreements are approved by the Town, but condominium agreements are handled by the Province and may or may not contain details regarding service provision. There was consensus to discuss the matter further at the next meeting.

## **7. CORRESPONDENCE FOR ACTION**

7.1 19 March 2021 Email from resident RE: Summer Haven Crescent Berm

The correspondence acknowledged the Town's decision to replace the mulch with sod, however the resident is dissatisfied with the Town's refusal to maintain the sod. DO McLean advised: the Town does not maintain Town right-of-way abutting residential properties, the berm cannot be removed as it supports the trees – on private property; and because of the slope, concrete or stone are not viable options. He explained the options are limited to either mulch or sod.

The Committee debated the issue, discussing the purpose and installation of the berm. DO McLean advised Town staff are vigilant with new developments to ensure a similar issue does not arise in the future. Concern was expressed maintaining the berm would set an unrealistic precedent. C. VanBuskirk commented on the author's interest in the type of sod. DO McLean advised it will be Kentucky Bluegrass.

**MOVED** by Counc. Wells and seconded by C. VanBuskirk the residents of Summer Haven Crescent be informed of their responsibility to maintain their portion of the berm.

**CARRIED.**

7.2 23 March 2021 Letter from resident RE: Crosswalk visibility on Gondola Point Road and Almon Lane

DO McLean advised the issue mirrors the sidewalk discontinuity that occurred in front of the Meadows Complex. To resolve the issue, a portion of sidewalk was installed to allow pedestrians to walk a short distance to reach a nearby crosswalk. He noted the same can be done, in this case, by extending the sidewalk along the non-river side of Gondola Point Road to Church Avenue.

**MOVED** by Counc. Wells and seconded by C. VanBuskirk the Works and Utilities Committee recommends the installation of sidewalk between Gondola Point Road and Church Avenue in 2021 if surplus funds are available in the budget.

**CARRIED.**

7.3 24 March 2021 Letter from residents of Almon Lane and Peters Lane RE: Traffic concerns Deputy Mayor Alexander mentioned, roughly 5-6 years ago during the Almon Lane and Peters Lane project, residents opposed similar traffic calming measures suggested by staff. He reported he met with residents in the area, recently, and they expressed interest in the discontinuous paving treatment (cobblestone effect) that will be applied to James Renforth Drive. The Committee suggested a similar approach be taken on Almon Lane, in conjunction with a three-way stop. DO McLean suggested the discontinuous paving treatment be deferred until staff can analyze its impact on James Renforth Drive.

**MOVED** by S. Carter and seconded by P. Graham a three-way stop be installed at the intersection of Almon Lane and Peters Lane, application of a discontinuous paving treatment be explored following an analysis of the impact on James Renforth Drive, and further residents be notified of the intent to apply these traffic calming measures.

**CARRIED.**

7.4 15 April 2021 Memorandum from Treasurer MacDonald RE: 273 Gondola Point Road – Overdue Charges

28 March 2021 Email from resident

The Committee reviewed the Treasurer's memorandum highlighting: an invoice was mailed to the property address in March 2020; however, the property owner does not reside at the location and ultimately the mail was returned to the Town in December 2020 as the occupant did not accept delivery; upon investigation by staff the address of the property owner was located and a statement mailed to the owner's address; and the property owner claims to have been unaware of the existence of the sewer charge and is appealing the implementation of interest charges.

The Committee expressed concern the resident is a property owner, with a primary residence in Rothesay, thus it is reasonable to believe the owner was aware of charges associated with the property's connection to municipal sewer. The Committee agreed, though the accumulated interest is not a considerable amount (\$45.11), approving the request would conflict with the Town's standard practice, and could set a precedent.

**MOVED** by Counc. Wells and seconded by C. VanBuskirk the Works and Utilities Committee recommends the interest charges be upheld, and a payment plan be offered if required.

**ON THE QUESTION:**

Town Manager Jarvie clarified the property owner did remit payment for the sewer charges but did not pay the accrued interest. He added interest can accumulate further under a payment plan.

**CARRIED.**

7.5 14 April 2021 Email from resident RE: Speeding on Ryan Drive

**MOVED** by Counc. Wells and seconded by S. Carter Ryan Drive be included on the list for placement of the flashing speed signs, and further the email from resident RE: Speeding on Ryan Drive dated April 14, 2021 be forwarded to the Kennebecasis Regional Police Force.

**CARRIED.**

**ROTHESAY**

Works and Utilities Committee (2021 June 14 Open Session) FINAL\_142

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21 April 2021

7.6 14 April 2021 Email from resident RE: Speeding on Frances Avenue  
**MOVED** by Counc. Wells and seconded by S. Carter Frances Avenue be included on the list for placement of the flashing speed signs, and further the email from resident RE: Speeding on Frances Avenue dated April 14, 2021 be forwarded to the Kennebecasis Regional Police Force.

**CARRIED.****8. NEW BUSINESS:****8.1 Locations for Rothesay signage**

DO McLean reported staff will collaborate with the Department of Transportation and Infrastructure to explore potential locations. It is expected a report will be submitted to Council in June.

**9. CORRESPONDENCE FOR INFORMATION:****9.1 Spring Clean Up:**

- Solid Waste May 3 - 7, 2021
- Compost May 10 - 14, 2021

**9.2 Engagement of Technical Advisory Services – Wastewater Treatment Facility Upgrade**

29 March 2021 Report prepared by DO McLean

**9.3 Equipment Supply – Asphalt Infrared Heater**

30 March 2021 Report prepared by DO McLean

**9.4 Carpenter Pond Well #7 Rehabilitation**

6 April 2021 Report prepared by DO McLean

**9.5 Equipment Supply – Traffic Signals**

7 April 2021 Report prepared by DO McLean

**MOVED** by Counc. Wells and seconded by A. McAllister Item 9.1 Spring Clean Up, Item 9.2 Engagement of Technical Advisory Services – Wastewater Treatment Facility Upgrade, Item 9.3 Equipment Supply – Asphalt Infrared Heater, Item 9.4 Carpenter Pond Well #7 Rehabilitation, and Item 9.5 Equipment Supply – Traffic Signals be received/filed.

**CARRIED.****12. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Wednesday, May 19, 2021.

**13. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 7:10 p.m.

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 CHAIRPERSON

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 RECORDING SECRETARY





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# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Works & Utilities Committee
DATE	:	April 26, 2021
RE	:	Sidewalk from Gondola Point Road to Church Avenue

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular videoconference on Wednesday, April 21, 2021:

**MOVED** ... and seconded ... the Works and Utilities Committee recommends the installation of sidewalk between Gondola Point Road and Church Avenue in 2021 if surplus funds are available in the budget.

**CARRIED.**



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# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Works & Utilities Committee
DATE	:	April 26, 2021
RE	:	Overdue Charges – 273 Gondola Point Road

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular videoconference on Wednesday, April 21, 2021:

**MOVED** ... and seconded ... the Works and Utilities Committee recommends the interest charges be upheld, and a payment plan be offered if required.

**CARRIED.**



# ROTHESAY

## PLANNING ADVISORY COMMITTEE MEETING BY VIDEOCONFERENCE

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

**Monday, April 26, 2021 at 5:30 p.m.**



**DRAFT**

**PRESENT:** ANDREW MCMACKIN, CHAIRPERSON  
KELLY ADAMS  
TRACIE BRITTAIN, VICE-CHAIRPERSON (*joined the videoconference at 5:45 p.m.*)  
JOHN BUCHANAN  
ELIZABETH GILLIS  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA

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

**ABSENT:** MATTHEW GRAHAM  
TOWN CLERK MARY JANE BANKS

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

### 1. APPROVAL OF THE AGENDA

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

### 2. ADOPTION OF MINUTES

2.1 Regular Meeting of April 6, 2021

**MOVED** by Counc. Shea and seconded by K. Adams the Minutes of April 6, 2021 be adopted as circulated.

**CARRIED.**

### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

### 4. NEW BUSINESS

N/A

### 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     **47 Clark Road**                      **Mark Hatfield**  
         OWNER:                                  Propertystar Inc.  
         PID:                                        30275234  
         PROPOSAL:                              Patio Deck Variance

Mr. McPartland, Mr. Verner, and Mr. Hatfield were in attendance.

**MOVED** by Counc. McGuire and seconded by J. Buchanan the Planning Advisory Committee remove from the table the application from Mark Hatfield seeking approval of an outdoor patio setback variance at 47 Clark Road.

**CARRIED.**

DPDS White advised staff received a location plan prepared by a surveyor indicating the existing building is located 4.65 meters from the Clark Road property boundary. The results were reviewed by staff, including the Town Engineer, and it is believed a 3 meter setback is sufficient. In this case, the deck would extend 1.65 meters (5.4 feet) forward of the building façade.

Counc. McGuire noted it was his understanding the applicants were willing to accept a distance of 5 feet at the last meeting. He asked if this was still the case. Mr. Hatfield confirmed the original request to construct a deck 10 feet forward of the front façade of the building, remains the primary interest of the applicants. He explained, the request requires a greater variance than staff's recommendation. However, there are other examples throughout the Town – the deck at Garden Grove Café, bus stops, and park benches on the Rothesay Common – that are 5-10 feet from the adjacent curb, whereas the proposed deck would be 25 feet from the adjacent curb. He questioned the need to add bike lanes when they already exist on Clark Road. He further noted he could only find Clear Recovery Zones (CRZ) in transportation requirements within the United States of America; there was no mention of the concept in Canadian standards.

Counc. Shea asked if staff's recommendation is manageable for the applicants. Mr. Hatfield noted the applicants have chosen to invest in the Town by opening their business in Rothesay. He asked why the request is being treated differently than other properties.

Counc. McGuire asked Mr. Verner and Mr. McPartland if they are still amenable to constructing the deck 5 feet proud of the building, as they indicated at the last meeting. Mr. Verner noted his recollection was that they were agreeable to a distance of 6 feet.

E. Gillis inquired about the hours of operation for the patio, and if there will be live music on the deck. Mr. Verner confirmed the patio will be open during regular business hours, and there will be no live music on the deck.

Counc. McGuire asked if a distance of 6 feet would suffice as a compromise. DPDS White clarified the Committee is not obligated to approve staff's recommendation. He added staff remain firm on their position, however the final decision is at the Committee's discretion. When questioned, DPDS White advised a deck constructed 6 feet forward of the front façade of the building would require a 1.18 meter variance resulting in a reduced front yard setback of 2.82 meters. In response to an inquiry, Mr. Verner noted a distance of 6 feet is manageable however the original request for 10 feet is preferred.



Mr. Verner inquired about the rationale for approving the Garden Grove Café deck. He questioned if the CRZ standard was considered. DPDS White advised each planning application is considered on a case-by-case basis as there are unique circumstances to each proposal. He provided an example, noting the area surrounding the Garden Grove Café poses less of a risk as it is considered a deceleration zone, whereas the average speed, volume, and geometric design of Clark Road creates a greater risk for public safety.

T. Brittain joined the videoconference.

Chairperson McMackin asked staff to elaborate on the plans to widen Clark Road. Town Manager Jarvie advised the intent is to increase the width of Clark Road by an additional traffic lane, which requires moving the bike lanes. He clarified setback requirements are included in the Town's Zoning By-law for safety and privacy, and are applied to all property developments in Rothesay.

There was further discussion with respect to comparing setback distances of park benches and bus stops to the proposed patio. Mr. Hatfield indicated individuals sitting on park benches or bus stops 5-10 feet away from the adjacent curb are in just as much, if not more, danger than occupants of a patio 25 feet away from the adjacent curb. Town Manager Jarvie advised locations of park benches are selectively chosen outside of danger zones. Mr. Hatfield contended the original request is reasonable, and suggested the comparisons enable the Committee to make an informed decision.

Counc. Shea asked Mr. Hatfield why the deck cannot be extended along the back of the building. Mr. Hatfield explained he does not want to construct the deck over the retaining wall; doing so would impede on the space intended for dumpsters and propane tanks. He noted the property survey determined there is more space than anticipated from the property line. He explained because of this, the applicants remain steadfast in their original request to construct the deck 10 feet forward of the front façade of the building.

When questioned, DPDS White confirmed, according to the survey plan, if the deck is constructed 6 feet forward of the front façade of the existing building, a variance of 1.18 meters is required resulting in a reduced front yard setback of 2.82 meters.

**MOVED** by Counc. McGuire and seconded by E. Gillis the Rothesay Planning Advisory Committee hereby grants a variance of 1.18 meters resulting in a reduced front yard setback of 2.82 meters for a licensed outdoor patio deck at 47 Clark Road (PID 30275234) subject to the following:

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

**CARRIED.**

Mr. Hatfield thanked all in attendance, and noted the business will be a great addition to Rothesay's commercial district.

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

**7. DATE OF NEXT MEETING(S)**  
The next meeting will be held on **Monday, May 3, 2021.**

**8. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 6:00 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

## PLANNING ADVISORY COMMITTEE MEETING BY VIDEOCONFERENCE

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

**Monday, May 3, 2021 at 5:30 p.m.**



**DRAFT**

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

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

**ABSENT:** TOWN CLERK MARY JANE BANKS

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

### **2. ADOPTION OF MINUTES**

2.1 Special Meeting of April 26, 2021

**MOVED** by E. Gillis and seconded by J. Buchanan the Minutes of April 26, 2021 be adopted as circulated.

**CARRIED.**

### **3. DECLARATION OF CONFLICT OF INTEREST**

N/A

### **4. NEW BUSINESS**

#### **4.1 1930 Rothesay Road**

**Stephen Flood**

OWNER: 640558 N.B. Inc.

PID: 00233163

PROPOSAL: Similar or Compatible Use

Mr. Stephen Flood was in attendance. DPDS White summarized the staff report, noting the request is to operate a barbershop in the rear portion of the commercial property at 1930 Rothesay Road. He added the front portion of the property currently houses an art gallery, as previously approved by the Committee.

Chairperson McMackin invited the applicant to speak. Mr. Flood had no further comments.

Counc. McGuire noted the proposed tenant is reputable, and the business would be a great addition to the community.

**MOVED** by Counc. McGuire and seconded by E. Gillis the Planning Advisory Committee hereby permits a barbershop meaning a Personal Service Establishment providing services for personal care and appearance as a conditional use not exceeding 3 chairs at 1930 Rothesay Road (PID 00233163).

**CARRIED.**

Mr. Flood thanked the Committee and left the videoconference.

**4.2 93 Hampton Road**

**Bill Pratt**

OWNER:

Bill Pratt

PID:

30206833

PROPOSAL:

Temporary Use – Vehicle Advertising

Mr. Bill Pratt was in attendance. DPDS White briefed the Committee on the applicant's request to park his "Gecko-Bus" food truck on the property for a 90 day period – beginning the end of May through to August during renovations of the existing building – to advertise the opening of Cheese Curds® Gourmet Burgers + Poutinerie and Habaneros Modern Taco Bar. He advised the Signage By-law prohibits vehicle signage for advertising purposes on commercially designated properties for periods exceeding 48 hours. However, a temporary use permit can be granted. Staff commented on the unique circumstances, and noted with conditions regulating duration, amplified music, and lighting, the request can be reasonably accommodated.

The Committee inquired about the hours of operation, food, and location of the Gecko Bus, and if there will be picnic tables.

Staff and the applicant provided the following responses: hours of operation are at the discretion of the property owner, however, the Committee can add a condition to restrict business hours; Habaneros food will be cooked inside the building and prepared/served from the Gecko Bus until the restaurant is opened; the Bus will be located solely on the property, and will not encroach onto adjacent Town land; and there is a plan to construct a patio on the existing building negating the need for picnic tables.

Counc. McGuire noted food truck applications, in the past, received opposition from business owners because the vehicles are not required to pay property taxes. He acknowledged the difference noting Mr. Pratt owns the property and thus contributes property taxes. He questioned if polling was conducted to gather feedback. DPDS White advised polling was not conducted since the presence of the food truck will not be permanent.

Mr. Pratt relayed his excitement to bring his business to Rothesay, citing his success with the Oromocto location. He outlined challenges trying to coordinate completion of the project, from Nova Scotia, while border restrictions remain in place. He reported work is underway but could be delayed due to the uncertainty of the pandemic. In response to an inquiry, Mr. Pratt stated he is amenable to the conditions as presented.

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Planning Advisory Committee hereby grants a temporary use permit beginning Saturday, May 29, 2021 ending at the expiration of a 90 day period on Friday, August 27, 2021 for a customized vehicle (Gecko Bus) placed on 93 Hampton Road (PID 30206833) for the purpose of advertising with conditions as follows:



- A. The food truck restaurant shall no longer operate as a restaurant upon the opening of the permanent restaurant at 93 Hampton Road;
- B. During the 90 day permitted period the vehicle may leave and return as required or necessary;
- C. The food truck shall not offer any outdoor amplified music;
- D. During the 90 day permitted period the vehicle shall not operate the custom lighting (under glow, roof projection, and interior) later than 10:00 p.m.; *and*
- E. *A thirty day extension period may be granted at the discretion of the Development Officer.*

**ON THE QUESTION:**

Counc. McGuire suggested adding a condition that allows staff to extend the deadline for removal of the Bus, if required. He noted this will provide leeway if completion is further delayed by the pandemic.

**Amending motion:**

**MOVED** by Counc. Shea and seconded by Counc. McGuire Condition E be added to read as follows:

“E. A thirty day extension period may be granted at the discretion of the Development Officer.”

**Amending motion, CARRIED.**

**MAIN motion, as amended, CARRIED.**

Mr. Pratt thanked the Committee and left the videoconference.

**4.3 Wanda Crescent**

OWNER:

PID:

PROPOSAL:

**Travis Ramsay**

Travis Ramsay & Cami Ramsay

30149199

1 Lot Subdivision

Mr. Travis Ramsay was in attendance. DPDS White summarized the report, highlighting: the parcel of land was originally intended to accommodate a public street from Wanda Crescent; the applicant does not intend to develop a public road; and the proposed road frontage would be reduced to 10 meters for both lots, however this is enough width to accommodate a private driveway.

**MOVED** by Counc. Shea and seconded by T. Brittain the Planning Advisory Committee hereby grants a variance to allow for a reduced frontage of 10 meters for the proposed building Lot 20-01 and the remnant parcel PID 30149199 off Wanda Crescent.

**CARRIED.**

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Planning Advisory Committee hereby recommends that Council accept \$4,560.00 as cash in lieu of Land for Public Purposes for the proposed building Lot 20-01 to be subdivided from vacant land off Wanda Crescent (PID 30149199).

**CARRIED.**

Mr. Ramsay thanked the Committee and left the videoconference.

**4.4 Chapel Road Sean Hall and Luke Moffett**  
OWNER: 637339 NB Inc.  
PID: 30206882  
PROPOSAL: 48 Unit Apartment Building

Mr. Luke Moffett was in attendance. DPDS White explained this is a preliminary review of the proposal. He noted staff recommend the application be tabled pending receipt and review of a traffic impact assessment (received Friday, April 30<sup>th</sup>), polling results, a review by the Kennebecasis Valley Fire Department (KVFD), and a draft development agreement and rezoning by-law. Additionally, Section 56(1) of the Local Governance Act states that during the period beginning on Election Day and ending on the day of the first meeting of an incoming council, Council can continue day-to-day activities of the municipality but shall not enact, amend or repeal a by-law, or become party to any agreement, or contract.

Mr. Moffett acknowledged there are outstanding documents to be submitted to staff before further review. He noted he lives in Rothesay and has owned the property for roughly 10 years. After unsuccessful attempts to sell the property, he is looking to get a return on his investment. He commented on apartment buildings being constructed in Quispamsis, and suggested there is opportunity to do the same in Rothesay.

In response to an inquiry, Mr. Moffett confirmed it will be a four-storey building with another level for underground parking.

The Committee expressed appreciation for inclusion of the accessible and affordable housing units. Mr. Moffett confirmed he is working with staff to determine the details regarding the appropriate rental rate for the affordable housing units. DPDS White added this is the first application for an apartment building under the provisions of the new Municipal Plan. He clarified the proposed density at 48 units exceeds the 40-apartment unit limit, however Policy R-1 and R-2 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).

Mr. Moffett noted a shadow study and traffic impact assessment was submitted. He noted he is working with neighbouring properties and businesses to mitigate traffic related concerns. DPDS White reiterated a traffic impact assessment was received on Friday, but further review is required regarding the impact to the Marr Road/Chapel Road intersection. Mr. Moffett acknowledged the file was in draft form; an updated file will be provided to staff as soon as possible.

**MOVED** by Counc. Shea and seconded by T. Brittain the Planning Advisory Committee 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 the Kennebecasis Valley Fire Department (KVFD); and
4. Draft development agreement and rezoning By-law.

**CARRIED.**

Mr. Moffett thanked the Committee and left the videoconference.

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

**7. DATE OF NEXT MEETING(S)**

The next meeting will be held on **Monday, June 7, 2021.**

**8. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 6:05 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2021 June 14 Open Session FINAL\_154  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Planning Advisory Committee  
DATE : May 4, 2021  
RE : Wanda Crescent – Cash in Lieu of LPP

---

**Recommendation**

- Council accept \$4,560.00 as cash in lieu of Land for Public Purposes for the proposed building Lot 20-01 to be subdivided from vacant land off Wanda Crescent (PID 30149199).

**Background**

The Planning Advisory Committee passed the following motion at its regular meeting on Monday, May 3, 2021:

**MOVED** ... and seconded ... the Planning Advisory Committee hereby recommends that Council accept \$4,560.00 as cash in lieu of Land for Public Purposes for the proposed building Lot 20-01 to be subdivided from vacant land off Wanda Crescent (PID 30149199).

**CARRIED.**





**To:** Chair and Members of Rothesay Planning Advisory Committee  
**From:** Brian L. White, MCIP, RPP  
Director of Planning and Development Services  
**Date:** Wednesday, April 28, 2021  
**Subject:** 1 Lot Subdivision – Vacant Land Wanda Crescent

<b>Applicant:</b>	Travis Ramsay	<b>Property Owner:</b>	Travis Ramsay & Cami Ramsay
<b>Mailing Address:</b>	16 Ryan Drive Rothesay, NB E2S 1A8	<b>Mailing Address:</b>	16 Ryan Drive Rothesay, NB E2S 1A8
<b>Property Location:</b>		<b>PID:</b>	30149199
<b>Plan Designation:</b>	Rural	<b>Zone:</b>	
<b>Application For:</b>	Lot Frontage Variances and Cash in Lieu of Land for Public Purposes		
<b>Input from Other Sources:</b>	Polling, Director of Operations		

**Origin:**

An application to subdivide 20,895.13 square meters (5.16 acres) of vacant land off Wanda Crescent (PID 30149199) made by the property owner Travis Ramsay.

**Background:**

The vacant land off Wanda Crescent is a remnant parcel of land related to the 1988 subdivision of the area by Dofred Developers Ltd as part of their phased subdivision of the neighbourhood. The property is 20,895.13 square meters (5.16 acres) of vacant land zoned Single Family Residential – Unserviced (R1-C).



Figure 1 - Proposed LOT 20-01 off Wanda Crescent

A 20-meter wide parcel was originally intended to accommodate a public street from Wanda Crescent into future phases of the subdivision. The property is zoned R1-C zone permits lots with a minimum area of 4000 square meters (1 acre) and with 55 meters of public road frontage. The proposed new Lot 20-01 is 6070 square meters (1 ½ acres) and the remnant lot would be 3.66 acres which both exceed the minimum lot size requirement. A variance is requested, as the proposed road frontage would be reduced to 10 meters for both lots. The reduction of frontage to just 10 meters requires a variance of 82%.



**Figure 2 – Vacant land off Wanda Crescent**

Staff reviewed the Tentative Plan Drawing (see Attachment A) submitted by Hughes Surveys & Consultants Inc. and can confirm that both lots are suitable for residential development and capable of being developed such that the homes would meet the required setbacks, lot coverage and all other relevant requirements for a single family dwelling in the R1-C zone.

Staff note that 10 meters is enough width to accommodate a private driveway. Staff also note that both lots will require long (100+ meter) driveways and that these will be privately owned and Town services (garbage pickup, plowing, or maintenance) will offered only to the public/private curbside connection with Wanda Crescent.

#### **LAND FOR PUBLIC PURPOSES**

Section 42 (3) g of the Community Planning Act gives Council the discretionary authority to determine what amount of money if any could be accepted as Cash in Lieu of Land for Public Purposes. In lieu of



land set aside under Section 5.1<sup>1</sup>, Council would ordinarily require that a sum of money be paid to the municipality in the amount of 8% of the market value of the proposed new LOT 1-A. When the subdivision plan is submitted for approval, Staff calculate the market value of the new Lot using \$13.50 per square meter as stated in Schedule C of the By-law 4-10.

If the applicant disagrees with the Town's calculation of the land's market value for the vacant LOT 1-A then they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land. The attached appraisal (Attachment B) values the land at \$57,000 accordingly; the Town is entitled to 8% of that value. The proposed cash in lieu of Land for Public Purposes is **\$4,560.00** for the proposed vacant LOT 20-01.

### **POLLING**

Polling was conducted for the proposed subdivision and no comments were received by the Director of Planning and Development Services.

### **RECOMMENDATION:**

Staff are recommending that PAC consider the following MOTIONS as follows:

- A. PAC **HEREBY**, Grants a variance to allow for a reduced frontage of 10 meters for the proposed building LOT 20-01 and the remnant parcel PID 30149199 off Wanda Crescent.
- B. PAC **HEREBY**, recommends that Council accept is **\$4,560.00** as cash in lieu of LPP for the proposed building Lot 20-01 to be subdivided from vacant land off Wanda Crescent (PID 30149199).

### **Attachments:**

Map I	Site Location Map
Attachment A	Proposed Subdivision Plan
Attachement B	Property Appraisal (PID 30149199)



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

Date: Wednesday, April 28, 2021

<sup>1</sup> Rothesay Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town "land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, at such a location as assented to by Council pursuant to the Act, is to be set aside as "Land for Public Purposes" and so indicated on the plan."



# Vacant Land off Wanda Crescent (PID 30149199)



4/19/2021, 2:56:02 PM

 Rothesay Boundary

 Property

Civic Address

1:2,257  
0 0.01 0.03 0.05 mi  
0 0.02 0.04 0.08 km









Key Plan Scale 1 : 10,000

Registration      Date

Owner Name : Cami L. Ramsay & Travis C. Ramsay  
PID : 30149199  
Effective Date : 2020-10-05  
Instrument : Transfer # 40571748 Reg. 2020-10-15

Owners	Comi L. Romagosa	Tonia C. Romagosa
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## NOTES

1. Direction is N. B. Grid azimuths derived from C.P.S. observation on N.B. Mon's. ---- to convert to imperial equivalents divide by 0.3048
2. All distances are in metres , to convert to imperial equivalents divide by 0.3048
3. Area of survey outlined thus ---- , peripheral information compiled from various sources.
4. All document and plan references refer to the Registry Office of ---- County or the Land Titles District of New Brunswick.
5. Field survey completed on ----.
6. All computations performed and coordinates shown on this plan are based on New Brunswick Stereographic Double Projection and NAD(83) Reference System as realized by Service.

### Purpose Of Plan

to create lot 20-01 from PID 30149199

New	Brunswick	Grid	Co-Ordinate	Values
Sta.	X		Y	Remarks

Scale Factor Applied -----

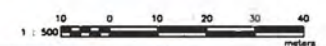
Settle Factor Applied --

## Tentative Subdivision Plan

Cami L. & Travis C. Ramsay  
Subdivision,  
Wanda Crescent,  
Town of Rothesay,  
Parish of Rothesay,  
Kings County, New Brunswick

HUGHES SURVEYS &amp; CONSULTANTS INC.

Surveyed by \_\_\_\_\_ Date Nov. 26, 2020.



Orig. No. 520291	Dist. No. 2020	Yopos 520291	Dist. No. 2020
Dist. by M.C.B.	Job No. Y20-291	Rev. No.	Map Ref. H/05-U38



**APPRAISAL OF**

Proposed Residential Lot

**LOCATED AT:**

Wanda Crescent  
Rothesay, NB

**FOR:**

Travis Ramsay

**BORROWER:**

N/A

**AS OF:**

March 22, 2021

**BY:**

Doug Ramier, CRA, P. App


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# RESIDENTIAL LAND APPRAISAL REPORT

REFERENCE

FILE NO 21-0262

<b>CLIENT</b>	CLIENT: <u>Travis Ramsay</u>	AIC MEMBER: <u>Doug Ramier, CRA, P. App</u>	 <b>Appraisal Institute of Canada</b>
	ATTENTION:	COMPANY: <u>Appraisals (Fundy) Ltd.</u>	
	ADDRESS:	ADDRESS: <u>29 Duke Street</u>	
	E-MAIL:	E-MAIL: <u>appraise@nb.aibn.com</u>	
	PHONE:	PHONE: <u>506 634 1274</u>	FAX: <u>506 634 2816</u>

<b>SUBJECT</b>	PROPERTY ADDRESS: <u>Wanda Crescent</u>	CITY: <u>Rothesay</u>	PROVINCE: <u>NB</u>	POSTAL CODE:
	LEGAL DESCRIPTION: <u>Proposed Lot 20-01</u>			
	Municipality and District: <u>Rothesay, NB</u>			
	ASSESSMENT: Land \$ <u>n/a</u> Assessment Date: <u>January 1, 2021</u> Taxes \$ <u>n/a</u> Year: <u>2021</u>			

<b>ASSIGNMENT</b>	NAME: <u>Travis Ramsay</u> Name Type: <u>Owner</u>	
	PURPOSE: <input checked="" type="checkbox"/> To estimate market value <input type="checkbox"/> _____	
	INTENDED USE: <input type="checkbox"/> First mortgage financing only <input type="checkbox"/> Second mortgage financing only <input type="checkbox"/> Conventional <input checked="" type="checkbox"/> Establish market value for Cash in Lieu	
	INTENDED USERS (by name): <u>Travis Ramsay</u>	
	REQUESTED BY: <input checked="" type="checkbox"/> Client above <input type="checkbox"/> Other _____	
	VALUE: <input checked="" type="checkbox"/> Current <input type="checkbox"/> Retrospective <input type="checkbox"/> Prospective	
	<input type="checkbox"/> Update of original report completed on _____ with an effective date of _____ File No _____	
	PROPERTY RIGHTS APPRAISED: <input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Condominium/Strata <input type="checkbox"/> _____	
	IS THE SUBJECT A FRACTIONAL INTEREST, PHYSICAL SEGMENT OR PARTIAL HOLDING? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, see comments) _____	
	APPROACHES USED: <input checked="" type="checkbox"/> DIRECT COMPARISON APPROACH	

<b>NEIGHBOURHOOD</b>	EXTRAORDINARY ASSUMPTIONS & LIMITING CONDITIONS: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (see attached addendum)	
	HYPOTHETICAL CONDITIONS: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (see attached addendum. A hypothetical condition requires an extraordinary assumption)	
	JURISDICTIONAL EXCEPTION: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (see attached addendum)	
	NATURE OF DISTRICT: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> _____	
	TYPE OF DISTRICT: <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Recreational <input type="checkbox"/> _____	
	TREND OF DISTRICT: <input type="checkbox"/> Improving <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Transition <input type="checkbox"/> Deteriorating <input type="checkbox"/> _____	
	BUILT UP: <input checked="" type="checkbox"/> Over 75% <input type="checkbox"/> 25-75% <input type="checkbox"/> Under 25% <input type="checkbox"/> Rural	
	CONFORMITY Size: <input type="checkbox"/> Larger <input checked="" type="checkbox"/> Similar <input type="checkbox"/> Smaller <input type="checkbox"/> _____	
	MARKET OVERVIEW: Supply <input type="checkbox"/> High <input type="checkbox"/> Average <input checked="" type="checkbox"/> Low	
	Demand <input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Low	

<b>SITE AND IMPROVEMENTS</b>	PRICE TRENDS: <input checked="" type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining	
	COMMENTS: Value trends, market appeal, proximity to employment and amenities, anticipated public/private improvements, apparent detrimental conditions (railroad tracks, unkempt properties, major traffic arteries, hydro facilities, commercial/industrial sites, landfill sites) <u>The subject property is located in the former Wells area of Rothesay. The area is developed with a mix of housing styles which are, for the most part, modern and of recent vintage. The area is somewhat distant from most amenities but has easy access to the highway, located approximately 5 kms to the west. Schools and shopping are located in Quispamsis or Saint John. Subject neighbourhood does not appear to contain any negative features.</u>	
	SITE DIMENSIONS: <u>32.8' x 475.7'</u>	
	LOT SIZE: <u>1.5</u> Unit of Measurement: <u>acres</u>	
	Source: <u>Tentative survey plan</u>	
	TOPOGRAPHY: <u>Above road grade</u>	
	CONFIGURATION: <u>Irregular</u>	
	ZONING: <u>R-1C</u> Source: <u>Rothesay Website</u>	
	OTHER LAND USE CONTROLS (see comments): _____	
	USE CONFORMS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (see comments)	

<b>SITE AND IMPROVEMENTS</b>	ASSEMBLAGE: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (see comments)	
	TITLE SEARCHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (see comments and limiting conditions)	
	COMMENTS: <u>The subject site is considered to be slightly larger compared to the standard residential site in the area which is typically one acre in size. Site topography would be described as above road grade and gradually declining when proceeding in a northerly direction. Access to the subject site will be a 60 foot wide shared access with the adjacent site. Site is situated well off the road and as a result, offers privacy. The site has been cleared in anticipation of development. The subject site does not appear to contain any negative features.</u>	
	UTILITIES: <input checked="" type="checkbox"/> Telephone <input type="checkbox"/> Natural Gas <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic	
	WATER SUPPLY: <input checked="" type="checkbox"/> Open Ditch <input type="checkbox"/> Holding Tank <input type="checkbox"/> _____	
	Municipal: <input type="checkbox"/> Private Well: <input type="checkbox"/> _____	
	FEATURES: <input type="checkbox"/> Gravel Road <input checked="" type="checkbox"/> Paved Road <input type="checkbox"/> Lane <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curb	
	Street Lights: <input checked="" type="checkbox"/> Cablevision <input type="checkbox"/> _____	
	ELECTRICAL: <input checked="" type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> _____	
	LANDSCAPING: <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor <u>rough grade</u>	

<b>SITE AND IMPROVEMENTS</b>	CURB APPEAL: <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
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2021 June 14 Open Session FINAL 164  
RESIDENTIAL LAND APPRAISAL REPORT

REFERENCE:

FILE NO. 21-0262

HIGHEST AND BEST USE

EXISTING USE: **Vacant residential lot**

ANALYSES AND COMMENTS:

**Highest and best use of the subject is residential.**

DIRECT COMPARISON APPROACH

SUBJECT		COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
		Description	\$ Adjustment	Description	\$ Adjustment	Description	\$ Adjustment
<b>Wanda Crescent Rothesay</b>		<b>Lot 13-44 Hutson Street Rothesay</b>		<b>Lot 06-05, Lorraine Court Rothesay</b>		<b>Lot 2 Tacoma Drive Quispamsis</b>	
DATA SOURCE	n/a.	MLS		SNB		SNB	
DATE OF SALE	n/a.	Nov. 12, 2020		October 6, 2020		March 17, 2021	
SALE PRICE	\$ n/a.	\$ 55,000		\$ 43,125		\$ 39,900	
DAYS ON MARKET	n/a.	142		n/a.		n/a.	
List Price	n/a.	59,900		n/a.		n/a.	
LOCATION	good	similar		inferior	4,313	similar	
SITE DIMENSIONS/LOT SIZE	65,340 sf	69,696 sf		43,125 sf		46,997	
ZONING/LAND USE CONTROLS	residential	residential		residential		residential	
TOPOGRAPHY	sloping	above grade/level		level		level	
VIEW	average	similar		similar		similar	
price/square foot		\$ .87		\$ 1.10		\$ .93	
	site privacy	inferior	5,500	similar		inferior	3,990
	physical features	similar		similar		similar	
ADJUSTMENTS (Gross \$, Net \$)		Gross: \$ 5,500	Net: \$ 5,500	Gross: \$ 4,313	Net: \$ 4,313	Gross: \$ 3,990	Net: \$ 3,990
ADJUSTMENTS (Gross %, Net %)		Gross: 10.0 %	Net: 10.0 %	Gross: 10.0 %	Net: 10.0 %	Gross: 10.0 %	Net: 10.0 %
ADJUSTED VALUES		\$ 60,500		\$ 47,438		\$ 43,890	

ANALYSES AND COMMENTS:

The sales consist of vacant residential lots located in the general area of the subject property. Sales are all 1+ acre, unserviced lots. The sales produced "price per square foot" rates of \$.87, \$1.10 and \$.93. Sale 1 was considered the most similar to the subject in terms of lot size and location. This sale produced a price per square foot rate of \$.87 which when applied to the square footage of the subject site results in the following computation, \$.87 x 65,340 sf. = \$56,845, say \$57,000.

**ESTIMATED VALUE BY THE DIRECT COMPARISON APPROACH** (rounded): \$ 57,000



# RESIDENTIAL OPEN HOUSE APPRAISAL REPORT

REFERENCE

FILE NO. 21-0262

<b>HISTORY</b>	SUBJECT SOLD WITHIN 3 YEARS OF EFFECTIVE DATE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ANALYSES OF SALE TRANSFER HISTORY (minimum of three years) The parent parcel of land was purchased in October, 2020 for \$69,000. This parcel of land is in the process of being subdivided.
	SUBJECT LISTED WITHIN 1 YEAR OF EFFECTIVE DATE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO SUBJECT CURRENTLY LISTED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ANALYSES OF AGREEMENTS FOR SALE, OPTIONS, LISTINGS OR MARKETING OF THE SUBJECT (minimum of one year) See above
<b>EXPOSURE TIME</b>	ANALYSES OF REASONABLE EXPOSURE TIME: The estimated length of time the property interest being appraised would have to be offered on the open market prior to a hypothetical sale at market value is between 30-120 days. Exposure time refers to the past and is not intended to indicate what the projected marketing time is for a property, "exposure time" refers to the past while "marketing time" refers to the future. Exposure time is the length of time a property would have been exposed to the market if sold on the effective date of the report. It is a retrospective estimate based upon an analysis of past events, assuming an open and competitive market. Exposure time is based on statistical information about days on market, information gathered through sales verification and interviews with market participants.
	RECONCILIATION AND FINAL ESTIMATE OF VALUE: See "Analysis & Comments" below Direct Comparison Approach.
<b>RECONCILIATION AND FINAL VALUE</b>	UPON REVIEWING AND RECONCILING THE DATA AND ANALYSES AND CONCLUSIONS, THE MARKET VALUE OF THE INTEREST IN THE SUBJECT PROPERTY AS AT <u>March 22, 2021</u> (Effective Date of the Appraisal) IS ESTIMATED AT \$ <u>57,000</u> COMPLETED ON <u>March 29, 2021</u> (Date of Report) As set out elsewhere in this report, this report is subject to assumptions and limiting conditions, the verification of which is outside the scope of this report.
	DEFINITION OF MARKET VALUE: The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self interest, and assuming that neither is under undue duress. (Appraisal of Real Estate, Third Canadian Edition 2010) Implication in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: buyer and seller are typically motivated; both parties are well informed or well advised, and acting in what they consider their own best interests; a reasonable time is allowed for exposure in the open market; payment is made in terms of cash in Canadian dollars or in terms of financial arrangements comparable thereto; and the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.
<b>DEFINITIONS</b>	DEFINITION OF MARKET RENT (if applicable): The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion. (International Valuation Standards 2017)
	DEFINITION OF HIGHEST AND BEST USE: The reasonably probable use of real property, that is physically possible, legally permissible, financially feasible, maximally productive and that results in the highest value. (CUSPAP 2018)
<b>SCOPE</b>	The scope of the appraisal encompasses the due diligence undertaken by the appraiser (consistent with the terms of reference from the client, the purpose and intended use of the report) and the necessary research and analyses to prepare a report in accordance with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) of the Appraisal Institute of Canada. The following comments describe the extent of the process of collecting, confirming and reporting data and its analyses, describe relevant procedures and reasoning details supporting the analyses, and provide the reason for the exclusion of any usual valuation procedures. The appraisal issue that is the focus of this engagement has been discussed and defined with the client, the work required to solve the issue planned, and the necessary market data acquired, analyzed and reconciled into an estimate of market value in a manner typically expected in a "form" report. The specific tasks and items necessary to complete this assignment include a summary of the following:
	1. assembly and analysis of relevant information pertaining to the property being appraised, including listing and acquisition particulars if acquired within three years prior to the effective date of the appraisal; 2. a site visit and observation of the subject property and the surrounding area; 3. assembly and analysis of pertinent economic and market data; 4. an analysis of land use controls pertaining to the subject property; 5. an analysis of "Highest and Best Use", or most probable use; 6. a discussion of the appraisal methodologies and procedures employed in arriving at the indications of value; 7. inclusion of photographs, maps, graphics and addendum/exhibits when deemed appropriate; and 8. reconciliation of the collected data into an estimate of the market value or the market value range as at the effective date of the appraisal. All data considered appropriate for inclusion in the appraisal is, to the best of our knowledge, factual. Due to the type of property being appraised and the nature of the appraisal issue, the findings have been conveyed in this "form" format. Other: 1) Information regarding the site characteristics were gathered at the time of our inspection. 2) Information regarding the subject neighbourhood was gathered at the time of our inspection & from our office records. 3) Information regarding the site size, easements, etc. was abstracted from a tentative plan provided by the property owner. 4) In estimating highest & best use, an analysis of the site was made. Current market conditions were also investigated. 5) Market data used in estimating land value was abstracted from MLS & SNB data. 6) After assembling & analyzing the data defined within the scope of this assignment, a final estimate of market value was developed.



# 2021 June 14 Open Session FINAL 166 RESIDENTIAL LAND APPRAISAL REPORT

REFERENCE:

FILE NO. 21-0262

ASSUMPTIONS, LIMITING CONDITIONS, DISCLAIMERS AND LIMITATIONS OF LIABILITY

- The certification that appears in this appraisal report is subject to compliance with the Personal Information and Electronics Documents Act (PIPEDA), Canadian Uniform Standards of Professional Appraisal Practice ("CUSPAP") and the following conditions:
- This report is prepared only for the client and authorized users specifically identified in this report and only for the specific use identified herein. No other person may rely on this report or any part of this report without first obtaining consent from the client and written authorization from the author. Liability is expressly denied to any other person and, accordingly, no responsibility is accepted for any damage suffered by any other person as a result of decisions made or actions taken based on this report. Liability is expressly denied for any unauthorized use or for anyone who uses this report for any use not specifically identified in this report. Payment of the appraisal fee has no effect on liability. Reliance on this report without authorization or for an unauthorized use is unreasonable.
  - Because market conditions, including economic, social and political factors, may change rapidly and, on occasion, without warning, this report cannot be relied upon as of any date other than the effective date specified in this report unless specifically authorized by the author(s).
  - The author will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The property is appraised on the basis of it being under responsible ownership. No registry office search has been performed and the author assumes that the title is good and marketable and free of all encumbrances. Matters of a legal nature, including confirming who holds legal title to the appraised property or any portion of the appraised property, are outside the scope of work and expertise of the appraiser. Any information regarding the identity of a property's owner or identifying the property owned by the listed client and/or applicant provided by the appraiser is for informational purposes only and any reliance on such information is unreasonable. Any information provided by the appraiser does not constitute any title confirmation. Any information provided does not negate the need to retain a real estate lawyer, surveyor or other appropriate experts to verify matters of ownership and/or title.
  - Verification of compliance with governmental regulations, bylaws or statutes is outside the scope of work and expertise of the appraiser. Any information provided by the appraiser is for informational purposes only and any reliance is unreasonable. Any information provided by the appraiser does not negate the need to retain an appropriately qualified professional to determine government regulation compliance.
  - No survey of the property has been made. Any sketch in this report shows approximate dimensions and is included only to assist the reader of this report in visualizing the property. It is unreasonable to rely on this report as an alternative to a survey, and an accredited surveyor ought to be retained for such matters.
  - This report is completed on the basis that testimony or appearance in court concerning this report is not required unless specific arrangements to do so have been made beforehand. Such arrangements will include, but not necessarily be limited to, adequate time to review the report and related data, and the provision of appropriate compensation.
  - Unless otherwise stated in this report, the author has no knowledge of any hidden or unapparent conditions (including, but not limited to, its soils, physical structure, mechanical or other operating systems, foundation, etc.) of/on the subject property or of/on a neighbouring property that could affect the value of the subject property. It has been assumed that there are no such conditions. Any such conditions that were visible apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. This report should not be construed as an environmental audit or detailed property condition report, as such reporting is beyond the scope of this report and/or the qualifications of the author. The author makes no guarantees or warranties, express or implied, regarding the condition of the property, and will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. The bearing capacity of the soil is assumed to be adequate.
  - The author is not qualified to comment on detrimental environmental, chemical or biological conditions that may affect the market value of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air which may include but are not limited to moulds and mildews or the conditions that may give rise to either. Any such conditions that were visible apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. It is an assumption of this report that the property complies with all regulatory requirements concerning environmental, chemical and biological matters, and it is assumed that the property is free of any detrimental environmental, chemical and biological conditions that may impact the market value of the property appraised. If a party relying on this report requires information about or an assessment of detrimental environmental, chemical or biological conditions that may impact the market value of the property, that party is advised to retain an expert qualified in such matters. The author expressly denies any legal liability related to the effect of detrimental environmental, chemical or biological matters on the market value of the property.
  - The analyses set out in this report relied on written and verbal information obtained from a variety of sources the author considered reliable. Unless otherwise stated herein, the author did not verify client supplied information, which the author believed to be correct.
  - The term "inspection" refers to observation only as defined by CUSPAP and reporting of the general material finishing and conditions observed for the purposes of a standard appraisal inspection. The inspection scope of work includes the identification of marketable characteristics/amenities offered for comparison and valuation purposes only.
  - The opinions of value and other conclusions contained herein assume satisfactory completion of any work remaining to be completed in a good and workmanlike manner. Further inspection may be required to confirm completion of such work. The author has not confirmed that all mandatory building inspections have been completed to date, nor has the availability/issuance of an occupancy permit been confirmed. The author has not evaluated the quality of construction/workmanship or materials. It should be clearly understood that this visual inspection does not imply compliance with any building code requirements as this is beyond the professional expertise of the author.
  - The contents of this report are confidential and will not be disclosed by the author to any party except as provided for by the provisions of the CUSPAP and/or when properly entered into evidence of a duly qualified judicial or quasi-judicial body. The author acknowledges that the information collected herein is personal and confidential and shall not use or disclose the contents of this report except as provided for in the provisions of the CUSPAP and in accordance with the author's privacy policy. The client agrees that in accepting this report, it shall maintain the confidentiality and privacy of any personal information contained herein and shall comply in all material respects with the contents of the author's privacy policy and in accordance with the PIPEDA.
  - The author has agreed to enter into the assignment as requested by the client named in this report for the use specified by the client, which is stated in this report. The client has agreed that the performance of this report and the format are appropriate for the intended use.
  - This report, its content and all attachments/addendums and their content are the property of the author. The client, authorized users and any appraisal facilitator are prohibited, strictly forbidden, and no permission is expressly or implicitly granted or deemed to be granted, to alter, merge, publish (in whole or in part) screen scrape, database scrape, exploit, reproduce, decompile, reassemble or participate in any other activity intended to separate, collect, store, reorganize, scan, copy, manipulate electronically, digitally manually or by any other means whatsoever this appraisal report, addendum, all attachments and the data contained within for any commercial or other use.
  - If transmitted electronically, this report will have been digitally signed and secured with personal passwords to lock the appraisal file. Due to the possibility of digital modification, only originally signed reports and those reports sent directly by the author can be reasonably relied upon.
  - This report form is the property of the Appraisal Institute of Canada (AIC) and for use only by AIC members in good standing. Use by any other person is a violation of AIC copyright.
  - Where the intended use of this report is for financing or mortgage lending or mortgage insurance, it is a condition of reliance on this report that the authorized user has or will conduct lending, underwriting and rigorous due diligence in accordance with the standards of a reasonable and prudent lender or insurer, including but not limited to ensuring the borrower's demonstrated willingness and capacity to service his/her debt obligations on a timely basis, and to conduct loan underwriting or insuring due diligence similar to the standards set out by the Office of the Superintendent of Financial Institutions (OSFI), even when not otherwise required by law. Liability is expressly denied to those that do not meet this condition. Any reliance on this report without satisfaction of this condition is unreasonable.

n/a

- I certify that, to the best of my knowledge and belief that:
- The statements of fact contained in this report are true and correct.
  - The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my impartial and unbiased professional analyses, opinions and conclusions.
  - I have no past, present or prospective interest in the property that is the subject of this report and no personal and/or professional interest or conflict of interest with respect to the parties involved with this assignment.
  - I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
  - My engagement in and compensation is not contingent upon developing or reporting predetermined results, the amount of value estimate, a conclusion favouring the client, or the occurrence of a subsequent event.
  - My analyses, opinions and conclusions were developed, and this report has been prepared in conformity with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP).
  - I have the knowledge and experience to complete this assignment competently, and where applicable this report is co-signed in compliance with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP).
  - ☒ No one has provided professional assistance to the member(s) signing this report.  
☐ The following individual provided the following professional assistance:

## PLEASE REFER TO EXTRAORDINARY ASSUMPTIONS REQUIRED FOR THIS REPORT

### PROPERTY IDENTIFICATION

ADDRESS: Wanda Crescent CITY: Rothesay PROVINCE: NB POSTAL CODE: \_\_\_\_\_  
LEGAL DESCRIPTION: Proposed Lot 20-01

BASED UPON THE DATA, ANALYSES AND CONCLUSIONS CONTAINED HEREIN, THE MARKET VALUE OF THE INTEREST IN THE PROPERTY DESCRIBED:

AS AT March 22, 2021 (Effective Date of the Appraisal) IS ESTIMATED AT \$ 57,000

AS SET OUT ELSEWHERE IN THIS REPORT, THIS REPORT IS SUBJECT TO CERTAIN ASSUMPTIONS AND LIMITING CONDITIONS, THE VERIFICATION OF WHICH IS OUTSIDE THE SCOPE OF THIS REPORT.

### APPRAISER

SIGNATURE: D. J. Ramier  
NAME: Doug Ramier, CRA, P. App  
AIC DESIGNATION/STATUS: ☐ Candidate Member ☒ CRA P App ☐ AACIP App Membership # 222450  
DATE OF REPORT/DATE SIGNED: 03/29/2021  
PERSONALLY INSPECTED EXTERIOR OF THE SUBJECT PROPERTY: ☒ YES ☐ NO  
DATE OF INSPECTION: March 22, 2021  
LICENSE INFO (where applicable): NBAREA #222450

NOTE: For this appraisal to be valid, an original or a password protected digital signature is required.

SOURCE OF DIGITAL SIGNATURE SECURITY:

ATTACHMENTS AND ADDENDA: ☐ ADDITIONAL SALES ☐ EXTRAORDINARY ASSUMPTIONS/LIMITING CONDITIONS ☐ NARRATIVE ☒ PHOTOGRAPHS  
☒ MAPS ☐ SCOPE OF WORK

### CO-SIGNING AIC APPRAISER (if applicable)

SIGNATURE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
AIC DESIGNATION/STATUS: ☐ CRA P App ☐ AACIP App Membership # \_\_\_\_\_  
DATE OF REPORT/DATE SIGNED: \_\_\_\_\_  
PERSONALLY INSPECTED EXTERIOR OF THE SUBJECT PROPERTY: ☐ YES ☐ NO  
DATE OF INSPECTION: \_\_\_\_\_  
LICENSE INFO (where applicable): \_\_\_\_\_

NOTE: For this appraisal to be valid, an original or a password protected digital signature is required.

CERTIFICATION



# 2021 July 14 Open Session FINAL 167 RESIDENTIAL LAND APPRAISAL REPORT

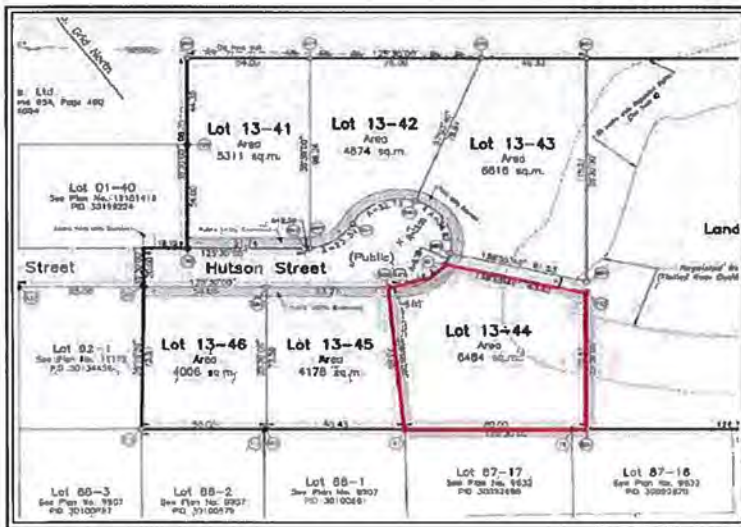
REFERENCE:

FILE NO: 21-0262

<b>CLIENT</b>	<b>CLIENT:</b> Travis Ramsay	<b>AIC MEMBER:</b> Doug Ramier, CRA, P. App	 <b>Appraisal Institute of Canada</b>
	<b>ATTENTION:</b>	<b>COMPANY:</b> Appraisals (Fundy) Ltd.	
	<b>ADDRESS:</b>	<b>ADDRESS:</b> 29 Duke Street	
	<b>E-MAIL:</b>	<b>E-MAIL:</b> appraise@nb.aibn.com	
	<b>PHONE:</b>	<b>PHONE:</b> 506 634 1274 <b>FAX:</b> 506 634 2816	
<p><b>EXTRAORDINARY ASSUMPTIONS &amp; LIMITING CONDITIONS</b>  <small>An extraordinary assumption is a hypothesis, either supposed or unconfirmed, which, if not true, could alter the appraiser's opinions and conclusions (e.g. an absence of contamination where such contamination is possible, the presence of a municipal sanitary sewer where unknown or uncertain). An extraordinary limiting condition is a necessary modification or exclusion of a Standard Rule which must be explained and justified by the appraiser (e.g. exclusion of one or more valuation approaches). The appraiser must conclude before accepting the assignment which involves invoking an Extraordinary Limiting Condition that the scope of the work applied will result in opinions and conclusions which are credible. Both must accompany statements of each opinion/conclusion so affected.</small></p> <p>As of the date of this report Canada and the Global Community is experiencing unprecedented measures undertaken by various levels of government to curtail health related impacts of the Covid-19 Pandemic. The duration of this event is not known. While there is potential for negative impact with respect to micro and macro-economic sectors, as well as upon various real estate markets, it is not possible to predict such impact at present, or the impact of current and future government countermeasures. There is some risk that the Covid-19 Pandemic increases the likelihood of a global recession, however without knowledge of further anticipated government countermeasures at the national and global levels it is not possible to predict any impact at this point in time. Accordingly, this point-in-time valuation assumes the continuation of current market conditions, and that current longer-term market conditions remain unchanged. Given the market uncertainties of the Covid-19 pandemic, a force majeure event, we reserve the right to revise the value estimation set out in this report for a fee, with an update appraisal report under a separate appraisal engagement, incorporating market information available at that time.</p>			
<b>EXTRAORDINARY ITEMS ADDENDUM</b>	<p><b>HYPOTHETICAL CONDITIONS</b>  <small>Hypothetical conditions may be used when they are required for legal purpose, for purposes of reasonable analyses or for purposes of comparison. Common hypothetical conditions include proposed improvements, completed repairs, rezoning, or municipal services. For every Hypothetical Condition an Extraordinary Assumption is required. Following is a description of each hypothetical condition applied to this report, the rationale for its use and its effect on the result of the assignment.</small></p> <p>N/A</p>		
	<p><b>JURISDICTIONAL EXCEPTION</b>  <small>The Jurisdictional Exception permits the appraiser to disregard a part or parts of the Standards determined to be contrary to law or public policy in a given jurisdiction and only that part shall be void and of no force or effect in that jurisdiction. The following comments identify the part or parts disregarded, if any, and the legal authority justifying these actions.</small></p> <p>N/A</p>		

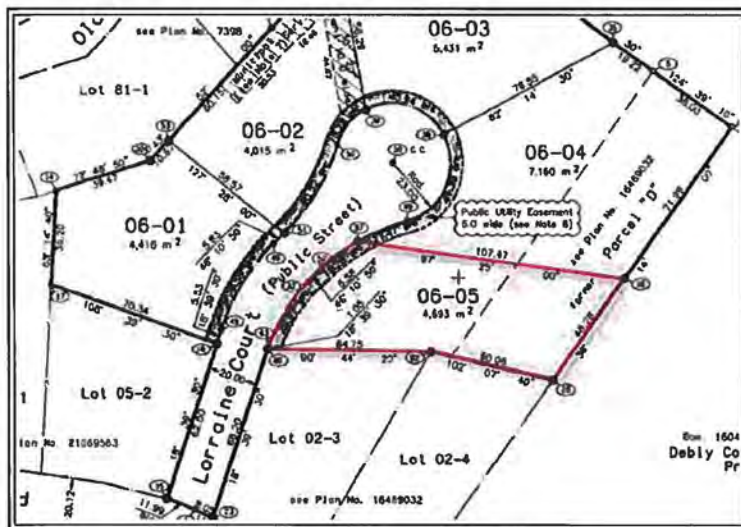
# COMPARABLE PROPERTY PHOTO ADDENDUM

Borrower: N/A.	File No.: 21-0262
Property Address: Wanda Crescent	Case No.: 168
City: Rothesay	Prov.: NB
Lender: Travis Ramsay	P.C.:



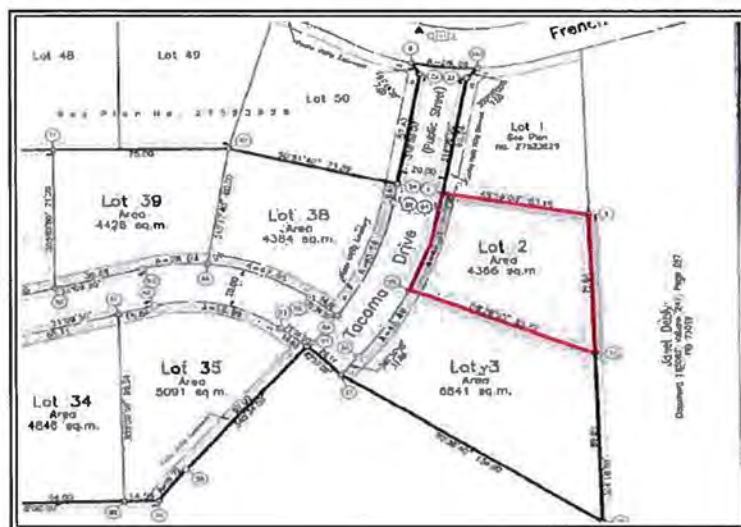
## COMPARABLE SALE #1

Lot 13-44 Hutson Street  
Rothesay  
Sale Date: Nov.12, 2020  
Sale Price: \$ 55,000



## COMPARABLE SALE #2

Lot 06-05, Lorraine Court  
Rothesay  
Sale Date: October 6, 2020  
Sale Price: \$ 43,125



## COMPARABLE SALE #3

Lot 2 Tacoma Drive  
Quispamsis  
Sale Date: March 17, 2021  
Sale Price: \$ 39,900



Borrower: N/A	File No.: 21-0262
Property Address: Wanda Crescent	Case No.: 169
City: Rothesay	Prov.: NB
Lender: Travis Ramsay	P.C.:



Subject Site



Subject Site



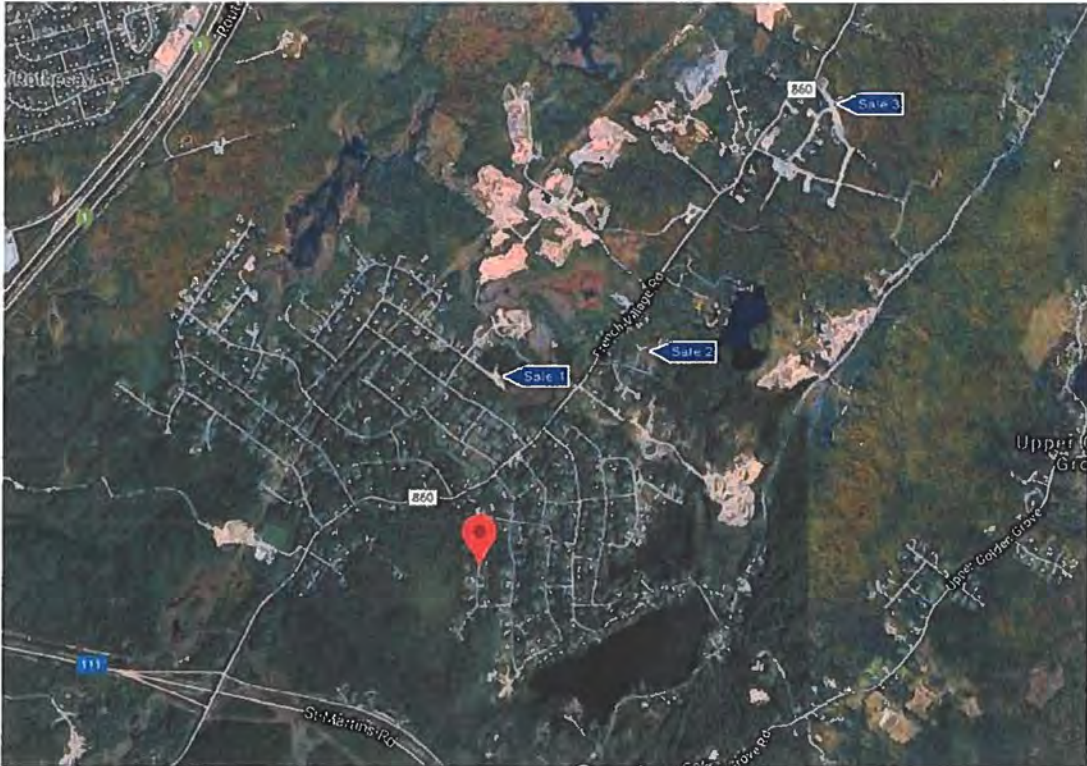
Site Access

Borrower: N/A	File No.: 21-0262
Property Address: Wanda Crescent	Case No.:
City: Rothesay	Prov.: NB
Lender: Travis Ramsay	P.C.:





Borrower: N/A	File No.: 21-0262
Property Address: Wanda Crescent	Case No.:
City: Rothesay	Prov.: NB P.C.:
Lender: Travis Ramsay	





# 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, June 7, 2021 at 5:30 p.m.**



**DRAFT**

**PRESENT:** ANDREW MCMACKIN, CHAIRPERSON  
KELLY ADAMS  
TRACIE BRITTAIN, VICE-CHAIRPERSON  
JOHN BUCHANAN  
MATTHEW GRAHAM  
COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR DON SHEA

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

**ABSENT:** ELIZABETH GILLIS  
TOWN CLERK MARY JANE BANKS

Chairperson McMackin called the videoconference to order at 5:30 p.m. He welcomed new Committee member Counc. Tiffany Mackay French. All participants were connected remotely.

### 1. APPROVAL OF THE AGENDA

**MOVED** by Counc. Shea and seconded by T. Brittain the agenda be approved as circulated.

**CARRIED.**

### 2. ADOPTION OF MINUTES

2.1 Regular Meeting of May 3, 2021

**MOVED** by Counc. Shea and seconded by J. Buchanan the Minutes of May 3, 2021 be adopted as circulated.

**CARRIED.**

### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

### 4. NEW BUSINESS

#### 4.1 40 College Hill Road

#### **Rothesay Netherwood School**

OWNER:

Rothesay Netherwood School

PID:

00257410

PROPOSAL:

Bee Keeping as a Similar or Compatible Use

Rothesay Netherwood School (RNS) Headmaster Paul McLellan was in attendance. DPDS White noted the Zoning By-law permits bee keeping within residential zones, but not institutional zones. The Committee can approve the request by allowing bee keeping as a similar or compatible use on RNS campus grounds. Staff are satisfied the proposed location of the bee compound is far enough away so it will not impact nearby residential properties.

The Committee inquired about a water source, responsibility for care of the compound outside of the school year, and signage.

The following responses were provided by DPDS White and the applicant: a large water source is not required, a bucket or a pan of water would suffice; a parent and two RNS staff members, that submitted the request, have agreed to assume responsibility for care of the compound; students will be introduced to the bee hives once it is deemed safe; and signage is not necessary since the compound will be fenced in and isolated from the rest of the campus.

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Planning Advisory Committee hereby permits bee keeping as a similar or compatible use on the Rothesay Netherwood School campus grounds at 40 College Hill Road (PID 00257410).

**CARRIED.**

Mr. McLellan thanked the Committee and left the videoconference.

**4.2 2663 Rothesay Road Peter and Alanna Britt**  
OWNER: Peter and Alanna Britt  
PID: 00238477  
PROPOSAL: Application for a Home Occupation (Hair Salon)

Mr. Peter Britt was in attendance. DPDS White summarized the report, noting staff are of the opinion the size and layout of the property make it suitable for the proposed business. The application meets all Home Occupation requirements, and no feedback was received from neighbours.

**MOVED** by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee hereby grants approval to operate a personal service establishment (hair salon) as a home occupation in the residential dwelling located at 2663 Rothesay Road (PID 00238477) subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.

**CARRIED.**

Mr. Britt left the videoconference.

**4.3 82 Marr Road Tim Webber & Jon Chouinard (Directors)**  
OWNER: Trevor Marr  
PID: 30209167  
PROPOSAL: Conditional Use

Mr. Trevor Marr (property owner), Mr. Kelly Peters (consultant), Mr. Tim Webber and Mr. Jon Chouinard (applicants) were in attendance. DPDS White noted the request is to increase occupancy from 44 persons to 99 persons at Long Bay Brewery (82 Marr Road). DPDS White provided background noting the previous owner of the company received permission, from the Committee, to operate a microbrewery at 82 Marr Road, with a tasting room not exceeding 25 persons. The Committee granted approval to increase the occupancy from 25 to 44 persons following the purchase of the business, by Mr. Webber and Mr. Chouinard in 2020, and an expansion into the leased additional space in the adjacent vacant commercial rental unit. DPDS White commented on the success of the business noting it has grown to offer live entertainment, and has leased the former Ambulance New Brunswick (ANB) bay.

DPDS White relayed staff's concerns that the business has outgrown its location in terms of parking and traffic generation. He reported Town staff (including the Town Engineer), the Kennebecasis Regional Police Force (KRPf), and the Kennebecasis Valley Fire Department (KVFD) share concerns the parking lot, and significant volume of traffic on Marr Road, cannot facilitate the traffic generation that will accompany an increase in occupancy. As it stands, the area is considered a high risk for collisions, the parking lot is full during peak hours, and the driveway is too steep which is problematic for fire trucks – and can cause icy conditions in winter from water runoff. Adding new parking spaces, more specifically the end stalls of each row, impacts the turning radius and accessibility for fire trucks. The applicants did contact the KRPf to present measures to improve traffic circulation, through use of painted directional arrows and signage, in the parking lot. The KRPf agreed these actions would be helpful, but would not mitigate the dangers of additional vehicles entering and exiting the property onto a busy street such as Marr Road. In summary, staff are concerned the business has evolved from its original land use application, to a licensed entertainment venue, on a property that is not suitable for increased traffic generation. In light of this, staff do not recommend approval of the application. However, if the Committee considers approval it is recommended the following conditions be applied to mitigate some of the concerns:

- a. The exit to Marr Road shall be regraded such that the angle of interception with Marr Road does not exceed 5% for a minimum length of 13 meters;
- b. A directional barrier curb shall be installed along the last 13 meters 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 and 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.

Counc. Shea asked how many parking spaces are required for a commercial property of roughly 1500 square feet (the company's expansion into the former ANB unit). DPDS White clarified the number of parking spaces required is derived from the occupancy limit – 33 parking spaces are required for an occupancy of 99 persons (1 space for every 3 seats). This amounts to 87% of parking currently available on the property. Counc. Shea questioned if the parking lot can accommodate the proposed increase. DPDS White advised the application includes a site plan showing the location of additional parking spaces. He noted neighbouring businesses are usually closed during the microbrewery's peak business hours, which allows customers to utilize the full parking lot. The KRPf report the parking lot has been known to reach capacity at the current occupancy limit of 44 persons.

Counc. Shea inquired about a sprinkler system, and if there is room for additional parking behind the building – if the area is excavated. Mr. Peters explained a sprinkler system is not required if the occupancy limit does not exceed 150 persons. He added a retaining wall would be necessary to provide parking behind the building, which could be a costly endeavor.



Counc. Mackay French expressed interest in supporting local businesses. She acknowledged the concerns of the KRPF and the KVFD, noting it is difficult to enter onto Marr Road from the property during rush hour traffic (midday and 5 o'clock). She noted traffic tends to subside in the evenings, when the business is frequented most, which creates safer conditions. She asked if this was considered in the KRPF's observations. DPDS White noted he cannot speak on behalf of the KRPF, and can only assume the evaluation was conducted during peak business hours. Counc. Mackay French added, often times, patrons of bars will carpool reducing the demand for parking. She asked if it is possible to lower the request for occupancy from 99 persons. DPDS White advised this was not discussed with the applicants.

Mr. Chouinard and Mr. Webber mentioned the proposed occupancy of 99 persons stemmed from the amount of parking that could be made available. There is no guarantee increasing the overall occupancy limit will increase the number of customers by that amount. The intent is to provide flexibility beyond the current limit which has now become restrictive. They noted they are willing to consider a lower number. When questioned, the applicants indicated they would be comfortable reducing the additional parking spaces by five thereby requiring an occupancy limit of 81-84 persons. In response to an inquiry, the applicants listed their business hours. They noted most businesses in the vicinity are closed during the microbrewery's peak hours.

J. Buchanan noted approval granted to the previous owner permitted a microbrewery with a tasting room. He asked if approval should have been sought to permit live entertainment. DPDS White noted it appears the business has evolved more towards an entertainment venue, than a microbrewery, which depicts a change in the original intended use. J. Buchanan expressed concern not all drivers obey traffic controls such as signage or painted lines. This can become worse with alcohol consumption which can increase the risks regardless of traffic times. He added with a grocery store, liquor store, and gas station in the area, there is still a significant volume of traffic on Marr Road throughout the entire day. DPDS White agreed, and noted, in the event approval is considered, staff propose a structural traffic control, in the form of a barrier curb, to prevent vehicles from turning left when exiting the property.

In response to an inquiry, DPDS White confirmed the proposed conditions are still recommended if the requested occupancy limit is lowered. He added a minor increase in occupancy may be manageable, however doubling the current limit to 80 persons would still be problematic.

Counc. Shea inquired about the patio. The applicants explained the patio would be seasonal and have roughly 15-20 seats.

The Committee inquired about the conditions regarding stormwater management, a hydrodynamic separator, and utility connections (c, d, and e). It was noted these conditions are unusual for such an application. DPDS White explained the developer's agreement, for the property, stipulates the installation of a hydrodynamic separator which has not occurred; stormwater management requirements are intended to prevent dangerous icy conditions in winter; and all recommendations were provided by Town staff to mitigate the concerns. He added Mr. Marr is present to address the matter further. J. Buchanan inquired as to why requirements in the developer's agreement were not completed, and if there are plans to do so. DPDS White advised this is a matter for Council.

Mr. Marr explained, an email from the previous Town Engineer, indicates the existing measures to remove oil and grit are sufficient. With respect to traffic, he contended, the visibility when exiting the property is far better than the property that houses the Atlantic Superstore. He further noted since 2002 there has not been an accident. He commented on the reserved parking spaces for other tenants, which can be used by the microbrewery's customers outside of regular business hours.

There was further discussion with respect to the occupancy limit. Using an average customer retention time of one hour, and the number of additional spaces required for an occupancy limit of 81, the applicants suggested this would only produce roughly 12 cars per hour exiting onto Marr Road. Safety would also be improved by ensuring vehicles leave the property by right turn only. The applicants indicated they are open to discussing a lower occupancy limit if necessary.

When questioned, the applicants indicated they are comfortable with an occupancy limit of 75-78. Counc. Mackay French asked if the applicants agreed with the proposed conditions. The applicants noted they are but suggested, as the property owner, Mr. Marr may be better suited to respond. Mr. Marr suggested the installation of a barrier curb (condition B) is not necessary as signage and painted lines would suffice.

In response to an inquiry, the applicants confirmed they have no intention to offer food in the establishment. When questioned, DPDS White recommended the applicants submit an application to the Committee if they wish to incorporate a food service into their business.

Counc. Mackay French acknowledged the willingness of the applicants to lower the occupancy request to 75 persons. She asked if this would change the need to install a barrier curb (condition B). DPDS White recommended the applicants submit a revised application regarding a change in occupancy limit. This will allow staff, and external input sources (KRPF and KVFD) to review and evaluate the new request. Counc. Shea asked if the occupancy limit would remain as is when the patio is not in use. DPDS White confirmed this was correct.

There was discussion with respect to the possibility of tabling the matter and the impact it will have on the business. It was suggested, if tabled, a special meeting be scheduled as early as possible. Town Manager Jarvie clarified the onus is on the applicants to submit a revised application; staff must evaluate, but cannot decide, the desired occupancy limit.

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the matter be tabled pending a revised application.

**YEA votes recorded from:** Councs. Mackay French and Shea, T. Brittain, and K. Adams.

**NAY votes recorded from:** J. Buchanan, M. Graham, and A. McMackin.

**CARRIED.**

DPDS White advised he will discuss the submission of a revised proposal with Mr. Peters and the applicants, and will ask that feedback from the Town Engineer, KRPF, and KVFD, be submitted at their earliest convenience. Staff will then schedule a meeting as soon as possible.

Chairperson McMackin thanked the applicants. Mr. Webber, Mr. Chouinard, Mr. Peters, and Mr. Marr left the videoconference.

**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)

**Tabled May 3, 2021 – no action at this time**

5.3 48 Unit Apartment Building – Chapel Road (PID 30206882)

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T. Brittain asked for a status update on the proposed 48 Unit Apartment Building on Chapel Road. DPDS White advised revised site plans and designs were received. He commented on the complexities of a proposal of such a magnitude, and confirmed staff are in the process of reviewing the new material. In response to an inquiry, DPDS White advised polling will not be conducted until the newly elected Council has had the opportunity to review the application.

**6. CORRESPONDENCE FOR INFORMATION**  
N/A**7. DATE OF NEXT MEETING(S)**The next meeting will be held on **Monday, July 5, 2021.****8. ADJOURNMENT****MOVED** by T. Brittain and seconded by Counc. Mackay French the meeting be adjourned.**CARRIED.**

The meeting adjourned at 6:40 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



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## BUILDING PERMIT REPORT

5/1/2021 to 5/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/06/2021	BP2021-00013	10 TERRI ST	ACCESSORY BUILDING	\$18,500.00	\$137.75
05/11/2021	BP2021-00030	47 CLARK RD	INTERIOR RENOVATIONS - COMMERCIAL	\$20,000.00	\$145.00
05/25/2021	BP2021-00038	110 PARK DR	RENOVATION	\$325,000.00	\$2,356.25
05/11/2021	BP2021-00053	5 BONNYCASTLE LN	SINGLE FAMILY	\$474,000.00	\$3,436.50
05/04/2021	BP2021-00058	1 WOODLAND AVE	WINDOWS	\$4,000.00	\$29.00
05/11/2021	BP2021-00064	40 MALISEET	DECK	\$15,000.00	\$108.75
05/11/2021	BP2021-00065	32 FOREST RD	ABOVE GROUND POOL/DECK	\$19,496.00	\$145.00
05/05/2021	BP2021-00067	1930 ROTHESAY RD	INTERIOR RENOVATIONS - COMMERCIAL	\$15,000.00	\$108.75
05/04/2021	BP2021-00071	300 RENSHAW RD	DECK	\$14,000.00	\$101.50
05/04/2021	BP2021-00073	1 BAYLEY RD	FENCE	\$2,500.00	\$21.75
05/11/2021	BP2021-00074	55 PARK DR	WINDOWS	\$1,000.00	\$20.00
05/07/2021	BP2021-00075	104 SECOND ST	SINGLE FAMILY	\$425,000.00	\$3,081.25
05/11/2021	BP2021-00076	35 COVE CRES	WINDOWS	\$1,000.00	\$20.00





## BUILDING PERMIT REPORT

5/1/2021 to 5/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/11/2021	BP2021-00078	105 SCOVIL RD	WINDOWS	\$30,926.00	\$224.75
05/10/2021	BP2021-00080	63 EDEN DR	FENCE	\$5,246.00	\$43.50
05/11/2021	BP2021-00081	193 GONDOLA POINT RD	WINDOWS	\$3,780.00	\$29.00
05/14/2021	BP2021-00083	57 MONACO DR	ABOVE GROUND POOL	\$7,500.00	\$58.00
05/12/2021	BP2021-00084	1 FRANCES AVE	RENOVATION	\$20,000.00	\$145.00
05/20/2021	BP2021-00087	5 SCOTT AVE	WINDOWS	\$5,800.00	\$43.50
05/20/2021	BP2021-00088	3 CONLEY LN	FENCE	\$5,400.00	\$43.50
05/26/2021	BP2021-00089	5 KENNEDY LN	DECK	\$50.00	\$20.00
05/20/2021	BP2021-00091	21 WEDGEWOOD DR	FENCE	\$1,000.00	\$20.00
05/31/2021	BP2021-00092	14 ARTHUR AVE	DECK	\$43,000.00	\$311.75
05/31/2021	BP2021-00095	26 MONACO DR	STORAGE SHED	\$3,000.00	\$21.75
05/28/2021	BP2021-00096	3 HIBISCUS	FENCE	\$2,000.00	\$20.00



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## BUILDING PERMIT REPORT

5/1/2021 to 5/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$1,462,198.00	\$10,692.25
Summary for 2021 to Date:				\$3,057,340.00	\$22,943.50

### 2020 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$65,700.00	\$511.25
Summary to Date:	\$1,981,600.00	\$14,464.25

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 10 June 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 28/02/21*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
2020	Turnbull Ct sewer replacement	\$1.11M	90%	Pipework complete, pump station under construction
	Production Wells	250,000	60%	Final meeting with Provincial regulators pending
	Town Hall (elevator)	120,000	50%	Delayed by Covid restrictions
	Fleet Renewal	675,000	60%	1 Ton truck to be purchased; one truck to be delivered
	Scribner Field replacement (Wells)	550,000	70%	Work underway
	Arena renovations	1.02M	60%	Structural improvements underway, seating removed; work to be completed in spring 2021
	College Hill Water line	750,000	90%	Project complete and line fully operational
	IT equipment & software	38,000		
	2021 Street Resurfacing	1,610,000		Work underway
	2021 Curb & Sidewalk	285,000		Highland Avenue Sidewalk substantially complete
	2021 Designated Highways	1,100,000		Funding denied
	Drainage Study	200,000	8%	Field survey work complete, video inspection 35% 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 in development
	Production Wells (#7)	290,000	8%	Regulatory permitting underway
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Storage Tank heating	60,000	50%	Installed and operating
	Station Rd, cast iron line replacement	250,000		Deferral recommended on June agenda
	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		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	:	Nominating Committee
DATE	:	9 June 2021
RE	:	Committee Appointments – Rothesay Hive

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### RECOMMENDATION:

- Miriam Wells be appointed to the Rothesay Hive Advisory Committee for a term to expire December 31, 2022

#### ***Rothesay Hive Advisory Committee***

The composition of the Committee is a minimum of ten (10) members, including one Council representative. Miriam Wells has applied to remain on the Committee, following the end of her tenure on Rothesay Council.





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 14, 2021**

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

**SUBMITTED BY:**

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

**DATE:** June 9, 2021

**SUBJECT:** Highland Avenue Sanitary Sewer Replacement

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### **RECOMMENDATION**

It is recommended that Mayor and Council authorize the Director of Operations to increase the scope of Contract T-2021-001, between the Town and Debly Enterprises Ltd., to include the replacement of a major section of sanitary sewer along Highland Avenue at a cost of \$237,411.80 plus HST

### **ORIGIN**

The 2021 Asphalt Resurfacing contract includes a project on Highland Avenue to replace a portion of the watermain, a portion of the sidewalk and all of the surface asphalt between Hampton Road and Kingswood Avenue

### **BACKGROUND**

During the design phase of any surface replacement project in Rothesay, the associated underground infrastructure is assessed. The condition assessment is conducted by way of a records review to determine age and pipe material for watermains, by way of an internal video inspection for sanitary and storm sewer mains and by way of a visual inspection for manhole and catchbasin structures.

The normal procedure was followed during design of the Highland Avenue project and the video inspection of the sanitary sewer, while it showed some consistent cracking of the existing concrete sewer pipe, did not indicate that replacement was necessary. A street such as Highland would see asphalt resurfacing once every 12 to 15 years, therefore the determination to retain or replace underground infrastructure is based on whether or not, in the opinion of the designers, the infrastructure will continue to perform for the next 12 to 15 years. If it is

determined is that the infrastructure will perform throughout the expected life of the asphalt surface, then the existing infrastructure is left in place, presumably to be reviewed again the next time the street is resurfaced. If it is determined that the infrastructure will not perform for an additional 12 to 15 years then a replacement is designed and included in the tender. In the case of the sanitary sewer on Highland Avenue, the internal video inspection did not indicate significant defects therefore replacement was not designed and was not included in the tender.

During excavation of Highland Avenue to replace a section of watermain, the sanitary sewer was exposed and significant deterioration of the pipe was observed. Further inspection led to a determination that although the internal video did not indicate the necessity for replacement, portions of the pipe would require replacement during this project.

### DISCUSSION

A thorough review was completed and deterioration of the sanitary sewer was determined to be limited to one 300 m section of pipe and seven individual pieces of pipe in different areas. The failures were clearly the result of a run of substandard pipe and not an indication that internal video is insufficient to assess the condition of existing storm and sanitary piping.

The current contract with Debly Enterprises does not include a line item for the replacement of 200 mm sanitary sewer pipe. To add such a substantial amount of work to an existing contract on a "cost plus" or "extra work" basis would be undefinable and could prove costly for the Utility. Staff and the design consultant negotiated with Debly to provide an all-inclusive, price-per-metre of installed pipe such that the total cost of the additional work could be defined.


### FINANCIAL IMPLICATIONS

The total cost to replace the 300 m section and the seven additional isolated sections of sanitary sewer will be \$237,411.80 plus HST.

The 2021 Utility Capital Budget includes an amount of \$250,000 to replace an aging watermain along Station Road. Staff propose deferring the Station Road work until 2022 and utilizing the \$250,000 budget amount to fund the unexpected work on Highland Avenue.

The watermain on Station Road was slated for replacement in 2021 because of its age and material type, however it continues to perform well and staff are confident that deferring the replacement until 2022 will not cause significant issues.

Report Prepared by: \_\_\_\_\_  
Brett McLean, Director of Operations

Report Reviewed by: \_\_\_\_\_  
Doug MacDonald, Treasurer

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



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	11 June 2021
RE	:	Application for Designated Highways Funding

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### **Recommendation:**

it is recommended that the attached five-year plan for designated highway improvements be forwarded to the Department of Transportation and Infrastructure

### **Background:**

The New Brunswick Department of Transportation and Infrastructure (DTI) maintains provincial highways that run through municipalities using agreements with individual cities, towns and villages. DTI pays an allowance for winter maintenance and a separate amount per lane kilometre for summer maintenance. The Department also has a program for capital improvements to these routes. Each year municipalities are asked to identify their priorities with respect to the provincial highways lying within their boundaries. (This does not include the major highway such as the Mackay which are maintained directly by the department or through contracted maintenance agreements.) Attached is a letter from the Minister of Transportation and Infrastructure requesting the 2022 plan for Rothesay.

In Rothesay the provincial highways include route 100 (Rothesay Road and Hampton Road), Fox Farm Road, Southridge Road and part of Campbell Drive from the airport arterial to Millennium Drive. The remainder of Campbell Drive is considered "regional".

Attached is the staff recommendation for the designated highway five-year plan request. It prioritizes the road surfaces staff believes are in the worst condition, receive the greatest amount of traffic and are can be done at an amount we believe DTI may find acceptable. Drainage associated with the roadways are also eligible for funding. Sidewalks are not. (The amount of money available in this program across New Brunswick is typically oversubscribed by several times.)

Also attached is a map showing the street sections listed in the table.

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Town of Rothesay			
<b>Capital Plan - Public Works</b>			
<b>Designated Highways:</b>	<b>Total</b>	<b>Provincial Share at 75%</b>	<b>Rothesay Share at 25%</b>
		-	-
<b>2022</b>		-	-
<b>Designated Highways 2022:</b>		-	-
Asphalt Surface Course, resurfacing Rothesay Road between Appleby Drive and Fox Farm Road (1050 m x 9.5), (Incl eng'g)	\$ 748,000	561,000	187,000
Curb between Appleby Drive and Fox Farm Road (incl eng'g)	\$ 247,500	185,625	61,875
Storm sewer repairs	\$ 110,000	82,500	27,500
<b>Total Designated Highways 2022:</b>	<b>\$ 1,105,500</b>	<b>829,125</b>	<b>276,375</b>
		-	-
<b>2023</b>		-	-
<b>Designated Highways 2023:</b>		-	-
Asphalt Surface Course, resurfacing Rothesay Road between East Riverside Kingshurst Park and Appleby Drive (600 m x 9.5), (Incl eng'g)	\$ 429,000	321,750	107,250
Curb between East Riverside Kingshurst Park and Appleby Drive (incl eng'g)	\$ 33,000	24,750	8,250
Storm sewer repairs	\$ 220,000	165,000	55,000
		-	-
<b>Total Designated Highways 2023:</b>	<b>\$ 682,000</b>	<b>511,500</b>	<b>170,500</b>
		-	-
<b>2024</b>		-	-
<b>Designated Highways 2024:</b>		-	-
Asphalt Surface Course, resurfacing Rothesay Road between Fox Farm Road and City Limit (1150 x 9.5), incl eng'g)	\$ 825,000	618,750	206,250
Curb between Fox Farm Road and City Limit (incl eng'g)	\$ 269,500	202,125	67,375
Storm sewer repairs	\$ 55,000	41,250	13,750
		-	-
<b>Total Designated Highways 2024:</b>	<b>\$ 1,149,500</b>	<b>862,125</b>	<b>287,375</b>
		-	-
<b>2025</b>			
<b>Designated Highways 2025:</b>			
Asphalt Surface Course, resurfacing Southridge Road between French Village Road and Rothesay Boundary (1050 x 7.5), incl eng'g)	550,000	412,500	137,500
Storm sewer and culvert repairs	55,000	41,250	13,750
		-	-
<b>Total Designated Highways 2025:</b>	<b>\$ 605,000</b>	<b>453,750</b>	<b>151,250</b>
<b>2026</b>		-	-
<b>Designated Highways 2026:</b>		-	-
Asphalt Surface Course, resurfacing Campbell Drive between Hampton Road and Millenium Drive (1080 x 7.5), incl eng'g)	\$ 605,000	453,750	151,250
Storm sewer nad culvert repairs	\$ 99,000	74,250	24,750
		-	-
<b>Total Designated Highways 2025:</b>	<b>\$ 704,000</b>	<b>528,000</b>	<b>176,000</b>
		-	-
<b>Total</b>	<b>\$ 4,246,000</b>	<b>3,184,500</b>	<b>1,061,500</b>

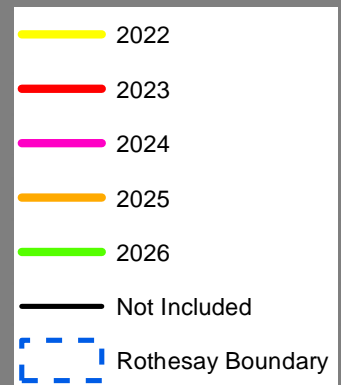


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Campbell Drive

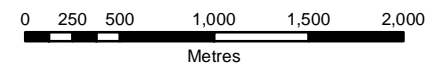
Southridge Road

Rothsay Road



1:40,000

## 5 Year Capital Plan for Designated Highways







File No. 32-93

May 5, 2021

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

RECEIVED

MAY 13 2021

Dear Mayor Grant:

The Department of Transportation and Infrastructure (DTI) is now looking ahead to the 2022 construction season and preparing to assess proposals under its Municipal Designated Highway Program. We are requesting that each municipality carefully review its requirements and submit an updated Five-Year Plan. Your submission will be evaluated in conjunction with the needs of all 99 municipalities in the province.

Your updated Five-Year Plan should indicate the proposed priorities for 2022-2026, and list the improvements, proposed design, approximate cost, amount of the municipal contribution and the importance of each request. Capital projects eligible for funding consideration on designated highways are from curb-to-curb or shoulder-to-shoulder, including storm sewer, curb and gutter, street reconstruction and surface treatments.

To assist DTI in considering requests in preparation for the budget process, your municipality is asked to update and send your Five-Year Plan to me, with a copy to the DTI District Engineer in your area, as soon as possible, but no later than **June 30, 2021**. Your local District Engineer will be able to assist you in preparing your priorities for 2022-2026. Further assistance may also be obtained from the Municipal Engineer in DTI's Design Branch, Mr. Raymond Brun. Mr. Brun can be reached at (506) 461-4492.

Given municipalities' access to in-house engineering resources and engineering consultants, it is practical and encouraged for them to exercise more decision-making and management of improvements to provincially designated highways under their administration and control. **Municipalities that currently rely on DTI to design, tender and manage these improvement projects are strongly encouraged to manage this work themselves with the assistance of engineering consultants.** The improvements, however, will need to be consistent with DTI guidelines and Standard Specifications, sound engineering judgement and Transportation Association of Canada standards and guidelines. DTI will remain available to assist municipalities in these matters.

DTI's Municipal Designated Highway Program plays an essential role in the provision of much-needed infrastructure upgrades across the province, while also spurring economic activity and job creation. I therefore look forward to receiving your submission.

Sincerely,

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

c.c. Clerk  
District Engineer  
Hon. Hugh J. A. (Ted) Flemming, Q.C., Minister of Justice and Public Safety

Enc.

Minister/Ministre

Transportation and Infrastructure/Transports et Infrastructure

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

www.gnb.ca



### **Municipal Designated Highway Program**

Through its Municipal Designated Highway Program (MDHP), the Department of Transportation and Infrastructure will partner with municipalities in New Brunswick to share eligible and approved costs of maintaining and upgrading provincially designated highways located within municipal boundaries. Not only will the program contribute to responsible asset management of strategic transportation infrastructure, but it will also generate economic development and create jobs from construction and export activity.

#### **Eligibility**

To be considered for funding, all proposed projects must contribute to maintaining or rehabilitating a provincially designated highway in a municipality. Eligible items that will be considered under the program include the following:

- Highway resurfacing
- Highway reconstruction
- Highway widening
- Turning lane
- Culvert
- Ditching/drainage
- Storm Sewer
- Curb and Gutter
- Utility pole moves
- Median to control traffic
- Restoration behind curb
- Striping after resurfacing

It should be stressed that the program will not fund trails, land, water main, sanitary sewer, sidewalks, lighting, landscaping, etc. and other costs that DTI does not consider critical to the asset's lifecycle.

#### **Criteria**

The criteria by which proposed projects will be evaluated under the MDHP include the following:

- the leverage of funds;
- the potential for job creation and the sustainability of those jobs;
- the readiness of the project; and
- the potential for the bundling of contracts to obtain savings

#### **Financial Assistance Available**

Under the MDHP, funding will be divided into two pools, a partnering pool where DTI and the municipality will share the eligible project costs and a traditional funding pool where DTI will cover 100% of the eligible project costs.

DTI can partner with municipal governments on eligible projects under the following shared cost amounts:



**Municipal share of eligible costs:**

Cities: 15% to 50%

Towns: 15% to 25%

Villages: 5% to 15%

Municipal government may source their shares of the required funding from own revenues, the federal government, the Municipal Capital Borrowing Board, but not from any funding amounts received from other provincial entities such as Regional Development Corporation.

To illustrate funding amounts, the following two examples are presented:

**Example 1**

City A, as part of its Asset Management Plan, proposes to rehabilitate 2 kilometres of a provincially designated highway that travels through its city. The rehabilitation work is expected to cost \$4 million, including the replacement of two culverts and some widening of the road to accommodate increased traffic. As this work would be considered 100% eligible and the applicant has proposed a cost share percentage of 40%, DTI would fund \$2.4 million (\$4 million eligible \* 60%)

**Example 2**

Village B with a proposed cost share percentage of 8%, plans to widen its main street at a cost of \$1 million. At the same time, it plans to replace a deteriorating sidewalk and add trees and shrubbery which is expected to bring the total cost to \$2 million. DTI would fund \$920,000 of this \$2 million project (eligible work of \$1 million \* 92%)

**How to Apply**

All projects to be considered must be submitted by **June 30, 2021** and be part of an updated five-year plan by the municipal applicant. All proposed costs will be verified by DTI before funding is approved. DTI will review the applications and municipalities will be advised of their approved projects and funding amounts by the Minister.

**Contact**

Mr. Raymond Brun

Design Branch

Transportation and Infrastructure

Email: raymond.brun@gnb.ca

Telephone: 461-4492






70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**09-June-2021**

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

**SUBMITTED BY:**

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

**DATE:** June 09, 2021

**SUBJECT:** R-2021-T-001 Town Hall Improvements – HVAC

---

**RECOMMENDATION**

It is recommended that the supply and installation of the condenser replacement at the Rothesay Town Hall is awarded to the lowest bidder, Black and McDonald.

**ORIGIN**

The 2021 general fund capital budget included funds to repair the HVAC unit that serves the Rothesay Town Hall.

**BACKGROUND**

The 2021 general fund capital budget included funding to replace HVAC components for the Town Hall. The current equipment has reached its lifespan and is no longer reliable. The scope will include replacing two outdoor condensers, coils, and piping.

## Tender Results

Black and McDonald \$78,292.00  
PMC \$79,925.00  
Controls and Equipment \$83,755.65  
First Choice Ventilation \$109,148.80  
Carmichael \$113,641.85

## ANALYSIS

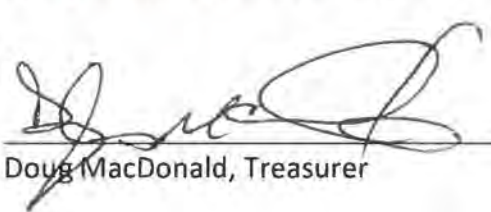
The tender bids and specifications were reviewed by staff and were found to be formal in all respects. Staff is of the opinion that the lowest bidder has met all requirements and specifications outlined in the request for quotations and recommend acceptance of the tender.

## FINANCIAL IMPLICATIONS

The tender includes the supply of equipment that will be charged against the 2021 general fund capital budget. Assuming awarded to the low bidder, a budgeted analysis has been completed.

The analysis concluded that a total amount of \$120,000.00 was provided in the general fund capital budget for the replacement of HVAC components. The lowest bid, Black and MacDonald, to complete scope will be \$78,292 00. The balance of \$120,000.00 budget will be sufficient to complete the project.

Report Prepared by:  Ryan Kincade, Facilities Manager

Report Reviewed by:  Doug MacDonald, Treasurer

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