



ROTHESAY
COUNCIL MEETING
By WebEx Videoconference
Monday, March 8, 2021
4:00 p.m.



PUBLIC NOTICE:

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

Public access to the Live stream will be available online:

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

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 8 February 2021

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 ACAP Saint John – Rothesay Climate Change Adaptation Plan Jamylynn McDonald
Bailey Brogan

5. CORRESPONDENCE FOR ACTION

- 5.1 2 March 2021 Memorandum from Town Clerk Banks
24 February 2021 Request from the Boys and Girls Club of Saint John for a location for the
Survival Camp Summer Program

Refer to the Parks and Recreation Committee

- 5.2 February 2021 Rothesay Hive Seeks Community Support Letter

Council approve the sponsorship campaign for the Rothesay Hive

6. CORRESPONDENCE - FOR INFORMATION

- 6.1.1 28 January 2021 Letter from Elections New Brunswick RE: May 10, 2021 Municipal General
Elections
6.1.2 12 February 2021 Public Health New Brunswick Covid-19 Risk Mitigation during Municipal
Election Campaigns (*please check www.electionsnb.ca for most current version*)
6.2 10 February 2021 Letter to CN RE: Thank you – Public Library Donation
6.3 11 February 2021 Letter from KVFD Fire Chief RE: 2020 KVFD Annual Report
(*available online at www.kvfire.ca/news*)
6.4 11 February 2021 Memorandum from KVFD Fire Chief RE: Low-rise Apartment Developments

7. REPORTS

- 7.0 March 2021 Report from Closed Session**
- 7.1 21 December 2020 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 10 November 2020 Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes
- 30 September 2020 KVFD Statement of Expense
- 2020 KVFD Capital Budget
- 10 November 2020 KVFD Chief's Report
- November 2020 KVFD Response Report
- 9 December 2020 KVFD Special Meeting Minutes
- 8 December 2020 Memorandum from KVFD Fire Chief RE: Boiler Replacement at Station 1
- 7.3 31 January 2021 Draft unaudited Rothesay General Fund Financial Statements
- 31 January 2021 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 January 2021 Donation Summary
- 18 February 2021 Draft Finance Committee Meeting Minutes
- New Brunswick Environmental Network
- Cooperative Procurement
- 7.4 16 February 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes
- Age-Friendly Community Designation Renewal (*see Item 9.2*)
- 7.5 17 February 2021 Draft Works and Utilities Committee Meeting Minutes
- 1 January 2021 Email from resident RE: Stop installing stop signs for traffic calming
- 7.6 1 March 2021 Draft Planning Advisory Committee Meeting Minutes
- Municipal Plan By-law 1-20 (*see Item 8.2*)
- 7.7 February 2021 Monthly Building Permit Report
- 7.8 4 March 2021 Capital Projects Summary

8. UNFINISHED BUSINESS

TABLED ITEMS

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

8.2 Municipal Plan

- 4 March 2021 Memorandum from Town Manager Jarvie
- 1 March 2021 Recommendation from Planning Advisory Committee (PAC)
- 25 February 2021 PAC Report prepared by DPDS White
- AMENDED Draft Municipal Plan By-law 1-20

8.3 By-law 1-21 Plastic Bag Reduction By-law

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

ROTHESAY

Regular Council Meeting
Agenda

2021March8OpenSessionFINAL_003

-3-

8 March 2021

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 ACAP Saint John

4 March 2021

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

ADMINISTRATION

9.2 Renewal – Age-Friendly Recognition

25 February 2021

Memorandum from Town Clerk Banks

17 February 2021

Recommendation from Rothesay Hive Advisory Committee
Rothesay Age-Friendly Recognition Renewal Application

9.3 Committee Appointment

2 March 2021

Memorandum from Nominating Committee

9.4 Regional Economic Development Agency of Greater Saint John (REDA GSJ)

1 March 2021

Letter from REDA GSJ
REDA GSJ Funding Agreement
REDA GSJ Members Agreement

FINANCE

9.5 General Fund Reserve Motions 2021

18 February 2021

Memorandum from Treasurer MacDonald

OPERATIONS

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

3 March 2021

Report prepared by DO McLean

9.7 Turnbull Court Sewer Design – Phase II

3 March 2021

Report prepared by DO McLean

9.8 Emergency Response Capacity – Alexander Avenue

5 March 2021

Memorandum from Town Manager Jarvie

10. NEXT MEETING

Regular meeting

Monday, April 12, 2021 at 4:00 p.m.

11. ADJOURNMENT



ROTHESAY CLIMATE CHANGE ADAPTATION PLAN

PRESENTATION TO TOWN COUNCIL

MARCH 8, 2021



ICLEI – LOCAL GOVERNMENTS FOR SUSTAINABILITY

*CHANGING CLIMATE, CHANGING COMMUNITIES: MUNICIPAL CLIMATE
ADAPTATION GUIDE AND WORKBOOK*



ADAPTATION METHODOLOGY

SUMMER 2020:

- STEERING COMMITTEE QUESTIONNAIRE
- ONLINE PUBLIC SURVEY

FEEDBACK INFORMED THE
VULNERABILITY AND RISK
ASSESSMENT

**SURVEY RESULTS FOR
ADAPTATION IN ROTHESAY**

**FUTURE CLIMATE IMPACTS
IDENTIFIED BY YOU**



Seasonal Flooding



Wildfire



Heavy Rainfall



Ice Storms

Results from 33 respondents.



YOUR FAVOURITE PLACES

Spy Glass Hill
(16%)

Renforth Rotary Park
(8%)

East Riverside Kinghurst Park
(7%)

Rothsay Common
(7%)

EXISTING ACTIONS IN ROTHESAY

- ✓ Completed Phase 1 of Climate Change Adaptation Planning
- ✓ Asset Management Planning
- ✓ GHG Emission Reduction Plans
- ✓ Completed Neighbourhood Drainage Studies
- ✓ Development Planning for the "Hillside" Area
- ✓ Infrastructure Upgrades (Raising roads, installing generators, armoring of shorelines)

WHAT DOES CLIMATE CHANGE ADAPTATION MEAN FOR YOU?

- Identification of risks and vulnerabilities in Rothesay
- Opportunity to explore actions that reduce impacts
- Planning for the future based on input from the Town and community
- A stronger, healthier and sustainable environment, community, and Town

To learn more visit
www.acapsj.org or contact
us at office@acapsj.org



FALL 2020:

- ATTENDED THE KINGSTON FARMERS MARKET TO SHARE SURVEY RESULTS AND FOR FEEDBACK ON ADAPTATION OBJECTIVES

WINTER 2021:

- SHARED IMPACTS AND ADAPTATION ACTIONS ON ONLINE PUBLIC SURVEY

AMPLIFYING VOICES

GAP ANALYSIS: IDENTIFYING STRENGTHS AND GAPS IN MUNICIPAL REGULATIONS

- MUNICIPAL PLAN (DRAFT 2020)
- CBCL CLIMATE CHANGE ADAPTATION PLAN PHASE ONE (2020)
- CBCL ASSET MANAGEMENT PLAN (2018)
- CORPORATE & COMMUNITY GHG INVENTORY AND ACTION PLAN (2018)
- HILLSIDE SECONDARY STUDY (2018)
- FLOOD RISK ASSESSMENT-MAIDEN LANE AND SURROUNDING AREA (2017)
- BY LAWS: BUILDING, WATER, SEWAGE, EMERGENCY MEASURES ZONING

ROTHESAY HAS MANY PROPOSED, ONGOING AND COMPLETED ACTIONS THAT REDUCE CLIMATE CHANGE IMPACTS AND HAS HIGH ADAPTATIVE CAPACITY TO RESPOND TO FUTURE EVENTS.

GAPS AND OPPORTUNITIES

CLIMATIC CHANGE	IMPACT	RISK RATING
RIVERINE FLOODING	Damage to infrastructure and properties due to flooding	MEDIUM-HIGH
INCREASED PRECIPITATION	Inland flooding in low-lying areas	MEDIUM
WINTER RAIN	Flooding due to clogged catch basins; Infrastructure damage due to freezing rain storms	MEDIUM
DROUGHT	Depletion of groundwater supply	MEDIUM
INCREASED TEMPERATURES	Increased risk of heat stress on cold water species due to extreme heat	MEDIUM
INCREASED WINTER TEMPERATURE	Invasive species migration	MEDIUM
INCREASED STORM EVENTS	Infrastructure damages due to storm events	MEDIUM-HIGH

ASSESSING VULNERABILITIES



ACAP SAINT JOHN DEVELOPED A LIST OF 25 ACTIONS TO INCREASE RESILIENCY IN THE TOWN

RECOMMENDED ACTIONS FOR ADAPTATION ARE DIVIDED INTO THREE STRATEGIES:

- **STRATEGY 1:** ADVANCE CLIMATE ACTION THROUGH MUNICIPAL LEADERSHIP
- **STRATEGY 2:** PREPAREDNESS AND EMERGENCY PLANNING
- **STRATEGY 3:** INCREASE RESILIENCE THROUGH COMMUNITY EDUCATION, AWARENESS, AND INVOLVEMENT

ACTIONS TOWARD CHANGE


Strategy					
Action	Lead Department & Partners	Completion Target	Risk Rating	Cost	Supporting Initiatives and Policies
Adaptation objectives for the Rothesay	Municipal Departments and potential partnerships	<u>Short-term:</u> 2021-2025 <u>Medium-term:</u> 2026-2030 <u>Long-term :</u> 2031-2040 <u>Ongoing:</u> refers to an action that is already being completed, and should continue to be implemented.	Medium-High risks are the most severe in the Town and should be addressed first. Medium risks can be incorporated into routine maintenance and operations or when the urgency of the climate impact increases. Low risks will continue to be monitored but it is expected that existing actions will be sufficient to address these risks. These risks can be re-evaluated as the urgency of the climate impact increases.	<u>Low:</u> < \$20,000 <u>Medium:</u> \$20,000 - \$100,000 <u>High:</u> \$100,000 - \$1,000,000+	Current policies and initiatives that support the action.



CO-BENEFITS

- ✓ COMMUNITY GROWTH
- ✓ FINANCIAL STABILITY
- ✓ HEALTHY ENVIRONMENTS

ADAPTATION AS AN OPPORTUNITY

- 
- ESTABLISH A CLIMATE CHANGE COMMITTEE TO HELP IMPLEMENT ADAPTATION ACTIONS
 - EXPLORE FUNDING OPTIONS AND POTENTIAL PARTNERSHIPS
 - ANNUAL UPDATES FROM THE CLIMATE CHANGE COMMITTEE TO INFORM TOWN COUNCIL ABOUT THE STATUS OF ADAPTATION, AND SUCCESSES AND BARRIERS TO IMPLEMENTATION

IMPLEMENTATION



NEXT STEPS

1. ROTHESAY TOWN COUNCIL TO ADOPT THE CLIMATE CHANGE ADAPTATION PLAN AS PRESENTED BY ACAP SAINT JOHN
2. ESTABLISH THE COMMITTEE TO TAKE LEAD ON ADAPTATION ACTIONS

WHAT LIES AHEAD



FOR MORE INFORMATION

WWW.ACAPSJ.ORG

FACEBOOK.COM/ACAPSJ

@ACAPSAINTJOHN ON TWITTER

@ACAPSJ ON INSTAGRAM



ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	2 March 2021
RE	:	Boys and Girls Club

RECOMMENDATION:

- Refer to the Parks and Recreation Committee for a recommendation

Background:

The Boys and Girls Club submitted a request to appear before Council (*see attached*). In a further exchange with Mr. O'Neill, the following response was received on 2 March 2021:

Hi Charles: sorry for the delay.

We are 100% okay with the proposal being shared with a committee rather than council if you think that would be best. One thing that I think we should note is that Boys & Girls Club is not actually looking for any funding to run the program, we are just looking for a space to run the program (Wells Park, Bill McGuire, etc.). All program costs would be covered by BGC including staffing, program materials, management fees, and all the additions that come with running the program in exchange for the space being provided by the town. This would save the town of Rothesay the costs of running a program at one of these locations. I am not sure that was really illustrated in the initial proposal.

Feel free to give me a call if you have any questions, or comments - I would be happy to discuss.

Thanks,

Ben

Alternative Option

Council can request that representatives from the Boys and Girls Club be invited to give a presentation at the April 12 Council meeting.

Attachments: 25 February 2021 Email
25 February 2021 Child and Youth Programming Information

Liz Pomeroy

From: Liz Pomeroy
Sent: February 25, 2021 8:19 AM
To: Liz Pomeroy
Subject: FW: BGC Proposal for Town of Rothesay Council Meeting
Attachments: Town of Rothesay (BGC Survival Camp) Proposal - 2021.pdf

From: Ben O'Neill <ben@sjclub.ca>
Sent: February 24, 2021 5:06 PM
To: Rothesay Info <rothesay@rothesay.ca>
Cc: Nick Rouse <nick.rouse@sjclub.ca>
Subject: BGC Proposal for Town of Rothesay Council Meeting

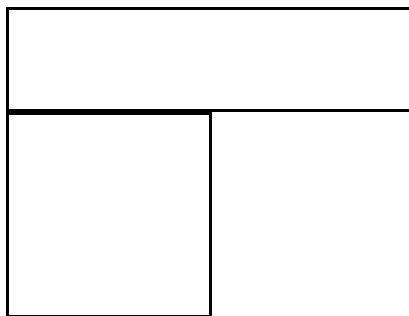
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi there: I am just reaching out to submit a request for the Boys and Girls Club of Saint John to be placed on the agenda for the Town Council meeting on March 8th, 2021. I have attached our documents below for the meeting. If you require any additional information, please let me know.

Thank you in advance,

--

Benjamin O'Neill (he/him)
Special Projects & Public Relations Coordinator
The Boys and Girls Club of Saint John, Inc.
506-634-2011 (ext. 216) | 506-333-5144
Ben@sjclub.ca | [Visit Us Online](#)
[Twitter](#) | [LinkedIn](#) | [Support Our Club Here!](#) | [Systemic Opportunities](#)



Email Confidentiality Clause

This email and the information contained in it is confidential, may be privileged and is intended for the exclusive use of the addressee(s). Any other person is strictly prohibited from using, disclosing, distributing or reproducing it. If you have received this communication in error, please reply by e-mail to the sender and delete or destroy all copies of this message.

Child and Youth Programming

Town of Rothesay



Reason for Proposal

The Boys and Girls Club of Saint John is searching for a location to run our highly successful Survival Camp summer program. The program has run in Hammond River for over 15 years and has cumulated a dedicated base of participants and staff. Our long-time staff members ensure that we continue to offer the highest quality of youth programming. Our program aims to reconnect elementary aged children with nature. We want to teach them how to play outside and give them the tools to discover things on their own with the proper guidance to keep them safe as they do it.

Activities Include

Fire Starting and Safety	<ul style="list-style-type: none"> Youth will learn how to safely start a campfire using their surroundings.
Water Purification Process	<ul style="list-style-type: none"> Youth will gain a better understanding on how to purify water for consumption.
Building Shelter	<ul style="list-style-type: none"> Gain the knowledge needed to build a secure shelter to keep you safe from the elements.
Survival Tips and Tricks	<ul style="list-style-type: none"> What plants can & cannot be eaten; How to properly use animal signs to find food & water.
Environmental Preservation	<ul style="list-style-type: none"> How to limit your impact when spending time in the forest; The importance of advocating for clean communities;

Potential Types of Programing

The Boys & Girls Club could provide recreational and leisure programs for children and youth grades 5 to 12 across 5 locations throughout the Greater Saint John area. This includes licensed and unlicensed after school programs, free evening youth programs, educational advancement programs, food and nutrition, physical literacy, and more. Our programming includes, but is not limited to:

- A blend of free and fee-based child and youth programing, with the majority of programing offered being free. Funding from all paid programs is put towards future child and youth programs.
- A combination of structured and unstructured activities.
- Community needs and interest-based programs to be determined by the Boys & Girls Club of Saint John in consultation with community members. There are a combination of national and local programs.
- At times the Boys & Girls Club may invite other program providers to offer programing. (i.e. Art Mama, Cooking Club, Creative Café, Brilliant Labs, Astronomy Club).

Programing Times

- Summer program: July to August
- Afterschool program: TBD
- Evening program: TBD



Child and Youth Programming Town of Rothesay

The Boys & Girls Club will be responsible for

- Hiring, training, and supervision of any employee hired to assist in providing child and youth programming;
- Recruiting, training and supervising any volunteer retained to provide child and youth programming;
- Tidying, sanitizing, and disinfecting program areas after use;
- Developing a weekly/monthly calendar of activities/programs to be advertised in the community;
- Seeking and applying for additional child and youth program funding;
- Ensuring that the appropriate guidelines for making a decision to report child abuse are in place;
- Providing liability insurance to a limit not less than five million dollars (\$5,000,000.00) for injury, death, or property damage during programming hours;

How the Town of Rothesay can support BGC

- Allowing the BGC free use of the facilities to run programs.
- Assist the Club staff in securing local sponsorship within the community.

Program Costs

The budget below is an example of the cost it takes to run a small community program for eight weeks:

BGC Survival Camp 2021	
Expenses:	
Personnel	
Program Leads (4)	\$12,744
Taxes & WorkersComp	\$1,308
Administration & Management	\$1,000
Program	
Supplies & Equipment	\$3,500
Food	\$2,000
Office	
Cell Phone	\$200
Printing	\$150
Manager Mileage	\$200
Total: \$21,102	

PARTNERSHIP

The Boys & Girls Club sees this as an opportunity for the Town of Rothesay and BGC to become partners in building the community programs in the Kennebecasis Valley.

Staffing

- All staff employed to work with children and youth must go through the Boys & Girls Club of Saint John hiring process. This process includes having a clear criminal background and social development checks.

Child and Youth Programming Town of Rothesay



- Any recommendations from the Town of Rothesay staff and board will be considered for employment by the Boys and Girls Club after completing the hiring process.
- All staff must receive Boys & Girls Club training, including but not limited to child development theory, safe work practices, child protection, and first aid/CPR before working with the Boys & Girls Club.

The Town of Rothesay will provide:

In order to maximize the potential of what we can offer to the children, youth, and community of Rothesay, the Town will provide for the Boys & Girls Club:

- Free space to run programming and free access to Town amenities on a case-by-case basis;
- A secure free space to store programming materials;
- Access to a facility;
- Building maintenance and cleaning;
- The Town of Rothesay is responsible for any repairs or maintenance, including snow shoveling.



BELONGING | RESPECT | ENCOURAGEMENT | WORKING TOGETHER | SPEAKING OUT

OPPORTUNITY

Child and Youth Programming Town of Rothesay



Sample Programs/Activities/Fundraisers 2021/2022

The below programs are examples of what we and the Town of Rothesay can do in the future, with the proper funding and partnership:

Ball Hockey League	Fundraising opportunity for child and youth programs. Summer program for ages 5-17.
Discovery Lab	Science-based educational program for ages 8-11 during evening.
STEAM Ahead	Interactive, hands-on activities to engage different learning styles.
Youth Engagement Initiative	Commitment to creating spaces and opportunities that support youth to reach their potential, as well as a great opportunity for Club staff at all levels to commit to taking concrete actions to grow our youth engagement work.
Nutrition Kids	Learning about healthy eating and snack-making with an Atlantic Superstore Registered Dietician. No major kitchen appliances needed!
Art Lessons	Supported by knowledgeable staff and volunteers, for all ages.
Outdoor Adventure	Interactive outdoor adventure program meant to excite and educate youth on the importance of the environment and all it has to offer.
Project Backpack	Designed to help reduce food insecurity for young people and their families. Once a week, program participants (selected with discretion by the Club and with help from Community Schools Coordinators) are given a food-filled backpack to bring home, with nutritious food that they can easily assemble into healthy meals over the weekend or during time periods when Clubs or schools are unable to provide meals.
Keystone	Leadership development program that provides youth (14-18) with the knowledge and skills to make positive choices in their lives and make a difference in their Clubs and communities. Throughout the course of the year, Keystone participants complete at least one activity in each of the five core areas: Leadership, Teamwork, Healthy Choices, Service to Club and Community, and Learning for Life.
Torch Club	Helps kids (10-14) develop leadership skills and self-esteem in a respectful, diversified environment. The program also offers the opportunity to give back to the community through fundraising and community projects and gain a sense of responsibility that comes when young people make their own decisions.

Attached is a complete list of all Boys & Girls Club programs that could be offered.

The Boys & Girls Club will also work with the community and offer unique programs that cater to the interest of their youth. For Example: Youth Café night

Benefits to becoming a Boys & Girls Club Satellite Site:

- **Human Resources and Payroll:** Child and youth program employees will be hired by the Club so payroll, recruiting, termination, and all HR will be the role of the Club. Including T4's, ROE's etc.

Child and Youth Programming Town of Rothesay



-
- **Additional Checks:** Since the Club runs licensed programs, we are able to do Social Development Checks on all volunteers and staff, reducing the risk of child abuse.
 - **Funding:** Eligibility for funding for Boys & Girls Club programs through the National Boys & Girls Club and the Club will be responsible for finding and applying for any additional funding for Town of Rothesay child and youth programs;
 - **Registration:** The Club will be responsible for member registration;
 - **Marketing:** The Club will market all child and youth programming for the Town of Rothesay BGC programming hub.
 - **Outcomes and Attendance:** The Club will track outcomes and attendance for programs – which is vital information that is needed in order to apply for funding;
 - **Policies and Procedures:** All policies and procedures, including child protection policies, are the responsibility of the Club;
 - **Program Planning:** The Club will be responsible for planning all child and youth programming;
 - **Purchasing:** The Club will purchase all child and youth programming supplies;
 - **National Oversight:** The Club policies and procedures are overseen not only by a local board of directors, but our National Review committee;
 - **Risk Reduction:** The Club holds the risk for employees and volunteers who work in our child and youth programs. This includes holding the risk of an employee being accused of child abuse – this risk is removed from the Town of Rothesay.

Child and Youth Programming Town of Rothesay



BGC Programs:

**Boys & Girls Club
of Saint John**

PROGRAMS

Are you looking for program activities to expand your child's horizons? Check out a few programs offered throughout the year with The Boys and Girls Club of Saint John.

**ages
6-12**

FOR CHILDREN

Bounce Back League

This program combines organized sport with the power of being part of a team to help kids better handle the up and downs of life like childhood traumas.

Kid Food Nation

An initiative designed to help kids develop food literacy skills through an 8-week cooking program. With the aim of promoting healthier, happier lifestyles.

Kid Tech Nation

A program created to teach kids digital literacy skills, coding concepts, and computational thinking.

Summer Brain Gain

A play-based program created to counter learning loss in literacy and math throughout the summer months.

Summer Slide

A play-based program created to counter summer learning loss in literacy and math throughout the summer months. Partnered with educators, this program offers curriculum based learning.

Level Up

Balancing all aspects of a healthy lifestyle from homework help, physical activity and healthy eating. This program allows youth to engage in a hands on experience to promote a happier, healthier life.

Summer Program

A big-group interactive experience offered at 6 locations for children and youth to participate in fun, engaging activities daily. Activities range from arts & crafts, physical activity, outdoor games, and education.

Youth Empowerment

A program to provide teens with a virtual space to gain leadership skills, socialize, and create a supportive community space during the COVID-19 pandemic.

**ages
13+**

FOR YOUTH

Keystone

A leadership development program for youth to make positive change in their lives and communities. Keystone allows youth to participate in a variety of community based volunteer activities to help bolster their CV.

BGC Raises the Grade

A multi-faceted education program, focused on increasing academic skills, high school graduation rates, and access to post-secondary education for youth.

School Cents

A series of interactive e-learning modules to support financial literacy skills and decision-making for post-secondary education.

Skilled4Success Hospitality

A pre-employment program focused on the skills and competencies needed to work in the hospitality industry.

ECB Boxing Partnership

A partnership program with East Coast Boxing which aims to promote healthy lifestyle choices, balance and behaviour management skills.

Summer Leadership

A summer program aimed at promoting leadership skills, community giveback, and providing both work and volunteer experiences among youth ages 13+.

VIRTUAL PROGRAMMING

Flex Your Head

Flex Your Head is a virtual program offered with BGC that allows youth the chance to participate in a supportive program aimed at boosting mental health rates in our city.

Nutrition Kids

A healthy lifestyle program with the aim of promoting healthy eating and accessible cooking skills for afterschool age children. This program is guided by a registered dietitian.

**ALL
ages**

BRIDGING PROGRAMS

Teresh Club

A program for pre-teens aimed to support the development of leadership skills and self-esteem. A great precursor for Keystone.

Jays Care Rookie League

Rookie League is a safe, fun, active and engaging baseball program for children and youth who might not otherwise have the opportunity to participate in recreational or organized sports.

Summer Ball Hockey League

Summer Ball Hockey is a safe, fun, active and engaging ball hockey program for children and youth who might not otherwise have the opportunity to participate in recreational or organized sports.

Playground Program

Free child and youth programming with the aim of providing children and youth with a safe space during the most vulnerable hours of the day while removing financial barriers.

Canadian Tire Jumpstart

Programs aimed at relieving financial barriers for children and youth interested in participating in both basketball and ice hockey.

Giant Tiger. Giant Steps

A perfect bridge program aimed at providing middle school aged youth with a space to work on their homework and get that extra push to excel in school.

French Immersion Supports

A program designed to support students in French Immersion practice and enhance their bilingual skills on a virtual platform.



Rothesay Hive Seeks Community Support

Rothesay was awarded the World Health Organization's Age-Friendly designation in 2019. The Rothesay Hive, which was created to support that designation, seeks to nurture the well-being of seniors through intergenerational communication, outreach, activities and education.

Located in Rothesay Town Hall, the Rothesay Hive opened in May 2019, and it offered many successful programs until early 2020 when the pandemic struck. With facility and staff support from the town of Rothesay, we have re-focused our efforts with more limited offerings until conditions allow a return to full programming. When permitted by Public Health Measures, we will offer exercise programs three days a week. When restrictions are fully lifted we intend to return to a full schedule with a variety of activities. Information on the Rothesay Hive and its current programs can be found at: www.rothesay.ca/recreation/rothesay-hive.

"I have used and enjoyed various exercise classes at the Rothesay Hive during this past year. Despite classes being curtailed due to COVID-19, I look forward to their start-up again. The classes and Instructors are finely tuned to us "older adults" thus making these sessions very enjoyable and beneficial."

– Mary, Rothesay Hive Member

We have received financial and in-kind sponsorship from several businesses and organizations in our community. With this letter we are reaching out for support from individual residents. Our goal in 2021 is to raise at least \$2,000 to help in paying for instructors and/or equipment for our programs. Keeping our programming affordable for seniors on fixed incomes is our objective.

We invite you to consider a donation of \$50, \$100, \$150, or \$200 to assist in this effort. Of course, donations in any amount will be greatly appreciated. Please make donation cheques payable to the town of Rothesay, with Rothesay Hive on the memo line. Cheques can be mailed or dropped off at the Rothesay Town Hall, 70 Hampton Road, Rothesay NB, E2E 5L5. Rothesay will issue income tax receipts upon request for donations greater than \$25.00.

We thank you for your support of the Rothesay Hive as we continue our Age-Friendly journey.

Rothesay Hive Advisory Committee



Elections New Brunswick



Élections Nouveau-Brunswick

102-551 rue King Street, PO Box / CP 6000, Fredericton, NB, Canada E3B 5H1
Ph / Tél : (506) 453-2218 / 1-800-308-2922 Fax / Téléc : (506) 457-4926 E-mail / Courriel : info@electionsnb.ca
<http://www.electionsnb.ca>

Date: January 28, 2021
To: All New Brunswick municipalities
From: The Municipal Electoral Officer of New Brunswick
Subject: May 10, 2021 Municipal general elections

Elections New Brunswick wishes to advise the administrators and councils of all municipalities that the municipal general elections that were postponed due to Covid-19 are scheduled to occur on **Monday, May 10, 2021**.

Candidates may begin to file their nomination papers with the appropriate returning officer once their offices open on Monday, March 22, 2021. The nomination period closes at 2:00 p.m. on Friday, April 9, 2021.

If your municipality is considering adding a plebiscite question to the ballot during these elections, please note that under subsection 46(4) of the *Municipal Elections Act*, certified plebiscite questions must be submitted to the Municipal Electoral Officer no later than Tuesday, February 23, 2021. At this time, we are not aware of any planned plebiscites in New Brunswick.

For a complete schedule of these events in the upcoming elections, please visit our website at electionsnb.ca. Information will continue to be added as the election draws closer.

If you have any questions or updates, please contact either me, David Owens, or Karine Pitre at the office of Elections New Brunswick for further information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kim Poffenroth', is written over a light blue horizontal line.

Kimberly A. Poffenroth
Municipal Electoral Officer
Province of New Brunswick

COVID-19 Risk Mitigation During Municipal Election Campaigns

COVID-19 is a respiratory virus that spreads easily from person to person, unless measures are used to reduce transmission. To protect our communities, all candidates must follow the public health safety protocols that are in place for the province, as well as any specific public health measures that may be in affect for the health region in which they are campaigning.

At times, public health guidance may change rapidly in response to the pandemic conditions. It is essential for candidates to be aware of the alert level of recovery that applies to the zone in which they are living, working, and visiting.

The measures listed below must be used in combination to provide a layered protective approach. Even if a candidate has been immunized against COVID-19, or has personally recovered from the virus, it is crucial that all these measures are used.

Keep Practising Physical Distancing

Physical distancing minimizes close contact with others in your community.

Things you can do to keep practising physical distancing are:

- avoiding crowded places and vulnerable populations;
- avoiding greetings that include physical contact, such as handshakes;
- keeping 2 metres away from others when outside of your home;
- following your local public health guidance on the number of people that can gather in one place at one time; and,
- determine occupancy of any facility based on the ability to maintain 2 metres of physical distancing (in all directions) between people that are not members of a single household bubble.

Wear a Community Face Mask

In New Brunswick, masks are currently mandatory in indoor public places. For Orange and Red alert levels, masks are also mandatory outdoors when unable to remain 2 metres apart. Please check the [NB Recovery Plan](#) often to remain current about most recent recommendations and content from [Mandatory Order](#).

Wearing a [community face mask](#) helps stop the spread of COVID-19; and should be used in combination with physical distancing from others. Ideally, a mask would be three layers of fabric with a filter layer to provide optimal protection. A mask may also be combined with a clear plexiglass shield for added safety; but a shield alone cannot be used instead of a mask.

Practice Effective Hygiene

Keep your hands clean by washing them with soap and water for at least 20 seconds, frequently throughout the day; or using hand sanitizer when soap and water are not available. Make certain your hand sanitizer contains at least 60% alcohol and has been [approved by Health Canada](#). Cover your coughs or sneezes with the inside of your arm, or a tissue, and wash your hands after. Do not touch your eyes, nose, or mouth with unwashed hands.

Stay Home if Symptomatic

Before leaving your home, make certain you and your household members are symptom-free. Anyone experiencing two or more symptoms (or one symptom if your zone is in Red alert level), should [self-isolate](#) and use the [online form to register for testing](#); or call 811.

Symptoms include:

- Fever
- Cough (or worsening cough)
- Sore throat
- Runny nose
- Headache
- Muscle pain
- Fatigue/exhaustion
- Diarrhea
- Loss of sense of taste
- Loss of sense of smell
- In children, purple markings on the fingers and toes

COVID-19 Operational Plans

All operating organizations, services and businesses in New Brunswick are required to have a written **COVID-19 Operational Plan**. **Candidates must develop an operational plan** that describes how risks will be addressed to protect yourself, as well as others, during your campaign. This plan applies to campaign offices, activities undertaken during the campaign, as well as individual events. A template is available on the GNB COVID website ([operational plan guide](#)) to make the process easier, along with signage to help you communicate the information. It is best to create a plan that would apply to the Red alert level of the NB Recovery Plan so that your campaign can remain active throughout all phases.

Please note: Operational Plans are subject to inspection upon request; and failure to comply with the Mandatory Order could result in fines.

Campaign Offices, Activities, and Events:

Screening and Signage Protocols

Before entering a campaign office, both workers and the public must participate in active screening to ensure they are symptom-free. This would be posted on the front door and asked upon entry.

Their name is recorded in a logbook detailing the date and time of their visit, as well as a phone number or email for contact-tracing purposes.

Then, everyone would sanitize their hands upon entering with alcohol-based hand sanitizer. Please consider recently approved alcohol-free hand sanitizing products for those impacted by certain sensitivities to alcohol products.

Physical distancing is essential and Operational Plans must detail how 2-metre separation will happen for all present within the setting (campaign staff, volunteers, public, etc.), in all directions. Reducing occupancy levels is often needed to maintain a 2-metre distance. When physical distancing cannot be achieved consistently, engineering controls (e.g. plexiglass barriers between workstations) may be necessary.

Floor and wall signage should be posted throughout to remind everyone to remain 2 metres apart. Traffic flow would be indicated using arrows on the floor, and rooms would have capacity limits posted outside. It is often necessary to remove chairs from a room or to indicate placement of seating to maintain the separation.

Wearing a mask is mandatory when inside any public building, under current health protocols. If your office is open to the public sometimes; it is mandatory masking for everyone, all the time (even if plexiglass barriers are in place). If your office is never open to the public, employees/volunteers may remove masks when sitting quietly and physically distanced by 2 metres; and while eating or drinking, with 2 metre distancing in place.

Masks are also required in outdoor public spaces when physical distancing of 2 metres cannot be maintained.

In the plan, include how you will communicate the mask requirement; citing the [criteria for an acceptable mask](#), and how to wear it safely. Note how you will provide for those who may forget their mask; and how you will accommodate those individuals who are unable to wear a mask. Consider offering a phone call, printed materials, or an online conversation.

Enhanced Environmental Cleaning would prevent transmission of the virus within the campaign headquarters or while participating in events. High touch items such as light switches, doorknobs, and railings would require daily cleaning and disinfection with a product [approved by Health Canada](#). Shared items, such as desks, chairs or office supplies would also need to be wiped down after using. Common areas, such as kitchens and washrooms would also have intensive cleaning needs and measures to prevent overcrowding. Lunchrooms are high-risk for transmission and should be avoided. Consider removing seating and encourage users to wash hands upon entering lunchroom and wipe down any touched items after use.

The importance of hand cleaning cannot be underestimated. Please provide opportunities to clean one's hands throughout the campaign center, or while conducting campaign activities in the community. Hand sanitizer with >60% alcohol content or handwash stations can be used.

Door-to-door campaigning

Traditional activities associated with door-to-door campaigning would be impacted by the zone or provincial phase of recovery. All candidates are required to stay up-to-date on the guidance based

on the community's recovery level. While door-to-door campaigning is permitted, it is not recommended that candidates enter homes. It is advised that electors would be engaged in a doorstep or verandah conversations. Candidates should ensure any activities they undertake adhere to all public health safety protocols and are mentioned in their Operational Plan. It is essential that physical distancing, practicing proper hand hygiene and wearing a community face mask are foundational to the plan. Please consult with the [NB Recovery Plan](#) and [Mandatory Order](#) for the most recent updates to guide your practice.

To apply this to practice, candidates would sanitize their hands, don a community mask to ring/knock on the person's door, and stand 2 metres or more away from the door when talking to someone. A mask must be worn even if able to remain 2m away from the elector. Non-contact greetings would be used to maintain the 2m distance, and ideally the candidate would have doorstep conversations instead of entering the residence. Hand sanitizing, masking and distancing would be required throughout all Phases of Recovery. Before knocking on the next door, the candidate would sanitize their hands.

When collecting signatures for nomination papers, the candidate would sanitize their hands, wear a mask, and pass a freshly sanitized pen and nomination form to the nominator. The candidate would step back from the form to allow the nominator to complete the paperwork. When finished, the nominator can place the pen in a baggie labeled for used pens to be sanitized later. The Chief Electoral Officer has indicated it would be acceptable for the witness to the nominator to do so virtually, and then send the signed document electronically to the witness to sign.

It is recommended that Candidates using printed campaign material at an elector's home is done without contact by placing in a mailbox or on a step of the homeowner. (e.g. pamphlets, postcards, etc.).

Plan for Illness

It is essential that campaign offices have a well-communicated plan should someone in the workplace develop two or more symptoms. The individual should exit the building immediately and notify their supervisor. Alternately, they should self-isolate in an isolation room until able to exit. Those with 2 or more symptoms should self-isolate at home, [request a test online](#), or call 811. If the candidate or their volunteers live, work, or have visited a Red zone within the past 14-days, this threshold for testing and self-isolation is reduced to only one symptom. Please see WorkSafeNB or [GNB COVID-19 Operational Plan Guide](#) for further information.

It is expected that this information may change in response to the evolving conditions of this public health event. It is essential that candidates remain up to date on measures required to protect themselves and their communities.

Resources:

[NB's Recovery plan \(gnb.ca\)](#)
[WorkSafeNB](#)
[Testing via 811](#)
[GNB COVID 19 Operational Plan Guide](#)



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothsay@rothesay.ca
www.rothesay.ca

February 10, 2021

Sean Finn
Executive Vice-President
Corporate Services
and Chief Legal Officer
CN
935 de La Gauchetière Street West
16th Floor
Montreal, Quebec
H3B 2M9

Dear Mr. Finn,

RE: Thank you - Public Library Donation

On behalf of Rothesay, please accept our sincere gratitude for a copy of CN's 100 anniversary commemorative book *100 Years of Building a Legacy Together*, the tree seed package, and the generous donation of \$10,000 to the Kennebecasis Public Library.

One cannot coast along the tracks of Rothesay's history without entrenching themselves in stories featuring the railroad. CN is to be commended for its full-steam efforts in building community partnerships, and exemplifying genuine care for stakeholders that abut the vital channel of transportation in which you operate.

Thank you again, as undoubtedly, your support will help boost the "education station" that is our local public library.

Sincerely,

Dr. Nancy Grant
Mayor

Cc: Rothesay Council
Kennebecasis Public Library



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

February 11, 2021

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

Your Worship and Members of Council:

As an important stakeholder in our organization, it is with pleasure that I submit the 2020 Kennebecasis Valley Fire Department Annual Report which can be found on our website at www.kvfire.ca/news. With the ongoing pandemic, we chose to go online and encourage you to check out what our website has to offer.

The annual report is used to communicate performance orientated information from the Fire Chief to the Joint Board of Fire Commissioners. In addition to statistical information, the report summarizes significant events from the past year and highlights the accomplishments of department members in 2020. If you have any questions regarding the report, please feel free to contact me.

Sincerely,

Chief Bill Ireland

cc: Quispamsis Mayor and Council



Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Mayor and Council, Town of Quispamsis
Mayor and Council, Town of Rothesay

From: Fire Chief Bill Ireland

Re: Low-rise Apartment Developments

Date: February 11, 2021

At the February 10, 2021 Fire Board meeting the following motion was made:

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

Executive Summary

At the September 2020 meeting of the Fire Board, I provided an overview of some of the challenges the department is facing with regards to the recent increase in multi-storey, multi-unit residential buildings in our coverage area. Included in that report was a briefing note by Division Chief White summarizing our resource and training challenges. The purpose of this memo is to update the Board on how the department plans to address this challenge plus the progress that has been made to date with regards to making improvements.

This information is being provided to assist the Board in fulfilling its mandate to "maintain projections of equipment and manpower requirements to meet the future needs of fire response in the areas served, including projected changes in types of service delivery".

Background

The building stock within the area protected by the KVFD is dominated by single family, residential buildings consistent with the suburban, demographic profile of Rothesay and Quispamsis. Accordingly, the KVFD is equipped and staffed to mitigate a fire emergency in a typical, detached single family home with no exposure hazards. It does not require a deep technical understanding of fire service standards or operating procedures to recognize that a fire emergency in any building larger than a detached single-family dwelling will require additional resources to mitigate. It is apparent that suppressing a fire and searching for occupants in a bungalow is substantially different than fighting a fire in a four-storey building containing 34 dwelling units and potentially 100+/- occupants.

Recently, the pace of growth in larger, multi-storey, multi-unit residential buildings in both Towns has placed an increased focus on this evident resource gap. This situation is not new and has existed in our community for decades. Our community contains many commercial, light industrial, multi-unit residential, institutional and professional service buildings that all place an excess demand on our service and that we are under-resourced to protect from an industry standards perspective.

Fortunately, most of these types of buildings are inherently safe and have been or will be built following the requirements of the National Building Code. This means they have been constructed and designed to include systems and elements intended to protect the safety of occupants and firefighters. While newer buildings are generally safe, they are not completely immune from the dangers of smoke and fire.

Although the department has grown and evolved in an effort to keep pace with our changing community, we have not been able to match the pace of growth in our coverage area. The reality is that there will always exist a need to balance the level of risk we accept with the costs associated with eliminating all risk. As much as we aspire to fully match our resources with service-level expectations and industry standards, we recognize that increasing our resources carries considerable expense. We continue to search for ways to maximize our effectiveness while also being as efficient as possible.

Current Measures

Acknowledging that a gap between our resources and our risks has existed and is potentially accelerating; the KVFD has taken the following steps to narrow the gap in a cost-effective manner:

Mutual Aid

Our manpower, equipment and water supply gaps are reduced through existing mutual aid agreements with our neighbouring fire departments. This system is effective for large scale, long duration events but rapid deployment of additional resources to perform initial fire attack, rescue and evacuation operations is delayed because of travel distance and dispatching delays.

Emergency Recall

The collective bargaining agreement contains provisions for the immediate recall of off-duty personnel in the event of a significant emergency. This "second alarm" process has historically been successfully utilized to ensure an adequate number of personnel are available to safely perform fireground operations or mitigate other infrequent resource intense incidents. There are reliability and sustainability challenges associated with this model however as it is essentially a "voluntary" system. There is no obligation for an off-duty member to respond to a recall request which makes the process unstable in terms of the number of responders available.

Pre-incident Planning

Understanding hazards, building occupancy and design features is critical to being prepared to mitigate an emergency. While the department has collected information regarding some of the larger and challenging buildings in our coverage area, a full-scale pre-incident planning system is incomplete. Recent improvements to our technical resources including data terminals in responding apparatus, a new record management system including risk analysis software and a re-prioritization of pre-planning efforts will improve our knowledge base and help us be better prepared to respond to these types of buildings.

Pre-incident planning also extends to the design phase of construction. The KVFD is usually invited by Town staff to comment on development plans, including site locations and building access routes. Continuing this practice will help ensure that our existing resources are adequate (i.e., building set-backs impact how high our aerial ladder will reach) or identify problem areas in advance so that alternative plans can be made.

Equipment

In 2020, the KVFD identified a lack of specialized firefighting equipment required for use in buildings equipped with a standpipe system. The approved 2021 operating budget includes funds to acquire this equipment and three new standpipe firefighting kits will be ordered.

Training

Larger buildings contain features and equipment not found in single family dwellings such as elevators, standpipe and sprinkler systems, fire alarm systems, mechanical

ventilation systems, etc. Historically, training on fighting fires in large buildings and utilizing building fire suppression systems has not been a primary focus for KVFD. The 2021 training budget was increased to address this issue specifically and provide an opportunity for firefighters to become familiar with the specialized equipment and fire suppression tactics associated with multi-storey buildings.

Moving Forward

In addition to implementing the measures noted above, the KVFD will continue to evaluate the gap between resources and risk and make recommendations regarding the most effective and efficient methods to address this concern. Potential strategies may include but are not limited to:

- Increasing department staffing levels by hiring additional staff
- Implementing a paid stand-by system for off-duty members to guarantee second-alarm response
- Implementing a paid-on-call system of reserve members to support firefighting operations and provide a workforce for safety and support positions
- Identifying buildings that would generate an “automatic aid” response from neighbouring fire departments. This is an enhancement of the current mutual aid system that would see additional resources respond at the same time as the initial dispatch, rather than waiting for KVFD to arrive on-scene and assess the situation before requesting assistance
- Analyzing current fire apparatus and future development plans to assess future needs
- Adopting clearly defined level of service standards that reflect current capabilities and align resources with expectations
- Completing an in-depth risk assessment, specific to commercial, light industrial, multi-unit residential, and professional service buildings
- Developing and delivering custom training programs based on current resource levels and legislated safety requirements
- Developing and delivering custom public education programs for residents of multi-unit, residential buildings
- Evaluating the impact of increased service demand levels required to ensure fire code compliance and public education programs are delivered in these types of buildings.

Summary

Simply stated, the increase in newly built or planned multi-unit, multi-storey buildings in our coverage area have focused attention on an existing gap in our resource/risk equation. Our current manpower resources and staffing levels do not meet the industry

defined standard level of response. The National Fire Protection Association standard for the Organization and Deployment of Fire Suppression Operations by Career Fire Departments (NFPA 1710) requires an initial response force of 24 firefighters to a fire in a three-storey, garden style apartment building. The KVFD is currently staffed with a minimum of 8 firefighters on-duty and this memorandum should not be interpreted as a call to conform to NFPA standards.

Clearly, the KVFD does not have the resources (nor will it likely have the resources) needed to meet the industry standard for offensive fire operations at many of the buildings in our coverage area. Alternate means of ensuring firefighter and occupant safety have been identified and implemented and the evaluation of further improvements is ongoing. Support from the Fire Board and Town Councils by adopting achievable recommendations from the KVFD management team will be a key contributor to minimizing the gap between our current resources and an acceptable level of risk.



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

Regular Monthly Meeting

December 21, 2020

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, December 21, 2020, 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 11:12 a.m. noting that all COVID-19 regulations have been followed including physical distancing and the use of masks.

2. Record of Attendance

Nancy Grant	Chairperson
Jim Bedford	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Shirley McAlary	Deputy Mayor, Saint John
Grace Losier	Mayor, Grand Bay-Westfield
Gary Clark	Mayor, Quispamsis
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

Brenda MacCallum – Public Relations & Program Development Officer, FRSC

Nick Cameron, Assistant Development Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the December 21, 2020 Agenda as presented with the addition of number seven (7) e, "Land Acquisition Options – New Option" moved from closed session.

Moved: Director Clark

Seconded: Director McAlary

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

Director MacCready expressed a conflict of interest regarding number seven (7) c. Chairperson Grant advised that Director MacCready would be excused from the meeting during the discussion surrounding "Community Projects – 2020 Fund Carryover CMEI".

5. Approval of the Minutes

Motion: To approve the November 23, 2020 minutes as presented.

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

6. Planning – Building Inspection – November 2020

Nick Cameron, Assistant Development Officer, FRSC, presented the November, 2020 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 November, 2020 was \$15,631,360 compared to 2019 which was \$10,098,000.

Motion: To receive and file the November, 2020 Monthly Report as presented.

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

7. Finance

a. Tender 2020-03 Leachate

Executive Director MacLeod noted that this tender is the annual contract for supply of standby collection and haulage of leachate.

Motion: To award the contract for supply of standby collection and haulage of leachate to the lowest price bid of \$6.25 per metric tonne from Keel Construction Ltd.

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

b. Tender 2020-04 Aggregate

Executive Director MacLeod noted that this is the annual contract for supply of aggregate material. Two (2) of the bids received were for \$7.10 per metric tonne. Currently, the FRSC does not have a procedure in place for bids with the same dollar value. The FRSC has contacted both the Province of New Brunswick as well as legal counsel to determine the proper procedure when awarding equal tenders. The Executive Director felt that a decision would have to be based on a transparent, fair and logical process approved by the board. It was noted that both companies being considered have provided excellent work for the FRSC in the past.

Executive Director MacLeod explained that the FRSC is recommending Keel Construction Ltd. as the successful bidder as they are located in the host community and there would be less environmental footprint due to their PID being located closer to the Crane Mountain Landfill.

Motion: To award the contract for supply of aggregate material to Keel Construction Ltd. for a price of \$7.10 per metric tonne, pending reply from the Province of New Brunswick.

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

c. Community Projects – 2020 Fundy Carryover CMEI

Chairperson Grant excused Director MacCready from the meeting due to a conflict of interest. A brief background was provided regarding the unused 2020 Community Grants.

It was explained that at the September, 2020 Commission meeting, special permission was given to the Westfield School to carry their grant totaling \$20296.32 to 2021. Since that time, the Martinon Community Centre has also requested permission to carry their 2020 grant totaling \$5000 to 2021 as the project was not able to be completed due to difficulties arising from the COVID-19 pandemic. The total amount from 2020 Community Grants to be added to 2021 is \$25,296.32.

Motion: The Commission authorize that the community grants for 2021 be increased by a total of \$25,296.32 to fund the Westfield 2020 project grant in the amount of \$20,296.32 and the Martinon 2020 project grant in the amount of \$5000 to be funded from operating fund surplus in 2021 or the operating reserve fund.

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

d. Year End Motions

a) Building Canada Fund

Motion: To approve transfer of \$25,000 from the Solid Waste Services Operating Fund to the Solid Waste Services Capital Reserve Fund as per the 2020 budget in accordance with the Project No. 27900 – Canada-New Brunswick Building Canada Fund (BCF) – Communities Component agreement.

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

b) Generating Facility Capital Reserve Fund

Executive Director MacLeod explained that because the generation facility is a separate department, it would require a separate Capital Reserve Fund.

Motion: To establish a Generation Facility Capital Reserve Fund and to approve the transfer of \$42,000 from the Generating Facility Services Operating Fund to the Generating Facility Capital Reserve Fund.

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

c) Solid Waste Services Capital Reserve Fund

Motion: To approve transfer of \$200,000 from the Solid Waste Services Operating Fund to the Solid Waste Services Capital Reserve Fund.

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

e. Land Acquisition Options – New Option

Executive Director MacLeod provided an update on the status of the EIA and purchase agreement. It was explained that the purchase option on the clay pit and quarry was not extended by the owner. They are requesting further negotiation.

Motion: To exercise the option to enter into a new purchase agreement at a cost not to exceed \$10,000 to be funded from the operational surplus.

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

8. Plastic Bags – Brenda MacCallum

Brenda MacCallum, Public Relations & Program Development Officer, FRSC provided an update on the plastic bag by-law. It was explained that based on feedback from stakeholders, there are some minor changes being recommended to the proposed bylaw.

Ms. MacCallum further explained that the Retail Council originally stated that the FRSC should align with what other provinces are doing with regards to the plastic bag ban bylaw. At the time, they were charging a fee for paper bags. However, Restaurants Canada feels that this poses an operational challenge to drive thrus. It was also explained that PEI has since amended their by-law to remove the paper bag fee for drive thrus.

It is recommended that the FRSC should remove the fee on paper bags in the proposed bylaw. The implementation date of July 1, 2021 will remain the same and businesses will be allowed a grace period from the date of enactment to November 1, 2021 to use their existing stock of plastic bags.

Motion: That the FRSC send a letter to municipalities regarding the modification to the plastic checkout bag ban bylaw to remove the reference to charge for paper bags with the implementation date to remain June 30, 2021.

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

Motion: To amend the main motion by adding "and to communicate to the Province the urgency regarding this issue and the need for continuity across the province".

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

Director MacLeod was asked to communicate this to the other RSC's for their consideration.

Chairperson Grant called for a motion to adjourn.

Motion: To adjourn the meeting at 11:50 am.

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

APPROVED (date) Feb 10, 2021


Nancy Grant, Chairperson


Alicia Raynes, Recording Secretary

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
NOVEMBER 10, 2020**

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

Absent: Commissioner Peter Lewis

1.0 Call to Order

Chair Brenan called the meeting to order at 6:09 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by P. Rioux and seconded by K. Miller, with the addition of:

- Item 7.5 Letter from Department of Environment and Local Government re: COVID-19 Related Expenses.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 September 9, 2020

Moved by K. Miler and seconded by P. Rioux, that the minutes of September 9, 2020 be approved as presented.

CARRIED

6.0 Unfinished Business**6.1 Fire Prevention & Protection By-Law - Update**

Both towns have had first and second reading of the proposed Fire Prevention and Protection by-law. Commissioner Miller noted that Quispamsis will begin collecting fees in 2022 and will not charge business in 2021 due to COVID to give them a break.

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

CARRIED**6.2 Strategic Plan - Update**

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

6.3 Recladding of Station One

The project has been completed and finished under budget.

7.0 Correspondence**7.1 Letter to both Towns re: 2021 Operating & Capital Budgets**

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

CARRIED**7.2 Letter from Joint Finance Committee re: Joint Finance Committee Recommendations on Proposed 2021 Operating & Capital Budgets**

Moved by K. Miller and seconded by D. Stanford to receive and file.

CARRIED

7.3 Email from Quispamsis re: Approval of 2021 Operating & Capital Budgets

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

CARRIED

7.4 Letter from Quispamsis re: Request for Continued Temporary Use of Upstairs Portion of Civic Centre for Quispamsis Works Departments Lunchroom

Due to COVID-19 requirements (spacing out of employees) the Quispamsis Works Department has been using the upstairs of the Civic Centre (Station Two) for their lunchroom. As the Fire Board will not begin renovations on this building until 2022 the space is not being used.

Moved by N. Soobratee and seconded by P. Rioux to allow the continued temporary use of the upstairs at the Civic Centre for the Quispamsis Works Departments lunchroom.

CARRIED

7.5 Letter from Department of Environment and Local Government re: COVID-19 Related Expenses

Moved by K. Miller and seconded by P. Rioux, it be resolved that the COVID-19 net impact is no greater than \$12,000 and can be administered by the Fire Chief.

CARRIED

8.0 New Business

8.1 Winter Services Agreement

Moved by K. Miller and seconded by N. Soobratee, the Fire Board accept the low bid of \$21,710 plus HST and award the 2021-2022 winter services contact to Urban Landscaping.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended September 30, 2020

Moved by K. Miller and seconded by D. Stanford to receive and file.

CARRIED

9.2 Budget Variance Analysis

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

CARRIED

9.3 2020 Capital Budget Update

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

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

Moved by K. Miller and seconded by D. Stanford to receive and file.

CARRIED

12.0 Adjournment

Moved by P. Rioux that the meeting be adjourned at 6:33 pm.

Date of next meeting – February 10, 2020

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.
Statement of Expense with Budget Variance
For the 9 months ending: September 30, 2020

9.1

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2020
Line / REVENUE:				
1 Members Contributions	\$4,112,968	\$4,118,070	\$5,103	\$5,346,858
2 Rebate of Property Tax (Miscellaneous Rev)	\$47,593	\$46,755	(\$838)	\$47,593
3 Local Service Districts	\$0	\$0	\$0	\$0
4 Revenue Fee Structure	\$0	\$0	\$0	\$0
5 Misc. Revenue	\$750	\$18,014	\$17,264	\$1,000
6 Interest Income C/A	\$5,738	\$4,784	(\$954)	\$7,650
7 Deficit 2nd previous year	(\$79,278)	(\$79,278)	\$0	(\$79,278)
8	<u>\$4,087,770</u>	<u>\$4,108,345</u>	<u>\$20,575</u>	<u>\$5,323,823</u>
EXPENSES:				
ADMINISTRATION:				
9 Admin. Wages and Benefits	\$474,728	\$458,863	(\$15,866)	\$644,400
10 Convention/dues/training	\$13,500	\$9,858	(\$3,642)	\$18,000
11 Administrative Agreement	\$9,000	\$9,000	\$0	\$12,000
12 Professional Services	\$16,000	\$30,044	\$14,044	\$40,000
13 Office supplies/Copy Machine/ S/C	\$5,587	\$6,357	\$770	\$7,450
14 Computer hardware/software/IT	\$11,175	\$5,649	(\$5,526)	\$32,900
15 Telephone/ Internet	\$10,350	\$10,161	(\$189)	\$13,800
16	<u>\$540,341</u>	<u>\$529,932</u>	<u>(\$10,409)</u>	<u>\$768,551</u>
FIREFIGHTING FORCE:				
17 Salaries Basic	\$1,996,827	\$1,867,251	(\$129,576)	\$2,732,500
18 Overtime	\$42,500	\$45,572	\$3,072	\$60,000
19 Vacation Pay on Retirement	\$0	\$0	\$0	\$0
19 Force Benefits	\$507,051	\$482,133	(\$24,919)	\$646,800
20 Career Uniforms and maintenance	\$21,000	\$15,696	(\$5,304)	\$28,000
21 Medical and Fitness Testing	\$15,000	\$11,613	(\$3,387)	\$20,000
22 Career Recognition	\$2,500	\$85	(\$2,415)	\$2,500
23 Holiday Relief Wages and overtime	\$239,400	\$241,610	\$2,210	\$327,600
24 Holiday Relief Benefits	\$85,281	\$67,882	(\$17,399)	\$116,700
25	<u>\$2,909,559</u>	<u>\$2,731,840</u>	<u>(\$177,719)</u>	<u>\$3,934,100</u>
TELECOMMUNICATIONS:				
26 Cellular Telephones	\$4,500	\$2,791	(\$1,709)	\$6,000
27 Communication Equipment	\$500	\$943	\$443	\$1,000
28 Maintenance / Repairs	\$350	\$0	(\$350)	\$700
29	<u>\$5,350</u>	<u>\$3,734</u>	<u>(\$1,616)</u>	<u>\$7,700</u>
INSURANCE:				
30 Insurance	\$34,000	\$36,971	\$2,971	\$34,000
31	<u>\$34,000</u>	<u>\$36,971</u>	<u>\$2,971</u>	<u>\$34,000</u>

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE	BUDGET 2020
PREVENTION AND TRAINING:				
32 Firefighter / Co. Officer Training	\$27,000	\$8,328	(\$18,672)	\$36,000
33 Fire Prevention	\$6,000	\$6,248	\$248	\$8,000
34 Public Education	\$3,375	\$0	(\$3,375)	\$4,500
35 Training Supplies	\$1,500	\$128	(\$1,372)	\$2,000
36	\$37,875	\$14,703	(\$23,172)	\$50,500
FACILITIES:				
37 Station 1 Operating	\$163,259	\$152,820	(\$10,439)	\$185,120
38 Station 2 Operating	\$15,000	\$14,359	(\$641)	\$20,000
39 Station 2 Rent - Quispamsis	\$38,918	\$38,916	(\$1)	\$51,890
40 Station Supplies	\$9,000	\$8,195	(\$805)	\$12,000
41	\$226,176	\$214,292	(\$11,885)	\$269,090
FLEET:				
42 Fuel Vehicle	\$15,000	\$9,917	(\$5,083)	\$20,000
43 Registration Vehicle	\$400	\$304	(\$96)	\$550
44 Vehicle Maint. & Repairs	\$65,250	\$47,307	(\$17,943)	\$87,000
45	\$80,650	\$57,528	(\$23,122)	\$107,550
OPERATIONS:				
46 New Equipment	\$13,500	\$8,423	(\$5,078)	\$18,000
47 Maint. & Repairs Equip.	\$18,278	\$20,643	\$2,365	\$23,000
48 Maint. & Repairs Bunker Gear	\$1,250	\$0	(\$1,250)	\$5,000
49 Medical Supplies	\$5,250	\$7,834	\$2,584	\$7,000
50 Fire Fighting Supplies	\$2,625	\$7,399	\$4,774	\$3,500
51 H&S/Cause determination	\$1,500	\$1,832	\$332	\$1,500
52	\$42,403	\$46,130	\$3,728	\$58,000
WATER COSTS:				
53 Water Costs - Quispamsis	\$3,816	\$3,816	\$0	\$5,088
54 Water Costs - Rothesay	\$19,833	\$19,833	\$0	\$26,444
55	\$23,649	\$23,649	\$0	\$31,532
OTHER:				
56 Miscellaneous	\$2,250	\$1,300	(\$950)	\$3,000
57 Retirement Allowance	\$44,850	\$44,856	\$6	\$59,800
58 Deficit 2nd Previous Year	\$0			
58	\$47,100	\$46,156	(\$944)	\$62,800
59	\$3,947,103	\$3,704,936	(\$242,168)	\$5,323,823
60 (DEFICIT) SURPLUS FOR THE PERIOD		\$403,409	\$262,742	\$0

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 9 months ending September 30, 2020

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
17	Salaries Basic	\$1,996,827	\$1,867,251	(\$129,576)	Two members on LTD
9	Admin. Wages and Benefits	\$474,728	\$458,863	(\$15,866)	Finance billed 1/2 normal amount due to COVID/seasonal slowdown
12	Professional Services	\$16,000	\$30,044	\$14,044	Lawson Creamer/Dr. Pische/Montana HR
14	Computer hardware/software/IT	\$11,175	\$5,649	(\$5,526)	
19	Force Benefits	\$507,051	\$482,133	(\$24,919)	No pension contributions for members on LTD
20	Career Uniforms and maintenance	\$21,000	\$15,696	(\$5,304)	As required
37	Station 1 Operating	\$163,259	\$152,820	(\$10,439)	Lower propane and electricity costs
24	Holiday Relief Benefits	\$85,281	\$67,882	(\$17,399)	New HRRF's with no benefits
42	Fuel Vehicle	\$15,000	\$9,917	(\$5,083)	Lower fuel prices
44	Vehicle Maint. & Repairs	\$65,250	\$47,307	(\$17,943)	As required
46	New Equipment	\$13,500	\$8,423	(\$5,078)	As required
32	Firefighter/Co. Officer Training	\$27,000	\$8,328	(\$18,672)	COVID cancellations/will be made up by year-end
Material Variances		\$3,396,071	\$3,154,311	(\$241,761)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the month of September 2020 (since last board meeting)

Non-Recurring Monthly Invoices	Amount	Description
09-22-20 Fitworks	\$9,977.29	Capital item - New Exercise equipment
09-25-20 Security Electrical	\$5,750	Capital item - Lighting retrofit

Kennebecasis Valley Fire Department - 2020 Capital Budget				
Fleet	Approved	Year to Date Nov 2/20	2020 Year End Estimate	Notes
Replace 2000 Freightliner 1250 gallon Tanker	\$ 375,000	\$430,627	\$ 430,627	Could be further reduced with allocation of misc. revenue from operating budget (+/- \$18,000)
Replace 2010 Toyota Sienna - Deputy Chief/Fire Investigation unit - (158,000 km)	\$ 45,000	\$47,259	\$ 47,259	
Repaint body of Engine 1 to prevent further corrosion issues	\$ 15,000	\$0	\$ -	
	\$ 435,000	\$477,886	\$477,886	
Equipment				
Bunker gear (11 suits) - Year 4 of 4 year replacement cycle	\$ 32,200	\$28,607	\$ 28,607	estimate
Firefighter helmets - replace 44 helmets (10-year expiration)	\$ 22,000	\$18,587	\$ 18,587	
Fitness - update and/or replace existing equipment (Year 5 of 5 year plan)	\$ 10,000	\$9,048	\$ 9,048	
Replace Smart Board	\$ 11,000	\$0	\$ 9,600	
	\$ 75,200	\$56,242	\$65,842	
Facilities				
Removal and replacement of siding at 7 Campbell Drive	\$ 110,000	\$31,181	\$ 42,521	Bid price minus warranty rebate from Hardy Plank Includes \$5K rebate from NB Power
Station #1 lighting retrofit	\$ 30,000	\$27,825	\$ 22,825	
	\$ 140,000	\$59,006	\$65,346	
12 Civic Drive Purchase	\$ 525,000	\$0	\$ 485,000	
TOTAL CAPITAL BUDGET (including Civic Drive)	\$1,175,200	\$593,134	\$1,028,232	
		\$146,968	Under (Over) Budget	



Kennebecasis Valley Fire Department

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

November 10, 2020

Significant Incidents

10 Rafferty Court, Quispamsis – October 25, 2020

A neighbour called 911 to report a fire at the residence across the street from him around dinner time. When crews arrived, they found heavy smoke conditions with fire coming from multiple windows of this 1 ½ story home. The fire which had started in the main floor kitchen had extended through the walls into the attic space eventually burning a hole through the roof. A second alarm was requested and additional personnel were sent to the scene to assist with the physically demanding task of pulling down lath and plaster ceilings to access and extinguish the fire.

The home suffered extensive damage and fortunately there were no civilian or department injuries reported. The fire was caused by an unattended pot left on the stove.

24 Hibbard Lane, Rothesay – October 29, 2020

Originally reported as a chimney fire, arriving crews found dense black smoke and zero visibility when they first entered the single story dwelling. Crews were able to find the fire in the living room and quickly extinguished it before ventilating the smoke from the home. An ember from the fireplace sparked the blaze which caused limited structural damage but extensive smoke damage throughout the home.

58 Roberts Lane, Quispamsis – November 1, 2020

The third, mid-afternoon structure fire in a calendar week also generated the third consecutive second alarm of the week. Heavy smoke and flames were reported by Division Chief White who was first on scene, with flames engulfing the exterior of the home with fire extension into the roof. All residents of the home were outside but their three dogs were still trapped inside. As the fire was being attacked

from the exterior, a second crew made entry to rescue the missing pets. Fortunately, all three dogs were rescued and safely returned to their caregivers.

The majority of the damage to this residence was on the exterior and the roof structure. Crews spent considerable time covering furniture and appliances with tarps to prevent further damage while also removing irreplaceable personal items for the occupants.

The fire investigation determined that the fire started on the exterior of the building as the result of the improper disposal of smoker's materials.

6 Rosedale Avenue, Rothesay – November 2, 2020

An early morning passerby reported smoke and flames in the vicinity which turned out to be a fully engulfed storage shed located in close proximity to the residence. Crews were able to get the fire quickly under control before it spread to the house and caused further damage. The shed and its contents were destroyed by the fire. A charcoal fueled meat smoker that had been used recently was determined to be the cause of the blaze.

Senior Firefighter Karen Trecartin Earns ECFO *Aspire* Bursary

I am pleased to advise that Senior Firefighter Karen Trecartin has been awarded a bursary by the Canadian Association of Fire Chiefs to offset the costs of her enrollment in the newly created Executive Chief Fire Officer *Aspire* program.

The ECFO *Aspire* program is designed for those not yet eligible for the ECFO designation. It serves as a pathway for aspiring leaders to identify their key competencies and serves as a succession planning tool for the department. The heart of the program consists of training and development in a number of competencies within seven important themes related to management within the fire service. I am proud to support the continuing professional development of our future fire service leaders and SFF Trecartin is a worthy recipient of this award.

Virtual Fire Prevention Week – 2020

Like many things impacted by the ongoing pandemic, our annual fall open-house had to be cancelled this year. We are disappointed that we were not able to welcome all of the families that have made a visit to the fire station part of their October routine.

Cooking is one of the leading causes of home fires and injuries so this year's theme for Fire Prevention Week was "Serve Up Fire Safety in the Kitchen!" During the week of October 4-10th, the department used its social media platforms to promote a series of fire safety messages.

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	2020 YTD	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	32	32
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	59	59
Chimney Fire	2	2	0	1	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2	6
Total Fire	8	7	3	6	7	6	13	10	17	16	9	10	10	13	16	11	8	8	2	8	93	96
Rescue - Miscellaneous	1	1	2	1	1	0	1	0	2	0	1	1	0	1	2	1	1	0	1	1	12	6
Vehicle Accident	10	10	7	8	2	7	4	6	9	8	7	8	8	9	7	9	8	9	6	9	68	84
Total Rescue	11	10	9	9	3	8	5	6	11	8	8	9	8	10	9	10	9	9	7	10	80	90
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	2	6
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	20	28
Public Hazard - miscellaneous	1	2	1	1	0	1	1	1	3	2	1	1	0	2	2	1	2	1	1	1	12	13
Total Public hazard	3	7	3	4	2	2	8	3	5	4	3	3	0	9	3	4	6	3	1	5	34	45
Gas Leak - propane	1	1	1	1	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0	4	5
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	24	9
Total Gas leak	6	2	7	2	5	1	5	1	0	1	0	1	2	1	1	1	0	1	2	1	28	13
Public Service - first aid	49	49	51	51	42	56	30	52	37	49	37	50	43	52	45	48	46	43	49	52	429	501
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	10	8
Public Service - mutual aid	1	1	1	1	1	1	1	1	1	0	0	1	0	1	0	1	0	1	0	1	5	10
Public Service - animal rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Public Service - flooding	0	5	0	1	0	2	1	0	0	1	0	0	0	1	0	0	0	2	0	1	1	13
Public Service- miscellaneous	0	3	0	1	0	1	0	1	3	1	2	1	0	2	1	2	1	2	3	2	10	16
Total Public services	52	60	54	54	43	61	32	53	41	52	41	53	44	56	48	51	47	49	53	57	455	545
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	34	33
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	4	11
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	2
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	41	55
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	3	5
Alarm No Fire - miscellaneous	2	2	1	1	0	2	0	2	0	2	0	2	5	3	4	3	1	2	2	2	15	21
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	97	126
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	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	5
Total Response Types Kennebecasis Valley Fire Department	93	99	87	85	66	91	70	86	89	93	64	88	77	105	86	94	78	89	77	99	787	929

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
SPECIAL MEETING - VIRTUAL
DECEMBER 9, 2020**

Present: Vice Chair Norah Soobratee Chief Bill Ireland
Treasurer Kirk Miller Carlene MacBean, Executive Assistant
Commissioner Peter Lewis
Commissioner Pierre Rioux
Commissioner Derrick Stanford

Absent: Chair Grant Brennan
John Jarvie, Administrator

Commissioner Lewis via telephone, joined at 11:56 pm
Treasurer Miller via Zoom, joined at 11:57 pm
Vice Chair Soobratee via telephone, joined at 11:59
Commissioner Stanford via Zoom, joined at 12:02 pm
Commissioner Rioux via Zoom, joined at 12:04 pm

1.0 Call to Order

Vice Chair Soobratee called the meeting to order at 12:05 pm.

2.0 Approval of Agenda

Moved by D. Stanford and seconded by P. Rioux, to approve as presented.

CARRIED

3.0 Conflict of Interest

None

4.0 Approval of Previous Minutes

None

5.0 Unfinished Business

None

6.0 Correspondence

None

7.0 New Business**7.1 Boiler Replacement at Station One**

A memo was sent out to all members yesterday regarding the need to replace the boiler at Station One. Chief Ireland updated a third quote has been received. With this, the lowest bid is from Select Mechanical for a cost of \$15,870 (including HST).

Moved by P. Lewis and P. Rioux to accept the low bid from Select Mechanical and proceed with the boiler replacement.

CARRIED

8.0 Financial

None

9.0 Business Arising from Committee of the Whole

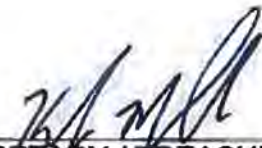
None

10.0 Adjournment

Moved by K. Miller that the meeting be adjourned at 12:08 pm.

Respectfully submitted,



CHAIR

SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc. Board Meeting
Committee of the Whole – SPECIAL MEETING

Kennebecasis Valley Fire Department, 7 Campbell Drive, Rothesay, NB

December 9, 2020

(Meeting to begin at 12:00 pm)

Note: there is one item on the agenda – Item 7.1

- 1.0 Call to Order
- 2.0 Approval of Agenda
- 3.0 Conflict of Interest
- 4.0 Approval of Previous Minutes
- 5.0 Unfinished Business
- 6.0 Correspondence
- 7.0 New Business
 - 7.1 Boiler Replacement at Station One
- 8.0 Financial
- 9.0 Business Arising from Committees
- 10.0 Adjournment



Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners
From: Fire Chief Bill Ireland
Re: Boiler Replacement at Station 1
Date: December 8, 2020

Executive Summary

We have been experiencing some recent breakdowns of the propane fired hot water boiler at Station 1. This unit supplies the domestic hot water and hot water for the radiant heaters in the staff areas. It is original to the building and has been in operation for 20 years. Our service provider has informed us that the unit is nearing the end of its useful life span and we are told parts are becoming hard to find. The warranty that was provided when it was purchased was for a five-year period and has long since expired.

We have received two quotes (third quote pending) to replace the boiler and the low bid is currently \$19,306 (including non-recoverable HST). This includes installation, commissioning and removal of the existing unit. We are outlooking a budget surplus in excess of \$100,000 in our 2020 operating budget and can easily accommodate the required amount to have the boiler replaced this year rather than incur an unbudgeted expense in 2021. The lead time to order the replacement unit is approximately two months and with the cold weather upon us there is some urgency associated with this request.

Recommendation

That the Board approve the unbudgeted expenditure of \$"low-bid" (pending receipt of additional quote) from the 2020 operating budget in order to facilitate the replacement of the hot water boiler at Station 1 as soon as possible.

Town of Rothesay

General Fund Financial Statements

January 31, 2021

Includes:

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

Town of Rothesay

Balance Sheet - Capital General Fund 2021-01-31

ASSETS

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

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

\$ 50,351,745

LIABILITIES AND EQUITY

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

Total Liabilities \$ 6,012,000

Investment in General Fund Fixed Assets 44,339,745

\$ 50,351,745

Town of Rothesay

Balance Sheet - General Fund Reserves

2021-01-31

ASSETS

BNS Gas Tax Interest Account	4,887
BNS General Operating Reserve #214-15	834
BNS - Gen Operating Reserve GIC	450,000
BNS General Capital Reserves #2261-14	9,590
BNS - Gen Capital Reserve GIC	860,000
BNS - Gas Tax Reserves - GIC	3,660,000
	<u>\$ 4,985,311</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,260,246
Invest. in General Capital Reserve	705,773
General Gas Tax Funding	404,642
Invest. in General Operating Reserve	450,834
Invest. in Land for Public Purposes Reserve	144,839
Invest. in Town Hall Reserve	18,978
	<u>\$ 4,985,311</u>

Town of Rothesay
Balance Sheet - General Operating Fund
2021-01-31

CURRENT ASSETS

Cash	3,121,715
Receivables	105,341
HST Receivable	68,467
Inventory	16,268
Gen Operating due to/from Util Operating	25,248
Total Current Assets	<u>3,337,039</u>
Other Assets:	
Projects	17,070
	<u>17,070</u>
TOTAL ASSETS	<u><u>3,354,109</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,009,880
Other Payables	770,689
Gen Operating due to/from Gen Capital	510,000
Accrued Sick Leave	6,600
Accrued Pension Obligation	78,100
Accrued Retirement Allowance	448,222
Def. Rev-Quispamsis/Library Share	57,731
TOTAL LIABILITIES	<u><u>2,881,222</u></u>

EQUITY

Retained Earnings - General	7,288
Surplus/(Deficit) for the Period	465,598
	<u>472,886</u>
	<u><u>3,354,109</u></u>

2021March8OpenSessionFINAL_070

Town of Rothesay

Statement of Revenue & Expenditure
1 Months Ended 2021-01-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,416,858	1,416,858	1,416,858	1,416,858	0		17,002,299
Sale of Services	32,255	51,933	32,255	51,933	(19,678)		465,600
Services to Province of New Brunswick	5,000	5,000	5,000	5,000	0		60,000
Other Revenue from Own Sources	3,316	8,213	3,316	8,213	(4,897)		115,259
Unconditional Grant	10,949	10,933	10,949	10,933	17		131,193
Conditional Transfers	151,754	0	151,754	0	151,754		26,500
Other Transfers	32,148	32,149	32,148	32,149	(1)		1,082,149
	<u>\$1,652,281</u>	<u>\$1,525,086</u>	<u>\$1,652,281</u>	<u>\$1,525,086</u>	<u>\$127,195</u>		<u>\$18,883,000</u>
EXPENSES							
General Government Services	135,978	374,559	135,978	374,559	238,581		2,416,763
Protective Services	404,330	406,934	404,330	406,934	2,603		5,439,207
Transportation Services	316,211	326,798	316,211	326,798	10,587		3,687,492
Environmental Health Services	68,062	66,833	68,062	66,833	(1,228)		842,000
Environmental Development	62,058	55,062	62,058	55,062	(6,996)		649,200
Recreation & Cultural Services	200,012	214,396	200,012	214,396	14,384		2,147,204
Fiscal Services	32	333	32	333	302		3,701,134
	<u>\$1,186,683</u>	<u>\$1,444,915</u>	<u>\$1,186,683</u>	<u>\$1,444,915</u>	<u>\$258,233</u>		<u>\$18,883,000</u>
Surplus (Deficit) for the Year	<u>\$465,598</u>	<u>\$80,171</u>	<u>\$465,598</u>	<u>\$80,171</u>	<u>\$385,428</u>		<u>\$ (0)</u>

Town of Rothesay

Statement of Revenue & Expenditure
1 Months Ended 2021-01-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	460	1,667	460	1,667	(1,207)		20,000
Town Hall Rent	5,983	6,083	5,983	6,083	(100)		73,000
Arena Revenue	23,366	41,817	23,366	41,817	(18,450)	1	265,200
Community Garden	0	0	0	0	0		1,000
Fox Farm Rental	1,750	1,700	1,750	1,700	50		20,400
Recreation Programs	696	667	696	667	29		86,000
	<u>32,255</u>	<u>51,933</u>	<u>32,255</u>	<u>51,933</u>	<u>(19,678)</u>		<u>465,600</u>
Other Revenue from Own Sources							
Licenses & Permits	1,288	6,250	1,288	6,250	(4,962)	2	75,000
Recycling Dollies & Lids	73	50	73	50	23		600
Interest & Sundry	1,476	1,167	1,476	1,167	309		14,000
Miscellaneous	434	746	434	746	(312)		8,951
Fire Dept. Administration	0	0	0	0	0		12,000
History Book Sales	45	0	45	0	45		0
Local Improvement Levy Mulberry Lane	0	0	0	0	0		4,708
	<u>3,316</u>	<u>8,213</u>	<u>3,316</u>	<u>8,213</u>	<u>(4,897)</u>		<u>115,259</u>
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	151,754	0	151,754	0	151,754	3	25,000
	<u>151,754</u>	<u>0</u>	<u>151,754</u>	<u>0</u>	<u>151,754</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	32,148	32,149	32,148	32,149	(1)		32,149
Utility Fund Transfer	0	0	0	0	0		1,050,000
	<u>32,148</u>	<u>32,149</u>	<u>32,148</u>	<u>32,149</u>	<u>(1)</u>		<u>1,082,149</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,938	3,750	2,938	3,750	812		47,000
Councillors	9,927	10,342	9,927	10,342	415		136,100
Regional Service Commission 9	1,307	0	1,307	0	(1,307)		5,226
Other	0	292	0	292	292		13,500
	<u>14,171</u>	<u>14,383</u>	<u>14,171</u>	<u>14,383</u>	<u>213</u>		<u>201,826</u>
Administrative							
Office Building	8,789	10,292	8,789	10,292	1,503		177,500
Solicitor	906	4,167	906	4,167	3,261		50,000
Administration - Wages & Benefits	75,265	80,477	75,265	80,477	5,213		1,107,747
Covid-19 Expenses	3,413	2,083	3,413	2,083	(1,330)		25,000
Supplies	2,819	11,950	2,819	11,950	9,131		143,398
Professional Fees	0	2,500	0	2,500	2,500		30,000
Other	24,525	21,458	24,525	21,458	(3,067)		126,498
	<u>115,717</u>	<u>132,927</u>	<u>115,717</u>	<u>132,927</u>	<u>17,210</u>		<u>1,660,143</u>

2021March8OpenSessionFINAL_072

Other General Government Services						
Community Communications	714	833	714	833	119	10,000
Civic Relations	0	83	0	83	83	1,000
Insurance	0	223,290	0	223,290	223,290	223,290
Donations	5,000	2,833	5,000	2,833	(2,167)	34,000
Cost of Assessment	0	0	0	0	0	266,004
Property Taxes - L.P.P.	0	0	0	0	0	18,000
Fox Farm Rental Expenses	376	208	376	208	(168)	2,500
	<u>6,090</u>	<u>227,248</u>	<u>6,090</u>	<u>227,248</u>	<u>221,158</u>	<u>554,794</u>
	<u>135,978</u>	<u>374,559</u>	<u>135,978</u>	<u>374,559</u>	<u>238,581</u>	<u>2,416,763</u>
Protective Services						
Police						
Police Protection	233,517	233,517	233,517	233,517	0	2,802,204
Crime Stoppers	0	0	0	0	0	2,800
	<u>233,517</u>	<u>233,517</u>	<u>233,517</u>	<u>233,517</u>	<u>0</u>	<u>2,805,004</u>
Fire						
Fire Protection	168,656	169,958	168,656	169,958	1,302	2,262,703
Water Costs Fire Protection	0	0	0	0	0	330,000
	<u>168,656</u>	<u>169,958</u>	<u>168,656</u>	<u>169,958</u>	<u>1,302</u>	<u>2,592,703</u>
Emergency Measures						
EMO Director/Committee	81	1,667	81	1,667	1,585	20,000
	<u>81</u>	<u>1,667</u>	<u>81</u>	<u>1,667</u>	<u>1,585</u>	<u>20,000</u>
Other						
Animal & Pest Control	0	792	0	792	792	9,500
Other	2,076	1,000	2,076	1,000	(1,076)	12,000
	<u>2,076</u>	<u>1,792</u>	<u>2,076</u>	<u>1,792</u>	<u>(285)</u>	<u>21,500</u>
Total Protective Services	<u>404,330</u>	<u>406,934</u>	<u>404,330</u>	<u>406,934</u>	<u>2,603</u>	<u>5,439,207</u>

2021March8OpenSessionFINAL_073

Transportation Services

Common Services

Administration (Wages & Benefits)	149,055	141,740	149,055	141,740	(7,315)	1,835,500
Workshops, Yards & Equipment	44,870	50,750	44,870	50,750	5,880	654,000
Engineering	0	625	0	625	625	7,500
	193,925	193,115	193,925	193,115	(810)	2,497,000

Street Cleaning & Flushing	0	0	0	0	0	44,000
Roads & Streets	252	4,167	252	4,167	3,915	50,000
Crosswalks & Sidewalks	509	1,766	509	1,766	1,257	19,992
Culverts & Drainage Ditches	75	5,417	75	5,417	5,341	65,000
Snow & Ice Removal	107,307	105,125	107,307	105,125	(2,182)	651,500
Flood Costs	0	0	0	0	0	40,000
	108,143	116,474	108,143	116,474	8,331	870,492

Street Lighting	11,830	10,833	11,830	10,833	(997)	130,000
-----------------	--------	--------	--------	--------	-------	---------

Traffic Services

Street Signs	141	1,000	141	1,000	859	12,000
Traffic Lanemarking	0	0	0	0	0	30,000
Traffic Signals	842	3,333	842	3,333	2,491	40,000
Railway Crossing	1,184	1,833	1,184	1,833	649	22,000
	2,167	6,167	2,167	6,167	4,000	104,000

Public Transit

Public Transit - Comex Service	0	0	0	0	0	83,500
Public Transit - Other	146	208	146	208	62	2,500
	146	208	146	208	62	86,000

Total Transportation Services	316,211	326,798	316,211	326,798	10,587	3,687,492
-------------------------------	---------	---------	---------	---------	--------	-----------

Environmental Health Services

Solid Waste Disposal Land Fill	18,829	16,667	18,829	16,667	(2,162)	200,000
Solid Waste Disposal Compost	26,348	2,833	26,348	2,833	(23,515)	34,000
Solid Waste Collection	22,884	47,333	22,884	47,333	24,449	568,000
Clean Up Campaign	0	0	0	0	0	40,000
	68,062	66,833	68,062	66,833	(1,228)	842,000

Environmental Development Services

Planning & Zoning

Administration	25,058	36,904	25,058	36,904	11,846	466,500
Planning Projects	0	2,083	0	2,083	2,083	25,000
Heritage Committee	0	208	0	208	208	2,500
	25,058	39,195	25,058	39,195	14,137	494,000

Economic Development Comm.

Tourism	37,000	12,667	37,000	12,667	(24,333)	152,000
	0	3,200	0	3,200	3,200	3,200
	37,000	15,867	37,000	15,867	(21,133)	155,200
	62,058	55,062	62,058	55,062	(6,996)	649,200

2021March8OpenSessionFINAL_074

Recreation & Cultural Services

Administration	20,633	24,129	20,633	24,129	3,495	332,300
Beaches	0	0	0	0	0	50,636
Rothsay Arena	36,055	23,981	36,055	23,981	(12,074)	315,000
Memorial Centre	2,040	5,667	2,040	5,667	3,626	76,000
Summer Programs	3,354	652	3,354	652	(2,702)	62,824
Parks & Gardens	32,854	36,160	32,854	36,160	3,307	613,500
Rothsay Common Rink	8,276	6,790	8,276	6,790	(1,487)	43,976
Playgrounds and Fields	886	10,333	886	10,333	9,447	124,000
Regional Facilities Commission	88,457	98,281	88,457	98,281	9,824	393,125
Kennebecasis Public Library	7,404	7,404	7,404	7,404	0	88,843
Special Events	52	1,000	52	1,000	948	39,500
PRO Kids	0	0	0	0	0	7,500
	200,012	214,396	200,012	214,396	14,384	2,147,204

Fiscal Services

Debt Charges

Interest	32	333	32	333	302	182,134
Debenture Payments	0	0	0	0	0	804,000
	32	333	32	333	302	986,134

Transfers To:

Capital Fund for Capital Expenditures	0	0	0	0	0	2,715,000
	0	0	0	0	0	2,715,000
	32	333	32	333	302	3,701,134

Town of Rothesay

Variance Report - General Fund

1 month ending January 31, 2021

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Arena Revenue	\$ 23,366	\$ 41,817	\$ (18,451)	Closed due to Covid
2	Licenses and permits	1,288	6,250	(4,962)	Very little activity
3	Grants other	151,754	-	151,754	Safe restart funding
Expenditures					
General Government					
4	Insurance	\$ -	\$ 223,290	\$ (223,290)	Insurance not paid until February
Protective Services					
				\$ -	
Transportation					
Environmental Health					
				\$ -	
Environmental Development					
5	Economic Development	\$ 37,000	\$ 12,667	\$ (24,333)	Timing (funds advanced early)
Recreation & Cultural Services					
6	Arena	\$ 36,055	\$ 23,981	\$ (12,074)	wage allocation error
				\$ -	
Fiscal Services					
				\$ -	

Town of Rothesay

Utility Fund Financial Statements

January 31, 2021

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Capital Summary

U6

Town of Rothesay

Capital Balance Sheet

As at 2021-01-31

ASSETS

Assets:

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

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

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

LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

Investment in Fixed Assets	<u>29,521,310</u>
Total Equity	<u>29,521,310</u>
TOTAL LIABILITIES & EQUITY	<u><u>37,690,859</u></u>

Town of Rothesay

Balance Sheet - Utilities Fund Reserves

2021-01-31

ASSETS

BNS Utility Capital Reserve # 00241 12	10,170
BNS - Util Capital Reserve GIC	1,250,000
	<u>\$ 1,260,170</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	876,157
Invest. in Utility Operating Reserve	105,730
Invest. in Sewerage Outfall Reserve	278,283
	<u>\$ 1,260,170</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 2021-01-31

ASSETS

Current assets:

Accounts Receivable Net of Allowance	621,506
Accounts Receivable - Projects	335,000
Total Current Assets	<u>956,506</u>

Other Assets:

Projects	62,280
	<u>62,280</u>

TOTAL ASSETS	<u>\$ 1,018,785</u>
--------------	---------------------

LIABILITIES

Accrued Payables	41,133
Due from General Fund	25,248
Due from (to) Capital Fund	850,000
Deferred Revenue	14,681
Total Liabilities	<u>931,063</u>

EQUITY

Surplus:

Opening Retained Earnings	39,288
Profit (Loss) to Date	48,435
	<u>87,723</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 1,018,786</u>
----------------------------	---------------------

Town of Rothesay
Utilities Operating Income Statement
1 Months Ended 2021-01-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	39,809	0	39,809	0	39,809	1	1,127,500
Meter and non-hookup fees	0	0	0	0	0		47,200
Water Supply for Fire Prot.	0	0	0	0	0		330,000
Local Improvement Levy	0	0	0	0	0		62,000
Sewerage Services	0	0	0	0	0		1,800,000
Connection Fees	0	5,833	0	5,833	(5,833)	2	70,000
Interest Earned	7,621	6,667	7,621	6,667	955	3	80,000
Misc. Revenue	300	561	300	561	(261)		6,727
Surplus - Previous Years	34,573	34,573	34,573	34,573	0		34,573
TOTAL RECEIPTS	82,304	47,634	82,304	47,634	34,670		3,558,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	0	0	0		420,000
Audit/Legal/Training	41	792	41	792	751		12,500
Purification & Treatment	7,630	33,333	7,630	33,333	25,704	45	420,000
Transmission & Distribution	1,004	10,833	1,004	10,833	9,829		130,000
Power & Pumping	3,853	3,500	3,853	3,500	(353)		42,000
Billing/Collections	97	0	97	0	(97)		0
Water Purchased	130	63	130	63	(68)		750
Misc. Expenses	0	1,250	0	1,250	1,250		15,000
TOTAL WATER SUPPLY	12,754	49,771	12,754	49,771	37,017		1,040,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	0	0	0		630,000
Audit/Legal/Training	497	625	497	625	128		14,500
Collection System Maintenance	4,954	5,333	4,954	5,333	379		64,000
Sewer Claims	5,226	1,667	5,226	1,667	(3,559)	6	20,000
Lift Stations	3,129	5,833	3,129	5,833	2,704		70,000
Treatment/Disposal	5,795	6,417	5,795	6,417	621		92,000
McGuire Road Operating	0	1,583	0	1,583	1,583		19,000
Misc. Expenses	1,513	1,167	1,513	1,167	(347)		14,000
TOTAL SWGE COLLECTION & DISPOSAL	21,115	22,625	21,115	22,625	1,510		923,500
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	0	0	0		300,617
Principal Repayment	0	0	0	0	0		515,357
Other Debt Charges/Bank Charges	0	0	0	0	0		8,276
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,594,250
TOTAL EXPENSES	33,869	72,396	33,869	72,396	38,527		3,558,000
NET INCOME (LOSS) FOR THE PERIOD	48,435	(24,762)	48,435	(24,762)	73,197		(0)

Town of Rothesay

Variance Report - Utility Operating

1 month ending January 31, 2021

Note

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

Revenue

1	Sale of Water	\$ 39,809	\$ -	\$ 39,809	Safe restart plus Fire Dept early payment
2	Connection Fees	\$ -	\$ 5,833	\$ (5,833)	No activity to date
3	Interest Earned	\$ 7,621	\$ 6,667	\$ 954	Conservative budget

Water Supply

4	Purification /Treatment	\$ 7,630	\$ 33,333	\$ 25,703	Timing
5	Transmission & Distribution	\$ 1,004	\$ 10,833	\$ 9,829	Timing

Sewerage Collection & Disposal

6	Sewer claims	\$ 5,226	\$ 1,667	\$ (3,559)	Millenium Drive apts
---	--------------	----------	----------	------------	----------------------

Fiscal Services

Town of Rothesay

UTILITY CAPITAL PLAN - 2021

	Actual	2021	2021 Original Budget Funding					
			Capital Reserves	Developers	Grants	Gas Tax Infrastructure	Operating	Borrow
Production wells (Well 7)	\$ 470	\$ 290,000					\$ 290,000	
Tower heating system	27,910	60,000					60,000	
Station Road cast iron water line replacement	-	250,000				250,000		-
ShadowHill water line repalcement	-	400,000	200,000				100,000	100,000
College Hill Road water line (cfwd)	-	708,000		220,000	115,000	353,000	20,000	
Digital radios (Cfwd)	5,162							
	\$ 33,542	\$ 1,708,000	\$ 200,000	\$ 220,000	\$ 115,000	\$ 603,000	\$ 470,000	\$ 100,000

SEWER CAPITAL PLAN - 2021

Asphalt related sewer work	\$ -	\$ 95,000					95,000	
Turnbull Ct sewer replacement -Taylor Brook sewer	\$ -	1,000,000				150,000		850,000
Seville Sewer repair	-	100,000					100,000	
Cell modems - SCADA	-	35,000					35,000	
WWTF Phase 2 design	28,738	1,000,000			710,000			290,000
	\$ 28,738	\$ 2,230,000	\$ -	\$ -	\$ 710,000	\$ 150,000	\$ 230,000	\$ 1,140,000
TOTAL CAPITAL 2021	\$ 62,280	\$ 3,938,000	\$ 200,000	\$ 220,000	\$ 825,000	\$ 753,000	\$ 700,000	\$ 1,240,000

Debt available	CWF from 2020	\$ 850,000
	New application	390,000

Town of Rothesay

2021-01-31

219500-60

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

TOWN OF ROTHESAY

FINANCE COMMITTEE
HELD VIA WEBEX

February 18, 2021

Open Session

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

The meeting was called to order at 8:31.

The agenda was amended to include a memo and supporting documentation regarding “Cooperative Procurement”. The agenda was accepted as amended (NG/MA).

The minutes of January 21, 2021 were accepted as presented. (NG/MA)

January Draft Financial Statements

Treasurer MacDonald reviewed the draft financial statements including discussion of budget variances. The Treasurer noted that the preliminary results include the initial payment of Safe Restart funding in the Utility Fund results in the amount of \$33,000 and approximately \$150,000 in the General Fund. There is very little activity to report regarding construction activity given the time of year. Expenditure differences are primarily timing in nature.

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

Donation Summary

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

Grant Request

The committee reviewed correspondence from the New Brunswick Environmental Network soliciting support for outdoor learning initiatives of the organization. The consensus of the committee was the proposal was more applicable to the Dept. of Education. Recommend to decline the request to participate (MA/DS).

Correspondence

The committee reviewed correspondence to the Treasurer from the Department of Environment and Local Government as noted below:

a) Safe Restart Funds

Treasurer MacDonald noted the receipt of additional Phase 3 funding under the Safe Restart Agreement in the amount of \$632,919.89. Funds will be recorded as revenue in 2021 and a portion transferred to General Operating and Capital Reserve accounts.

b) Assessment Gap

Treasurer MacDonald noted the receipt of additional funding due to changes by the Province property assessment system. Rothesay is expected to receive additional funding in the amount of \$217,874.00. Funds will be recorded as revenue in 2021.

c) Audited Financial Statements

Treasurer MacDonald noted the legislated requirement to file 2020 audited financial statements on or before March 1, 2021. Correspondence has been sent to the department indicating Rothesay's inability, as in prior years, to meet this deadline. Audited financial statements will be submitted as soon as possible, expected to be immediately after the April Council meeting.

All three reports were received for information ((NG/MA)

Compliance Report

Received for information.

Cooperative Procurement

Town Manager Jarvie reviewed a proposal from the Sourcewell collaborative purchasing program. The proposal represents a group buying program with the potential to achieve savings in the purchase of goods and/or services. The committee agreed the proposal should be presented to Council for discussion. (DS/NG).

Next Meetings

February 18, 2021 and April 1, 2021.

Meeting adjourned at 9:10.

Councillor Grant Brenan, Chairman

Douglas MacDonald, Treasurer



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Finance Committee
DATE : February 18, 2021
RE : Sponsorship Request

Recommendations

The finance committee recommend Council decline the request of the NB Environmental Network to participate in their outdoor learning initiative.

Background

Council referred a request from the NB Environmental Network to participate in an outdoor learning initiative. The committee reviewed the request and is recommending the program not be pursued by the Town at this time. The committee suggested the request is more applicable to the Dept. of Education.

NEW BRUNSWICK ENVIRONMENTAL NETWORK



RÉSEAU ENVIRONNEMENTAL DU NOUVEAU-BRUNSWICK



TOWN OF ROTHESAY
70 HAMPTON ROAD
ROTHESAY NB E2E 5L5

Nov 26th, 2020

Dear TOWN OF ROTHESAY,

This year more than ever has highlighted the need for students to have safe outdoor spaces to learn while navigating through new circumstances. The Great Minds Think Outside (GMTO) teacher training program equips school staff with the skills they need to incorporate outdoor settings into their regular planning to combat the spread of COVID-19, increase children's activity, and increase students' exposure to nature. After a Great Minds session, school staff will be equipped and ready to take their classes outdoors whenever they want, without having to rely on hiring outside help or waiting only for special occasions. We are asking for your help in making schools safe in way of sponsorship towards Great Minds sessions at New Brunswick schools.

Sponsorship amounts are very flexible and we are happy to work with your organization to build engagement opportunities on an individual basis. Any amount helps! All money received will go towards a professional learning session at a school in New Brunswick. We are also very willing to work with a school of your choice if you would like to keep your contribution within your community. Sponsors can choose to be recognized at Great Minds sessions for their contribution.

Taking classes outside is an affordable, accessible, and valuable teaching tool that offers a world of benefit. Outdoor spaces are shown to have a much lower transmission risk for COVID-19 due to dispersal and sunlight which greatly reduces viral loads. The fresh air and exercise also benefits student and teacher health. Study after study has affirmed that students learn better outdoors, and the Great Minds program has been developed specifically with NB curriculum targets in mind. Outdoor learning is an effective and affordable way to provide the best education to our youth!

Are you ready to support this initiative and be featured at our school sessions? Please contact us today for half-day and full-day rates, or to build your personalized sponsorship package.

Thank you for your consideration,

Tzomi Burkhart

Sustainability Education Alliance Coordinator / Coordinatrice de l'Alliance pour l'éducation à la viabilité
New Brunswick Environmental Network / Réseau environnemental du Nouveau Brunswick
nben@nben.ca
nben.ca
(506)855-4144

Great Minds Think Outside is a part of the collaborative group Sustainability Education Alliance (SEA) under the New Brunswick Environmental Network (NBEN).



GREAT MINDS THINK OUTSIDE

Bilingual & Hands-on

Great Minds Think Outside is innovative hands-on outdoor learning program available in English or French.



Curriculum-linked

Our team of dynamic, dedicated and highly experienced trainers can help you teach any subject outside!



Book a session today!

www.nben.ca/greatminds
nben@nben.ca
506.855.4144

Great Minds Think Outside



Great Minds Think Outside is an outdoor professional development program that gives educators the skills and resources they need to teach their students outside, whatever the subject matter! *Great Minds Think Outside* stimulates different learning styles, feeds creativity, and improves well-being.



Discover the teaching possibilities in your own schoolyard.



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Finance Committee
FROM	:	John Jarvie
DATE	:	17 February 2021
RE	:	Cooperative Procurement

Recommendation:

it is suggested the Committee recommend that Council endorse the Sourcewell collaborative purchasing program through UMN and authorize its use in obtaining goods and services.

Background:

Attached please find a brochure describing a cooperative purchasing program used by many municipalities across the country. This has recently become available to Rothesay as a result of the Union of Municipalities of New Brunswick joining with other national associations to provide this program .

Not only does the program allow for better pricing due to bulk purchasing, but it also allows for expedited purchasing, as tenders are not required. Procurement policies and legislation are met through processes that take place at the national level. The program is not mandatory, i.e. municipalities may opt in or out as they choose and may tender on any item or project. The stipulation is that once a quote is obtained through the Sourcewell system the Town can go to tender but may not go back to the Sourcewell supplier from whom the quote was originally obtained. That is the quotes cannot be "shopped". Goods and services obtained through this system would still require Council approval in accordance with the purchasing policy.

There appeared to be a number of advantages to having this process available to the Town. The quantifiable benefits of the procurement option will only become apparent when we do some comparative pricing. We would like to have this tool available to us and we plan to place it on the Council agenda for the March meeting.



COOPERATIVE PROCUREMENT GUIDE





WHAT IS COOPERATIVE PROCUREMENT?

Cooperative procurement is the process of aggregating purchases for a large group of customers with similar buying needs, securing better prices and service due to the increased volume. Across Canada, many municipalities, public agencies, and not-for-profit organizations have similar requirements and expenses, making a large and ideal group for leveraging cooperative procurement.



Compliant

- ◆ Open RFP process using approved tendering processes
- ◆ Satisfies CFTA and other trade legislative requirements for all members



Cooperative

- ◆ Like-minded municipal associations across the country
- ◆ Securing best value by leveraging over 5,000 member organizations in Canada



Credible

- ◆ Facilitating public sector cooperative procurement since 1936
- ◆ Not-for-profit group representing municipalities across Canada and committed to creating mutually beneficial relationships for both members and suppliers

WHAT LEGISLATION IS INVOLVED IN PUBLIC PROCUREMENT?

The Canadian Free Trade Agreement (CFTA) provides legislative direction across all provinces and territories of Canada. In addition, there are three regional trade agreements that may impact procurement laws depending on your jurisdiction:

- ♦ The Atlantic Procurement Agreement (APA) for Newfoundland and Labrador, Nova Scotia, Prince Edward Island, and New Brunswick
- ♦ The Ontario-Quebec Trade and Cooperation Agreement (OQTCA) for Ontario and Quebec
- ♦ The New West Partnership Trade Agreement (NWPTA) for Manitoba, Saskatchewan, Alberta, and British Columbia

WHAT ARE MY OBLIGATIONS UNDER THESE REGULATIONS?

Trade agreements (along with government directives and policies) generally require municipal purchasers to conduct open, competitive procurement processes. This requirement arises if the estimated value of the goods or services to be purchased exceeds certain value thresholds.

This means that once the value threshold is exceeded, the municipal purchaser must purchase from a contractor who is successful in a competitive process (e.g. a request for proposals, request for quotation) that is open to the entire marketplace. That competitive process must meet the requirements of applicable trade treaties, which usually involves posting notices, disclosing relevant information, running a fair evaluation process, etc.

WHAT IS A BUYING GROUP?

A 'buying group' is generally understood as a group of two or more members that combines the purchasing requirements and activities of the members of the group into one joint procurement process.

For municipal purchasers, using a buying group can have advantages that include:

- ♦ Reduced procurement process costs – since group members share in the costs of running procurement processes, rather than each group member bearing the full cost;
- ♦ Access to greater resources and expertise – since group members can pool procurement resources, and can centralize procurement experience; and
- ♦ Potentially better pricing – since the group can leverage its combined buying power, offering suppliers greater purchase volumes.

WHO IS INVOLVED IN THIS BUYING GROUP?

We are a group of municipal associations from nearly every province across the country – representing the vast majority of cities, towns, villages, counties, and other types of municipalities – creating one of the largest and most influential public sector buying groups in Canada! Due to the governmental and not-for-profit nature of the group, other public sector entities and not-for-profit groups may also be eligible to join.

We have been operating since 1936 and manage tendering, vendor relations, legal considerations, accounting, and communications on behalf of members across Canada.

As we exist to support our member municipalities, we are not-for-profit, working instead to connect members and suppliers in mutually-beneficial relationships.

HOW DO I COMPLY WITH THE LEGISLATION?

We are keenly aware of the trade agreement obligations that apply to our members. In order to ensure compliance for ourselves and our membership, we:

- ♦ actively review our policies, practices, and process documents to continually improve them based on feedback. We have also engaged external experts to review our process documents to support trade agreement compliance.
- ♦ only run open, competitive procurement processes – we do not engage in invitation-only or non-competitive contract awards (we leave that to our members to decide).
- ♦ are transparent about who our members are. Each municipal association involved is able to provide a list of relevant members so that the marketplace is aware of who may purchase through awarded contracts.
- ♦ ensure our processes account for distributor networks. A network of regional distributors can collectively bid on opportunities, with member organizations entering into contracts with the applicable distributor for their region. Suppliers are not permitted to charge higher pricing than was proposed to us, and must honour the terms of the agreement.

HOW CAN I BECOME A MEMBER?

In order to join, your organization must be a municipality, public sector entity, or registered not-for-profit group. Membership gives your organization access to all cooperative procurement programs, ranging from office supplies to capital purchases, fuel to employee benefit packages, and much more!

Membership for municipalities is generally handled through your territory or province's municipal association. To join, contact the municipal association representative for your province from the contact page in this guide.

WHAT DO I NEED TO DO ONCE I JOIN?

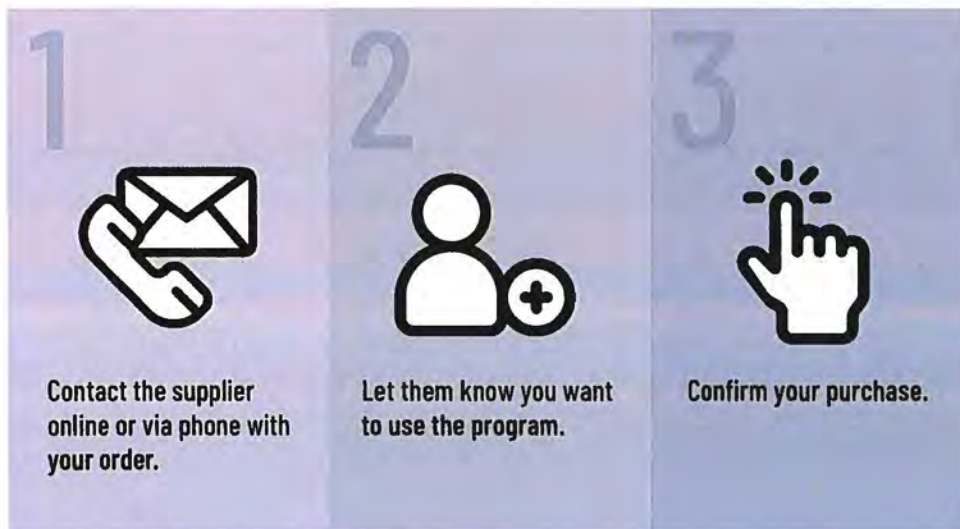
In order to make sure your organization is compliant with governing legislation, you should:

1. Review and update your organization's procurement policy to enable participation in group programs (if applicable).
2. Post an annual notice of intention of membership to your designated tendering website and link to the appropriate municipal association.
3. If you are a new member and intend to contract with a supplier under the cooperative procurement process, issue an Advance Contract Award Notice (ACAN) on your designated tendering site. For more details, including example verbiage for the above compliance pieces, contact one of our Client Relations Managers through your territory or province's municipal association. For a list of relevant contacts, see the Contact Us page at the back of this guide.

HOW DO I MAKE A PURCHASE?

Once your organization has an active account and the steps noted previously are taken, you can make a purchase through one of our programs by contacting the approved supplier of your choice and placing your order. Usually, you will need to let the supplier know that you would like to use the cooperative procurement program through your municipal association. Indicate that you are purchasing through the buying group on all correspondence and purchase orders.

For information about approved suppliers or assistance with any program, you can contact your local association's Client Relations Manager listed in the back of this guide.



ONCE I'M A MEMBER, IS PARTICIPATION IN THE PROGRAMS MANDATORY?

No, participation in all cooperative procurement programs is completely voluntary. You can think of the programs as tools that can assist your organization in generally securing better prices and services than individual organizations by leveraging the buying power of the entire membership. However, if you have a preferred purchasing method already in place, you are free to continue using it.

Traditional vs. Cooperative Purchasing

We save time and money for our suppliers and members.



WHAT ARE THE BENEFITS OF BEING A MEMBER?



Preferred pricing

Cooperative procurement provides discounted pricing and preferred service to members due to the large volume of aggregated purchases.



Trade-compliant

All cooperative procurement processes are tendered nationally using legislated purchasing methods, meaning any buying done through the programs is compliant with the Canadian Free Trade Agreement (CFTA) and regional trade agreements.



Simplified process and reduced administration

Because all programs are tendered in compliance with Canadian trade law, members using the programs are not required to go through the tendering process again on their own, reducing administration time and cost.

DO I NEED TO POST AN RFP OR GO TO TENDER?

As the RFP process is done in advance on behalf of the entire membership, you do not need to post the RFP again. Depending on the program and your local laws, however, you may need to ensure that you have posted notice of your intention to procure using a cooperative buying group on province's approved tendering system.

If you have questions, please reach out to your province's municipal association and we will help you through the process.

HOW DO YOU SELECT SUPPLIERS?

Approved suppliers are selected based on a successful proposal to an open tendering process for the entire membership. Approved suppliers have demonstrated that they are able to provide financial benefit and value to municipalities, public entities, and not-for-profit groups.

Representing over 5,000 members including rural and urban municipalities, school districts, rural electrification associations, and water irrigation districts, cooperative procurement suppliers get their products and services in front of an enormous market that would otherwise be challenging for many businesses to navigate. Regulatory compliance for the programs is handled by the municipal associations on behalf of the membership, providing streamlined administration for members and suppliers alike.

OUR REACH



I HAVE OTHER QUESTIONS.

Your local municipal association is committed to ensuring cooperative procurement programs provide your municipality with the best value available. Contact your local association listed on the contact page if you have any other questions or need additional support at any step of the process – we're here to help!

CONTACT US

British Columbia

Kim Thiessen
Client Relations Manager
250.215.1818
kim@RMAtrade.com

Alberta

Rural Municipalities of Alberta (RMA)

Jerad Uytterhagen
Client Relations Manager
403.620.1155
jerad@RMAtrade.com

Ryan Yavis
Client Relations Manager
780.720.5145
ryan@RMAtrade.com

Saskatchewan

Saskatchewan Association of Rural
Municipalities (SARM)

Jerad Uytterhagen
Client Relations Manager
403.620.1155
rma@sarm.ca

Manitoba

Association of Manitoba Municipalities (AMM)

Ainsley Murdock
Client Relations Manager
204.249.0203
amurdock@amm.mb.ca

Ontario

Local Authority Services (LAS)

Ainsley Murdock
Client Relations Manager
Municipal Group Buying Program
877.426.6527 ext. 203
amurdock@amo.on.ca

Newfoundland & Labrador

Municipalities Newfoundland and Labrador
(MNL)

Tim Elms
Client Relations Manager
902.818.0980
purchasing@municipalnl.ca

Nova Scotia

Nova Scotia Federation of Municipalities
(NSFM)

Tim Elms
Client Relations Manager
902.818.0980
telms@nsfm.ca

Prince Edward Island

Federation of Prince Edward Island
Municipalities (FPEIM)

Tim Elms
Client Relations Manager
902.818.0980
tradeprograms@fpeim.ca

New Brunswick

Union of Municipalities of New Brunswick
(UMNB)

Tim Elms
Client Relations Manager
902.818.0980

Nunavut

Ryan Yavis
Client Relations Manager
780.720.5145
ryan@RMAtrade.com

Northwest Territories

Northwest Territories Association of
Communities (NWTAC)

Ryan Yavis
Client Relations Manager
780.720.5145
ryan@RMAtrade.com



ROTHESAY

2021 March 8 Open Session FINAL 104

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, February 16, 2021 at 10:00 a.m.



DRAFT

PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNC. MIRIAM WELLS, CHAIRPERSON
JULIE ATKINSON (*joined at 10:05 a.m. and left the videoconference at 10:55 a.m.*)
ANGELA CAMPBELL (*left the videoconference at 10:20 a.m.*)
NANCY HASLETT
JILL JENNINGS
DR. SHAWN JENNINGS
WILLA MAVIS
DIANE O'CONNOR, VICE-CHAIRPERSON
NEA STEPHENSON
ROBERT TAYLOR

TOWN MANAGER JOHN JARVIE (*left the videoconference at 11:05 a.m.*)
INTERIM RECREATION COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ POMEROY

ABSENT: CHRISTINA BARRINGTON
JEAN PORTER MOWATT

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOVED by D. O'Connor and seconded by N. Stephenson the agenda be approved as circulated.
CARRIED.

3. ADMINISTRATION

3.1 Honorariums Reinstated: Scan/Email or Mail Completed form to Mary Jane Banks
Chairperson Wells reported at the request of Council honorariums were reinstated for virtual meetings.

3.2 Committee Mandate: Approved by Council
Chairperson Wells advised Council approved the changes recommended by the Committee.

4. APPROVAL OF MINUTES

4.1 Rothesay Hive Advisory Committee meeting of January 19, 2021.

MOVED by D. O'Connor and seconded by S. Jennings the minutes of January 19, 2021 be adopted as circulated.

CARRIED.

J. Atkinson joined the videoconference.

5. DECLARATION OF CONFLICT OF INTEREST N/A

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

K. Duffley reported the virtual Winter Speaker Series is underway. The first video received 82 views, the 2nd video received 52 views, and the 3rd video received 66 views. The Series will run until February 25, 2021. As anticipated, since posting the videos and directing traffic to the Rothesay Hive Facebook page, the member base for the page has grown from 160 to 202 members.

K. Duffley reported a Rothesay Hive newsletter was distributed last week, WiFi is now available in the facility, and the Rothesay Hive remains closed while in the COVID-19 Recovery Plan Orange Phase.

Chairperson Wells asked how much time is required to open the facility once it is evident we will return to the Yellow Phase. K. Duffley advised roughly a week in order to determine instructor availability and provide time for individuals to register for programs. In response to an inquiry, it was noted the newsletter has received positive feedback.

7. ROTHESAY HIVE OPPORTUNITIES**7.1 Opportunity with Jill Donovan**

K. Duffley provided background noting Ms. Donovan runs a senior's fitness program from 10 – 11 a.m. on Mondays, Wednesdays, and Fridays at the Bill McGuire Centre, during the school year (September – June). Typically the program accommodates up to 50 participants, but capacity has since reduced to 24 because of the pandemic. Participants are charged \$4 per class if they pay in advance, or a drop-in rate of \$5. Similar to the Rothesay Hive, the program does not run while in the Orange Phase; instead, the program is offered online through Zoom free of charge. K. Duffley reported Ms. Donovan contacted Town staff to discuss a partnership where the Town would assume responsibility for administrative tasks such as collecting payment and handling registrations. K. Duffley relayed that Ms. Donovan is interested in reducing her workload and ensuring the sustainability of the program.

After some discussion, the Committee expressed interest in exploring the opportunity further for the following reasons:

- Minimal financial risk – the Rothesay Hive will receive all revenue less an instructor fee. The instructor fee is more than rates for Rothesay Hive instructors, however Ms. Donovan performs additional duties such as sanitization whereas this service is provided by the Town for the Rothesay Hive.
- Rather than restrict participation to Rothesay Hive members, the Rothesay Hive can be promoted to the program's existing dedicated member base.
- It could be used as an opportunity to allow Rothesay Hive members to become accustomed to programs at the Bill McGuire Centre, which could increase program capacity.
- The Operational Plan for the program during the pandemic aligns with Town protocols.
- Ms. Donovan is a reputable instructor that has received positive feedback from participants.

K. Duffley advised she will contact Ms. Donovan to discuss logistical details. She added depending on the uncertain course of the pandemic, such an arrangement may not occur until September.

7.2 Opportunity with Rotary Club of Rothesay-Kings

N. Stephenson explained the Rotary Club of Rothesay-Kings expressed interest in donating \$500 to the Rothesay Hive last year. Considering the economic toll on organizations following the onset of the pandemic, she did not follow up to collect the donation. When contacted for a 2021 donation, the Club's President was amenable to the original \$500 donation with a request for a presentation to the Club's Board of Directors regarding opportunities for hands-on involvement with the Rothesay Hive. In response to an inquiry, it was noted the Rotary Club of Rothesay-Kings can be described as a local service organization.

A. Campbell left the videoconference.

It was suggested the Club be tasked with developing a list of service providers that may be sought out by seniors. Concern was expressed such a list could be problematic in terms of liability, and favoritism. The suggestion was amended to task the Club with creating an instructional document on how seniors can search for the services they require, and protect themselves from scams and poor business practices. The document could also include a list of local resources such as contact information for the Fire Department or non-profit organizations. It was noted there is a directory of services in Saint John and a similar list could run the risk of duplication.

The Committee acknowledged hands-on involvement could also mean providing assistance with projects involving yard work, painting, or construction of a ramp. J. Atkinson suggested the Saint John Tool Library or KV Old Boys be approached for information as they may have experience providing similar services. It was noted this could be challenging in terms of logistics.

Chairperson Wells explained there was interest in implementing a Senior Outreach Program in partnership with the Red Cross, the Kennebecasis Valley Fire Department, and the Kennebecasis Regional Police Force. The project lost momentum as the Red Cross defunded the initiative in order to redirect funding toward a pandemic response. She suggested this could be an opportunity to revisit the project.

When questioned, K. Duffley reported she is awaiting a response regarding an inquiry to Rothesay High School with respect to development of a promotional video for the Rothesay Hive.

Mayor Grant suggested there be further discussion with the Rotary Club regarding how they would like to be involved with the Rothesay Hive. She added the discussion could also relate to the next item on the agenda "home alone" support services. W. Mavis commended the Kennebecasis Valley Fire Department on their in-home safety checks. Chairperson Wells suggested a Senior Outreach Program as a topic for the newsletter. S. Jennings noted the New Brunswick Extra-Mural Program would be a useful resource for identifying a target group for the Outreach Program but cautioned confidentiality may be an obstacle.

It was agreed the Rotary Club will be contacted for more information and the findings will be brought back to the Committee.

7.3 “Home Alone” Support Services Idea

Chairperson Wells reported J. Porter Mowatt suggested the topic be included in the newsletter, and further that D. O’Connor be the interviewer. D. O’Connor suggested, based on her profession, J. Porter Mowatt would be an ideal candidate to interview as a source of information on the topic.

7.4 ParticipACTION Community Better Challenge

K. Duffley noted she attended a Zoom call to find out more information on the grants. She reported the grants can range from \$250 – 1,000 and are intended to encourage physical activity throughout the month of June. The deadline for applications is February 26, 2021, and the grants can be used for a new (virtual or in-person) event, equipment, or to build on current program offerings. She expanded further by noting funds could be used to offset costs for: individuals to try an existing program free of charge; equipment such as yoga mats, or gardening tools; or delivering an online event (ex. try the Rothesay Hive at home).

The Committee expressed interest in:

- Increasing outdoor activities (ex. daytime yoga, or Tai Chi)
- Equipment such as yoga mats and gardening tools
- Events or programs to direct individuals to Town facilities (trails, parks, and the Rothesay Common)
 - Parking lot parties at the Rothesay arena, or Town Hall lawn

There was a brief discussion regarding the benefits of yoga mats for outdoor yoga, or Chair Yoga, including offering comfort while standing, encouraging participation from younger seniors, and providing alternative methods of participation for those that wish to try something new.

8. ROTHESAY HIVE SPONSORSHIP SUBCOMMITTEE

8.1 Rothesay Hive Seeks Community Support Letter (Document)

There was discussion regarding capitalization of the t in “town of Rothesay”. Town Manager Jarvie clarified, in 1998 the former “Town of Rothesay”, and surrounding communities, were amalgamated and formally named “Rothesay”. Therefore, the letter t is capitalized if it is a reference to “the Town”, but not when written as “the town of Rothesay”. It was noted the capital T in the second paragraph should be lowercase.

When questioned, K. Duffley advised member quotes were not included because none were received. Since the letter was drafted she has received a testimonial and will add it to the letter. The Committee expressed interest in circulating the letter online through the Rothesay Hive Facebook page, the newsletter, in-person, or by email perhaps followed up with a phone call.

J. Atkinson left the videoconference.

It was agreed, to prevent confusion, it is important to ensure individuals are aware the donations are for the Rothesay Hive, not the Town. It was further noted direct, rather than blanket, requests are typically more successful.

9. AGE FRIENDLY COMMUNITY DESIGNATION

9.1 Renewal Process: Rothsay Age-Friendly Overview (Document)

Chairperson Wells advised she distributed a document, via email, to the Committee before the meeting that encompasses the information required for renewal of Rothsay's Age-Friendly designation. She asked if the Committee has any suggestions for the Rothsay Hive mission statement. None were brought forth.

Chairperson Wells reported the following: Willa Mavis will be added to the Committee list; Composition of the Committee will specify *two*, not one, Rothsay residents under 55 years of age; and the official application form will be added which includes contact information. She explained the former Rothsay Age-Friendly Committee was mentioned in the documents because of the overlap between the two committees.

Town Manager Jarvie left the videoconference.

There was a lengthy discussion with respect to the Action Plan as of March 2021. It was suggested items in the Action Plan be broadly based as the renewal process occurs every three years. Amendments were suggested so it reads as follows (changes in red):

Action Plan as of March, 2021:

1. Re-open the Rothsay Hive *once permitted by the Province*. As allowed, add to the offerings and strive to include as many residents as possible in the Kennebecasis Valley. *Develop partnerships to encourage intergenerational programming. Find ways for local organizations to help local seniors.*
2. Begin discussions with the Fire and Police to create a comprehensive outreach program.
3. Welcome Newcomers to the Rothsay Hive and develop a partnership with the Saint John Newcomers Centre.
4. Create a list of local volunteer opportunities to be made available at the Rothsay Hive.
5. Find a location for the third electronic kiosk. Continue to enhance communication via the three kiosks, *and* the traditional bulletin boards, *social media, newsletters, and other traditional media channels.*
6. Fundraise to subsidize activities at the Rothsay Hive to ensure accessibility to all.

MOVED by D. O'Connor and seconded by N. Haslett the amended Rothsay Age-Friendly Overview, and supporting documents, for renewal of the Age-Friendly Community Designation be forwarded to Council for endorsement before submission to the Province.

CARRIED.

It was noted, if endorsed by Council, the application can be submitted as early as mid-March.

Meeting Addendum:

W. Mavis suggested incorporating more music into Rothsay Hive programming. The Committee agreed.

10. ROTHESAY HIVE MISSION STATEMENT

10.1 Discuss possible changes to mission statement

Dealt with above.

ROTHESAY

2021 March 8 Open Session FINAL_109
Rothesay Hive Advisory Committee (via videoconference)
Minutes

DRAFT

-6-

16 February 2021

11. DATE OF NEXT MEETING

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

12. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 11:20 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2021 March 8 Open Session FINAL 110
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, February 17, 2021 at 5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
COUNCILLOR MIRIAM WELLS (*left the videoconference at 6:40 p.m.*)
SHAWN CARTER
PETER GRAHAM, VICE CHAIRPERSON
ANN McALLISTER
CYNTHIA VANBUSKIRK (*left the videoconference at 6:40 p.m.*)

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

ABSENT: MARK McALOON

The videoconference was called to order at 5:30 p.m. The Committee welcomed new member C. VanBuskirk and introductions were made.

1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. Counc. Wells nominated Deputy Mayor Alexander as Chairperson, seconded by S. Carter. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

Town Manager Jarvie called three times for nominations from the floor for Vice Chairperson. Counc. Wells nominated P. Graham as Vice Chairperson, seconded by A. McAllister. There being no other nominations, P. Graham was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

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

CARRIED.

3. ADMINISTRATION

3.1 Committee Mandate

RECEIVED FOR INFORMATION.

3.2 Code of Ethics

Chairperson Alexander requested Committee members review the Code of Ethics and return the signed Member Statement to Town Hall.

3.3 2021 Meeting Schedule

RECEIVED FOR INFORMATION.

4. APPROVAL OF MINUTES

4.1 Regular Works and Utilities Committee meeting of December 23, 2020.

MOVED by S. Carter and seconded by A. McAllister the minutes of December 23, 2020 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

S. Carter declared a conflict of interest with respect to Item 9.2 Request for stop signs on Anna Avenue and Allan Avenue.

Counc. Wells declared a conflict of interest with respect to Item 11.2 Flooding Preparedness – Alexander Avenue.

6. DELEGATIONS

N/A

7. REPORTS & PRESENTATIONS

N/A

8. UNFINISHED BUSINESS:

8.1 Capital Projects Summary

When questioned, DO McLean reported Town staff met with provincial regulators twice regarding the model findings for “Production Wells”, and another meeting is scheduled for next Thursday. The regulators expressed interest in further information regarding potential impacts if the protected zone is expanded, and appeared content with respect to the increased yield. DO McLean clarified if an expansion is necessary it would occur on Town owned property. Findings determined the daily withdrawal rate of 1910 cubic meters can be safely increased to 3,000 cubic meters as requested by the Town. More so, the regulators indicated the withdrawal rate can increase to 4,000 cubic meters daily as long as it is withdrawn from the entire watershed area, as opposed to primarily from well #7 as it is unregulated in terms of yield. He added the investigation discovered the daily groundwater recharge rate for the area is 22,000 cubic meters. Simply put, the increased yield of 4,000 cubic meters is well below the natural daily replenishment of groundwater. There was discussion regarding the source of water and a proposed project in the vicinity of Carpenter’s Pond.

C. VanBuskirk asked why there are no percentages or comments on some of the items on the list. DO McLean advised percentages and updates will be added to the 2021 projects as they progress.

A. McAllister suggested a water conservation program be undertaken by the Town. She explained long-range climate trends indicate there will be demand for such a program, and it would be advantageous to prepare in advance.

8.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION.

8.3 Discussion on Private Lanes Policy

To follow Item 9.1.

9. CORRESPONDENCE FOR ACTION

9.1 1 January 2021 Email from resident RE: Stop Signs – Highland Avenue and Iona Avenue
 Deputy Mayor Alexander explained the resident disagrees with use of stop signs as a traffic calming measure, and requested the stop signs recently installed on Highland Avenue and Iona Avenue be removed. The resident cites studies that indicate stop signs can increase speeding as drivers accelerate between signs to compensate for the delay.

The following comments were made: there are limited options for traffic calming measures; stop signs are inexpensive and less bothersome than other methods; the Town does not install speed bumps because of the same arguments the resident made against stop signs; it is easier to penalize individuals in violation of stop signs than speed bumps; only two complaints were received and the positive feedback, and reduction in speeding complaints, suggest the recently installed stop signs are effective. DO McLean advised structural measures (narrowing streets, installing curbs, or traffic circles) are more effective; however they are costly and can alter the character of neighbourhoods in inconvenient ways for residents.

Deputy Mayor Alexander noted the stop signs were installed at the request of a resident. DO McLean expanded noting the concerns were substantiated by data received through use of speed radar signs, which is standard practice when investigating speeding concerns. He added the Town employs tools such as speed radar signs, and GPS tracking systems on service vehicles, to determine if claims are valid, or if there is just a perception of speeding.

MOVED by Counc. Wells and seconded by S. Carter a letter be sent to the resident explaining the rationale for using stop signs as a traffic calming measure, and outlining other traffic calming measures employed by the Town.

CARRIED.

Item moved to follow Item 9.1.

8.3 Discussion on Private Lanes Policy

DO McLean explained during its last discussion on the topic the Committee struggled with how to address public services on private lanes. He noted the Committee debated the pros and cons of continuing with the status quo, extending services to all, halting existing – and banning future – services, or regulating services for private lanes. In past discussions, the Committee focused on: how to define a private lane, equality, and financial implications. DO McLean advised the cumulative annual cost of providing services to private lanes is minimal (roughly \$22,000) compared to servicing public streets (roughly \$438,000). Concern was expressed the cost mostly relates to snow plowing thus the financial implication to the Town could increase if road maintenance is included. It was noted in terms of defining a “private lane” the Committee was agreeable in the past to excluding private roads that provide access solely to businesses. The Committee agreed to discuss the matter further at the next meeting.

S. Carter declared a conflict of interest and left the videoconference.

9.2 14 January 2021 Email from Counc. McGuire RE: Request for stops signs on Anna Avenue and Allan Avenue

DO McLean advised several complaints have been received regarding speeding on both streets, especially once the roads were repaved. Following the complaints, the Kennebecasis Regional Police Force were notified, and dispatched to investigate. It was suggested the electronic speed radar signs be installed to collect data to determine how best to proceed.

MOVED by Counc. Wells and seconded by A. McAllister electronic speed radar signs be installed on Anna Avenue and Allan Avenue to measure the speed of traffic, and collect data to substantiate the concern.

CARRIED.

S. Carter returned to the videoconference.

10. NEW BUSINESS:

10.1 Draft Plastic Bag Reduction By-law 1-21

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

Deputy Mayor Alexander explained regional municipalities are asked to enact a Plastic Bag Reduction By-law to help eliminate plastic bags from the landfill – as the materials are no longer recyclable. A. McAllister asked why Section 6(4) Contraventions in the Rothsay by-law differs from the Quispamsis and Fundy Regional Service Commission by-laws. Town Manager Jarvie advised this portion of the By-law is covered in the Rothsay Procedural By-law therefore it is unnecessary. Town Manager Jarvie highlighted the changes and differences outlined in the memorandum from the Town Clerk. A. McAllister noted the by-law is a good thing and she is glad to see it. The Committee agreed.

10.2 Electronic Speed Signs

DO McLean reported water got into the cabinet of one of the electronic speed signs on Islay Avenue and it has been temporarily removed for repair.

10.3 Update on 2021 Asphalt Program

DO McLean advised it is expected the 2021 Asphalt Program contract will be awarded at the March Council meeting. He noted completion of the 2020 Asphalt Program occurred ahead of schedule. Since the 2021 tender was prepared early, he hopes the same can be done again this year. He listed some of the projects included in the 2021 Program such as: raising Pickett Lane and Maliseet Drive, the remaining portion of Highland Avenue, and Dofred Road.

10.4 Update on Brock Court/Goldie Court/Maiden Lane drainage

DO McLean provided background for the benefit of new member C. VanBuskirk, noting the Town has worked with property owners in the area to procure easements with the intent to direct runoff to an upgraded drainage system in the vicinity of the Rothsay Common. He advised Town staff continue to work towards securing the final easement to complete the intended pathway, and are optimistic this may occur in the near future. The item was included on the agenda to notify the Committee that the matter is still on the Town's radar, and to update members, especially those on Council, that may be receive public inquiries.

10.5 Discussion on stockpile of milled asphalt (value vs. detriment)

DO McLean advised the Town is in possession of a stockpile of milled asphalt from resurfacing projects. He explained, a portion of existing asphalt is removed during resurfacing projects so asphalt does not accumulate over time and significantly raise the elevation of roads. He noted because the material has value contractors have taken the material in the past. Over time the Town has recognized the value and collected the material. The milled asphalt is repurposed using an asphalt recycler and used in pothole maintenance. However, the total volume of collected material surpasses the Town's need due to regular replenishment from the annual asphalt program. Staff have estimated its worth at roughly \$5 per ton and have sold the material to residents, by request, at this cost.

ROTHESAY

Works and Utilities Committee (via videoconference) **2021 March 8 Open Session FINAL_114**
 Minutes -5-

17 February 2021

He noted the Town could: sell the excess material by advertising it to the community; allow contractors to take the material in exchange for a credit on projects; or continue to accumulate the material. DO McLean clarified, if the material is sold, staff are available to weigh and load the asphalt, but transportation will be the responsibility of the buyer.

A. McAllister asked if the material can be repurposed for other resurfacing projects. DO McLean advised some municipalities allow contractors to use a percentage of Reclaimed Asphalt Product (RAP). He noted Rothesay, by practice, does not permit this. The rationale being the age and composition (liquid and aggregate content) of the material is unclear which could impact durability. He noted the RAP could be tested, but cautioned this would be inefficient and expensive as testing the entire portion is required to obtain accurate results.

There was consensus to market the material to the public with a list of proper uses. Concern was expressed the material is considered a contaminant. It was suggested purchasers sign a disclaimer agreeing to abide solely by the listed uses.

11. CORRESPONDENCE FOR INFORMATION:**11.1 Fleet Purchase – Sidewalk Plow**

3 February 2021 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

Counc. Wells declared a conflict of interest and left the videoconference.

C. VanBuskirk left the videoconference.

11.2 Flood Preparedness – Alexander Avenue

4 February 2021 Memorandum from Town Manager Jarvie

In response to an inquiry, Town Manager Jarvie advised a response has not been received from Ambulance New Brunswick. Emergency service providers will be invited to examine the walkway following its purchase. He added the walkway will not be deployed until necessary, at which time rising water levels will have prevented access for emergency vehicles. A. McAllister asked if local emergency responders have experience using a floating walkway. Town Manager Jarvie advised it is unlikely as this may be the first floating walkway in the area to be used for emergency purposes. He added if the walkway proves insufficient it still has recreational value.

12. DATE OF NEXT MEETING

The next meeting will be Wednesday, March 17, 2021.

13. ADJOURNMENT

MOVED by A. McAllister and seconded by S. Carter the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:45 p.m.

 CHAIRPERSON

 RECORDING SECRETARY

Liz Pomeroy

From: Liz Pomeroy
Sent: February 12, 2021 9:19 AM
To: Liz Pomeroy
Subject: FW: stop installing stop signs for traffic calming

From: Brett McLean <BrettMcLean@rothesay.ca>
Sent: February 12, 2021 9:16 AM
To: Liz Pomeroy <LizPomeroy@rothesay.ca>
Subject: FW: stop installing stop signs for traffic calming

From:
Sent: January 1, 2021 12:26 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: stop installing stop signs for traffic calming

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

To be shared with mayor and council.

Please stop installing stop signs as traffic calming devices and remove recently installed sign on Highland Avenue as well as the sign installed a few years ago on Iona Avenue intersection with Islay.

Study after study say that stop signs should not be used for traffic calming and can actually make speeding worse as drivers increase speed between the stop signs, as well the stop signs give pedestrians a false sense of security.

I believe that the sole purpose of a stop sign is to "clearly assign right of way between vehicles approaching an intersection", using this definition none of the stop signs within Highland Avenue other than the beginning and the end fit this definition. I understand that putting up a stop sign is an easy and low cost solution to complaints but as identified in numerous studies it is the incorrect way to address the problem.

The stop sign in particular at the bottom of the hill on Iona Avenue at Islay can be a hazard in winter season when roads are ice and snow covered, getting stopped at bottom or getting up the hill can be very difficult in those conditions.

Thank you,



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, March 1, 2021 at 5:30 p.m.



DRAFT

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

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

ABSENT: JOHN BUCHANAN

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

1. APPROVAL OF THE AGENDA

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

2. ADOPTION OF MINUTES

2.1 Regular Meeting of February 1, 2021

MOVED by Counc. McGuire and seconded by Counc. Shea the Minutes of February 1, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

4.1 Proposed Rothesay Municipal Plan By-law 1-20

- 25 February 2021 Recommendation report prepared by DPDS White
- AMENDED Draft Municipal Plan By-law 1-20

DPDS White highlighted the following:

- By-law 1-20 will: replace By-law 1-10, apply to all of Rothesay for the next 10 years, and a new review process will begin in 2031.
- A Municipal Plan “explains why” through context and policies, whereas a Zoning By-law “explains how” the Municipal Plan will be implemented through regulations and dimensions etc.
- Changes made to By-law 1-20 can be described as non-substantive edits (i.e grammar, spelling, syntax, punctuation, page breaks, and policy number continuity) that do not alter the meaning of policies, and substantive edits which change policy structure, meaning, or clarify policy context.

➤ Substantive edits are as follows:

- *Policy R-3 Short Term Rental Housing*: in response to public feedback “prohibit” was replaced with “regulate”, so short term rentals (less than 28 days) will be regulated through the Zoning By-law and reviewed by the Planning Advisory Committee.
- *Policy R-8 Design and Appearance of Buildings*: renamed from “Manufactured Housing” as the intent was not to target the entire industry but rather to establish appropriate standards for the design and appearance of residential buildings.
- The addition of Schedule B – Five Year Capital Plan
- *Future Land Use Map*: reverting an area along Hampton Road near Hibbard Lane, and properties located off Bel-Air and Carriage Way, to low – and medium – density residential, respectively.

DPDS White explained despite public reservations about Policy R-5 Secondary Units and Garden Units, staff do not recommend changes to this policy. The policy permits “invisible density” a popular strategy throughout North America to accommodate modest increases in density without visible impact to the character of existing neighbourhoods. He advised strict controls will be implemented through regulations in the Zoning By-law. For instance eligible properties will be large owner-occupied single family lots that cannot be subdivided, and there will be specific regulations regarding the size of the secondary unit, parking, connection to municipal services, screening, and architectural design standards. He further noted Policy R-5 creates an opportunity to allow seniors to age in place which aligns with the findings of the 2013 Rothesay Affordable Housing Discussion Paper, and the 2017 Age-Friendly Housing Study prepared by Dalhousie University students.

Counc. McGuire questioned if the title of the By-law will change from 1-20 to 1-21 to reflect the year in which enactment of the By-law is proposed. Town Clerk Banks advised this is standard practice, however since “By-law 1-21” has previously been assigned, it may change to “Municipal Plan By-law 2-21”.

Counc. Shea inquired about: height restrictions for apartment buildings permitted in medium density residential zones; commercial use of manufactured housing; and the proposed extension of Longwood Drive. DPDS White advised: medium density pertains to duplexes, townhomes, and clustered housing; the method of construction is immaterial to the use of a building; and there is a portion of land outside of the wetland area that can be used to extend Longwood Drive, however this requires provincial approval.

Chairperson McMackin asked if there is intent to connect Wiljac Street to Fox Farm Road. DPDS White advised there is a conceptual plan to do so in the Hillside Area Secondary Plan. He added the Town has taken preparatory measures in the event the initiative moves forward by approval of Council.

MOVED by Counc. McGuire and seconded by T. Brittain the Rothesay Planning Advisory Committee hereby recommends that Council enact By-law 1-20, “Rothesay Municipal Plan” as amended.

CARRIED.

5. OLD BUSINESS

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

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

Tabled September 8, 2020 – no action at this time

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

6. CORRESPONDENCE FOR INFORMATION
N/A**7. DATE OF NEXT MEETING(S)**The next meeting will be held on **Monday, April 5, 2021.**

Counc. McGuire commended DPDS White and staff for the arduous task of preparing the draft Municipal Plan. He noted due diligence in terms of public consultations and the lengthy review process has proven beneficial, and the finish line is in sight.

8. ADJOURNMENT**MOVED** by T. Brittain and seconded by Counc. Shea the meeting be adjourned.**CARRIED.**

The meeting adjourned at 5:55 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2021March8OpenSessionFINAL_119

BUILDING PERMIT REPORT

2/1/2021 to 2/28/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
02/03/2021	BP2020-00248	62 RIVER RD	RENOVATION	\$5,000.00	\$36.25
02/04/2021	BP2021-00011	19 ROTHESAY PARK RD	RENOVATION	\$200,000.00	\$1,450.00
02/01/2021	BP2021-00012	84 HAMPTON RD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
02/19/2021	BP2021-00014	3 STACK RD	RENOVATION	\$100,000.00	\$725.00
02/18/2021	BP2021-00016	8 HOOPER DR	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
Totals:				\$307,000.00	\$2,251.25
Summary for 2021 to Date:				\$393,471.00	\$2,969.50

2020 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$38,500.00	\$288.25
Summary to Date:	\$1,433,900.00	\$10,440.25



2021March8OpenSessionFINAL_120

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 4 March 2021
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 28/02/21*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
2019	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Turnbull Ct sewer replacement	\$1.11M	84%	Pipework complete, pump station under construction
2020	Production Wells	250,000	60%	Final meeting with Provincial regulators pending
	Station Rd cast iron replacement	250,000	-	Deferred until 2021
	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
	2021 Resurfacing Design	60,000	35%	Tender award at March meeting
	Brock/Goldie service renewals	125,000	100%	Completed
	Water Tower repairs	175,000	100%	Completed
	College Hill Water line	750,000	90%	Pipe work complete, reducing valve on order
	IT equipment & software	38,000		
	2021 Street Resurfacing	1,610,000		
	2021 Curb & Sidewalk	285,000		
	2021 Designated Highways	1,100,000		Waiting for NBDTI approval
	Drainage Study	200,000	8%	underway
	Intersection Improve Spruce & Clark	300,000		Request for quotes on material supply closing March 8 th
	Fleet/Equipment	600,000		
	Parks Equipment	25,000		
	Trails	50,000		
	Wells Ballfield	250,000		
	Wells New Building	61,000	16%	
	Arena Renovations	600,000	2.5%	
	WWTP Phase II design	1,000,000		Funding Application pending
	Production Wells (#7)	290,000		
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Storage Tank heating	60,000	50%	Materials ordered, installation pending warmer weather
	Station Rd, cast iron line replacement	250,000		
	Turnbull Ct sewer replacm't Phase II	1,000,000		Consultant engagement included with March agenda
2021	Seville Sewer repair	100,000		
	SCADA	35,000		
	Asphalt related sewer work	95,000		Included with 2021 tender to be awarded March meeting

* Funds paid to this date.



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	4 March 2021
RE	:	Adoption of New Municipal Plan

Recommendation:

It is recommended that Council:

1. give second reading by Title to the municipal plan bylaw 1-20, "Rothesay Municipal Plan 2020-2030";
2. direct that the document be posted on the Rothesay website; and
3. hold a special meeting of Council to conduct a final review before adoption of the bylaw.

Background:

The importance of the municipal plan for New Brunswick municipalities cannot be overstated. This is evident in the inclusion of municipal planning in the current government initiative on municipal reform. The municipal plan should convey a clear picture of the future of the community in the eyes of its leaders, you, the municipal Council.

For the past several years, staff have been working on a new municipal plan. There have been several opportunities for public engagement and the Director of Planning and Development has responded to numerous members of the community regarding particular aspects of concern. Some changes have been made in the draft plan to be presented at the March 8th meeting for second reading. These are articulated in the attached memo from Mr. White.

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

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

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

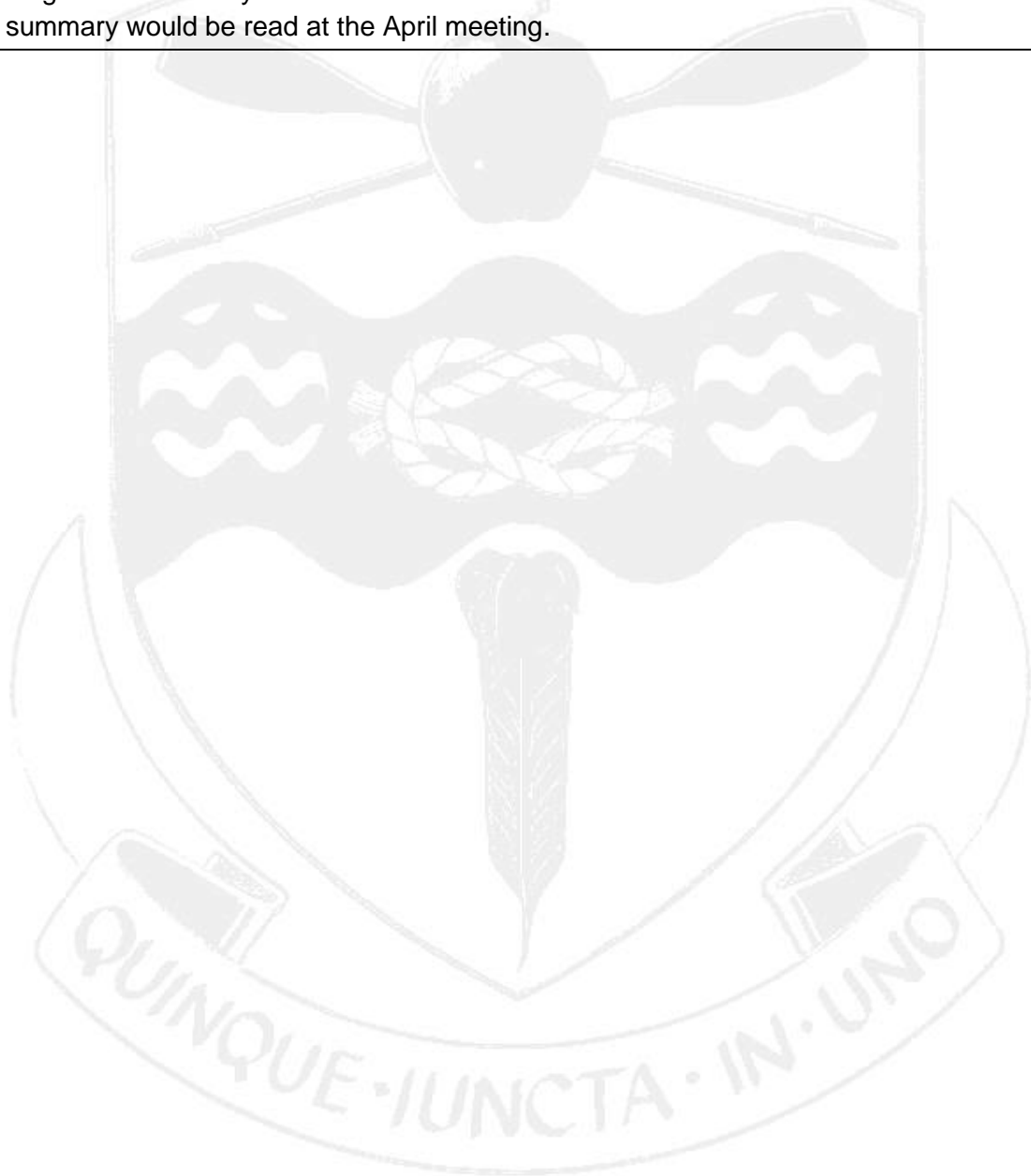
Should Council give 2nd Reading by Title in March, the amended By-law will be posted to the website, with proper notice (approval given at February 2021 Council meeting).

It is intended Council will consider Reading by Summary, 3rd Reading by Title and Enactment at the April Council meeting.

The importance of this document is such that all members of Council should feel confident it represents their collective views on the future of Rothesay. Several Council members have expressed concern that there has not been an adequate opportunity for their input.

Accordingly, staff suggests there should be a final review by Council before giving the document third reading. A separate special session of Council spent going through the document and highlighting changes from the current municipal plan should enable Council to feel confident in a knowledge of the basic contents and the process, should a Council member be challenged.

Although it is possible to give second and third reading of the municipal plan at the March meeting, to do so would require the document to be read in its entirety, a somewhat impractical task. Therefore, third reading should be extended until the April 12th Council meeting and a summary of the document advertised on the website. This would mean that only the summary would be read at the April meeting.





2021 March 8 Open Session FINAL_123

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Planning Advisory Committee
DATE : March 1, 2021
RE : Municipal Plan By-law 1-20

Recommendation

- Council enact By-law 1-20, “Rothesay Municipal Plan” as amended.

Background

The Planning Advisory Committee passed the following motion at its regular meeting on Monday, March 1, 2021:

MOVED ... and seconded ... the Rothesay Planning Advisory Committee hereby recommends that Council enact By-law 1-20, “Rothesay Municipal Plan” as amended.

CARRIED.



70 Hampton Road
Rothesay, NB
E2E 5L5

**Rothesay PAC
March 1, 2021**

TO: Rothesay Planning Advisory Committee

SUBMITTED BY:

Brian L. White, Director of Planning & Development Services

DATE: 25 February 2021

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

RECOMMENDATION REPORT

RECOMMENDATION

Rothesay Planning Advisory Committee HEREBY recommends that Council ENACT By-law 1-20, "Rothesay Municipal Plan" as amended.

ORIGIN

On February 8, 2021, Council gave First Reading by Title, to By-law 1-20, the Rothesay Municipal Plan. Council also referred By-law 1-20 to the Rothesay Planning Advisory Committee for a recommendation, in accordance with the Community Planning Act.

BACKGROUND

On Monday, September 28, 2020, Rothesay Council held a Public Presentation in which the Director of Planning and Development Services outlined the content of By-law 1-20.

The presentation also invited the public to forward written comments regarding the proposed By-law, by October 28, 2020 being the end of the legislated 30-day comment period. Rothesay Council subsequently extended the comment period an additional 30 days to November 27, 2020.

In advance of a Public Hearing on the By-law, Staff submitted a report to Council on January 11, 2021 that included Staff's analysis of public comments and potential amendments to the draft Municipal Plan By-law 1-20.

On February 2, 2021 Council held a Public Hearing on the proposed By-law 1-20 and on February 8th, 2021 Council gave First Reading of Municipal Plan By-law No. 1-20.

In order to enact By-law 1-20 Council must receive a recommendation from the Planning Advisory Committee¹. This process allows Council to direct necessary changes before the By-law is

¹ *Community Planning Act Part 4 The powers and duties of an advisory committee are as follows: (c) to give its views to the council on any by-law proposed to be made under this Act, whether or not its views have been requested in accordance with section 110;*

enacted. Staff have revised the draft By-law 1-20 (Attachment A) based on feedback from the public and as directed by Council.

REVISIONS to DRAFT BY-LAW 1-20

Staff are submitting for PAC's review and comment an edited version of By-law 1-20. The edits to the by-law fall into two distinct categories, the first being non-substantive copyediting involving issues of grammar, spelling, syntax, punctuation, page breaks, and policy number continuity. This form of editing applies chiefly to the contextual portions of the municipal plan and does not alter the meaning of the policies contained in the By-law. Non-substantive edits are numerous and are not specifically detailed in this memo.

Conversely, substantive editing concentrates on the policies contained in the By-law. Substantive edits change policy structure, meaning, or clarify policy context within the By-law. All of the substantive edits are detailed as follows:

POLICY CHANGES

Policy R-3 Short Term Housing Rental – Whereas policy R-3 previously prohibited short-term rentals Staff have edited the policy such that Council would allow for short-term home rental albeit that this use will be regulated in the zoning by-law. The policy as stated also now aims to permit only short-term rentals that are owner occupied residential dwellings. The final substantive edit to Policy R-3 is to shorten the length of stay to 28 days to accommodate the shortest month of the year, meaning that monthly or longer rentals will not be regulated. The revised Policy R-3 is as follows:

Policy R-3 **Short Term Housing Rental**: Regulate short-term rentals in Rothesay, meaning the rental of owner occupied single-family dwellings including multi-unit dwellings for a period of 28 days or less. Council has determined that allowing residents to rent their residential properties for longer periods without regulation appropriately balances the need to protect neighbourhood stability from issues of neighbourhood nuisance, noise, and housing availability and affordability.

Policy R-8 - Manufactured Housing

Policy R-8 was never intended to target the entire manufactured home construction industry, however the original policy draft was too all encompassing in its application. For that reason, Staff amended Policy R-8 as follows

Policy R-8 **Design and Appearance of Buildings**: Establish appropriate standards in the Zoning By-law to regulate residential buildings with uncharacteristic design and incompatible architectural styles to those commonly found in Rothesay.

The revised Policy R-8 will support the zoning by-law (Part 3.3) which currently regulates residential housing design. Furthermore, during the revision of the 2010 zoning by-law Staff will further clarify the regulations to allow for diversity of housing design.

FUTURE LAND USE MAP – RECOMMENDED AMENDMENTS

In simple terms, a municipal plan is best understood in the future land use map, and some might correctly identify the map as the plan. The future land use map does not necessarily reflect current land uses, but rather what we want land use to be in the future. In short, the map is an instruction for future growth and a guide for managing land use change. The map is not a new zoning map,

but it is the basis for a zoning map. Staff have edited Schedule A the Future Land Use Map in two specific areas as follows:

1. The first area is located along Hampton Road and Hibbard Lane (See MAP 1) and designated MEDIUM density residential, Staff are recommending these lands be designated LOW DENSITY residential.
2. The second area are properties located off Carriage Way and Bel Air (See MAP 2) and designated HIGH density residential, Staff are recommending these lands be designated MEDIUM DENSITY residential.

FIVE-YEAR CAPITAL BUDGET

The municipal plan now includes a five-year capital budget for the physical development of the municipality. The five-year capital budget is included in the Municipal Plan as Schedule B.

CONCLUSION:

Council has requested that the Planning Advisory Committee provide their views, and comments regarding the proposed By-law 1-20. Should PAC wish to make additional edits these will be specified in a Motion and forwarded to Council for their consideration along with the revised By-law 1-20.

ATTACHMENTS

Attachment A – REVISED BY-LAW 1-20

MUNICIPAL PLAN

2021 March 8 Open Session FINAL_127

BY-LAW 1-20



ROTHESAY

New Brunswick

TABLE OF CONTENTS

Table of Contents	1
Executive Summary.....	4
Built Form and Land Use	4
Residential Neighbourhoods.....	5
Commercial Corridor.....	5
Natural Environment.....	5
Municipal Services and Infrastructure	6
Heritage.....	6
Implementation and Interpretation.....	6
CHAPTER 1 - MUNICIPAL PLAN BACKGROUND.....	9
Context – Past and Future, Challenges and Opportunities.....	10
Our Past.....	10
Our Future	12
How much growth for the Future?	12
Creating the Municipal Plan.....	17
Creating the Municipal Plan: The Planning Process.....	18
Vision, Objectives, and Goals:.....	21
Growth, Change, and Resilience	21
Natural Environment:	22
Built Form and Urban Design:.....	22
Housing Diversity	23
Age-Friendly Community	23
Parks and Recreation	23
Complete Neighbourhoods.....	23
Transportation	24
Sustainability.....	24
Investment and Infrastructure.....	24
Commercial Corridor.....	25
Planning Regulation: The Legislative Basis of the Municipal Plan	26
Reading the Municipal Plan	27
Chapters.....	27
Schedules and Maps	27
CHAPTER 2 – LAND USE	29

Residential.....	29
Low Density Residential Designation	35
Medium Density Residential Designation	37
High-Density Residential Designation.....	40
Commercial Designation	44
Light Industrial Designation	50
Traditional Area Designation	51
Institutional Designation.....	55
Parks and Conservation Designation	61
Rural Designation.....	68
Environment and Open Space	72
CHAPTER 3 - MUNICIPAL SERVICES & INFRASTRUCTURE	75
Transportation	78
Urban Forest Management.....	80
Private Streets.....	82
Rail.....	83
Kennebecasis Valley Fire Department	85
Kennebecasis Regional Police Force	88
Financial Services	90
Development Charges.....	93
Capital Asset Management.....	94
Universal Design.....	95
CHAPTER 4 - DEVELOPMENT CONTROL	99
Municipal Watershed.....	101
Wellfield Protected Area.....	102
Groundwater Protection.....	102
Watercourses and Waterbodies	104
Flooding and Flood Risk Areas	105
Stormwater Management	108
Environmentally Significant Areas	110
Steep Slopes.....	110
Construction Practices	111
CHAPTER 5 - IMPLEMENTATION	116
Policy Index	123
Repeal and Enactment.....	125

Schedule A – Future Land Use Map	126
Schedule B – Five Year Capital Plan	127
Schedule C – Proposed Public Streets.....	128

FIGURES

Figure 1 – Total Population Change, 2001-2016, Population Estimates VS Census Data - Source: Heseltine, J. (2018). Town of Rothsay Population and Housing Projections.	13
---	----

Figure 2 – Population Projection, 2016-2036- Source: Heseltine, J. (2018). Town of Rothsay Population and Housing Projections	14
---	----

Figure 3 - Population Pyramid Female VS Male (2016 Census) - Source: Heseltine, J. (2018). Town of Rothsay Population and Housing Projections.	15
---	----



Executive Summary

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

BUILT FORM AND LAND USE

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

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

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

RESIDENTIAL NEIGHBOURHOODS

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

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

COMMERCIAL CORRIDOR

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

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

NATURAL ENVIRONMENT

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

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

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

MUNICIPAL SERVICES AND INFRASTRUCTURE

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

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

HERITAGE

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

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

IMPLEMENTATION AND INTERPRETATION

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

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

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





CHAPTER 1 - MUNICIPAL PLAN BACKGROUND

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

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

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



Context – Past and Future, Challenges and Opportunities

OUR PAST

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

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

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

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

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

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

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

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

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

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

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

Council Shall:

Policy REG-1

Regional Inter-Municipal Cooperation:

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

OUR FUTURE

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

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

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



How much growth for the Future?

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

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

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

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

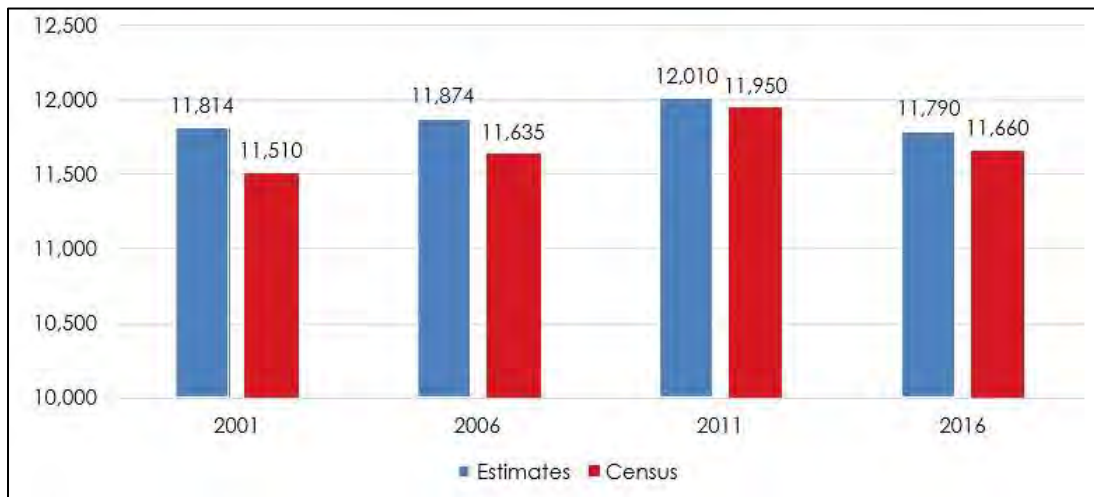


Figure 1 – Total Population Change, 2001-2016, Population Estimates VS Census Data - Source: Heseltine, J. (2018). Town of Rothsay Population and Housing Projections.

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

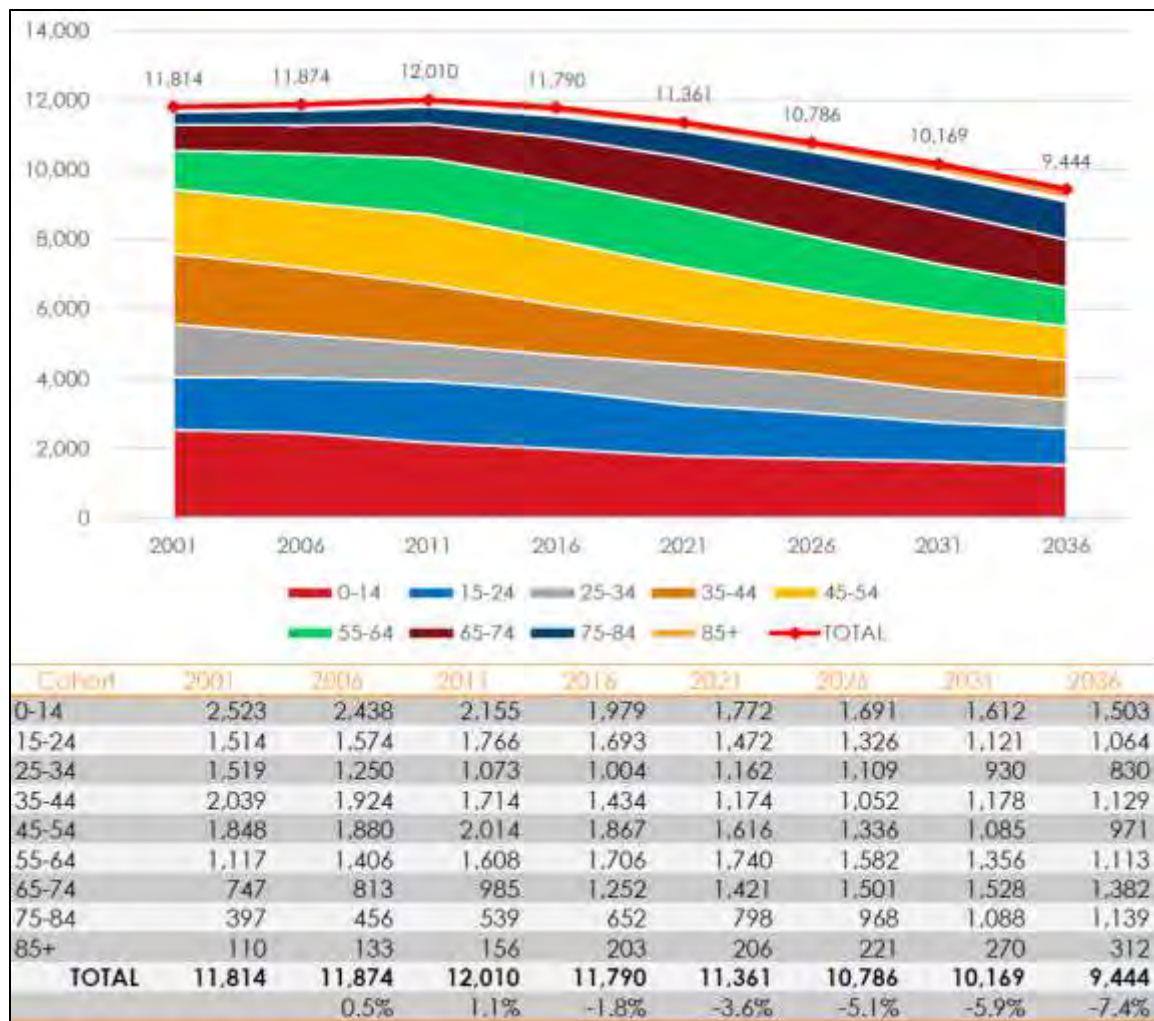


Figure 2 – Population Forecast, 2016-2036- Source: Heseltine, J. (2018). Town of Rothesay Population and Housing Projections

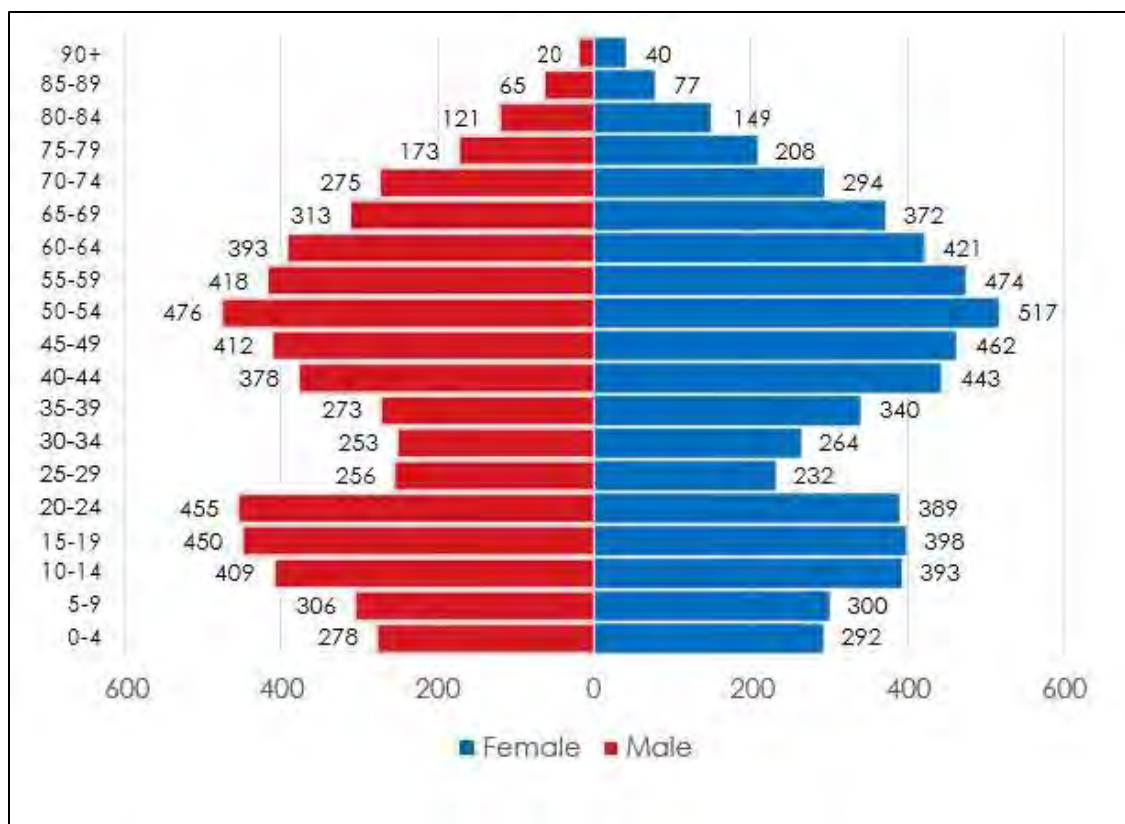


Figure 3 - Population Pyramid Female VS Male (2016 Census) - Source: Heseltine, J. (2018). Town of Rothesay Population and Housing Projections.

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

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



Creating the Municipal Plan

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

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

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

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

Creating the Municipal Plan: The Planning Process

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

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

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



Vision, Objectives, and Goals:

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

Growth, Change, and Resilience

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





NATURAL ENVIRONMENT:

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

BUILT FORM AND URBAN DESIGN:

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

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

HOUSING DIVERSITY

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

AGE-FRIENDLY COMMUNITY

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

PARKS AND RECREATION

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

COMPLETE NEIGHBOURHOODS

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

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

TRANSPORTATION

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

SUSTAINABILITY

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

INVESTMENT AND INFRASTRUCTURE

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

COMMERCIAL CORRIDOR

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



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

Planning Regulation: The Legislative Basis of the Municipal Plan

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

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

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

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

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

Reading the Municipal Plan

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

CHAPTERS

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

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

Chapter 2, Land Use, the largest section of the Plan, outlines the general context and objectives, and policies for the management of land, infrastructure, buildings, and development in the Town.

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

Chapter 4, Development Control, prescribes limits to the development that may take place in Rothesay, concerning location, type of use, and intensity. This chapter also provides an overview of the role that staff have in their administrative role and duty in serving the public and public's interest.

Chapter 5, Implementation, describes how the policies and procedures contained within the Plan are to be carried out by Council. Additionally, it covers how the procedures and application requirements for the various planning applications are to be completed. The section also details how amendments to this Plan are to be carried out.

SCHEDULES AND MAPS

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



CHAPTER 2 – LAND USE

Residential

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

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

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

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

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

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

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

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

Council Shall:

Policy R-1

Affordable Housing:

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

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

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

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

Council Shall:

Policy R-2

Age-Friendly Housing:

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

- a) Attached Unit Residential (R3);

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

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

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

Council Shall:

Policy R-3

Short-term Rental Housing:

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

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

Council Shall:

Policy R-4

Secondary Suites:

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

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

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

Council Shall:

Policy R-5

Secondary Units and Garden Units:

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

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

Council Shall:

Policy R-6

Home Occupations:

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

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

Council Shall:

Policy R-7

In-Home Daycares:

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

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

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

Council Shall:

Policy R-8

Design and Appearance of Buildings:

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

Policy R-9

Residential Dwelling Landscape Standards:

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

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

Council Shall:

Policy R-10

Residential Infill – Multi-Unit:

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

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

Council Shall:

Policy R-11

Residential Design:

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

Council Shall:

Policy R-12

Sustainable Design:

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

Low Density Residential Designation

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

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



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

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

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

Council Shall:

Policy LDR-1

Low Density Residential Designation:

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

Policy LDR-2

Low Density Residential Uses:

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

Policy LDR-3

Low Density Residential Zones:

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

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

Medium Density Residential Designation

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

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



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

Council Shall:

Policy MDR-1

Medium Density Residential Designation:

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

Policy MDR-2

Medium Density Residential Uses:

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

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

Policy MDR-3

Medium Density Residential Zones:

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

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

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

Council Shall:

Policy MDR-4

Clustered Dwellings:

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

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

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

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



High-Density Residential Designation

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

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



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

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

Council Shall:

Policy HDR-1

High-density Residential Designation:

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

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

Policy HDR-2

High-density Residential Uses:

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

Policy HDR-3

High-density Residential Zones:

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

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

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

Council Shall:

Policy HDR-4

High-density Residential:

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

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

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

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

Council Shall:

Policy HDR-5

High-density Building Height:

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

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

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



Commercial Designation

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



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

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

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

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

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

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

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

Council Shall:

Policy C-1

Commercial Designation:

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

Policy C-2

Commercial Uses:

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

Policy C-3

Commercial Zones:

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

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

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

Policy C-4

Commercial Design Standards:

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

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

Council Shall:

Policy C-5

Commercial Apartments:

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

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

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

Council Shall:

Policy C-6

Temporary or Seasonal Business:

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

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

Council Shall:

Policy C-7

Commercial Street Frontage:

Require that all new buildings located along Hampton and Marr Road front parallel to the greatest degree possible to the road right-of-way, in order to create a pedestrian friendly, commercial corridor.



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

Council Shall:

Policy C-8

Neighbourhood Commercial:

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

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



Light Industrial Designation

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

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

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

Council Shall:

Policy LI-1

Light Industrial Area Designation:

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

Policy LI-2

Light Industrial Uses:

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

Policy LI-3

Light Industrial Zones:

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

- a) Light Industrial (LI).

Traditional Area Designation

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



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

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

Council Shall:

Policy TA-1

Traditional Area Designation:

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

Policy TA-2

Traditional Area Uses:

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

Policy TA-3

Traditional Area Zone:

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

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

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

Council Shall:

Policy TA-4

Heritage Design

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

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

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

Council Shall:

Policy TA-5

Heritage Preservation:

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





Institutional Designation

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



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

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



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

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

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

Council Shall:

Policy IT-1

Institutional Designation:

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

Policy IT-2

Institutional Uses:

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

Policy IT-3

Institutional Zones:

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

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

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

Council Shall:

Policy IT-4

Assisted Living and Retirement Homes:

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

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

Council Shall:

Policy IT-5

Mixed-Use Institutional:

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

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

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

Council Shall:

Policy IT-6

Institutional Infill:

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

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



Parks and Conservation Designation

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

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



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

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

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



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



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

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

Council Shall:

Policy OsC-1

Parks and Conservation Designation:

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

Policy OsC-2

Parks and Conservation Uses:

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

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

Council Shall:

Policy OsC-3

Parks and Conservation Zone:

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

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

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

Council Shall:

Policy OsC-4

Park and Conservation Infill:

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

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

Council Shall:

Policy OsC-5

Land Conservation Acquisition:

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

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

Council Shall:

Policy OsC-6

Residential Conservation Existing Use:

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



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

Council Shall:

Policy OsC-7

Spyglass Hill:

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



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

Council Shall:

Policy OsC-8

Rothesay Common:

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

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



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

Council Shall:

Policy OsC-9
Renforth Bog:

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

Rural Designation

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



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

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

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

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



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

Council Shall:

Policy RU-1

Rural Designation:

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

Policy RU-2

Rural Uses:

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

Policy RU-3

Rural Zones:

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

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

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

Policy RU-4

Highway Commercial Zone:

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

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



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

Council Shall:

Policy RU-5

Holding Zone Development Restriction:

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

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

Environment and Open Space

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



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

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

Council Shall:

Policy GE-1

Environmental Preservation:

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

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

Council Shall:

Policy GE-2

Environmental Conservation:

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

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



CHAPTER 3 - MUNICIPAL SERVICES & INFRASTRUCTURE

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



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

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

Council Shall:

Policy MS-1 Service Statement

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

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

Council Shall:

Policy MS-2
Servicing Plans

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

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

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

Council Shall:

Policy MS-3
Service Expansion

When considering new or expanded services, give priority to:

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

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

Council Shall:

Policy MS-4
Rural Services

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

Transportation

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



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

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

Council Shall:

Policy GT-1
Active Transportation

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

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

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

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

Council Shall:

Policy GT-2
Transportation

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

Urban Forest Management

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



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

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

Council Shall:

Policy UF-1

Urban Forest Master Plan

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

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

Private Streets

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

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

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

Council Shall:

Policy PS-1

Private Streets

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

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

Council Shall:

Policy PS-2

Flag Lots

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

Rail

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



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



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

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

Council Shall:

Policy RS-1
Rail Safety Setbacks

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

Kennebecasis Valley Fire Department

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



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

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

Council Shall:

Policy FR-1

Reduce Response Times

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

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

Council Shall:

Policy FR-2

Hydrants

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

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

Council Shall:

Policy FR-3

Governance

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

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

Council Shall:

Policy FR-4
Response to Issues

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

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

Council Shall:

Policy FR-5
Budget

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

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

Council Shall:

Policy FR-6
By-law Support

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

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

Council Shall:

Policy FR-7
New Development

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

Kennebecasis Regional Police Force

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



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

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

Council Shall:

Policy PF-1

Reduce Response Times

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

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

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

Council Shall:

Policy PF-2
Governance

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

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

Council Shall:

Policy PF-3
Response to Issues

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

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

Council Shall:

Policy PF-4
Budget

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

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

Council Shall:

Policy PF-5
By-law Support

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

Financial Services

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

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

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

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

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

Council Shall:

Policy FS-1
Capital Plans:

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

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

Council Shall:

Policy FS-2

Capital Budget:

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

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

Council Shall:

Policy FS-3

Capital Expenditure:

Require that capital expenditures include:

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

Policy FS-4

Funding Sources:

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

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

Council Shall:

Policy FS-5

Capital Spending:

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

As a means to improve specific areas of Rothsay, local improvement charges may be levied against a private properties by the Town in order to improve infrastructure or a public amenity. These charges can be beneficial to parts of Rothsay that require infrastructure updates and allow developers to pay the fee over a set period of time at a fixed rate. In the interest of ensuring Rothsay's infrastructure is continually maintained, the following policy will require that Council consider local improvement charges for projects benefiting local areas.

Council Shall:

Policy FS-6

Local Improvement Charges:

Require that local improvement charges and by-laws be considered for projects benefiting local areas.

The operation and management of public infrastructure and services requires constant investment. As a means of controlling spending and to allow future withdrawal of large-scale loans, Council will undertake to fund capital projects from operating revenues.

Council Shall:

Policy FS-7

Small Capital Projects:

Undertake to fund capital projects from operating revenue and to borrow only for large capital projects.

The operation and maintenance of the Town requires significant investment and resources, which requires planning for future capital investment and projects. Understanding the future demands of Rothsay and anticipating what priorities may arise requires careful planning and a comprehensive understanding of the Town's finances. It is in the best interest of Rothsay and its residents to be financially sound; accordingly, the following policy ensure that the proposed capital budgets are within the fiscal budgets of the Town.

Council Shall:

Policy FS-8

Capital Management:

Ensure that the proposed capital budgets are within the fiscal resources of Rothsay.

To manage the costs of Town facilities and/or services a fee may be implemented to ensure that users may have continued access and use. A fee may be used to charge a portion of the cost or all of the cost assumed by Rothsay as a means of providing long-term public service. Accordingly, Council may consider implementing a user fee through the following policy.

Council Shall:

Policy FS-9

User Fee:

Consider that, notwithstanding any other by-law, where a direct relationship exists between the service provided and those receiving benefit, a user fee to recover all or a portion of the cost may be charged.

The recommended User Fee Policy sets out a consistent and transparent approach for establishing and managing user fees. The fundamental principle of the recommended Policy is that user fees should be utilized to finance those public services and projects that provide a direct benefit(s) to specific users and that user fees should be set to recover the full cost of those services to the extent that there is no conflict with Town policy objectives and other provincial legislative requirements. Services that benefit the entire community should continue to be funded by the Town.

Council Shall:

Policy FS-10

Fee Structure:

Adopt fee structures for development control (e.g. building permits) services that reflect a cost recovery approach.

DEVELOPMENT CHARGES

When a new community, subdivision, or other development project is built, developers must cover 100 per cent of the cost of that new growth. Rothsay recognizes that new growth represents an opportunity to rehabilitate, upgrade, and replace infrastructure that would not otherwise be in the Town's short-term capital program schedule. Since there are generally limited public financial resources to apply to infrastructure upgrades in a given year, Rothsay has an interest in cost sharing with developers in limited situations where there are demonstrated mutual benefits for the public to address existing infrastructure deficiencies.

Development costs associated with private development is the sole responsibility of the developer. The Town maintains that development of private land holdings be determined by free market interests and as such should be constructed when the market will support the development of homes and/or businesses. The Town has an obligation to the residents and taxpayers of Rothsay to be economically sustainable, and to avoid unjust or unwarranted risk. Fiscal responsibility requires the Town avoid dealings with private landowners where the development is not seen as providing a community benefit. Accordingly, the following policy requires Council have developers pay 100 percent of the infrastructure costs within the boundaries of their private land holdings and 100 percent of the costs of the minimum upgrades needed that would connect with the site.

Council Shall:

Policy DEVC-1

Developers' Responsibility

Require that developers pay for 100 percent of the growth-related infrastructure expenses to service development inside the boundaries of their proposal as well as 100 percent of cost of minimum upgrades to local infrastructure that falls outside their project boundaries but is directly necessary for the development.

Development costs associated with private development is typically the sole responsibility of the developer, except in circumstances where there is mutual benefit to the private landowner and the Town to upgrade the infrastructure servicing a property. While Rothsay has an obligation to the residents and taxpayers of

Rothsay makes every effort to be economically sustainable, and provide the public infrastructure and services to a standard that is safe and ensures a healthy community. Where there are possibilities that allow Rothsay to cooperate and share the cost of infrastructure that would benefit Rothsay, it is in the best interest of Council to consider cost sharing through a development charge. Accordingly, the following policy allows Council to consider a cost sharing agreement with a developer where applicable conditions can be met.

Council Shall:

Policy DEVC-2
Development Charge By-law

Notwithstanding Policy DEVC-1, consider cost sharing through the enactment of a Development Charge By-law to pay for all or part of the on or off-site capital cost of new, expanded, or upgraded infrastructure associated with a proposed development as follows:

- a) To address existing infrastructure deficiencies or to upgrade existing undersized infrastructure;
- b) Facilities and infrastructure for the supply and distribution of water;
- c) Facilities and infrastructure for the collection, treatment and disposal of sewage;
- d) Storm water management facilities and infrastructure;
- e) New or expanded public street, sidewalks, and trails required for or impacted by a subdivision or development; and
- f) New traffic signs, signals, and new or expanded transit facilities.

CAPITAL ASSET MANAGEMENT

Rothsay is a safe, livable, sustainable, and economically vibrant community underpinned by well-managed and maintained infrastructure assets. These assets include, but are not limited to: transportation networks (roads and sidewalks), water distribution networks, stormwater management infrastructure, sewage collection systems, vehicle and equipment fleets (snowplows, dump trucks, etc.), parks, and municipal facilities (Town hall, community centre, etc.). The public expectation is that the Town maintain and operate these assets efficiently and effectively for many years.



It is acknowledged that each individual asset (buildings, vehicles, etc.) has a defined service life. As these assets age and deteriorate, Rothestay must manage the infrastructure in such a way to ensure that the full service life is reached and that a mechanism is in place to enable their replacement. The term Asset Management fundamentally refers to the application of sound technical and economic principles that consider present and future needs of Rothestay residents and the service life of an asset. An asset management policy articulates Rothestay's commitment to asset management and provides policy guidance in carrying out Rothestay's strategies, plans and activities.

Of increasing importance in communities is the practice of asset management, that is the management of the Town's assets, including facilities and infrastructure, to ensure that they are working in a functional and economically viable manner. An Asset Management Plan (AMP) will allow staff and Council to be aware of the condition of public infrastructure and facilities and respond accordingly to issues that may arise. The success of the AMP will require monitoring of Rothestay's corporate capacity with respect financial, staff, and technological services and inputs. The following policy requires Council implement and periodically update an AMP to support an Asset Management system for Rothestay.

Council Shall:

Policy AM-1

Asset Management

Implement and periodically update an Asset Management Plan (AMP) and maintain the necessary corporate capacity (including human resources, financial support, staff capabilities, business processes, data and integrated information systems) to support the elements and practices of an Asset Management system.

UNIVERSAL DESIGN

In 1976 New Brunswick became the first jurisdiction in Canada to add *physical disability* as a listed ground of prohibited discrimination to the New Brunswick Human Rights Act. The Act "stipulates a right to accessible workplaces, public transit, schools, libraries, restaurants, shops, hotels, theatres etc. and places an obligation on businesses and government to make their facilities accessible. Failure to provide equal access to a facility, including a workplace is a violation of the Act and can form the basis of a human rights complaint."

To ensure that Rothesay's infrastructure meets the intent of the Act an important first step would be an accessibility audit. An accessibility audit of the locations or facilities that have accessibility barriers would give Council a working list of improvements to make Rothesay more accessible and inclusive for all people including those with disabilities. In particular, this type of audit would:

- a) Inventory the existing conditions in Rothesay as they relate to accessibility and inclusion;
- b) Identify issues and opportunities to improve accessibility and inclusion within Rothesay;
- c) Present an implementation strategy for making Rothesay a model community for accessibility and inclusiveness; and
- d) Increase the awareness and knowledge of accessibility issues faced by people with disabilities.



The change in our population's demographics requires an assessment of our changing needs as the proportion of older persons continues to increase. Our built form must be able to accommodate the lifestyle of this demographic. Universal Design principles allow persons of all abilities and/or disabilities to use a space, which greatly increases our Town's livability, and marketability and a desirable place to live for persons of all ages, and of any ability. As a recognized age-friendly community, it is critical to understand how our built form may support age friendly living. Accordingly, the following policy requires Council to direct staff to include Universal Design principles for new development of municipal buildings, facilities, and parks.

Council Shall:

Policy UD-1

Universal Design

Direct Staff to include Universal Design principles when tendering construction and the design of new municipal buildings, undertaking significant upgrades to existing municipal buildings, public park and recreational amenities, and where possible during minor upgrades and maintenance work to existing buildings.

The adoption of Universal Design in our community will increase the livability for all residents. Identifying public owned buildings and facilities and parks will be crucial in ensuring Rothesay is outfitted with the appropriate Universal Design standards. An audit of Town owned buildings, facilities, and parks is necessary in determining the quality of these spaces with respect to Universal Design principles. In identifying these areas Rothesay will be able to renovate and upgrade existing buildings, facilities, and parks to the appropriate standards. Accordingly, the following policy requires Council to undertake a

community wide audit of Town owned buildings, facilities, and parks to ensure they meet appropriate standards.

Council Shall:

Policy UD-2
Universal Design Audit

Undertake within the timeframe of this plan a Universal Design compliance audit of Town owned buildings, facilities, and parks.



CHAPTER 4 - DEVELOPMENT CONTROL

The day-to-day activities involved in implementing the Municipal Plan include both routine and complex procedures associated with the issuance of permits and development controls. These daily responsibilities are delegated to Rothesay's public servants and appointed bodies who carry out their duties in a fair, transparent and efficient manner.

Projects that are more complex require a higher level of expertise in navigating and interpreting the Plan's policies and other applicable regulations that apply to a development proposal. Applicants will be provided with information that is both relevant and complete and is accurately prepared so they may receive timely results. Applicants must also recognize the legal nature of the process and must appreciate that Rothesay has a legitimate interest in how their lands are to be developed.

The engagement of professional expertise is critical in ensuring that the necessary research is done before moving forward with a discretionary approval application. Because the applicable Land Use regulations can sometimes be difficult to navigate and understand, Rothesay strongly encourages the use of development professionals. Furthermore, there may be other limitations to a development proposal that are not regulatory in nature.



Rothesay Council also understands that developer's costs for professional expertise is not insignificant. However, architectural and engineering professionals are an important factor for Council's decision-making process and a reasonable business expense for developers. Moreover, without full, clear, and accurate information it would be challenging for the public to engage in meaningful participation and for Council to make knowledgeable decisions.

The Province of New Brunswick has set standards and regulations through the Clean Water Act that regulate standing and flowing waterbodies, including lakes, wetlands, bogs, rivers, streams, and other tributary systems. In recognition of this Act and the regulations that permit development in our area, Rothsay Council has adopted the following policy to ensure these water features may continue to be protected through the standards and practices of the Province.

Council Shall:

Policy DC-1
WAWA Permits

Ensure that development applications comply with the Watercourse and Wetland Alteration Regulations of the Clean Water Act, as may be amended from time to time, by requiring that applicants obtain necessary provincial permit(s) prior to the issuance of a permit by Rothsay.

The Province of New Brunswick regulates the issuance and use of wells through the New Brunswick Water Well Regulation as a means of controlling and monitoring the use of wells. This ensure that wells are constructed in a way that support safe, healthy operation, and that the wells are located in an area that may access a sustainable source of water. In recognition of this regulation, Council has adopted the following policy to ensure water wells are constructed in a regulated manner.

Council Shall:

Policy DC-2
Ground Water Well Construction

Ensure that applications that would utilize groundwater supply sources comply with the New Brunswick "Water Well Regulation" by requiring that applicants obtain necessary provincial permit(s) prior to the issuance of a permit by Rothsay. Furthermore, Council may require, when necessary, that an applicant provide a written assessment from a qualified professional regarding how neighbouring properties might be impacted from the operation of the proposed well.

On-site sewage disposal systems are used for a large number of homes in Rothsay, many of which are located southeast of the Mackay Highway. On-site sewage systems require technical installations, and maintenance to provide a healthy and safe waste disposal service, which are covered under the Public Health Act. Accordingly, Council recognizes the importance of ensuring these systems are built and maintained to a standard that protects public health through the following policy.

Council Shall:

Policy DC-3
On-Site Sewage Disposal

Ensure that applications that would utilize an existing or new on-site sewage disposal system comply with the Technical Guidelines established in accordance with regulations respecting On-site Sewage Disposal Systems under the Public Health Act, as amended from time to

time, by requiring that applicants obtain necessary provincial permit(s) prior to the issuance of a permit by Rothsay.

The quality and character of our community is in the built form. Home and business owners take pride in their properties, a reflection of the manicured yards, and well care for buildings. This established built form can at times clash with temporary uses, whether through location on the property or because of the use. As a means of controlling the temporary use and mitigating its effect on the established uses of a neighbourhood, the following policy will require that Council locate temporary uses in the side or rear yard of a lot. The restriction of these temporary uses to be located in the side or rear yards will ensure the existing character of a neighbourhood remains unchanged.

Council Shall:

Policy DC-4

Temporary Uses:

Require all temporary uses be located in the side or rear yard of a lot, unless permitted otherwise by the Development Officer or the Planning Advisory Committee.

MUNICIPAL WATERSHED

Rothsay residents use wells or municipal water as their source of potable water. Those using municipal water are serviced by the large water source, known as the Carpenter Pond Watershed, which serves approximately 2000 equivalent users. Council recognizes that the municipal watershed is an extremely vital asset to the community. The protection and preservation of this asset is a mandate for the future. Where possible, the municipality has acquired undeveloped land in the watershed in an effort to control development activity to protect this valuable community resource, and will continue to do so in the future as Council recognizes the importance of safe, clean, municipal water. Accordingly, the following policies encourage the protection of these lands for their continued use as watershed lands so that future generations have access to clean, potable water.

The Town's watershed area is a crucial asset for our community. Where possible, Rothsay has acquired lands within the Watershed as a means of controlling and limiting the potential development of land. In order to protect this asset for future use, Council will identify within the Zoning By-law the areas where the Rothsay Watershed exists.

Council Shall:

Policy CRP-1

Watershed Designation:

Identify within the Zoning By-law those areas of Rothsay where the lands that are Watershed as the Watershed Overlay Zone.

Policy CRP-2

Watershed Uses:

Allow within the Watershed Overlay Zone, only the land uses that are permissible with provincial regulations.

Policy CRP-3

Municipal Watershed Zone:

Establish appropriate standards in the Zoning By-law to protect the Municipal Watershed by requiring appropriate massing, setbacks, and limits to the permissible uses in the following zone:

- a) Watershed (WS).

WELLFIELD PROTECTED AREA

Wellfields are large areas of land that contain groundwater storage areas called aquifers. Rothsay's wellfield protected area is located on the east side of the Mackay Highway, around the Carpenter Pond Watershed. Wellfield Protected Areas are an effective way to protect groundwater sources to limit and/or prevent contamination of groundwater at the source. Accordingly, Council has identified the importance of protecting the wellfield area and has ensured this area is preserved for future generations through the provision of the following policies.

The Town's wellfield protected area is a critical asset for the community. The wellfield area serves as a groundwater retention area that provides potable water to many of our residents. Land use development controls may protect this asset by limiting the types and intensities of development permitted. Accordingly, the following policy requires Council to identify within the Zoning By-law the areas where Rothsay has a wellfield-protected area.

Council Shall:

Policy WLF-1

Municipal Wellfield Designation:

Identify, within the Zoning By-law, Wellfield areas in Rothsay as the Wellfield Overlay Zone.

Policy WLF-2

Wellfield Use:

Allow within the Wellfield Overlay Zone, only the land uses that are permissible with provincial regulations.

Policy WLF-3

Municipal Wellfield Zone:

Establish appropriate standards in the Zoning By-law to protect the Municipal Wellfield by requiring appropriate massing, setbacks, and limits to the permissible uses in the following zone:

- a) Wellfield (WF).

GROUNDWATER PROTECTION

Many residents use private wells as their source of potable water that are connected to groundwater sources known as aquifers. These sources of water are recharged through water permeation through the soil over long periods of time from precipitation and water runoff. As these aquifers are located deep beneath the soil and rock layers, the recharge area is large and is also highly susceptible to contamination from various sources, including bacteria, pesticides and herbicides, petroleum products, and other contaminants. Council recognizes the value of these natural assets in our community and their importance in serving residents with a potable water source. Accordingly, Council

has created the following policies to ensure these sources are protected for future generations through municipal collaboration efforts, monitoring, and land use controls.

Groundwater does not follow the boundaries of a municipality; however, these underground aquifers can collect water from a large area including multiple municipalities. As a result the source of the water and water quality will be impacted by the area it is collected. For the purpose of ensuring that Rothesay has access to clean, safe, potable ground water, the following policy shall require Council participate in a joint municipal groundwater monitoring program with the Town of Quispamsis in an effort to protect groundwater sources.

Council Shall:

Policy GWP-1

Regional Participation Program:

Participate in a joint municipal groundwater-monitoring program with the Town of Quispamsis to ensure groundwater resources in both municipalities are actively monitored.

Groundwater sources are highly valuable, though they are also susceptible to many inputs, including land uses and contaminants. Once contaminated, groundwater sources are typically left unusable for future use, making them fragile to the pressures of development. Recognizing this, Council shall regulate land uses that have a measurable negative impact on groundwater sources in Rothesay through the following policy.

Council Shall:

Policy GWP-2

Groundwater Management:

Regulate land uses which have a measureable negative impact on the groundwater resources of Rothesay.

The provision of federal and provincial Acts, regulations and programs in Canada and New Brunswick set clear standards and guidelines for how groundwater and water sources shall be protected and used. Rothesay is no exception, and Council recognizes the value these groundwater sources are to the Town. Accordingly, Council shall require that all federal and provincial Acts, regulations, and programs are implemented and followed.

Council Shall:

Policy GWP-3

Groundwater Protection:

Require that all federal and provincial Acts, regulations, and programs for the conservation and protection of groundwater and source water in Rothesay are complied with prior to the issuance of any development control permits.

Rothesay has a mix of well water and municipal water users, where approximately 2000 users are connected to municipal water. The demand for water will continue as our community grows, and with it a greater need to monitor and protect our water sources. As a means of regulating the use of water, and

ensuring that all new developments provide citizens with clean, safe, potable water, each will be required to connect to a municipal water connection as a condition of their development.

Council Shall:

Policy GWP-4

Municipal Water Connections:

Require all new development to be connected, where available, to the municipal water system.

WATERCOURSES AND WATERBODIES

Rothsay has a significant number of brooks, streams, ponds, marshes and a provincially designated wetland, the Renforth Bog. The Kennebecasis River, Taylor Brook, and Bradley Brook are notable watercourses in the area. This system of watercourses and waterbodies provides numerous benefits to Rothsay as a habitat for fish and wildlife, as green space and a natural buffer between the physical and natural environment, and as a source of recreation throughout the year. This system also helps with the collection and discharge of stormwater runoff. Accordingly, Council recognizes the value of these natural areas and has determined their use is important to the ongoing function of Rothsay. The following policies seek to protect these watercourse and waterbody features for future generations with the use of development controls.

The protection of watercourses and waterbodies is regulated at the federal and provincial levels through Acts, regulations, and programs. Recognizing the importance of our watercourses and waterbodies, the most notable being the Kennebecasis River, Council shall require that all federal and provincial standards and regulations are met through the development control permits.

Council Shall:

Policy WW-1

Watercourse and Waterbody Development

Restriction:

Require that all federal and provincial Acts, regulations, and programs for the conservation and protection of watercourses in Rothsay are complied with prior to the issuance of any development control permits.

In recognition of the proximity to nature and the numerous watercourses in Rothsay, Council has determined that in certain standards should be provided within the Zoning By-law that limits and controls development within a certain area of a watercourse. The following policy will ensure that these watercourse features are protected from development and ensure they may continue to serve Rothsay as a natural stormwater runoff discharge, and to play a role in the ecosystem.

Council Shall:

Policy WW-2

Watercourse Development Restriction:

Establish appropriate standards in the Zoning By-law to regulate development activity in the watercourse buffer.

FLOODING AND FLOOD RISK AREAS

Rothestay has more than 15 kilometers of river frontage on the lower reaches of the Kennebecasis River in an area where the river forms a junction with the Saint John River. In 2018 and 2019 Rothestay, like many other communities along the Saint John and Kennebecasis River experienced record flooding at levels not seen in decades. Residents are long accustomed to the annual spring freshet that occurs as the snow pack melts and the spring rains begin to fall in the upper portions of the Saint John River watershed. However, these two years (2018 and 2019) marked historically bad years for Rothestay, in which more than 150 homes were impacted by the flood. In addition, parks and public facilities were damaged, municipal services (sewerage) were interrupted, wells contaminated, and infrastructure damaged.



It is anticipated that regular flooding in conjunction with the annual freshet is now the new standard, due in part to a changing climate and more extreme weather. It is also expected that future flooding events will be more severe, that the severity of storms will increase, and that the duration of the events will be longer. This Plan will endeavor to control land uses and development in these areas to avoid unnecessary damage and loss to the built and natural environment.

Rothestay reaches flood stage when the river level is measured at 4.2 metres above sea level. Flood levels reached 4.64 metres in 2017, 5.76 metres in 2018, and 5.55 metres in 2019. In the five years between 2014 and 2019, Rothestay had only a single year 2016 in which it did not reach flood stage during the annual spring freshet. In lieu of a provincial policy and a statement on flooding, Rothestay has identified areas of land along the Kennebecasis River with the greatest risk of flooding. Accordingly, Rothestay has developed policy and regulations to ensure that development in these areas is more resilient to the risks of flooding.

As a river community, Rothestay experiences annual freshets that cause widespread flooding for those along the shores of the Kennebecasis River. The floods of 2018 and 2019 were particularly damaging, and have raised questions for many landowners and how future floods may affect their properties. Comparatively, the 2019 flood was better handled by most, though its effects left many in our community

without accessible homes during the flood and thousands of dollars in damages. In preparing for future floods it has become necessary to identify those areas that will be most severely affected, and how those areas may be protected from future flood events. In an effort to identify these flood prone areas, the following policy requires Council to identify these areas in the Zoning Bylaw.

Council Shall:

Policy F-1

Flood Area Identification: Identify within the Zoning By-law those areas prone to or at risk of flooding as the Flood Overlay zone.

The Town's role in regulating the development and use of land has required Town staff and Council to consider how Rothsay may be involved in the planning of lands involved in flood prone areas. As a means of limiting the damage done to future developments, it would be beneficial to restrict the possible development allowed within these flood areas. The following policy requires Council to establish standards in the Zoning By-law to regulate development in flood prone areas.

Council Shall:

Policy F-2

Flood Area Development Restrictions: Establish appropriate standards in the Zoning By-law to regulate development in areas identified in the Flood Overlay Zone.

With the possibility of more intense flooding in future freshets, staff and Council considered the possibilities in preparing Rothsay for future flood events. A strategy for such a large widespread problem requires cooperation at many levels and the coordination of many moving parts. Thus, a strategy is required to ensure that the execution of a plan is coordinated. A management and mitigation flood response strategy will ensure that our community is organized and prepared for future flood events.

Council Shall:

Policy F-3

Flood Preparation and Response: Create a flood management and mitigation strategy for Rothsay in conjunction with the New Brunswick Emergency Measures Organization (EMO), and other relevant agencies.

It is anticipated that annual freshets will continue to increase in severity, due in part to changing climactic conditions. With these changes, it is unknown how much the flood waters are expected to rise in future freshets and how much damage may occur. The majority of lands that front the Kennebecasis River are privately owned and host a range of single-detached family dwellings. These lots are expected to bear the burden of future floods because of the existing development. In contrast, most of Rothsay owned lands abutting the River do not have structures as the land is designated for Open Space and Conservation. The Town has a vested interest in preserving the Kennebecasis River shoreline, and in preserving public infrastructure. Where possible, Rothsay has taken initiatives to improve infrastructure for the betterment of its citizens. As a means of further improving the quality of the Town's shoreline access, and preventing damage to infrastructure, Council shall consider acquiring lands along the Kennebecasis River if those lands

are prone to or at risk of flooding. While this policy is conditional, it does provide a supporting policy for Council to consider over the course of the lifetime of the Municipal Plan and provides direction for future decisions regarding private land holdings along the River.

Council Shall:

Policy F-4

Flood Area Land Sterilization:

Consider the acquisition of lands along the Kennebecasis River that are prone to or at risk of river flooding in order to prevent reoccurring property damage and development in the flood risk areas.

STORMWATER MANAGEMENT

Rothesay's stormwater system uses both natural features and infrastructure to collect and control stormwater runoff. Stormwater runoff accumulates as precipitation falls onto hard, impervious surfaces towards stormwater management features. However, severe storm events can overwhelm this system as the total runoff exceeds the capacity of the infrastructure (pipes, ditches, etc.), which can cause localized flooding. The amount of stormwater runoff the community has to manage is essentially based on how Rothesay is developed and what stormwater management is carried out. Effective stormwater managements systems can delay the stormwater discharge, slow its flow, and where possible collect some of the runoff.



Climate change will continue to increase the frequency and intensity of storm events. The resulting increase in precipitation will put greater stress on our existing stormwater infrastructure, so it is imperative that future development consider the importance of site design in response to stormwater runoff. Accordingly, the following policies will ensure future development in Rothesay manages stormwater runoff.

New development has created some flooding and drainage problems in Rothesay in the past. These matters have been primarily private matter between property owners. Rothesay upholds that stormwater drainage across private land is a civil matter to be resolved by the between private property owners. Rothesay is aware that the permitting and regulatory authorization of development falls on the Town. As

a measure to ensure all new development does not adversely impact or alter the lands' ability to control or hold stormwater runoff. The following Policy requires all developments meet a net zero increase standard for stormwater runoff.

Council Shall:

Policy SWM-1

Net Zero Increase:

Require that all new development stormwater runoff have a net zero increase to the pre-development stormwater runoff levels.

New development can disrupt the flow of stormwater runoff, particularly in areas that are marshy or have a large flow of surface water runoff. In these areas, the chance of flooding is greatest when a stormwater management plan is not in place to identify how the development may affect the flow of stormwater runoff. As a requirement for all future development, Council will require that all proposed developments have a Stormwater Management Plan.

Council Shall:

Policy SWM-2

Stormwater Management Plan:

Require all proposed developments have a Stormwater Management Plan, which shall be completed by a qualified engineer or other qualified professional, in addition to a Development Permit prior to the alteration, excavation, or change of the land. The Stormwater Management Plan and Development Permit shall be submitted prior to the issuance of a Building Permit.

The methods and materials used in stormwater management infrastructure can be diverse, and some more effective than others based on the climate and site conditions of a site. To ensure developers and engineers have a variety of materials and methods in constructing the necessary stormwater infrastructure for their site; the following policy will allow Council to consider the use of soft and hard landscape designs, features, and materials.

Council Shall:

Policy SWM-3

Stormwater Infrastructure:

Consider the use of soft and hard landscape designs, features, and/or materials in stormwater management site design.

Policy SWM-4

Stormwater Quality and Runoff Rates:

Require that developments conform to stormwater quality and runoff rates within the Zoning By-law.

ENVIRONMENTALLY SIGNIFICANT AREAS

Environmentally significant areas may be classified as either physical or natural areas, and may have social, cultural, environmental, or economic importance. The significance of an area is often founded in local traditions, and are places recognized for wilderness and open space qualities. Accordingly, Council recognizes the importance of several key areas in the Town and has created the following policies so that these areas may be protected for future generations.

Council Shall:

Policy ESA-1

Environmentally Significant Area: Identify within the Zoning By-law environmentally significant areas as the Environmentally Significant Overlay Zone.

Policy ESA-2

Environmentally Significant Uses: Allow within identified Environmentally Significant areas conservation and parkland uses.

Policy ESA-3

Environmentally Significant Area
Development Restrictions: Establish appropriate standards in the Zoning By-law to regulate the conservation of land with appropriate setbacks from watercourses, water bodies, and wetlands.

STEEP SLOPES

Rothsay's geographical location creates many attractions and development opportunities in our community. The varying elevations provide exceptional views of the Kennebecasis River and Long Island and add tremendous value to the homes and neighbourhoods of these areas. These areas have been and will continue to be a highly desirable area for homeowners of all types. However, there are challenges in building in these areas for homeowners and developers.

Slope refers to the change in height between two points; the greater the slope the larger the degree of change in height and or elevation between the points. Land use planning must consider how development will interact with the natural and built environment; moreover, planning must consider safe, sustainable land uses so as not to jeopardize the health or well-being of community or its residents. Slopes that are calculated to be less than 10 percent are typically considered standard for development and are common in most communities. A slope of between 10 and 30 percent is considered to be steep, and land use planning dictates that these areas be analyzed to ensure proper municipal services be provided and that development in this area would not affect or in any way impact a neighbouring property. Slopes that are greater than 30 percent are considered undevelopable and/or have too many constraints to develop in a safe, sustainable way. Few areas of Rothsay have a slope that is greater than 30 percent.

The development of steep slopes while idealistic for views of the river can provide challenges in regards to stormwater management, soil erosion, snow clearance, and the provision of municipal and protective services. The challenge is to balance these with the attraction and opportunities of these areas as natural features that may be enjoyed by property owners and the public. Furthermore, a balance must be met

with the type and location of development and how it may potentially impact adjacent land uses. Accordingly, Council has identified these areas as being a development opportunity for homeowners and has created the following policies to limit the development and land uses acceptable in these areas.

Council Shall:

Policy ESA-4

Steep Slopes Identification:

Identify within the Zoning By-law steep slope areas as the Steep Slopes Overlay Zone.

Policy ESA-5

Steep Slope Uses:

Allow within identified Steep Slope areas parks and conservation land uses.

Policy ESA-6

Steep Slope Development Restrictions:

Establish appropriate standards in the Zoning By-law to regulate the conservation of land with development restrictions on sloped lands.

Construction Practices

As Rothesay continues to grow, older mature neighbourhoods and undeveloped natural areas are being disturbed to accommodate new development. The Town's topography is such that the new development in many areas results in the creation of lots that are either on steep sloping sites or with properties that slope away from the street and below the grade of road. These conditions lead to substantial cut and fill activity. The scale of some fill and excavation operations has been such that they are a major neighbourhood nuisance and the resulting graded lots may perhaps pose a significant negative impact on neighbouring properties. Rothesay is aware that uncontrolled fill and excavation activity in the past has led in some instances, to runoff and erosion problems. In other cases, building foundation problems were experienced because the foundation soils and unsuitable fill were improperly compacted.

The development and use of land are a natural part of a community's growth, operation, and management. However, the method of land use can drastically change the intended building site. One of most sudden and damaging changes to a site is the removal of vegetation and/or the altering of the surface of the land. Levelling, grading, filling, cutting, or making other changes to the surface of land may affect adjacent properties by redirecting stormwater runoff, privacy may be reduced or eliminated, and the value and/or character of the neighbourhood may be changed. Additionally, removing trees and vegetation may reduce shade, reduce habitat for wildlife, and lead to soil erosion. Together, these changes can have a large impact on a site and its ability to provide social, economic, and environmental value to Rothesay. In many instances changes of this magnitude can have costly fixes and in some cases cause irreversible damage. Accordingly, the following policies regulate how land may be cleared, altered, and/or graded in order to protect existing properties and reduce impacts to the subject site.

Council Shall:

Policy CP-1

Unsuitable Roads

Regulate the placement or dumping of fill on a lot fronting on a public street that has been deemed by the

Director of Operations or their designate, in their sole discretion, to be unsuitable for the transportation of heavy loaded trucks transporting fill.

The development of a site often requires an alteration to the land, with either the removal or addition of soils and aggregates, to have the desired grade to begin construction. As a result, trucks are used to haul soils and aggregates through dumping or removal of fill from or to the site. This process can be quite disruptive to the surrounding properties and to the neighbourhood in which the site is located; furthermore, the transportation of fill often creates dust and the deposit of materials on the road right-of-way. Council recognizes the impact that the transportation and hauling of fill can have on a neighbourhood; accordingly, the following policy will require Council to establish requirements and standards in the Zoning By-law to control this process.

Council Shall:

Policy CP-2

Hauling

Establish within the Zoning By-law such requirements as necessary to ensure that the alteration of land by placing, dumping or removal of fill is done in accordance with proper engineering principles and any design standards of Rothesay, including a mud tracking and dust control program containing measures to control mud tracking and dust along the proposed truck route to be used by the Applicant.

Proposed changes to haul routes to and from the site, are to be submitted to the Director of Operations or designate for review and approval. Modifications of haul routes are not to occur unless approved by the Director.

Furthermore, where a permit is to be issued, no person shall place or dump fill, remove any topsoil or fill, alter the grade or land, or perform or permit any site alteration except in accordance conditions that may include, but are not limited to:

- a) Restricted hours of operation;
- b) Designated haul routes to and from the site;
- c) Restricted daily volume or daily number of truck loads; and
- d) Restrict designated sources of the fill.

Policy CP-3

Erosion Control

Establish within the Zoning By-law erosion control measures and enforce those standards through the subdivision approval process in order to minimize the

impact of development on Rothesay's environment and adjacent properties.

To maintain the established character defining elements of Rothesay's built form, all properties will be required to maintain a minimum level of landscaping. Accordingly, the following policy requires that all properties meet the minimum landscaping requirements as identified in the Zoning By-law for the respective zone.

Council Shall:

Policy CP-4

Standard Quality:

Require all properties, irrespective of zone, meet the minimum landscaping requirements as set out in the Zoning By-law and any relevant General Provisions.

To preserve the aesthetic and character defining elements of Rothesay's built form, all properties will be required to maintain yards facing all public right-of-ways. This also ensures all residents and land owners continue to take pride in their land and in their community. Accordingly, the following policy requires all properties be maintained.

Council Shall:

Policy CP-5

Yard Maintenance:

Require all properties maintain yards facing a public right-of-way. Yards will be manicured and free of debris and garbage.

The development of land often requires the movement and alteration of top soils and the grade of land in order to achieve the desired groundwork for the development. As a means of controlling the work conducted on a site, Rothesay has required grading plans be submitted. However, there have been issues with consistency and quality of the plans submitted, that resulted in undesirable outcomes for landowners and the Town. As a means of regulating all future grading plans, Rothesay will require these plans to be submitted by a qualified engineer or another qualified professional.

Council Shall:

Policy CP-6

Grading Plan:

Require all developers submit a Grading Plan, completed by a qualified engineer or another person qualified to do such work, when the development would change the slope, grade, or surface of the land.

The development of a site often requires the topsoil be moved and in other instances, a site needs to be excavated in order to have the desired conditions to build. As a result, the surface of a site changes and the conditions on the site and those surrounding it may be affected. Often the first impact is of surface water runoff and encroachment. As a means of controlling for these factors, Rothesay requires that all proposed development have a Development Permit prior to alteration.

Council Shall:

Policy CP-7

Surface Alteration, Development Permit:

Require all proposed development have a Development Permit prior to the alteration or change of the surface of land, prior to the issuance of a Building Permit.



CHAPTER 5 - IMPLEMENTATION

The implementation Chapter describes how the policies and procedures contained within this Municipal Plan are carried out by Rothestay. It outlines the procedures and application requirements for the different types of planning applications such as development agreements, rezoning, variances, and by-law amendments. This section also outline the plan amendment process.

Council values input from the public, applicants, and Staff when considering planning applications. In order to ensure that the land use planning application decision making process has the benefit of meaningful input, it is essential to consistently follow a clear procedure where all parties understand how their opinions will be heard. A confusing planning application process that is not implemented consistently will tend to frustrate attempts by both applicants and the public to have their say. The following policies and proposals consist of basic requirements related to proper implementation of the Plan.

The Community Planning Act and Local Governance Act are statutes that provide regulatory and legislative authority to Council to make decisions with respect to land use development and municipal affairs. Accordingly, Council will ensure that the Municipal Plan is implemented in compliance with the Acts through the following policy.

Council Shall:

Policy IM-1

Implementation Power

Ensure that the Municipal Plan is implemented pursuant to the powers delegated to Council, Rothestay's Planning Advisory Committee (PAC) and Council appointed officials under the legislated authority of the Community Planning Act, the Local Governance Act and other relevant Provincial and Federal legislation as may be amended throughout the life of this Plan.

Council recognizes the importance of maintaining a clear and consistent methods for the public and developers. Accordingly, Council has adopted the following policy to ensure that a clear and consistent application process be adopted.

Council Shall:

Policy IM-2

Consistent Process

Develop and consistently follow clear application processes for all applications to amend the Municipal Plan or the Zoning By-law.

The Municipal Plan By-law provides a blue print for Rothestay with respect to growth, development, and land use. In reading the Plan, the intention is to serve the interests of Rothestay. Interpretation of the By-law, when needed, should be consistent and reasonable. Council recognizes this and has adopted the following policy to guide readers in the interpretation.

Council Shall:

Policy IM-3
Interpretation

Recognize that this Plan is enacted as a by-law and shall not be interpreted as a statute. Accordingly, the contents are statements of policy and shall be afforded a liberal interpretation with a view of furthering the policy objectives herein. Such an approach requires that this Plan not be subject to excessive meticulous interpretation, as might be expected in a jurisdictional examination of a statute. The Municipal Plan By-law is prepared and enacted by Council and is a wide-ranging document which establishes an extensive variety of policies to guide Rothsay Council, its appointees and Staff.

The Generalized Future Land Use Map (GFLUM 2020) is a blueprint for future development in Rothsay. In conjunction with the policies of this plan the GFLUM informs and guides future land use decisions and potential zoning. Accordingly, Council shall ensure that all future growth and development in Rothsay will abide by the GFLUM as stated in the following policy.

Council Shall:

Policy IM-4
Future Land Use

Ensure that the growth and development of Rothsay is guided by the Generalized Future Land Use Map adopted as Schedule A of this document.

The Generalized Future Land Use Map (GLFUM) is used as a blueprint for all future development and growth in the Town, as such, it is critical to ensure that those areas identified on the GFLUM are suitable for the designated uses. Accordingly, Council has adopted the following policy to ensure that those identified on the Generalized Future Land Use Map are sufficient for the intended uses.

Council Shall:

Policy IM-5
Future Land Use Map

Ensure that those areas identified on the Generalized Future Land Use Map:

- a) Provide sufficient lands to accommodate the projected demands for residential, commercial, light industrial and other uses;
- b) Provide for a limited range of compatible uses to occur within each of the land use designations subject to the applicable policies of this Plan and relevant legislation;
- c) Provide for the more specific delineation of map designations in the Zoning by-law; and

- d) Consider amendments to Schedule A through the process of proposed significant or substantive land use changes.

The Municipal Plan is a document that provides regulatory authority over the growth, development, and use of land in Rothesay. This regulation is carried out through various policies, which are informed through public feedback, consultation, and professional opinion of staff and consultants. Over the course of the lifetime of the Plan, it is expected that the objectives of Rothesay may change and the relevance and effectiveness of policies may require review. As a result, the Community Planning Act requires a Municipal Plan review be initiated within 10 years of the enactment of this Plan and that the review take no longer than 36 months, as stated in the following policy.

Council Shall:

Policy IM-6

Ten Year Review

Ensure that a review of the Municipal Plan is initiated within ten (10) years after the enactment of the by-law and that such a review shall take no longer than 36 months.

To limit the densification of land, and the scale and intensity of a development, no more than one density bonusing policy may be used on a single project or proposal as stated in the following policy.

Council Shall:

Policy IM-7

Density Bonus Conflicts

Restrict the density bonusing provisions of this Plan (Policy R-1 Affordable Housing and R-2 Age-Friendly Housing) to not more than one policy per proposal or project and in no circumstance shall the density bonus exceed 20% of the maximum allowable density permitted by the Zoning By-law. Furthermore, the proposal shall meet all other provisions of the Zoning By-law, notwithstanding that the Development officer, Planning Advisory Committee (PAC), or Council may at their discretion grant an applicable variance.

The Municipal Plan is a living document, its intent and purpose is to fulfill the objectives and vision of our community and its stakeholders. As such, the document may be considered a dynamic, living document that is subject to change based on real world conditions and stakeholder feedback. These changes may come about through proposed amendments to the Plan, where the changes may address changing community conditions, make use of technical or scientific data, or be in compliance with either Provincial or Federal regulations, laws, or policies. A Plan amendment shall be considered by Council through the following policy.

Council Shall:

Policy IM-8
Plan Amendments

Consider amendments to the Municipal Plan when it can be demonstrated that the Plan's effectiveness and policies should be examined based on one or more of the following:

- a) changing community demographics, climactic or environmental conditions, technological advances, or unforeseen community economic circumstances;
- b) additional technical information or scientific studies which identify the need for change; and
- c) Changes to Provincial or Federal regulations, laws or policies.

Where necessary it may be reasonable to enact additional by-laws in support of the Municipal Plan that address building, development, design, land use, and other such matters that may be deemed necessary to achieve the intent and policy directs of the Plan as stated in the following policy.

Council Shall:

Policy IM-9
Additional By-Laws

Enact by-laws respecting building, property maintenance standards, signage, subdivision, unsightliness and other matters deemed necessary to achieve the intent and policy directives of the Municipal Plan.

Through the Zoning By-law a series of land use regulations and development controls will be established in order to implement and carryout the policies of the Municipal Plan. Accordingly, the following policy will allow Council to establish appropriate standards in the Zoning By-law.

Council Shall:

Policy IM-10
Zoning By-Law

Establish appropriate standards in the Zoning By-law including development control regulations that are necessary to implement the policies of this Municipal Plan.

Policy IM-11
Policy Consideration

Review all applications to amend the Zoning By-law for conformity with the policies of this Plan with particular regard to the Future Land Use designation relevant to the application and the policies found in the Implementation chapter.

To assist in the consistency and clarity of the application process, it is critical that all applications received be of the same quality, and prepared in a clear and understandable manner. To this end, all submissions will require a qualified professional to prepare the supporting documents used in an application, as outlined in the following policy.

Council Shall:

Policy IM-12

Submission Requirements

Require that applicants submit with their rezoning application for a specific development proposal, where such a proposal involves dimensional or aesthetic issues, a professionally prepared site plan and graphic representations of the proposal drawn to accurate scale. Such documents supporting the application must clearly indicate the following;

- a) The location, area, and dimensions of the subject property;
- b) The location, dimensions, height, and proposed use of all proposed buildings;
- c) The means by which the site is to be serviced by sanitary and storm water infrastructure, water, electrical service and other utilities;
- d) The location of any parking stalls, driveways, walkways, lighting, fencing, refuse containers, and snow storage;
- e) Landscape plans including the vegetation to be retained and a reasonably precise estimate of the number and location of proposed shrubs and trees; and
- f) Architectural details of the proposed development including exterior cladding and finishing materials.

A development agreement is a contract between Rothesay and a property owner that stipulates the details and obligations of the respective parties concerning the development of the subject property. Where a development agreement is believed to be necessary, Council shall consider development applications as stated in the following policy.

Council Shall:

Policy IM-13

Development Agreements

Consider development agreement applications pursuant to the provisions and criteria as set out in various policies of this Plan and consideration of the following:

- a) That the proposal is not premature or inappropriate by reason of:
 - 1) The financial capability of Rothsay to absorb any costs relating to the development;
 - 2) The adequacy of municipal wastewater facilities, storm water systems or water distribution systems;
 - 3) The proximity of the proposed development to schools, recreation or other municipal facilities and the capability of these services to satisfy any additional demands;
 - 4) The adequacy of road networks leading to or within the development; and
 - 5) The potential for damage or destruction of designated historic buildings and sites.
- b) that controls are placed on the proposed development so as to reduce conflict with any adjacent or nearby land uses by reason of:
 - 1) Type of use;
 - 2) Height, bulk and lot coverage of any proposed building;
 - 3) Traffic generation, access to and egress from the site, and parking; open storage; and
 - 4) Signage.
- c) That the proposed development is suitable in terms of the steepness of grades, soil and geological conditions, proximity to watercourses, or wetlands and lands that are vulnerable to flooding.

Council Shall:

Policy IM-14
Adjoining Designations

Consider amendments to the Zoning By-law on lands that adjoin a different land use designation for a use that is permitted within the adjoining designation. Notwithstanding the above, no such considerations shall be given to properties where the designations are not adjoining.

Policy IM-15
Proposed Public Streets

Consider that the location of proposed roads on Schedule C as approximate and for illustrative purposes and Council may give Assent to new public streets as shown on a plan of subdivision where the arrangement and alignment of these roads generally conforms to the Plan without need to revise or amend Schedule C.

Policy IM-16
Public Participation

Subject to the legislative requirements, adopt a decision-making process for discretionary approvals of development projects that provide opportunities for meaningful public participation and education in the planning process for all interested parties.

Policy IM-17
Text Only Amendments

Evaluate text only amendments to the Zoning by-law that do not include a specific development proposal by considering the land use planning implications and conformance with other Municipal Plan policies.



Policy Index

Policy AM-1	95	Policy GT-2	79
Policy C-1	45	Policy GWP-1	103
Policy C-2	45	Policy GWP-2	103
Policy C-3	45	Policy GWP-3	103
Policy C-4	46	Policy GWP-4	104
Policy C-5	46	Policy HDR-1	40
Policy C-6	47	Policy HDR-2	41
Policy C-7	47	Policy HDR-3	41
Policy C-8	48	Policy HDR-4	41, 46
Policy CP-1	111	Policy HDR-5	42
Policy CP-2	112	Policy IM-1	116
Policy CP-3	112	Policy IM-10	119
Policy CP-4	113	Policy IM-11	119
Policy CP-5	113	Policy IM-12	120
Policy CP-6	113	Policy IM-13	120
Policy CP-7	114	Policy IM-14	121
Policy CRP-1	101	Policy IM-15	122
Policy CRP-2	101	Policy IM-16	122
Policy CRP-3	102	Policy IM-17	122
Policy DC-1	100	Policy IM-2	116
Policy DC-2	100	Policy IM-3	117
Policy DC-3	100	Policy IM-4	117
Policy DC-4	101	Policy IM-5	117
Policy DEVC-1	93, 94	Policy IM-6	118
Policy DEVC-2	94	Policy IM-7	118
Policy ESA-1	110	Policy IM-8	119
Policy ESA-2	110	Policy IM-9	119
Policy ESA-3	110	Policy IT-1	57
Policy ESA-4	111	Policy IT-2	57
Policy ESA-5	111	Policy IT-3	57
Policy ESA-6	111	Policy IT-4	58
Policy F-1	106	Policy IT-5	58
Policy F-2	106	Policy IT-6	59
Policy F-3	106	Policy LDR-1	36
Policy F-4	107	Policy LDR-2	36
Policy FR-1	86	Policy LDR-3	36
Policy FR-2	86	Policy LI-1	50
Policy FR-3	86	Policy LI-2	50
Policy FR-4	87	Policy LI-3	50
Policy FR-5	87	Policy MDR-1	37
Policy FR-6	87	Policy MDR-2	37
Policy FR-7	87	Policy MDR-3	38
Policy FS-1	90	Policy MDR-4	38
Policy FS-10	93	Policy MS-1	75
Policy FS-2	91	Policy MS-2	76
Policy FS-3	91	Policy MS-3	77
Policy FS-4	91	Policy MS-4	77
Policy FS-5	91	Policy OsC-1	63
Policy FS-6	92	Policy OsC-2	63
Policy FS-7	92	Policy OsC-3	64
Policy FS-8	92	Policy OsC-4	64
Policy FS-9	92	Policy OsC-5	64
Policy GE-1	73	Policy OsC-6	65
Policy GE-2	73	Policy OsC-7	65
Policy GT-1	78	Policy OsC-8	66
		Policy OsC-9	67
		Policy PF-1	88
		Policy PF-2	89

Policy PF-3.....	89	Policy RU-3	69
Policy PF-4.....	89	Policy RU-4	70
Policy PF-5.....	90	Policy RU-5	71
Policy PS-1.....	82	Policy SWM-1	109
Policy PS-2.....	82	Policy SWM-2	109
Policy R-1	30, 118	Policy SWM-3	109
Policy R-10	34	Policy SWM-4	109
Policy R-11	34	Policy TA-1.....	52
Policy R-12	34	Policy TA-2.....	52
Policy R-2	30	Policy TA-3.....	52
Policy R-3	31	Policy TA-4.....	52
Policy R-4	31	Policy TA-5.....	53
Policy R-5	32	Policy UD-1	96
Policy R-6	32	Policy UD-2	97
Policy R-7	33	Policy UF-1.....	80
Policy R-8	33	Policy WLF-1	102
Policy R-9	33	Policy WLF-2	102
Policy REG-1.....	11	Policy WLF-3	102
Policy RS-1	84	Policy WW-1	104
Policy RU-1.....	69	Policy WW-2	104
Policy RU-2.....	69		

Repeal and Enactment

Repeal of Existing By-Laws

By-law 1-10 and amendments thereto are hereby repealed.

Enactment of By-Law 2-20

Rothsay By-law 2-20, the Rothsay Municipal Plan, is enacted as follows:

FIRST READING BY TITLE:

February 8, 2021

SECOND READING BY TITLE:

(Advertised as to content on Rothsay
website in accordance with the
Local Governance Act)

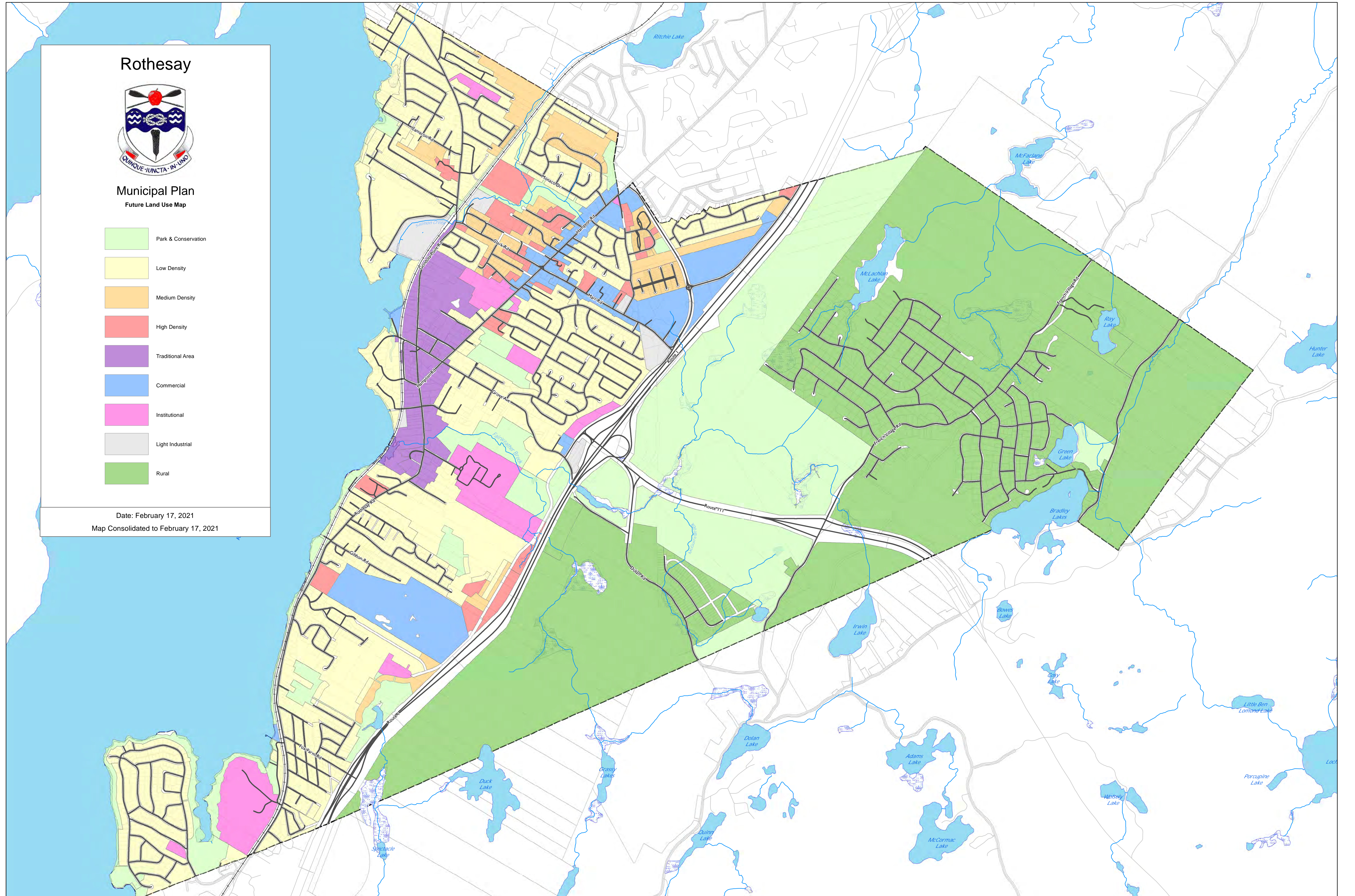
READ BY SECTION NUMBER

THIRD READING BY TITLE/ENACTMENT

Nancy E. Grant
Mayor

Rothsay Corporate Seal

Mary Jane E. Banks
Clerk



Rothesay



Municipal Plan Future Land Use Map

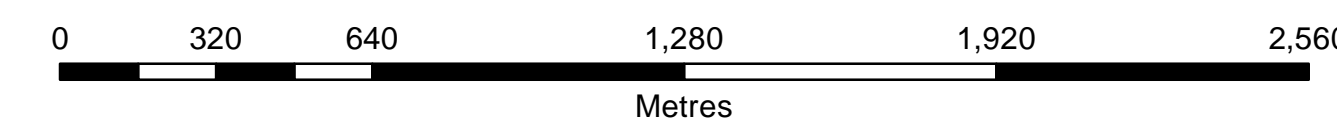
- Park & Conservation
- Low Density
- Medium Density
- High Density
- Traditional Area
- Commercial
- Institutional
- Light Industrial
- Rural

Date: February 17, 2021

Map Consolidated to February 17, 2021



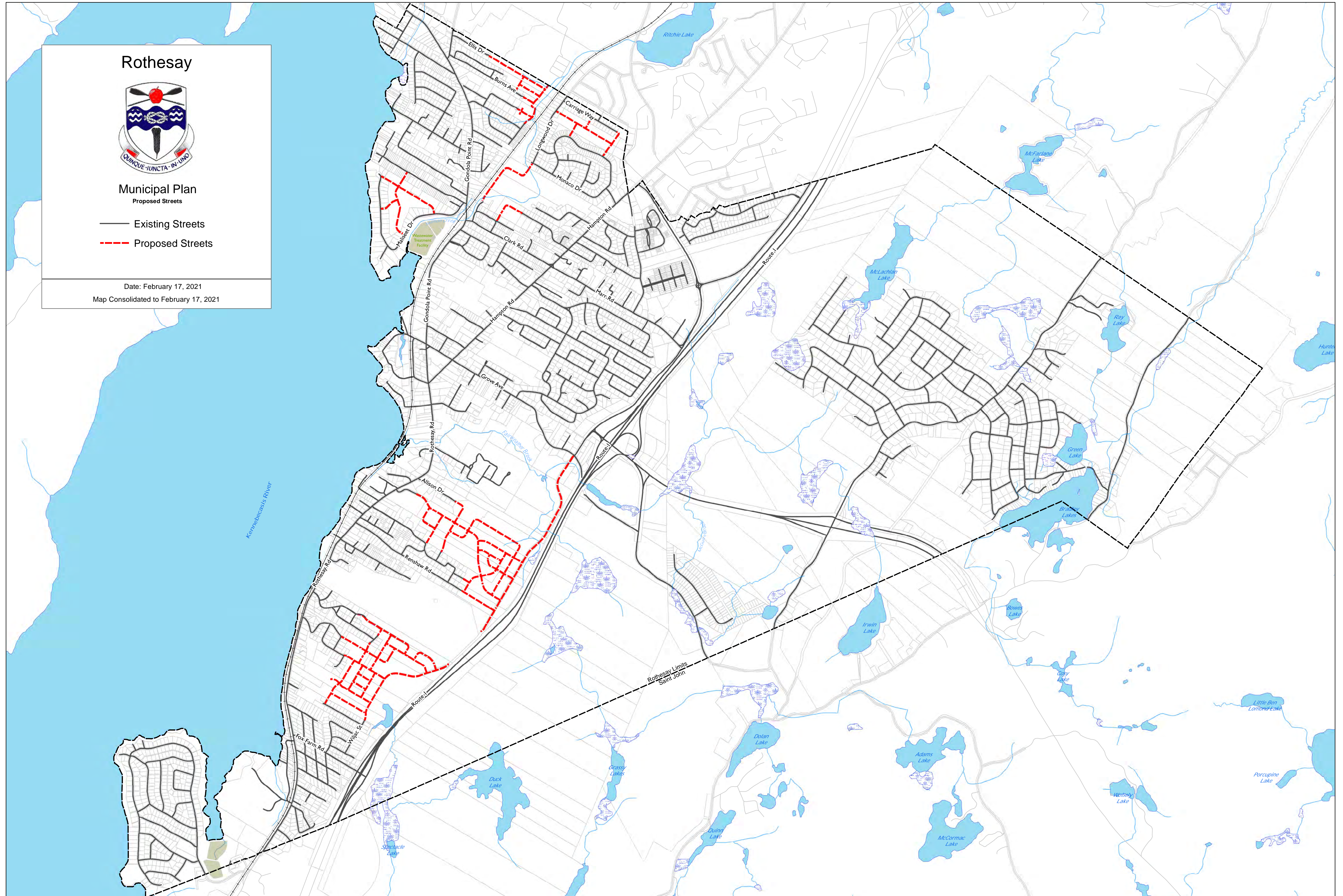
Schedule A - Future Land Use Map



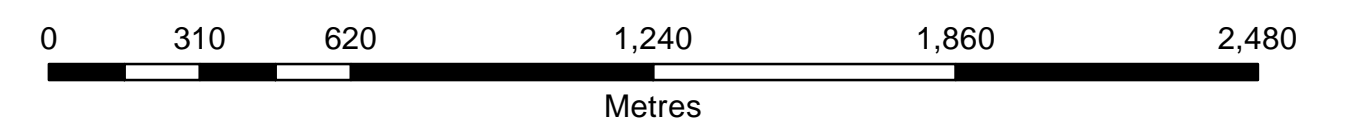
Municipal Plan By-law No. 1-20 - Schedule B

FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	Actual 2021	2022	Preliminary Forecast		2025	Total
			2023	2024		
Operating Fund						
General Government - Municipal buildings & IT	\$ 158,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$358,000
Protective services - equipment	136,000	1,000,000	200,000	200,000	200,000	1,736,000
Transportation						
Buildings	-	100,000	100,000	100,000	100,000	400,000
Designated highways	1,100,000	1,000,000	1,000,000	1,000,000	1,000,000	5,100,000
Street surfacing	1,910,000	1,600,000	1,600,000	1,600,000	1,600,000	8,310,000
Storm sewers	325,000	300,000	300,000	300,000	300,000	1,525,000
Curb and Sidewalks	285,000	300,000	300,000	300,000	300,000	1,485,000
Fleet/Equipment	600,000	500,000	500,000	500,000	500,000	2,600,000
	4,220,000	3,800,000	3,800,000	3,800,000	3,800,000	19,420,000
Recreation						
Buildings/Arena	661,000	2,000,000	500,000	-	-	3,161,000
Equipment	25,000	50,000	50,000	50,000	50,000	225,000
Parks & Trails	300,000	50,000	50,000	50,000	50,000	500,000
	986,000	2,100,000	600,000	100,000	100,000	3,886,000
Total General Fund	5,500,000	6,950,000	4,650,000	4,150,000	4,150,000	25,400,000
Water and Sewer Utility Fund						
Water system upgrades	1,000,000	500,000	450,000	500,000	500,000	2,950,000
Sewer system upgrades	2,730,000	8,500,000	8,450,000	8,500,000	500,000	28,680,000
Total Utility Fund	3,730,000	9,000,000	8,900,000	9,000,000	1,000,000	31,630,000
Total Capital Expenditures	\$9,230,000	\$15,950,000	\$13,550,000	\$13,150,000	\$5,150,000	\$57,030,000
SOURCE OF FUNDS						\$57,030,000
GTF Agreement - operating	\$ 1,210,000	\$ 2,700,000	\$ 1,100,000	\$ 600,000	\$ 600,000	\$ 6,210,000
Capital Reserve Fund	450,000	-	-	-	-	450,000
Operating Fund	2,715,000	2,800,000	2,800,000	2,800,000	2,800,000	13,915,000
Long Term Borrowing	300,000	700,000	-	-	-	1,000,000
Others (specify) Designated Highway grants	825,000	750,000	750,000	750,000	750,000	3,825,000
Others (specify) RDC						-
Others (specify) Build Canada						-
	5,500,000	6,950,000	4,650,000	4,150,000	4,150,000	25,400,000
GTF Agreement - water and sewer	500,000	300,000	200,000	300,000	300,000	1,600,000
Build Canada (Fed/Prov)	700,000	5,333,333	5,333,333	5,333,333	-	16,700,000
Long term borrowing - water and sewer	1,830,000	2,666,667	2,666,667	2,666,667	-	9,830,000
Capital reserve - water and sewer	-	-	-	-	-	-
Operating - water and sewer	700,000	700,000	700,000	700,000	700,000	3,500,000
	3,730,000	9,000,000	8,900,000	9,000,000	1,000,000	31,630,000
Total Sources of Funds	\$9,230,000	\$15,950,000	\$13,550,000	\$13,150,000	\$5,150,000	\$57,030,000



Schedule C - Proposed Public Streets





ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	2 March 2021
RE	:	By-law 1-21 Plastic Bag Reduction By-law

RECOMMENDATION:

- Council give 2nd Reading by Title, to By-law 1-21, "A By-law of the town of Rothesay Respecting the Reduction of Single-Use Plastic Bags in Rothesay"
- Council authorises staff to advertise on the Town website as to the content of By-law 1-21, "A By-law of the town of Rothesay Respecting the Reduction of Single-Use Plastic Bags in Rothesay", in accordance with the *Local Governance Act*, SNB 2017, c 18

Background:

The Fundy Regional Service Commission (FRSC) stopped collecting plastic bags early in 2020 as there is no longer a market. The Commission has requested all area municipalities adopt a By-law with respect to the use of plastic bags.

Council gave 1st Reading to By-law 1-21 at its February Council meeting and referred it to the Works and Utilities Committee for a recommendation. The Committee reviewed the Draft By-law and there was consensus from the Committee they are in favour of enactment.

Staff are recommending 2nd Reading by Title and further that the draft By-law be posted to the Town website to generate awareness with respect to the By-law requirements. Staff intend to collaborate with Fundy Region Solid Waste and the Saint John Region Chamber of Commerce to generate awareness, and use Town social media channels.

It is intended Council will consider Reading by Summary, 3rd Reading by Title and Enactment at the April Council meeting.

original signed by

Mary Jane Banks
Town Clerk

BY-LAW NO. 1-21
A BY-LAW OF THE TOWN OF ROTHESAY RESPECTING
THE REDUCTION OF SINGLE-USE PLASTIC BAGS IN ROTHESAY

BE IT ENACTED by the Council of Rothesay, under authority vested in it by the *Local Governance Act*, S.N.B. 2017, c. 18, as follows:

1. TITLE

This By-law may be cited as the *“Plastic Bag Reduction By-law”*.

2. DEFINITIONS

In this By-law, unless the context otherwise requires:

“business” means any corporation, individual, partnership or co-operative association engaged in a retail operation and, for the purposes of section 3, includes a person employed by, or acting on behalf of, a business;

“checkout bag” means

(a) any bag intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the business providing the bag, or

(b) a bag used to package take-out food or food to be delivered,

and includes a paper bag or plastic bag, but does not include a reusable bag.

“Council” means Rothesay Council;

“paper bag” means a bag made out of paper that is recyclable;

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

“pre-packaged” in relation to foods or bakery goods, means food or bakery goods that are completely enclosed by wrapping or a container;

“reusable bag” means a bag with handles that is

(a) designed and manufactured to be capable of at least 100 uses, and

(b) primarily made of cloth or other durable material suitable for reuse;

3. CHECKOUT BAG PROHIBITION

(1) Except as provided in this By-law, no business shall provide a checkout bag to a customer that is a plastic bag.

(2) No business shall deny or discourage the use by a customer of the customer’s own reusable bag for the purpose of transporting items purchased or received by the customer.

4. EXEMPTIONS

(1) Section 3 does not apply to

(a) bags used to:

- (i) package loose bulk items such as fruit, vegetables, nuts, grains or candy;
- (ii) package loose small hardware items such as nails and bolts;
- (iii) contain or wrap frozen foods, meat, poultry or fish, whether pre-packaged or not;
- (iv) wrap flowers or potted plants;
- (v) protect prepared foods or bakery goods that are not pre-packaged,
- (vi) contain prescription drugs received from a pharmacy;
- (vii) transport live fish;
- (viii) protect linens, bedding or other similar large items that cannot easily fit in a reusable bag;
- (ix) protect newspapers or other printed material intended to be left at the customer's residence or place of business;
- (x) protect clothes after professional laundering or dry cleaning;
- (xi) protect tires that cannot easily fit in a reusable bag; and
- (xii) collect and dispose of animal waste.

(2) Section 3 does not limit or restrict the sale of bags, including plastic bags, intended for use at the customer's home or business, that are sold in packages of multiple bags.

5. ENFORCEMENT

(1) Every person duly appointed by Council as a By-law enforcement officer is hereby authorized to carry out any inspection that is necessary for the administration or enforcement of this By-law.

(2) Any peace officer or By-law enforcement officer is hereby authorized to take such actions, exercise such powers and perform such duties, as may be set out in this By-law or in the *Local Governance Act* and as they may deem to be necessary to enforce any provisions of this By-law.

6. OFFENCES

(1) Any person who violates any provision of this By-law is guilty of an offence and is liable on conviction to a fine.

(2) The minimum fine for an offence committed under this By-law is one hundred and forty dollars (\$140) and the maximum fine for an offence committed under this By-law is two thousand one hundred dollars (\$2,100).

(3) If an offence committed under this By-law continues for more than one (1) day:

- (a) the minimum fine that may be imposed is the minimum fine established in this By-law multiplied by the number of days during which the offence continues; and,
- (b) the maximum fine that may be imposed is the maximum fine established in this By-law multiplied by the number of days during which the offence continues.

(4) Contraventions:

- (a) All contraventions of this By-law are designated By-law contraventions that may be dealt with by the provisions of the *Local Governance Act* and the Rothesay Procedural By-law.

7. SEVERABILITY

Where a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, the remainder of this By-law shall continue in force unless the Court makes an order to the contrary.

8. COMMENCEMENT

This By-law comes into force on June 30, 2021.

FIRST READING BY TITLE: 8 February 2021

SECOND READING BY TITLE:

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

READ IN SUMMARY:

THIRD READING BY TITLE
AND ENACTMENT:

MAYOR

CLERK



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	4 March 2021
RE	:	ACAP Climate Change Adaptation Plan

Recommendation:

It is recommended Council:

- a) refer the Climate Change Adaptation Plan to staff for consideration in the annual budget process and other implementation opportunities; and
- b) consider the establishment of a Climate Change Adaptation Committee following the Municipal Election.

Background:

The Environmental Trust Fund administrators distribute monies from the returnable container deposits for projects the Provincial Department of the Environment thinks appropriate. There are indications that other orders of government providing capital funding will look to ensure municipalities are taking steps to respond to climate change. In this context, the Atlantic Coastal Action Program (ACAP) in Saint John applied for funding to prepare a climate change adaptation plan for Rothesay.

With input and some guidance from a committee consisting of the Deputy Mayor, an interested resident and several staff members, ACAP has produced the document being presented at Monday's meeting.

There are many creative and instructive ideas contained in the plan with 25 "actions" organized under three "strategies". Staff would anticipate using the document as guidance in planning its work, guiding its operations and seeking funding for particular initiatives from other orders of government. Considering the cost implications and the commitments involved, 'adopting' the plan may lead to expectations that will be difficult to meet and/or require resources that Council would not be ready to commit. (The costs of implementing the plan according to the high end of the estimates in the document itself range as high as \$2M.)

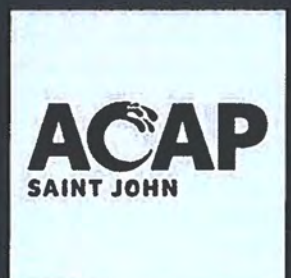
Council may wish to establish the committee recommended as action item number five to oversee the recommendations contained in the report and other implications of climate change in Town operations. The appropriate time to do this would be following the municipal election.

CLIMATE CHANGE ADAPTATION PLAN FOR **ROTHERSAY**

McDonald, Janylynn
Brogan, Bailey
MacKinnon, Roxanne

2021

Published by:
Atlantic Coastal Actuoin Program [ACAP] Saint John, Inc
139 Prince Edward Street, Suite 323
Saint John, NB
Canada E2L 3S3
Tel: (506) 652-2227
office@acapsj.org



Climate Change Adaptation Plan for Rothesay

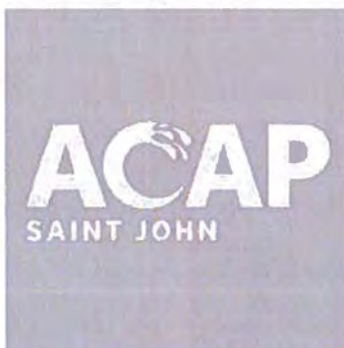
McDonald, Jamylynn
Brogan, Bailey
MacKinnon, Roxanne

2021

Published by:

Atlantic Coastal Action Program [ACAP] Saint John Inc.
139 Prince Edward Street, Suite 323
Saint John, New Brunswick
Canada E2L 3S3
Tel: (506) 652-2227
Fax: (506) 801-3810
E-mail: office@acapsj.org
Web: www.acapsj.org

Reproduction of this report in part or full requires written permission from Atlantic Coastal Action Program [ACAP] Saint John Inc.



Acknowledgements

This Climate Change Adaptation Plan has been developed in collaboration with Rothesay and the New Brunswick Climate Change Secretariat. ACAP Saint John is very grateful for the financial support of the province through the New Brunswick Environmental Trust Fund.

This work would not have been possible without the support of our Steering Committee members Matt Alexander, Doug MacDonald, Ann McAllister, Brett McLean, Charles Jensen, and Brian White, and to the Town Clerk Mary Jane Banks and Communication staff Kirstin Duffley for their advice and input throughout the adaptation planning process.

The development of this Adaptation Plan and the success of its implementation is due to the continued collaboration between the federal, provincial, and municipal government and the community and Non-Governmental Organizations.



Table of Contents

Executive Summary	1
Introduction	2
Methodology.....	3
Project Timeline	3
Chapter 1: Introduction to Rothesay	5
1.1 Municipal Background.....	5
1.2 Climate Change in Rothesay	5
1.3 Gap Analysis	8
1.3.1 Municipal Plan 2020 Draft.....	8
1.3.2 Climate Change Adaptation Phase One	8
1.3.3 Asset Management Plan	8
1.3.4 Corporate and Community GHG and Energy Action Plan.....	8
1.3.5 Municipal By-laws	8
1.3.6 Flood Risk Assessment.....	9
1.3.7 Hillside Secondary Planning Study.....	9
1.3.8 Completed Municipal Actions	9
Chapter 2: Climate Change Adaptation in Rothesay.....	11
2.1 Community Engagement	12
2.1.1 Public Surveys.....	12
2.1.2 Kingston Farmers Market	14
2.2 Vulnerability and Risk Assessment	15
2.2.1 Impact Statements.....	15
2.2.2 Vulnerability Assessment	15
2.2.3 Risk Assessment.....	17
2.2.4 Priority Impacts	19
Chapter 3: Recommendations for Resiliency	28
3.1 A Strong Community Vision.....	28
3.1.1 Healthy Living	28
3.2 Climate Change Opportunities	30
3.2.1 Green Community Planning.....	31
3.2.2 Public Adaptation Opportunities	33
3.3 Action Register.....	33

3.4 Implementation.....	35
References.....	37
Appendix A: Climate Projections.....	40
Appendix B: Gap Analysis	41
Appendix C: Community Engagement.....	42
Appendix D: Vulnerability and Risk Assessment.....	46
Appendix E: Flood Hazard Mapping	50
Appendix F: Action Register.....	55
Strategy 1: Advance climate action through municipal leadership.....	56
Strategy 2: Preparedness and emergency planning	57
Strategy 3: Increase resilience through community education, awareness, and involvement....	58

Executive Summary

Historic flooding in 2018 and high water again in 2019, has brought Climate Change to the front of many conversations. Increasing temperatures and precipitation, as well as the increased frequency of extreme weather events have a significant impact on municipal services and the well-being of the community. The Rothesay Climate Change Adaptation Plan focuses on specific risks and provides recommendations to reduce the negative impacts of these changes on the natural and built environment. The Plan is intended to be a guide that can aid in development and infrastructure decision making as it relates to Climate Change.

Through the completion of a gap analysis, vulnerability and risk assessment, and consultation with the Steering Committee and community members, ACAP Saint John developed a series of recommendations that serve as a guide for implementing adaptation into municipal function. This report reveals the process and decision making behind the recommendations while defining the adaptation opportunities that may be available. A total of 25 recommendations are provided in the Action Register (Section 3.3) and are organized into three strategies:

- Strategy 1: Advance climate action through municipal leadership
- Strategy 2: Preparedness and emergency planning
- Strategy 3: Increasing resilience through community education, awareness, and involvement.

To adapt and protect Rothesay and its residents, the Rothesay Climate Change Adaptation Plan considers the growth, culture, and natural beauty of the Town, and presents a strategy to ensure safety and security in these treasured neighbourhoods. The Town has an impressive record of planning and decision making and can use this adaptation plan to continue to provide services at the level required for its residents, while enhancing the natural environment for years to come.



Kennebecasis River, Rothesay

Brian Comeau

Introduction

Climate Change refers to variations in the average weather patterns that occur over time. The increasing concentration of greenhouse gases (GHGs) in the Earth's atmosphere are a result of both natural processes and human activity (mostly related to fossil fuel use) and have resulted in a rise in global temperatures. Not only is the world becoming warmer due to the higher concentration of GHGs in the atmosphere, global warming is leading to the increased frequency and severity of weather-related events around the world. Sea levels are rising, seasonal patterns are shifting, and regional precipitation events are becoming increasingly dramatic and unpredictable (Bush et al., 2019).

In recent years, New Brunswick has experienced large fluctuations in river runoff, more frequent winter thaws and an increased risk of ice jams. As a result, washouts, flooding of dwellings, service interruptions, sewage backup in basements, and water contamination are more frequently experienced in the province. Damage and recovery costs associated with these events are rising. From 2008 to 2012 the estimated total cost of flood related damage in this province exceeded \$100 million (Government of New Brunswick, 2014). In the spring of 2018, riverside neighbourhoods of the Town saw historical levels of flooding where many homes and critical infrastructure were inundated by the Kennebecasis River with an estimated recovery cost of \$80 million across the province (Fraser, 2018).

While we know that precipitation patterns are changing and that extreme weather events will become more frequent with a changing climate, the impacts this will have on the ground in Rothesay have yet to be analyzed. The Town recognizes the need for climate action and has created programs to reduce GHG emissions, increase active transportation and reduce waste. Community level action is recognized and encouraged through these municipal strategies.

The Climate Change Adaptation Plan has identified specific actions that can be taken in high risk areas where vulnerability can be reduced through collaboration between community partners, ACAP Saint John and The Town. This project gathered knowledge of municipal staff from multiple departments to understand current opportunities, restraints, and vulnerabilities. Furthermore, local knowledge of areas at risk and natural assets in neighbourhoods has been collected through community engagement events to identify opportunities for demonstration sites to manage stormwater in suburban areas. ACAP Saint John has also shared background information on local climate change impacts with decision makers, town staff, consultants, community members, and other stakeholders including residents, landowners, and business owners to increase awareness of local vulnerabilities.

The Adaptation Plan and the recommendations throughout, are suggestions for the Town to consider in the future planning and developing of the area. As the climate changes, these impacts may become more significant and the Action Register may serve as a guide to ensure the adaptation strategies are effectively reducing negative impacts and building resilience. The plan can be seen as a "living document" that will evolve as climate impacts become more severe.

Methodology

The adaptation toolkit *Building Adaptive and Resilient Communities* by the International Council for Local Environmental Initiatives (ICLEI) has been implemented by municipalities in British Columbia, Ontario, and Newfoundland. ACAP Saint John has selected this toolkit to guide the adaptation planning process for the Town. The framework consists of five key Milestones which incorporate science and lessons learned to direct adaptation and implementation (Figure 1). ACAP Saint John has completed Milestones 1-3 (Initiate, Research, and Plan) through the development and adoption of this adaptation plan. Another ICLEI guide used was *Changing Climate, Changing Communities: Guide and Workbook for Municipal Climate Adaptation* to complete Milestones 2 and 3 (ICLEI-Canada, n.d.). The remainder of the milestones (Milestone 4: Implementation & Milestone 5: Monitoring) will fall to the Town to ensure that the adaptation plan continues to serve as a guide for community adaptation.

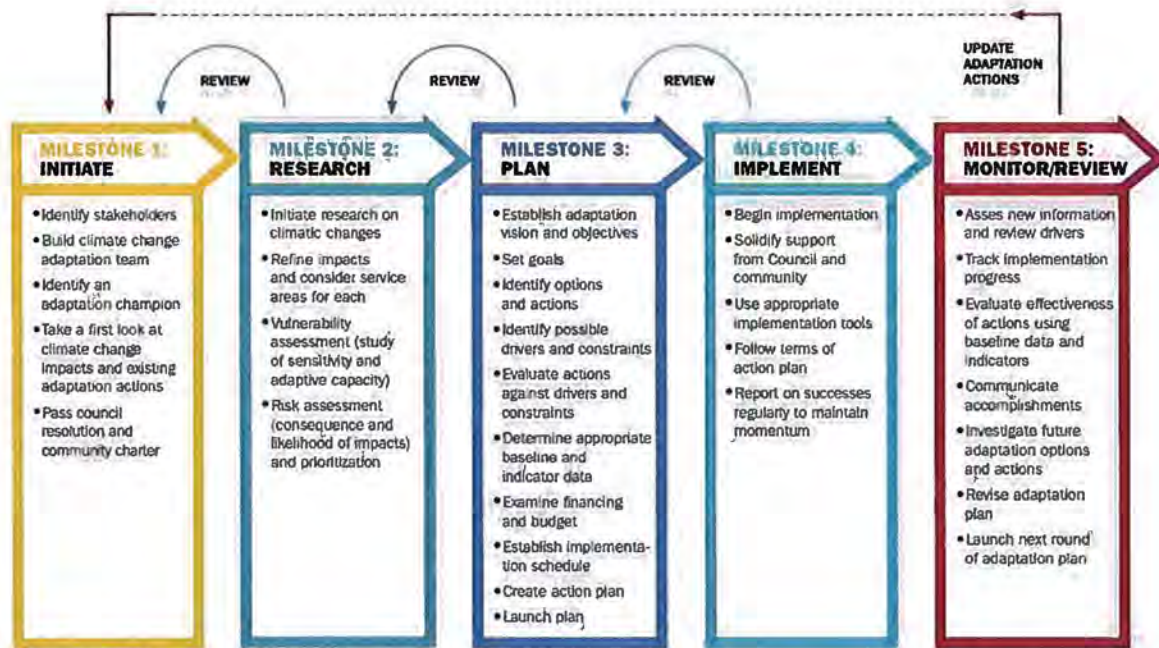


Figure 1: Five key Milestones for Climate Change adaptation beginning with initiate, followed by research, plan, implement, and monitor/review. (ICLEI-Canada, n.d.).

Project Timeline

In 2020, ACAP Saint John received funding from the Environmental Trust Fund to complete the Climate Change Adaptation Plan for the Town. The project was initiated by developing the steering committee (Milestone 1: Initiate) of municipal staff representing various municipal departments. All steering committee members were asked to complete a survey to gather

information about recent climate impacts in the Town, as well as adaptation actions that have already been completed. A list of the survey questions can be found in Appendix C.

ACAP Saint John reviewed relevant reports, by-laws, and planning documents to recognize actions that increase the Town's resilience to climate change, as well as to identify any gaps in legislation or procedures (Milestone 2: Research). The research milestone of this framework is critical to identify and prioritize risks, vulnerabilities, and adaptation opportunities. This data as well as local climate projections were used to develop the vulnerability and risk assessment to identify the most severe climate impact in the community.

Public surveys and participation in community markets were used throughout the summer and fall of 2020 to engage the community in the Milestone 3: Plan, to help establish goals and develop adaptation actions. Using input collected from the community and the steering committee, ACAP Saint John developed a list of 25 adaptation actions with a strong focus on increasing community awareness and participation in climate initiatives.



Photo Credit: Greg Marquis



Chapter 1: Introduction to Rothesay

1.1 Municipal Background

The Town, established in the Kennebecasis Valley, is known for its historic charm, community strength, and distinguished character. The southern New Brunswick town is located less than 20 kilometers northeast of Saint John, along the Kennebecasis River. Rothesay prides itself as a community of communities, in reference to the five founding communities that make up the Town, East Riverside-Kingshurst, Fairvale, Renforth, Rothesay and Wells. Developed along the railroad and the River, Rothesay is recognizable by its picturesque homes and waterfront views. The Town has a population of 11,659 with many residents who have lived in the community long-term and enjoy the many recreational spaces and local attractions available (Statistics Canada, 2016).

Rothesay has many natural assets including the Kennebecasis River, the Renforth Bog (a provincially significant wetland), Carpenters Pond, East Riverside-Kingshurst Park, the Rothesay Common, and more. In response to a declining population and aging infrastructure, the Town is actively working to make decisions that will protect and enhance the quality of life and the natural environment, including decisions around development protocols and planning initiatives. This Adaptation Plan will serve as a guide for the Town to aid in decision making by providing a climate change lens and an opportunity to incorporate adaptation in municipal function.

1.2 Climate Change in Rothesay

Climate Change is one of the greatest challenges facing human civilization today. It directly impacts fundamental resources like food, water, and shelter. The impacts of Climate Change in Canada are already evident, through increased temperatures, shorter snow and ice cover seasons, earlier spring peak streamflow, and a shift in precipitation patterns (Bush et al., 2019). The Intergovernmental Panel on Climate Change (IPCC) is a United Nations scientific body and the foremost authority on climate change science. In its most recent report, the Fifth Scientific Assessment Report (AR5), the IPCC finds that warming of the climate system as a result of increased GHG emissions to be irreversible, and Canada is warming at approximately twice the global average (Bush et al., 2019; IPCC, 2014). Higher concentrations of GHGs in the atmosphere have led to an increase in global temperatures with 2016, 2019 and 2020 being the hottest years

on record (WMO, 2021). This aligns with a trend in global warming that has been observed over the last 60 years (Figure 2).

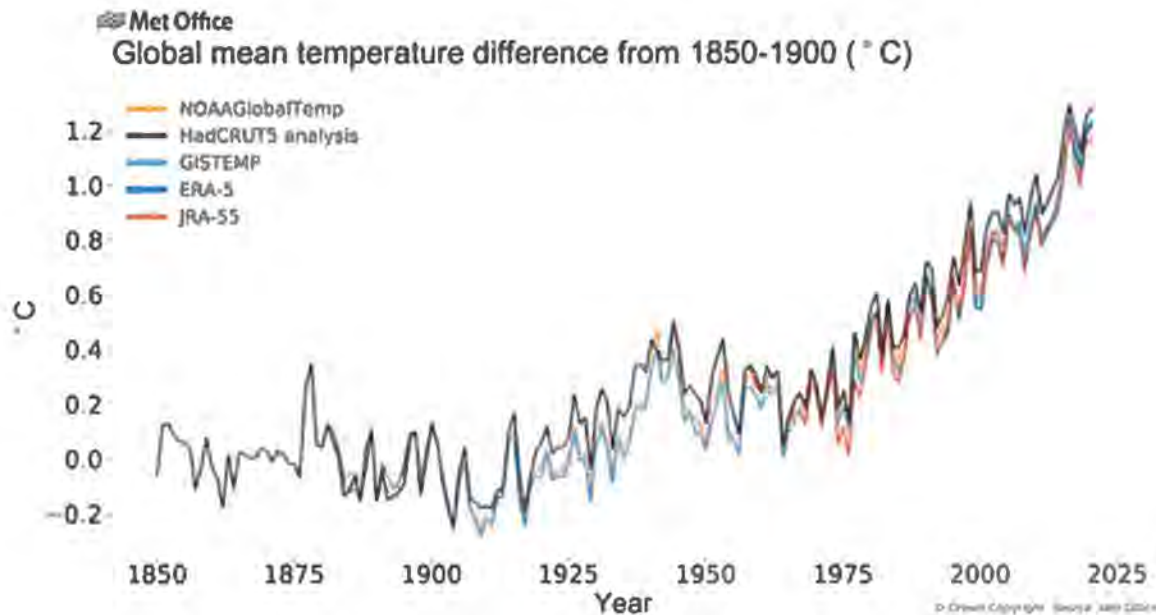


Figure 2: Temperature trends from 1850-2020 (WMO, 2021).

The climate challenges facing Rothesay include extreme precipitation events, inland flooding as a result of spring freshets as well as heavy rainfall, and an increase in mean annual temperature. For residents located within the Kennebecasis River Valley, flooding can be anticipated within the floodplain and diligent planning can reduce damage to infrastructure. Impacts of increased annual temperature include winter rain events, heat stress during summer months and periods of drought. The Climate Change Adaptation Plan will provide recommendations for the Town to develop innovative solutions and integrate adaptation into existing programs while continuing to thrive as a positive, sustainable community.

Figure 3 provides an overview of the local Climate Change projections for Greater Saint John. For more information, ACAP Saint John has completed a background report *Understanding Climate Change in Saint John* (2020), that provides a more in-depth analysis of climate change projections and the associated impacts. More detailed climate projections are listed in Appendix A.

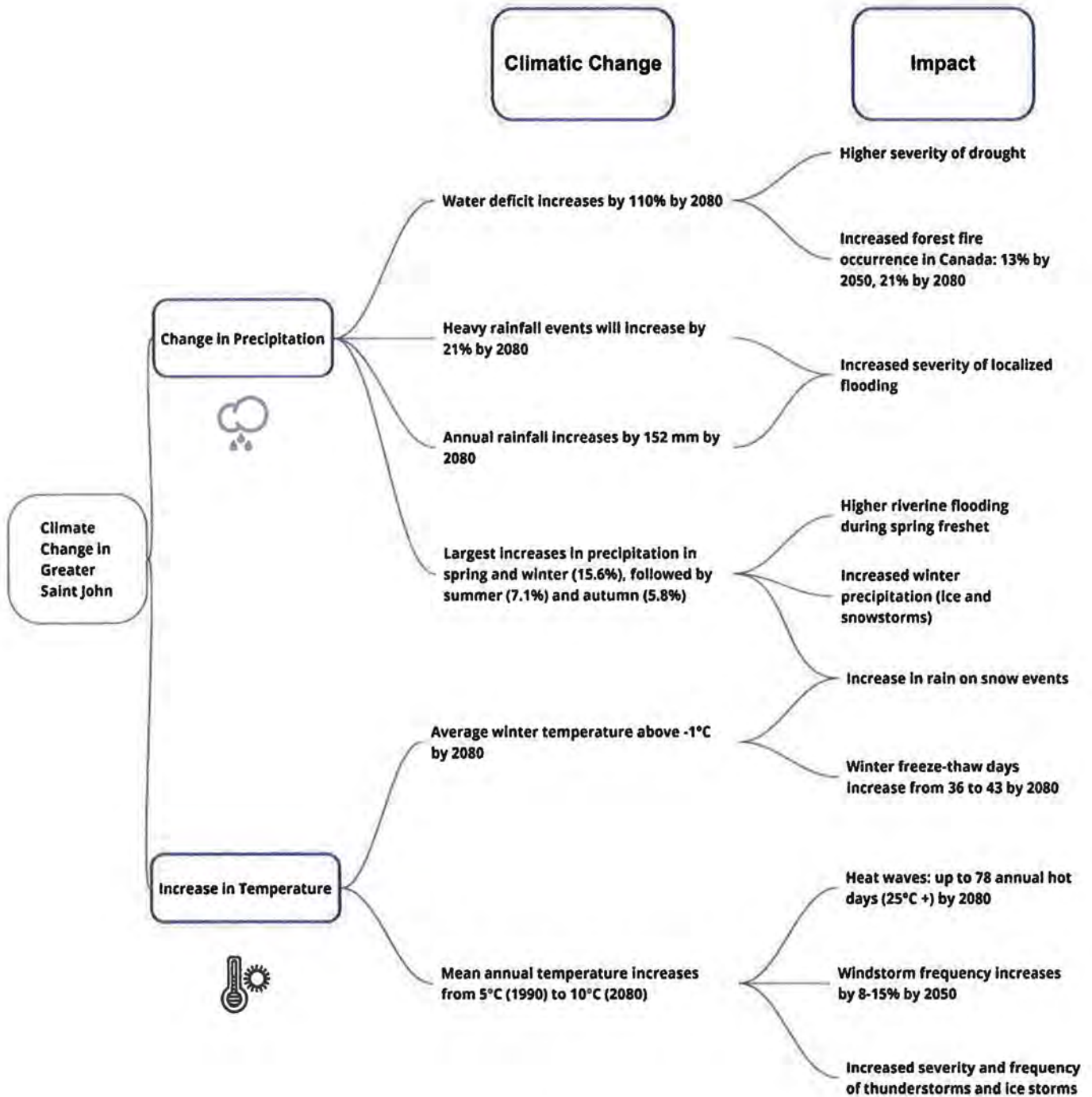


Figure 3: Climate Change impacts and outcomes for the Greater Saint John Area (QUEST, 2018; Roy and Huard, 2016; Bruce, 2011; Wang et al., 2015; PCC, 2019).

1.3 Gap Analysis

ACAP Saint John completed a review of relevant municipal documents to become familiar with the existing policy and ongoing efforts in relation to Climate Change adaptation. The Gap Analysis is intended to identify areas that need attention and where improvements can be made to increase resiliency in the community. The following is a summary of the results. A preliminary risk assessment was developed to highlight the impacts identified through the gap analysis, as well as impacts that have not yet been addressed (see Table 6 in Appendix B).

1.3.1 Municipal Plan 2020 Draft

The draft of the Municipal Plan 2020-2030 to be launched in 2021, provides insight into the planning perspective of the municipality and presents a vision that includes growth, change and resilience. Many of the priorities of the Municipal Plan align with the Adaptation Plan, with the ultimate goal of creating a sustainable community with robust development regulations that protect the natural environment. Topics left unaddressed by the updated plan include community education and involvement as well as emergency response planning.

1.3.2 Climate Change Adaptation Phase One

In spring 2020, CBCL Limited released a Phase One Climate Change Adaptation Plan that identified municipal assets and provided a review of climatic changes and potential impacts. This preliminary research provided the basis for ACAP Saint John in completing the comprehensive vulnerability and risk assessment detailed in Chapter 2.

1.3.3 Asset Management Plan

The Town adopted the Asset Management Plan (AMP) developed by CBCL Limited in December 2018. This plan provides a long-term perspective of municipal assets and through spatial analysis, highlights the high and low risk assets within the Town boundary. The Asset Management Plan identifies Climate Change as an issue for the future of existing assets and addresses the impacts of specific climate changes that can be expected. ACAP Saint John was able to utilize information from the asset management plan in the flood risk assessment (Section 2.24).

1.3.4 Corporate and Community GHG and Energy Action Plan

In 2018, Rothesay participated in the Partners for Climate Protection Program of the Federation of Canadian Municipalities, in partnership with the Union of Municipalities of New Brunswick. Through the Climate Change & Energy Initiative, Rothesay made commitments to reducing their GHG emissions, including a 15% reduction of corporate emissions by 2025, and a 7% reduction in community emission levels by 2025 (14% by 2035), all compared to the 2015 reference level.

1.3.5 Municipal By-laws

The Town has many by-laws in place that relate to Climate Change adaptation planning including: Building By-Law No.4-99; Water By-Law No.1-18; Sewage By-Law No.1-15-1;

Emergency Measures By-Law No.1-16; and Zoning By-Law No. 2-10, to name a few. Through these by-laws the Town is able to enforce strict development regulations and monitor changes within the municipality. The by-laws define permitting requirements and stormwater management guidelines that support a low impact development perspective. There is an opportunity to update the 2016 Emergency Measures By-Law to include emergency response planning for Climate Change impacts.

1.3.6 Flood Risk Assessment

In 2018, Dillon Consulting completed a Flood Risk Assessment at Maiden Lane, Brock Court, and Goldie Court where residents had concerns about basement flooding. Residents on Goldie Court indicated that they have experienced basement flooding and some had sump pumps installed to run during extreme rainfall events. While the assessment does not identify any occurrences of basement flooding on Maiden Lane or Brock Court, surface pooling of stormwater is recognized as a recurring challenge for this area. To account for climate change, the study considered an increase in rainfall intensity of roughly 28-36% using the Canadian Water Network IDF tools and provides recommendations to manage rainfall accumulation in this neighbourhood. ACAP Saint John highlights the opportunity for green infrastructure and rainwater capture in this area, as well as the potential for education in the community (Section 3.2). Specifically, the assessment identified several areas where natural infrastructure may be effective to reduce pooling, increase infiltration and protect properties, including:

- 6 Brock Court, where homeowners use a pump to remove pooling water from their yard.
- Corner of Goldie Court and Maiden Lane, where pooling occurs in an existing ditch.
- Several areas on Goldie Court whereby 5 and 3 Goldie Court have experienced basement flooding, and 16, 11, 12 and 8 Goldie Court experience surface pooling.

1.3.7 Hillside Secondary Planning Study

The development study completed by Crandall & Upland Planning and Design Studio presents a case for the development of greenfield areas between Riverside Golf & Country Club and Rothesay Netherwood School, as well as the area south-west of the golf club. The plan suggests an open space strategy and defines non-development areas including areas around the Renforth Bog, Taylor Brook and Spy-Glass Hill. This development scheme aligns with the Municipal goals to protect natural areas and achieve net zero runoff, and provides an opportunity for green infrastructure and education around stormwater management as Climate Change adaptation.

1.3.8 Completed Municipal Actions

Rothesay has been involved in long-term planning for municipal assets and is forward thinking when allowing development within Town boundaries. After the historic flooding of the Kennebecasis River in 2018 and 2019, the Town took action to protect essential infrastructure and ensure the safety of residents who live in the flood zone. The Town recognizes the need for continued action when budget allows. The 2020 Municipal Plan presents a "2030 Vision for Growth, Change and Resilience" and along with the CBCL AMP, municipal by-laws, the GHG reduction plan, and several other comprehensive reports, the Town advances municipal and community resilience.

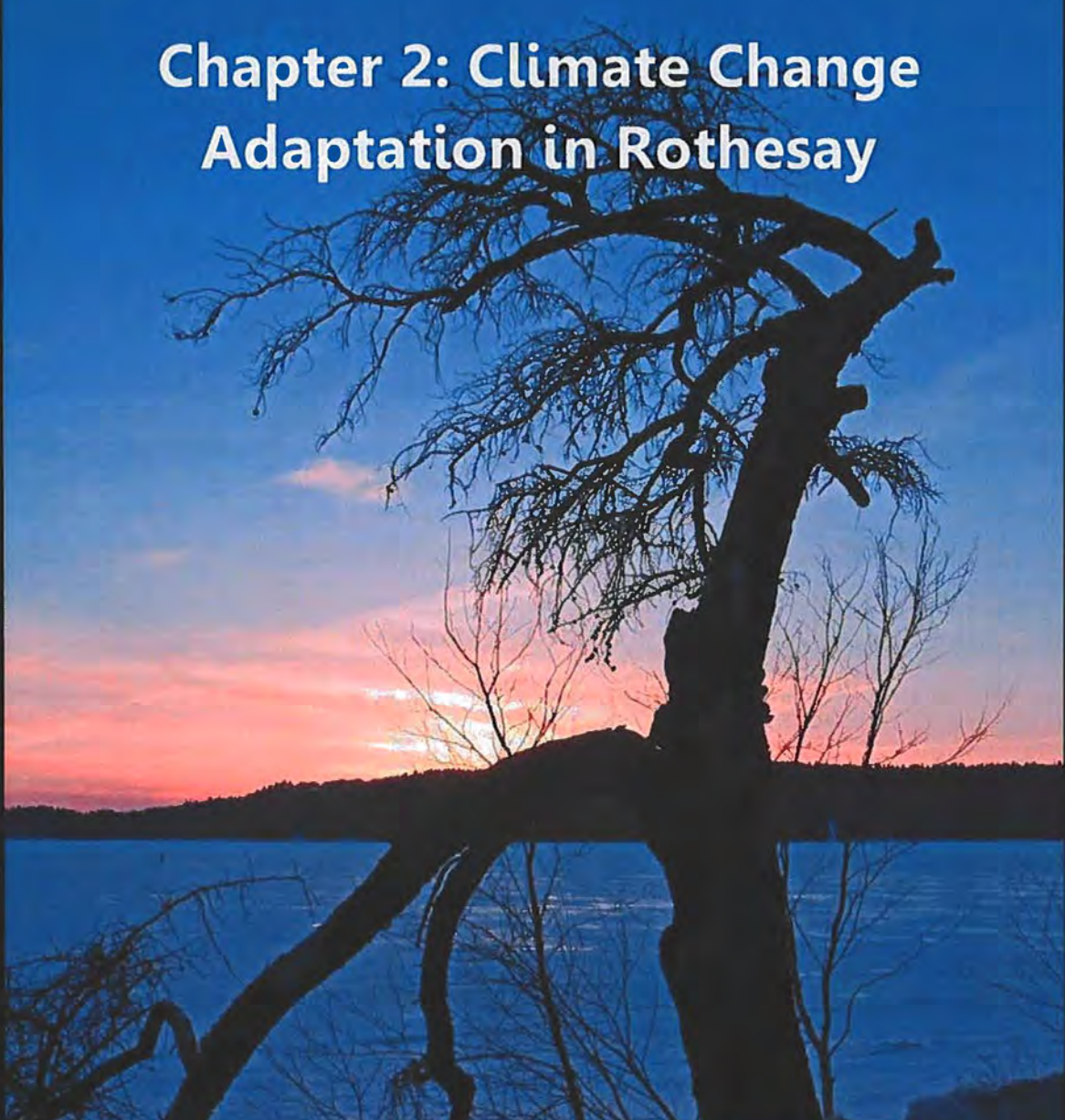
Rothsay has been successful in the completion of many projects including upgrading lift stations and roadways, exploring options for diversifying drinking water sources, as well as exploring renewable energy technologies. The maintenance and upgrading of physical infrastructure has been paralleled by the development of policy and planning documents that have an essential role in guiding sustainable development practices.

Proposed, ongoing and completed projects in Rothsay include:

- Raising lift stations in riverine flood risk areas
- Raising roadways in riverine flood risk areas
- Identifying areas where new berms can be installed to protect infrastructure
- Exploring flood mitigation strategies for sewage lagoons impacted by Kennebecasis River flooding
- Monitoring the quality of groundwater and capacity of wells at Carpenter's Pond wellfield
- Exploring options to diversify drinking water sources
- Exploring renewable technologies for municipal infrastructure
- Regular asphalt resurfacing program
- Enforcing robust land development by-laws
- Completing wet areas mapping to assist in development decision making
- Incorporating climate change impacts into development planning through development and building permits
- Expanding the existing Storm Drainage Plan into a comprehensive Stormwater Management Plan
- Developing an Urban Forestry Master Plan
- Backflow prevention in development by-laws
- Monitoring critical habitats experiencing stress from increasing temperatures
- Asset Management Planning
- Climate Change Mitigation Planning
- Preliminary Climate Change Adaptation Planning
- Completion of the Municipal Plan Update 2020

The Gap Analysis has informed the vulnerability and risk assessment and the development of the Action Register. The results indicate that Rothsay has responded well during recent climate events and has a high adaptive capacity for flooding and other climate change impacts. Traditionally, emergency situations have been successfully resolved through a reactive response and the Town may require emergency response planning to ensure a prepared and adaptive approach to extreme weather events. Awareness and public education are gaps identified through this process and will be addressed as an opportunity for the Town to build a strong, resilient community.

Chapter 2: Climate Change Adaptation in Rothesay



Adaptation planning is a process that enables communities to deal with the impacts, challenges and opportunities presented by climate change, while maintaining the level of service and credibility that the municipality is known for. This Adaptation Plan will serve as a guide for the Town to aid in decision making by providing a climate change lens and an opportunity to incorporate adaptation in municipal function.

Photo Credit: Brian Comeau

2.1 Community Engagement

2.1.1 Public Surveys

ACAP Saint John developed engagement tools to reach the community and get their local knowledge on climate changes in the Town. In the summer of 2020, the Kennebecasis Valley community was engaged through an online participatory mapping exercise that asked participants to identify their favourite spaces, areas where they have observed climate impacts, as well as areas they would like to see environmental enhancement projects. The virtual exercise concluded by asking the participant a series of focused questions about adaptation and what barriers might exist. This survey provided support for significant areas that should be prioritized in the adaptation plan as well as identifying any local challenges that may be less obvious. Results from this survey were shared on ACAP Saint John's social media platforms and at the Kingston Farmers Market (Figure 4).

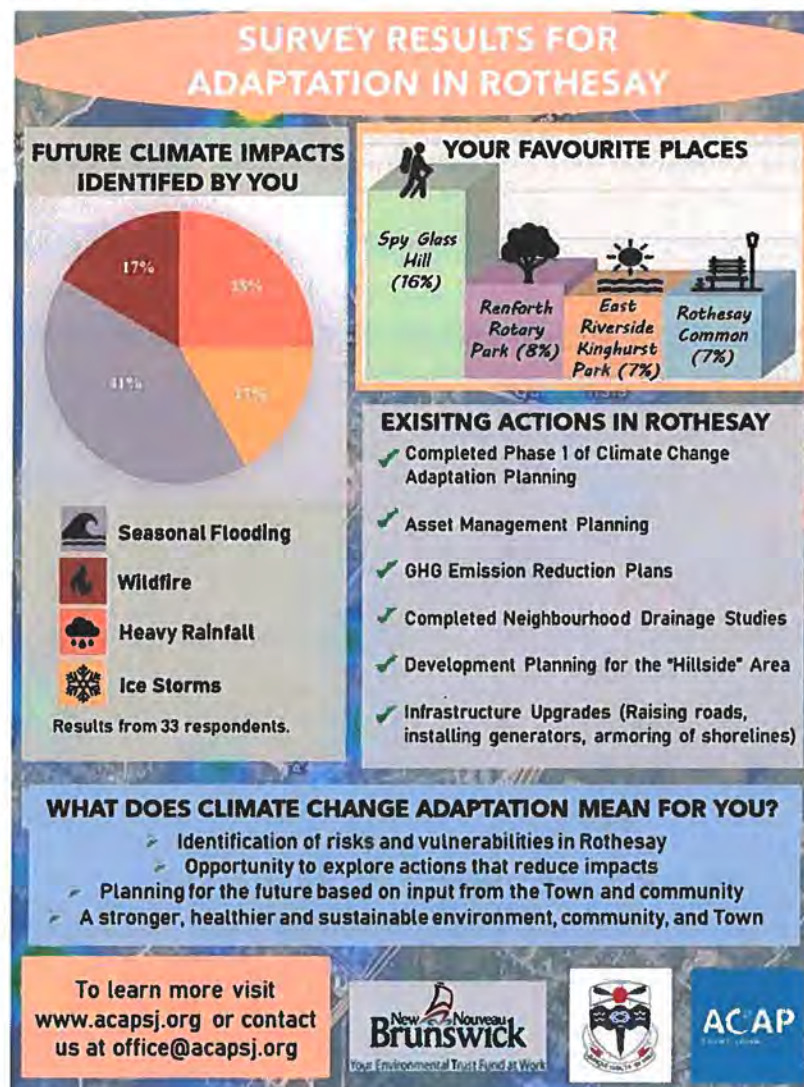


Figure 4: Results from the community engagement presented at the Kingston Farmers Market in Fall 2020.

The results from the January 2021 survey suggest that the community is in support of many of the actions being recommended (see more results in Section 3-3). Overall, the responses conclude that information sessions hosted virtually or outdoors, in a seasonal or quarterly timeframe would receive the best attendance from community members. These results are useful for addressing the actions detailed in Strategy 3: Increasing resilience through community awareness, education, and involvement.

2.1.2 Kingston Farmers Market

ACAP Saint John attended the Kingston Farmers Market for two weekends in October 2020 to bring awareness about the adaptation planning being completed in the Kennebecasis Valley (Figure 6). Copies of the Results Infographic (Figure 4) were available for community members to take home, along with ACAP Saint John's report *Understanding Climate Change in Saint John*. These resources will help increase community knowledge about Climate Change and highlight the importance of awareness and adaptation.

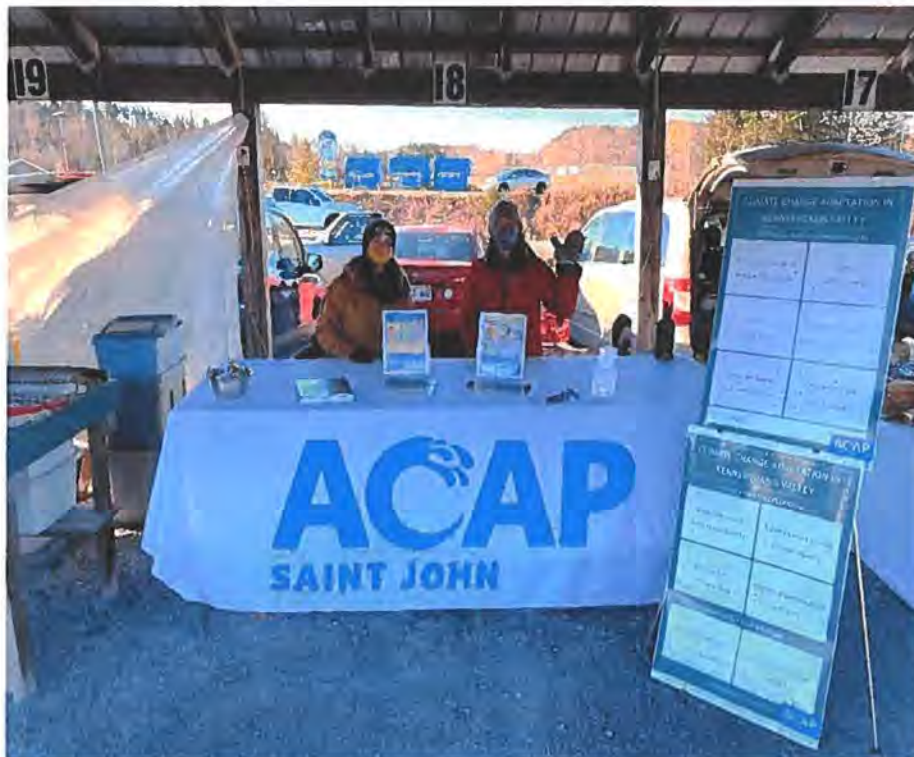


Figure 6: Community engagement at the Kingston Farmers Market, October, 2020.

The Climate Change Team also presented adaptation actions that can be implemented with respect to specific climatic changes such as riverine flooding and increasing temperatures. Community members were encouraged to use stickers to mark the actions they think are important for protecting the Town and building resilience to changing climate (Table 1; Appendix C, Figure 16).

Table 1: Community responses for suggested adaptation actions from ACAP Saint John's outreach at the Kingston Farmers Market. Note: these responses are from both residents of Quispamsis and Rothesay.

Climate Change Adaptation Action	Number of Votes
Increase in heavy precipitation	
Rebated installation of backwater valves	2
Storm preparedness	2
Clear debris from clogged basins	0
Snow removal off buildings and structures	0
Increase natural water infiltration	4
Rain barrels and rain gardens	6
Higher riverine flooding	
Education about flood preparedness	2
Raising berms around sewage lagoons	1
Raising road infrastructure	0
Changing development patterns	3
Increased Temperature	
Education about invasive species	3
Designated cooling centers	0
Total Responses	23

2.2 Vulnerability and Risk Assessment

A Vulnerability and Risk Assessment was developed to rank the severity of the Climate Change risks in Rothesay. This process followed the ICLEI *Changing Climate, Changing Communities: Guide and Workbook for Municipal Adaptation* and falls under Milestone 2 of the adaptation framework: Research.

2.2.1 Impact Statements

To begin the Vulnerability and Risk assessment, ACAP Saint John developed a series of impact statements taking into consideration the input from Steering Committee members and community engagement. The impact statements describe an effect of changing climate and are broken into two categories of climatic changes: changing precipitation and increasing temperature. For each impact statement, the service areas (or municipal services) that would be affected were identified and assessed. The impact statements are used throughout the risk and vulnerability assessment and are included in Tables 9 and 10 in Appendix D.

2.2.2 Vulnerability Assessment

Vulnerability refers to the susceptibility of a given service area to harm arising from Climate Change impacts (ICLEI-Canada, n.d.). Vulnerability is a function of the **sensitivity** of a service area to climate impacts and the **adaptive capacity** of the service area (*Vulnerability = Sensitivity x Adaptive Capacity*). Higher vulnerability is associated with high sensitivity and low adaptive capacity; the system cannot respond. The sensitivity of each service area was assigned by

determining how the function of each sector would be affected and whether the service area is already experiencing stress. Sensitivity was rated on a scale from 1-5 with 1 meaning the "functionality will stay the same," and 5 meaning the "functionality will become unmanageable" (Figure 7). For example, localized flooding due to increased rainfall intensity will impact roadways, and functionality of transportation infrastructure will get worse (S4).

If the impact occurs, will it affect the functionality of the service area?				
No – Functionality will stay the same (S1)	Unlikely – Functionality will likely stay the same (S2)	Yes – Functionality is likely to get worse (S3)	Yes – Functionality will get worse (S4)	Yes – Functionality will become unmanageable (S5)

Figure 7: Scale to determine the sensitivity of a service area due to Climate Change impacts (ICLEI-Canada, n.d.).

Adaptive capacity identifies the service area's ability to adjust to a climate impact with minimal cost and disruption. Adaptive capacity is rated on a scale from 1-5 with 1 meaning substantial costs and staff intervention will be required, and 5 meaning little to no cost or staff intervention is necessary to adapt to Climate Change impacts (Figure 8). For example, impacts associated with heavy rainfall and localized flooding, the adaptive capacity of transportation infrastructure was rated AC1; whereby substantial costs and staff will be required if the impact occurs.

Can the service area adjust to the projected impact with minimal cost and disruption?				
No – Will require substantial costs (\$\$\$\$) and staff intervention (AC1)	No – Will require significant costs (\$\$\$\$) and staff intervention (AC2)	Maybe – Will require some costs (\$\$\$) and staff interventions (AC3)	Yes – But will require some slight costs (\$\$) and staff intervention (AC4)	Yes – No to little costs (\$) and staff intervention are necessary (AC5)

Figure 8: Scale to determine the adaptive capacity of a service area due to Climate Change impacts (ICLEI-Canada, n.d.).

Combining the sensitivity rating with the adaptive capacity provides the level of vulnerability for each impact (Figure 9). Using our increased precipitation example, where transportation infrastructure will be impacted by localized flooding (sensitivity=S4; adaptive capacity=AC1), the vulnerability rating equals V5, or "high." Included in Appendix D, Table 9 includes the sensitivity and adaptive capacity ratings that were assigned to each impact to determine the level vulnerability. Municipal service areas with low adaptive capacity and high sensitivity have a higher vulnerability to Climate Change impacts, whereas service areas with higher adaptation capabilities and lower sensitivity have a lower vulnerability rating.

Sensitivity and Adaptive Capacity Matrix

	S1	S2	S3	S4	S5
AC1	V2	V2	V4	V5	V5
AC2	V2	V2	V3	V4	V5
AC3	V2	V2	V3	V4	V4
AC4	V1	V2	V2	V3	V3
AC5	V1	V1	V2	V3	V3

V1 = Low Vulnerability

V2 = Medium-Low Vulnerability

V3 = Medium Vulnerability

V4 = Medium-High Vulnerability

V5 = High Vulnerability

Figure 9: Scale to determine the vulnerability of a service area due to Climate Change impacts (ICLEI-Canada, n.d.).

2.2.3 Risk Assessment

The same impacts identified in the vulnerability assessment were assigned a risk rating by developing an understanding of the **likelihood** (probability) and **consequences** of occurrence ($Risk = likelihood \times consequence$).

The likelihood of an impact occurring is determined by the Climate Change projection data (Appendix A) and is ranked from 1-5, with 1 meaning an impact is "rare" and 5 meaning an impact is "almost certain" (Figure 10). To use our example from above, the likelihood of damage to transportation infrastructure due to localized flooding is 5 (almost certain to happen more than once a year).

LIKELIHOOD RATING	RECURRENT IMPACT	SINGLE EVENT
Almost Certain 5	Could occur several times per year	More likely than not - probability greater than 50%
Likely 4	May arise about once per year	As likely as not - 50/50 chance
Possible 3	May arise once in 10 years	Less likely than not but still appreciable - probability less than 50% but still quite high
Unlikely 2	May arise once in 10 years to 25 years	Unlikely but not negligible - probability low but noticeably greater than zero
Rare 1	Unlikely during the next 25 years	Negligible - probability very small, close to zero

Figure 10: Scale to determine the likelihood of Climate Change impacts occurring (ICLEI-Canada, n.d.).

ACAP Saint John modified the consequence table provided in the ICLEI Guide to support local assets and needs (Appendix D, Table 8). Each category represents a different community impact: health & safety; public services (power, sewer, water etc.); community lifestyle; natural environment; and infrastructure, and are ranked from 1-5, with 1 being an insignificant consequence and 5 being a catastrophic consequence. Each impact is assessed in all five categories to give a total consequence value out of 25.

To illustrate how these methods were applied, the consequences of damage to transportation infrastructure due to localized flooding are represented in Table 2.

Table 2: Consequences of damage to transportation infrastructure due to localized flooding under the increased precipitation climatic change (V5). Each consequence category is rated from 1-5 based on the severity of each consequence (values are outlined in Appendix D, Table 8).

Impact Statement: Damage to transportation infrastructure due to localized flooding under the increased precipitation climatic change.

Consequence Categories	Consequence Value (1-5)
Health and safety	3 - Noticeable mental health impacts, non life-threatening injury.
Loss of service	2 - Significant disruption and stress on public administration.
Community and lifestyle	4 - Long-term disruption to routine. Recovery in months.
Natural environment	1- No impact on the environment.
Damage & recovery	3 - Moderate damage and high repair costs.
TOTAL	13

The likelihood rating is multiplied by the consequence value to give a risk value that falls into a spectrum ranging from very low risk to extreme risk (Figure 11). For our example, multiplying the likelihood and consequences of damage to transportation infrastructure due to localized flooding (likelihood=5; consequence=13) provided a risk rating of 65, or a medium risk.



Figure 11: Risk rating spectrum to rank Climate Change impacts (ICLEI-Canada, n.d.).

The interpretation of the risk levels is as follows:

- **Extreme** risks demand urgent attention at the most senior level and cannot be simply accepted as part of the routine operations without executive sanction.
- **High** risks are the most severe that can be accepted as part of the routine operations without excessive sanction, but they will be the responsibility of the most senior operational management and reported on at the executive level.
- **Medium** risks can be expected to form part of routine operations, but they will be explicitly assigned to relevant managers for actions, maintained under review and reported upon at senior management levels.
- **Low** risks will be maintained under review, but it is expected that existing controls will be sufficient, and no further action will be required to treat them unless they become more severe (ICLEI-Canada, n.d.).

2.2.4 Priority Impacts

Priority risks were determined by the vulnerability and risk assessment. Impact statements that were rated as medium high or high vulnerability, and medium to medium high risk are identified in Table 3. The full vulnerability and risk tables can be found in Appendix D (Tables 9 and 10). **It is important to note that there were no risks identified in the "Extreme" or "High" risk categories.** The highest risk level identified was "Medium-High," and actions associated with these impacts were prioritized in the Action Register (Section 3.3, Appendix F). Further analysis of priority risks are discussed below and organized into impacts associated with changes in precipitation (riverine flooding, drought, and forest fires) followed by changes in temperature (seasonal changes and increased storm events).

Table 3: Summary of medium and medium-high risk impacts from the Risk Assessment. Impacted service areas with medium-high or high vulnerability are included. Note: Increased storm events was rated medium-high risk with medium vulnerability. See Appendix D, tables 9 and 10 for the full results.

IMPACT STATEMENT		Medium -High Vulnerability Service Areas	High Vulnerability Service Areas	Risk Rating	
CHANGE IN PRECIPITATION	Higher Riverine Flooding	Damages to infrastructure/ properties due to flooding and/or erosion	Drinking water, storm system, municipal buildings	Sanitary system, transportation, private buildings	Med-High
	Heavy rainfall Flooding	Damages to infrastructure/ properties due to flooding and/or erosion	Drinking water, storm system, municipal buildings	Sanitary system, transportation, private buildings	Medium
	Winter rain	Flooding due to clogged catch basins (rain on snow event)		Municipal & private buildings	Medium
		Ice accumulation due to freezing rain storms/flash freezing	Energy management		Medium
	Increased snowfall	Infrastructure damage due to increased snow loading on buildings	Municipal & private buildings		Medium
	Drought	Increased depletion of water supply for property owners with private wells		Drinking water system	Medium
		Increased forest fire potential	Parks and recreation, environment	Municipal & private buildings	Low
INCREASED TEMPERATURE	Increased storm events	Infrastructure damage due to increased storms			Med-High
	Increased heat waves	Stress on habitat for cold water species due to loss of cool streams for refuge	Environment		Medium
	Increasing average winter temperature	Invasive species migration due to warmer winters	Parks and recreation		Medium

Change in Precipitation

Annual precipitation is projected to increase by approximately 150 mm by 2080, and heavy rainfall events (more than 20 mm in 24 hours) will increase by 21% by 2080 (Figure 3). The use of wet areas mapping can confirm where flooding may occur and can aid in decision-making around new development. Implementation of net-zero runoff development policies is an effective way to

ensure new developments are not producing an influx in runoff to the surrounding properties. The Town may wish to explore the opportunity for a stormwater levy, as instated in other Canadian municipalities to help incentivize homeowners to reduce runoff from their homes, as well as provide financing for municipal infrastructure upgrades associated with increasing rainfall (Strategy 1-7).

Even though precipitation is expected to increase overall, the greatest increases will occur in the winter and spring, followed by the summer and then fall. This means that winters will become wetter with more snow, freezing rain, and rain events, and spring will see heavy precipitation and increased snowmelt rates, leading to increased risk of riverine and inland flooding, flooding due to catch basins being clogged with snow and ice, ice accumulation on infrastructure and increased snow loading on buildings (Medium High to Medium risk, Table 3).

Summer and fall will become drier and the water deficit will increase 110%, therefore increasing risk of drought and forest fires, which are explored below (Medium to Low risk, Table 3).

Riverine Flooding

In the spring of 2018 and 2019, New Brunswick experienced record spring freshet flooding from the Wālastakw (St. John River), impacting infrastructure along the Kennebecasis River. The 2018 flood reached 5.73 m above sea level measured at the "St. John River at Saint John" hydrometric data station whereas the 2019 flood peaked at 5.55 m. For the remainder of this Section, data from the 2018 flood will be analyzed since this is the highest level reached during both flood events.

Impacts associated with riverine flooding including damage to infrastructure or properties, and isolation and accessibility challenges were assigned a Medium-High and Medium risk rating, respectively (Table 3). Acknowledging the risk to municipal services, Rothesay has taken reactive steps to upgrade municipal assets including raising roadways and protecting sewage infrastructure. Table 4 provides a review of the flooding impacts identified in the Town's Asset Management Plan, as well as details about the Town's response.

Table 4: Analysis of flood risk areas in the Town based on data from the CBCL Asset Management Plan (2018) *Estimated total replacement costs are based on the assumption that no action will be taken.

	Municipal Asset at Risk	Severity of 2018 Riverine Flooding	Estimated Total Replacement Cost*	Adaptation Planning Comments (2021)
Physical Infrastructure	Street Base	28 roads impacted (total area 3.55 km)	\$971,863.34	Roadways at risk to flooding have been raised with the exception of one project (Alexander Ave).
	Sewage Lift Stations	7 lift stations within the flood zone	\$970,000	Lift stations are in the process of being raised to 7m. Relocation is not an option due to the physical geography of the Town.
	Sewage Treatment Facility	Kennebecasis Park Lagoon and Maliseet Lagoon both impacted	\$7,125,285.00	The Town Council is considering various options to mitigate flooding at the sewage lagoons.
	Town Buildings	10 buildings impacted including storage, parks and recreation, sewage and water	\$506,493.00	All infrastructure is protected by upgrades except the Bill McGuire Center, which is not essential for municipal function however is valued by the community. Installation of protective armouring (soft and hard) at this location could provide an opportunity for public demonstration of flood adaptation.
Public Green Spaces	Parks	16 park spaces in total: 7 open spaces and 9 municipal parks (total area 434.8km ²)	n/a	The Town recognizes the natural resilience of many park spaces.
	Trails	4 trails (total area 0.63km)	n/a	The trails at East Riverside-Kingshurst Park were inaccessible during the flood

As discussed in the Gap Analysis and through the comments in Table 4, Rothesay has taken action to protect municipal infrastructure. Although Capital upgrades are costly for the municipality, the long-term replacement costs make these projects worthwhile. Strong communication with residents about flooding and the associated risks, as well as the importance of maintaining natural shorelines may help to protect residents from flooding in the future. The Town can encourage the installation of backwater valves as an opportunity for residents in the flood risk area and consider the development of a municipally driven incentive, when budget allows (Strategy 3-17, 3-24). Hosting informative workshops before and after the flood may help residents understand how to prepare and also provide a sense of security by informing them of the municipal process and response (Strategy 3-18).



Photo Credit: Greg Marquis

The flood was devastating for property owners along the shoreline and has been a stressful and disruptive experience for many. The extent of flooding can be seen in the Flood Hazard Maps in Appendix E. The flooding impacted residential and municipal infrastructure including the sewage lagoons in Kennebecasis Park (K-Park) and Fairvale (Sagamore Point). Appendix E, Figure 17 shows the flooding at Cudlips Cove where some residents were surrounded by water. Recreational areas like Rothesay Yacht Club and Renforth Wharf were inundated, along with the trails at East Riverside-Kingshurst Park. Under the Municipal Plan 2020, the Town will create a "Flood Zone Overlay" that can be used to create a flood mitigation strategy as well as identify areas for land acquisition of flood prone areas. Providing access and instruction for this resource can help to build community awareness and preparedness for spring freshet flooding (Strategy 1-6, 3-17).

To increase resilience along the shoreline, Rothesay proceeds with a robust development protocol and may be supported by regional partnerships to ensure that sustainable and protective developments are permitted throughout the Valley (Strategy 1-2). The Town recognizes the natural resilience of East Riverside-Kingshurst Park as an area where flooding does not disrupt daily municipal operations. Promotion of soft-armouring through educational signage in public spaces is a great way to showcase the importance of the natural shoreline and encourage riverside residents to take care when building or landscaping their properties (Strategy 3-19).

Drought

During summer months, increasing temperature and decreased summer precipitation can lead to drought conditions, creating concerns within the municipality about drinking water quantity and quality in private wells. This impact was assigned a Medium rating through the risk assessment (Table 3). Monitoring is ongoing to ensure the wellfield can fulfil the Town's needs. Protection of groundwater and Carpenter's Pond is emphasized in the Municipal Plan (Draft 2020) and the Joint

Municipal Groundwater Monitoring Program in partnership with the Town of Quispamsis will ensure safe groundwater in the region. Options to diversify drinking water sources have been explored, however the current system is deemed sufficient and feasible for the current state.

The Action Register identifies opportunities for leadership and education around water conservation technologies. By setting up public demonstrations and encouraging residents through interactive events, the Town can actively promote water conservation year-round (Strategy 1-9, 3-23). As extended periods without rainfall become more frequent, the Town may need to evaluate the option for water restrictions and utility costs (Strategy 1-8).



Carpenter Pond, Rothesay

Brian Comeau

Forest Fires

Although precipitation is expected to increase, the rate of precipitation increase does not make up for the rate of temperature changes. Across Canada, seasonal precipitation increases associated with Climate Change must be 15% higher to offset the dryness brought on by every 1°C rise in temperature (Wotton et al., 2017). Total annual precipitation is expected to increase by 11% from baseline levels by 2080; combined with a projected increase of 5°C from baseline levels by 2080 we can see that increasing temperatures will reduce the overall moisture content of forest soils.

Understanding Forest Fires in a Changing Climate

The lower organic layer of the forest floor (duff layer) is monitored in forest fire indexes and can indicate the likelihood of fires occurring due to lightning strikes (Wotton et al., 2010). The moisture of the duff layer as well as medium size woody material on the forest floor is measured using the Duff Moisture Code (DMC) (Natural Resources Canada, 2020). The higher the DMC value, the drier the soil. The dryness of the duff layer is expected to increase by 15% in 2020-2040 and by 60% in 2080-2100 (Wang et al., 2010)

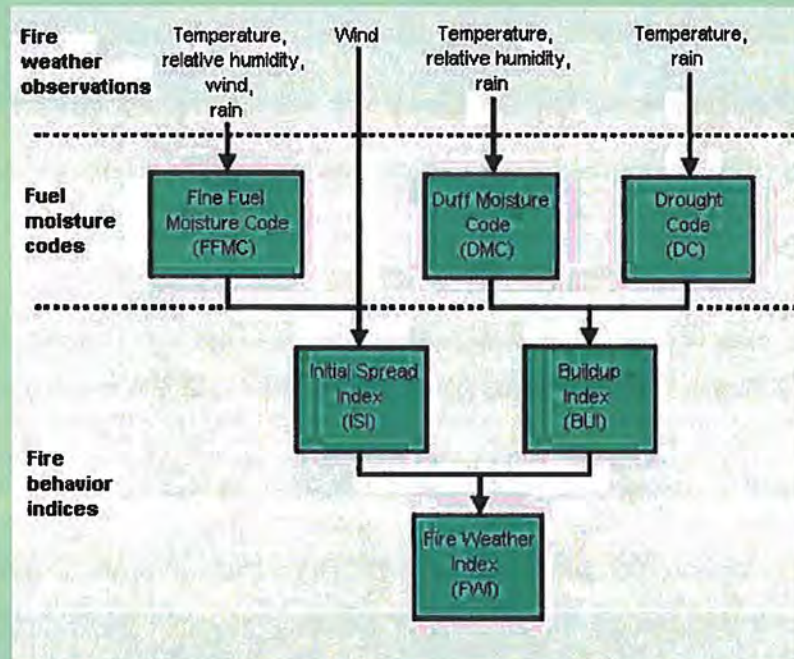


Figure 12: Structure of the Canadian Forest Fire Weather Index system (Natural Resources Canada, 2020).

Research has indicated that forest fires will increase by 35-400% across Canada by 2050 (Wang et al., 2015). Fire Weather Indices (FWI) measure fire danger throughout Canada. Parameters that determine FWI include the soil dryness (DMC, Drought Code, Fine Fuel Moisture Code), fuel buildup (Build Up Index) and wind (Initial Spread Index) (Figure 12). The FWI in the Saint John region is expected to increase by 13% in 2050 and 21% in 2080, and although there were no recorded forest fires in the Saint John area in 2020, this could be an issue in the coming years (Wang et al., 2015, NBDNRED, 2020).

There are currently no fire risk assessment tools available for use in Canada (Johnston et al., 2020). This will be a limitation of this adaptation plan. Through ACAP Saint John's Vulnerability and Risk Assessment, forest fires are rated high vulnerability and low risk (Table 3). This vulnerability is high due to a high wildland/urban interface in the community, and the substantial financial impact of a wildfire, therefore increasing recovery costs and lowering the adaptive capacity of the Town. Forest conditions are monitored in New Brunswick by the Department of Natural Resources and Energy Development, during the fire season (April-October) and when appropriate, will restrict

access to Crown land and recreational burning on private land in order to reduce fire risk (NBDNRED, 2020). Currently, widespread forest fires in southern New Brunswick are not common, therefore the likelihood is low, resulting in a low risk rating. As conditions change, this could warrant reassessment and further study.

Change in Temperature

The mean annual temperature in the region is expected to double from 1990 levels (5°C) to 10°C by 2080. This will cause a number of impacts, including changes to local habitats, increased winter temperatures, and heat waves, whereby vulnerable populations such as seniors and low-income individuals are disproportionately impacted (Medium risk, Table 3). Access to air conditioners, shelter, or transportation to get to cooling greenspaces, beaches or pools will become increasingly important as extended periods of extreme heat are experienced.

Seasonal Changes

Hotter temperatures can change the habitable conditions of rivers, lakes and smaller streams, and result in the loss of habitat for local species. Daily municipal function allows staff to observe natural spaces and senior staff recognize where habitats are changing, and that species are being impacted by changing climate. This monitoring is significant to protect critical habitats, as well as to identify areas where invasive species may become more common. Increasing temperatures allows for the movement and survival of species that might not otherwise be able to withstand the local temperatures. The Emerald Ash Borer (EAB) is an invasive beetle that was first observed

in New Brunswick in the Spring of 2018 and has proven devastating in municipalities across Canada. Public education about native and invasive species can help to ensure the Town's ecological processes are not disrupted as the climate changes (Strategy 3-17).



Renforth Bog

Brian Comeau

Increases in temperature can create favourable conditions for bacterial growth such as cyanobacteria, which can produce toxins that are harmful to humans, pets and wildlife (Medium risk, Table 3). Cyanobacteria, in the form of blooms or benthic mats can pose a threat to residents and pets, specifically dogs who are attracted to the smell of mat material. Education is critical to ensure municipal staff can identify cyanobacteria and that the community knows how to reduce their risk when enjoying local waterways (Strategy 2-14, 3-25).

Warmer winter temperatures can impact municipal infrastructure such as roads due to an increase in freeze thaw cycles (FTC). The average winter temperature in 2080 is expected to climb to -1°C (current average is -6°C), resulting in an increase in FTC by 7 cycles annually (Medium risk, Appendix D, Table 10). This will result in an increased need for road repair and will impact municipal budgeting. The Town has an annual asphalt resurfacing program that is effective at maintaining road infrastructure and is ongoing. To adapt to changing winter conditions, a Winter Maintenance Strategy may be useful to provide guidance on snow clearing technologies as well as the use, and storage of de-icing salt (Strategy 2-16).

Increased Storm Events

Post-tropical storms and hurricanes will become increasingly common due to rising global temperatures. As a result, the Town will feel the effects of these storms moving up the coast, resulting in increased wind and rainstorm activity. The impacts associated were rated as medium vulnerability or lower (Appendix D, Table 9). Increasing storm activity puts the Town at risk of infrastructure damages (Medium-High risk), power and communications outages (Medium risk) and damages to trees and green spaces (Medium-Low risk, Appendix D, Table 10). Education and communication is significant for groups who may be unaware of their vulnerability. Beyond the recommendation for a communication strategy, the Action Register encourages the Town to continue engaging and expanding the Town's email database (Strategy 3-21). Hosting public information sessions can also increase awareness in the community and protect residents from the impacts of Climate Change (Strategy 2-13).

To protect infrastructure from the increasing risk due to extreme weather, the Action Register provides recommendations to identify strengths and weaknesses in municipal buildings (Strategy 1-1) and infrastructure (Strategy 1-3). The Town has explored the opportunity to utilize renewable technologies for municipal infrastructure and determined that the current technology is not efficient to use for lift stations, however the use of renewable energies may still be explored for other municipal services (Strategy 1-10). The Action Register recommends creating a voluntary signup for individuals who require electricity to run healthcare equipment as well as those who may need assisted evacuation (Strategy 2-15). For this recommendation to be effective, collaboration between healthcare providers, community centers, EMO, protective services (KRPF), and residents is necessary.

The Gap Analysis addresses the need to include preparedness and emergency planning within the Town's Municipal Plan as an opportunity to ensure safety and community well-being (Strategy 2-11). The Town may build capacity by employing a new staff member to take on responsibilities related to emergency response planning and Climate Change (Strategy 2-12).

Chapter 3: Recommendations for Resiliency

Photo Credit: Brian Comeau

3.1 A Strong Community Vision

A primary objective of adaptation planning is to build a stronger, sustainable, and resilient environment for all community members. The "Vision of Growth, Change, and Resilience" presented in the Municipal Plan (Draft 2020) is a strong mandate moving toward 2030 to provide forward thinking decision making that ensures the safety and well-being of all Rothesay residents. Adaptation planning supports the positive and healthy community vision presented by the Town.

3.1.1 Healthy Living

Adaptation can involve encouraging active transportation or building awareness about mental health services, and can help protect the community from negative health impacts associated with Climate Change. In Rothesay, the immediate impacts to public health include heat stress, exposure to ticks and Lyme disease, flooding contamination, and mental health. Additionally, pre-existing medical conditions can be exacerbated by Climate Change impacts such as floods, degraded air quality, extreme weather events, or by being unable to access regular medical and mental health care (Health Canada, 2013; Burton et al., 2016). These topics are explored further below.

Heat Stress

Dangerously hot temperatures are not something people in New Brunswick are used to worrying about, but heat waves are becoming increasingly common in Canada. Heat exhaustion and heat stroke (when core temperatures are above 40°C) can cause serious neurological and cardiac

conditions. Signs of heat exposure include rashes, cramps, fainting, exhaustion, and the exacerbation of pre-existing conditions (Heath Canada, 2013). Health Canada studies observe that seniors (especially those over 75 years of age) and young children are more susceptible to the negative health impacts of heat exposure. Checking in on neighbours and family members during periods of extended heat is becoming a common community practice that can have a powerful impact.

Ticks and Lyme Disease

Increasing temperatures and changing precipitation patterns cause shifts in insect migration allowing vector-borne diseases to be more easily transferred (Medium risk) (Ellis, 2007). These environmental changes also have a direct impact on plant growth which can alter the distribution of species' habitat and increase vector survival rates (International Council for Local Environmental Initiatives Canada, n.d.). For Rothesay, the species of concern is the Blacklegged Tick (*Ixodes scapularis*), that can carry *Borrelia burgdorferi*, the causative agent of Lyme disease. The Town is recognized by the province as a risk area for tick populations and will need to be proactive as the suitable habitat for ticks is expected to increase significantly by 2080 as the temperatures warm and winters grow shorter (Figure 13; Brownstein, Holford, & Fish, 2005; Government of New Brunswick, 2015). Awareness about tick prevention and Lyme Disease plays a significant role in reducing the impacts of emerging tick populations (Strategy 3-17).

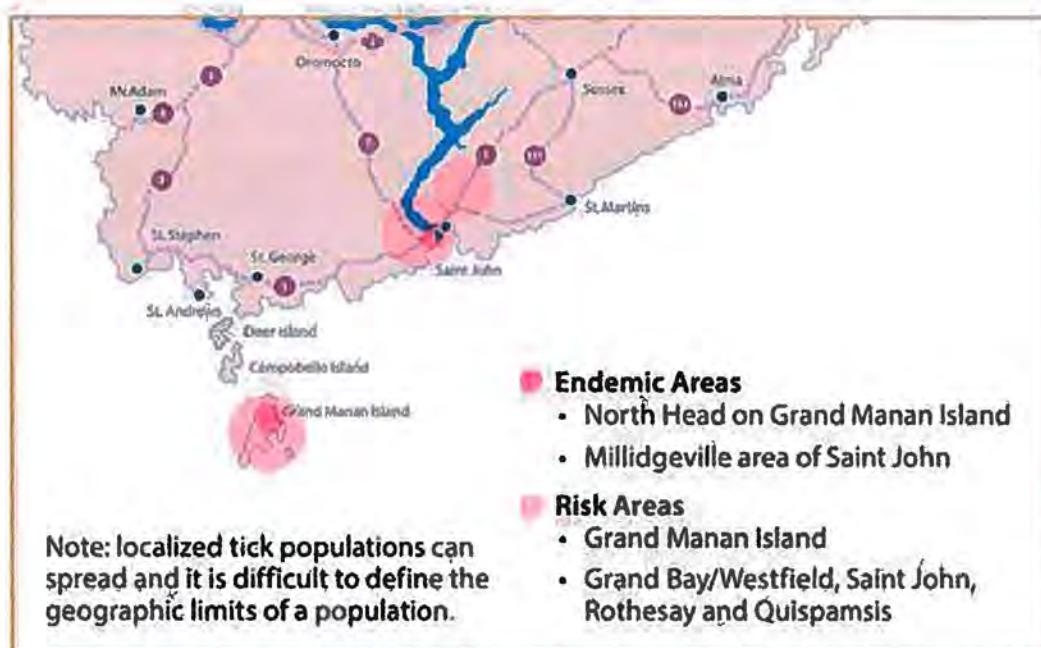


Figure 13: Areas of established or emerging tick populations in New Brunswick. The Saint John area including Rothesay and Quispamsis are considered endemic areas (Government of New Brunswick, 2015).

Lyme disease first presents itself as a rash, shaped like a bull's eye that can develop after 3 to 30 days into flu-like symptoms. Fever, chills, headache, fatigue, swollen lymph nodes, and muscle and joint aches are all common symptoms of the disease. In the early stages, these symptoms can

be treated with antibiotics for a full recovery. If left untreated, Lyme disease can develop into more severe symptoms (Public Health Agency of Canada, 2017).

Flooding Injury and Contamination

Flooding events have direct health impacts and serious injury can be experienced directly from flood waters, rockslides, and from an increased risk of electrocution, electrical burns, or fire from damaged power systems (Public Health Agency of Canada, 2018; Burton et al., 2016; Séguin, 2008). Floods can cause mortality from drowning or from acute trauma from high stream velocity flow (Public Health Agency of Canada, 2018). Motor vehicle accidents are a major cause of death or injury during or following a flooding event in North America due to increased risk from impassable roads from washouts, wet driving conditions, and heavy traffic during evacuations. In the United States, 57% of deaths from floods are associated with motor vehicle accidents during and after the event (Public Health Agency of Canada, 2018).

Contaminated flood water is a health concern for anyone making direct physical contact to the water and can result in long lasting impacts such as contamination to well water that is used for drinking and cleaning. (Government of New Brunswick, 2019; NBEMO, n.d.). In Rothesay, drinking water is sourced from either the municipal water service or from a private well system. The Town addresses that many residents living along the Kennebecasis River have private wells and are at risk to well water contamination after a flood. Education for property owners through workshops and communication channels can help ensure that residents are responding appropriately after a flood and staying safe (Strategy 3-17).

Mental Health

Climate Change impacts can be very distressing for residents who may have lost their homes or fear for their families safety. Researchers at the University of New Brunswick in Saint John are investigating the mental health impacts of the 2018 and 2019 Wəlastəkw River spring flooding. Dr. Woodhall-Melnick found that recent flooding events created negative experiences for mental health and well-being, and found a need to include mental health into disaster responses (Woodhall-Melnick & Grogan, 2019). These results may encourage the need for support programs to ensure a positive recovery for the community. Youth are especially susceptible to negative mental health impacts following a natural disaster or extreme weather event (University of Miami, 2017).

3.2 Climate Change Opportunities

Climate Change presents an opportunity for the Town to enhance the community and take leadership on climate action. The adaptation actions recommended by ACAP Saint John can promote healthy lifestyles and protect the Town from climate-related events in the future. This Section describes some of the co-benefits that adaptation can offer.

3.2.1 Green Community Planning

Adaptation planning encourages green development which has many co-benefits including the reduction of GHG emissions, improvements to air quality, enhanced stormwater management, urban cooling and energy savings, protection of biodiversity, and improvement of mental and physical health (Simon Fraser University, 2017). The range of benefits of green development (explored in Figure 14) can help the Town in achieving both Climate Change adaptation and mitigation goals.

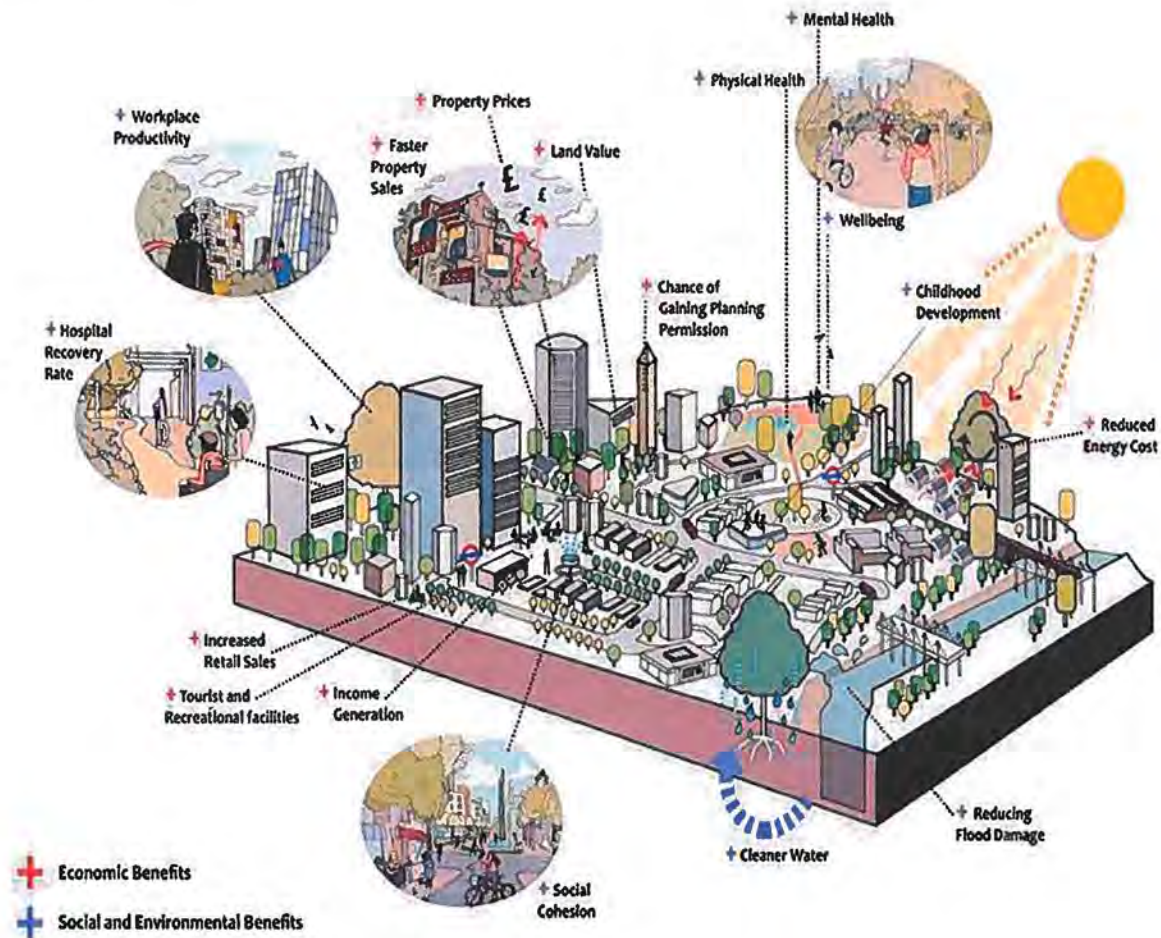


Figure 14: Economic and social benefits of natural infrastructure in urban centers (Victoria Business Improvement District, n.d.)

One of the primary co-benefits for Rothesay is the flood resilience of many natural areas along the Kennebecasis River shoreline. Plants and vegetation along the banks of the river reduce the impact of flooding and protect against erosion. Through education about the importance of natural areas and flood risk reduction, and the enforcement of development permits (New Brunswick Wetland and Watercourse Alteration (WAWA) Permit), the Town can maintain existing resilient spaces and reduce negative impacts from development (Strategy 3-20).

Green space and areas with natural vegetation also have an important role in managing stormwater. Green infrastructure such as green roofs, bioswales, bioretention ponds, urban trees, vegetated swales, and rain gardens can be installed to capture, store, and filter stormwater before it re-enters natural water bodies (Figure 15) (Simon Fraser University, 2016). Protection of existing natural infrastructure like wetlands can reduce the risks of flash flooding and conserving open green spaces will increase the Town's stormwater runoff capacity, which will be increasingly burdened by higher annual precipitation levels.

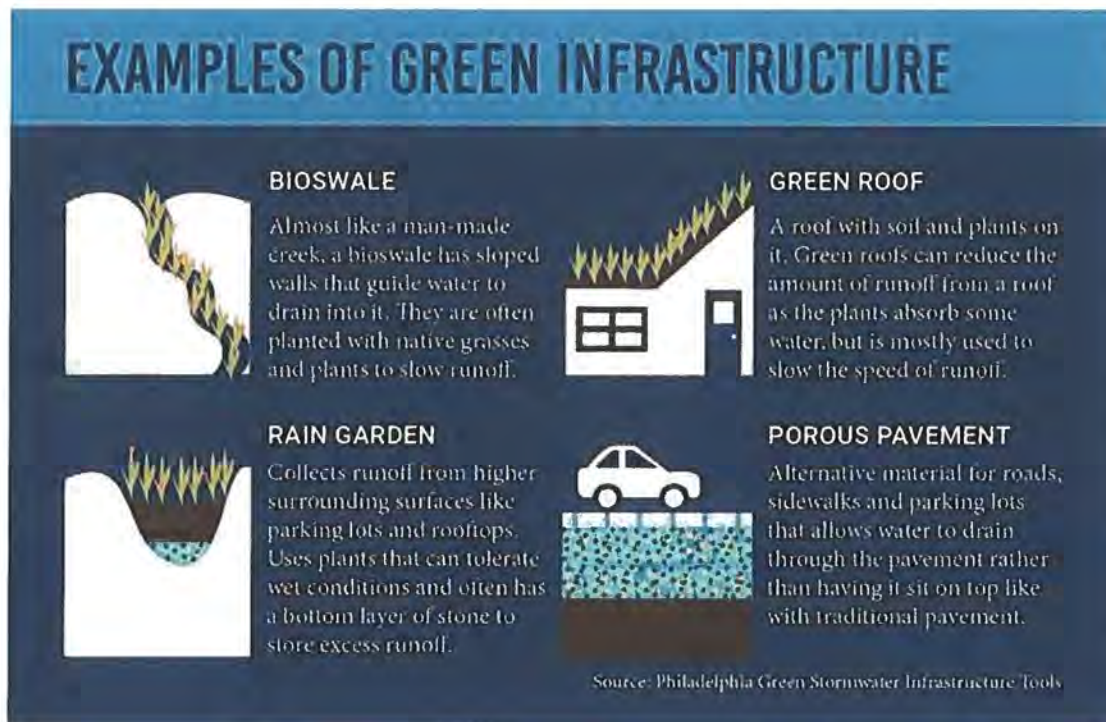


Figure 15: Examples of green infrastructure that could be implemented (O'Brien, 2018)

Adaptation recommendations for Rothesay include the development of green infrastructure demonstration sites and signage into new planning and development projects (Strategy 3-22). Partnerships with local watershed organizations may be helpful to get started on green infrastructure projects. As residents begin to see these projects and understand their purpose, they may become motivated to develop their own green infrastructure project at home.

In efforts to protect and enhance the natural environment, Rothesay has proposed to complete an Urban Forestry Master Plan. This plan will inventory the municipally owned urban forests within the Town's boundary and may have a significant role in identifying areas for new green development and existing natural spaces that can be enhanced or restored.

Green development has a role in reducing food insecurity, an important issue in New Brunswick which has one of the highest rates of children living in food insecure households (SJHDC, 2014). Community gardens can provide fresh produce to residents as well as to food banks like The

Kennebecasis Valley Food Basket, a volunteer run program that supports members in the community by providing an emergency 3-day supply of food once a month (KV Food Basket, n.d.). Food security can be compromised during and after extreme weather events due to power outages at grocery stores, blocked transportation routes, or reallocation of financial resources to account for damage or replacement of homes/vehicles (Low risk). Food shortage is a medium vulnerability in the Town and opportunities to develop community gardens and public food programs can increase resiliency in the community. In Rothesay there are two community gardens, one at Scribner Park which is facilitated by the Town and a second in Kennebecasis Park which is run by the community through the support of the Town. Promotion of these gardens can encourage new users and increase food security (Strategy 3-17). The Town is actively searching for new areas that may be suitable for community gardens in the future.

3.2.2 Public Adaptation Opportunities

At the individual level, there are many opportunities for the public to adapt to climate change. The Action Register recommends educational events around emergency preparedness to teach risk reduction techniques during and after flood events, as well as other emergency situations like power outages and heavy rainfall (Strategies 2-13, 3-18). When residents are aware of the risks and know how to respond to a hazardous situation, they can plan appropriately to keep themselves and their families safe. As flooding and extreme weather events become more frequently experienced, residents can develop communication networks throughout the community to check on neighbours, ultimately building community strength. This is a simple adaptation action that has a huge impact.

Along the Kennebecasis River, residents can protect existing riparian buffers by monitoring for invasive species and planting native vegetation. For neighbourhoods experiencing flooding as a result of increased precipitation, ACAP Saint John promotes the installation of water retention and storage devices to reduce property damage. These devices can include rain gardens, which collect rainfall and increase natural infiltration, or rain barrels that capture runoff from rooftops. By developing a communication strategy, the Town can actively promote community actions that can be taken to adapt to changing climate including the examples above that address increasing rainfall and freshwater conservation in the region (Strategy 3-17).

3.3 Action Register

The Action Register (Appendix F) describes detailed actions that support the adaptation strategies identified by ACAP Saint John. By identifying the lead department/partners, timeframe, costs, risk rating and supporting municipal initiatives, the Action Register can be useful to guide the implementation of the adaptation actions. The actions were developed using the results from the vulnerability and risk assessment, input from the community and steering committee, and information from the Gap Analysis. This Action Register is a guide for implementing adaptation and is intended to be a "living document" where actions may be revised or reconsidered throughout the process.

The Action Register is organized into three Strategies:

- Strategy 1: Advance climate action through municipal leadership
- Strategy 2: Emergency and preparedness planning
- Strategy 3: Increasing resilience through community education, awareness, and involvement.

As demonstrated throughout this plan, Rothesay has taken reactive adaptation actions and increased municipal resilience to Climate Change. Strategy 1 and 2 provide recommendations to municipal services while Strategy 3 focuses on improving community engagement. Through the online community survey conducted in January 2021, residents were encouraged to review Strategy 3 and provide feedback on these recommendations. The top five actions identified as most beneficial to increase community awareness are presented in Table 5. Action 1 (the development of a communication strategy) is explained in further detail below.

Table 5: The top five recommended actions supported by community members.

Strategy 3: Increase resilience through community education, awareness, and involvement

Action

1. Develop a communication strategy for sharing information on climate change impacts.
2. Host public flooding workshops before and after flood events (topics include preparedness actions; after the flood information; and the Town's response).
4. Enforce existing development permits (WAWA) and educate the public about the significance of natural areas.
6. Install educational signage with new green infrastructure projects and in existing resilient areas.
9. Public education about invasive species identification and monitoring (insects and plants).

Strategy 3-17: Climate Change Communications Strategy

There are many opportunities to increase public awareness about Climate Change impacts through online resources like social media and the Town's website. ACAP Saint John is recommending the Town develop a Climate Change Communication Strategy to help provide information to the community in a useful way that increases resilience and ultimately keeps residents safe from climate impacts. The Strategy may be developed through an external contract.

Suggestions for the Communications Strategy include creating a page on the Town's website with information about local climate change impacts, resources on community actions like rain gardens and rain barrels, and an open forum section for any questions related to Climate Change. The website can also house the completed Climate Change planning documents including the Adaptation Plan and the Corporate and Community GHG Reduction Plans.

A series of social media posts can be developed for the Town's social media to increase awareness about:

- The Climate Change Adaptation Plan
- The location of emergency centers including heating and cooling centers

- Post-flood risks to private wells and the resources for testing
- The role of NB Power in tree trimming around power lines
- Facilities with back-up power infrastructure (i.e. emergency centers, gas stations, etc.)
- The health hazards associated with ticks and Lyme disease
- Invasive plant and insect species, and identification and monitoring
- Alternative routes available during emergency road closures
- Local community gardens and how to be involved

The Strategy may also highlight local, regional, and provincial groups that post similar information that can be shared regularly reducing the need to develop individual posts. Community education is a key component of Climate Change Adaptation and the Town can effectively prepare its residents by providing information through the Strategy described above.

3.4 Implementation

Implementation and review of the Adaptation Plan will fall to the Town. The process of monitoring and review is necessary to ensure the Adaptation Plan is benefiting the Town and reducing the negative impacts associated with Climate Change. The Action Register recommends the Town establish a Climate Change Committee that includes interdepartmental staff and council members to participate in decision making and to ensure actions from the Climate Change Adaptation Plan are being considered (Strategy 1-5). Hiring a new staff member dedicated to this work is recommended to build capacity and ensure the responsibilities of emergency and climate change planning are being addressed (Strategy 2-12).

As the recommended actions are implemented, the Committee can monitor and track the process to identify challenges and successes of the adaptation strategy. Tracking the process will also ensure that the underlying information of the Adaptation Plan (climate science and the Vulnerability and Risk Assessment) is up to date.

The Town can also monitor the effectiveness of the recommended actions to verify if the anticipated outcome is being achieved. If the actions are not increasing adaptive capacity, they should be re-evaluated and updated in the Annual Update Report (Section 3.4).

3.4.1 Funding Climate Change Adaptation

Funding can be the largest barrier for implementation. Municipal budgets may not be able to provide support for adaptation actions however there are opportunities for funding through the provincial and federal governments. The list below may help to guide the Town when beginning to search for funding. Regional partnerships may be useful for securing funds.

Potential Funding Sources for Climate Change Projects:

- Federal Disaster Mitigation and Adaptation Fund
- National Disaster Mitigation Programme
- Federation of Canadian Municipalities (Green Municipal Fund)
- Environment and Climate Change Canada's Climate Action and Awareness Fund

- The Environmental Trust Fund
- Environmental Damages Fund
- University/college practical projects or research

3.4.2 Updating the Adaptation Plan

A full comprehensive review of the Adaptation Plan is scheduled for 2031 (ten years after adoption). As municipal planning documents are updated, the adaptation actions can be integrated. This will help identify opportunities and increase the likelihood of actions being completed, ultimately increasing resilience to Climate Change in the Town.

To keep adaptation on track the Climate Change Committee can produce an Annual Adaptation Update for the plan. This brief report will summarize the findings from implementation monitoring and discuss socio-economic changes that may influence the success of recommended actions, including changes to financial status and shifts in the identified vulnerabilities. Completed items from the Action Register will be identified and celebrated in this Update Report.

The checklist below may be useful for drafting the Annual Update Report of the Adaptation Plan:

- Identify accomplishments and on-going work.
- Reaffirm the commitment of the Climate Committee.
- Highlight a list of actions that were not successfully implemented. Identify the barriers that exist and evaluate if current conditions will allow implementation now.
- Review the Strategies. Are they still relevant? Which objectives are more easily implemented?
- Once the medium-high risk actions are complete, the Climate Committee can begin to address lower risk actions.



Photo Credit: Brian Comeau

References

- Brownstein, J. S., Holford, T. R., & Fish, D. (2005). Effect of Climate Change on Lyme Disease Risk in North America. *EcoHealth*, 2(1), p. 38-46.
- Bruce, P. (2011). Climate Change Information for Adaptation. Climate trends and projected values for Canada. Institute for Catastrophic Loss Reduction.
- Burton, H., Rabito, F., Danielson, L., & Takaro, T. K. (2016). Health effects of flooding in Canada: A 2015 review and description of gaps in research, *Canadian Water Resources Journal / Revue canadienne des ressources hydriques*.
- Bush, E. and Lemmen, D.S., editors (2019). Canada's Changing Climate Report; Government of Canada, Ottawa, ON. 444 p.
- CBCL. (2018). Phase One Asset Management Plan
- CBCL. (2020). Climate Change Adaptation Plan Phase One- Draft Report
- Crandall & Upland. (2018). Hillside Secondary Study- Draft Report
- Dillon Consulting. (2018). Flood Risk Assessment Maiden Lane and Surrounding Area
- Ellis, K. H. (2007). Climate Changes could increase the risk of infectious diseases. Retrieved July 31, 2018 from [https://www.healio.com/infectious-disease/emerging-diseases/news/print/infectious-disease-news/\(bf03dffa-31ca-4b44-bb71-031493143262\)/climate-changes-could-increase-the-risk-of-infectious-diseases?utm_source=TrendMD&utm_medium=cpc&utm_campaign=Healio_TrendMD_1](https://www.healio.com/infectious-disease/emerging-diseases/news/print/infectious-disease-news/(bf03dffa-31ca-4b44-bb71-031493143262)/climate-changes-could-increase-the-risk-of-infectious-diseases?utm_source=TrendMD&utm_medium=cpc&utm_campaign=Healio_TrendMD_1)
- Fraser, E. (2018). "Flood recovery costs could hit \$80M, minister says." CBC News, New Brunswick.
- Government of New Brunswick. (2019). Workers Clean Up After Flood. Office of the Chief Medical Officer of Health, p. 1-3.
- Government of New Brunswick. (2015). New Brunswick Disease Watch Bulletin (21st ed., Rep. No. 10280). Office of the Chief Medical Officer of Health, p. 1-7.
- Government of New Brunswick. (2014). New Brunswick's Flood Risk Reduction Strategy. Province of New Brunswick. Fredericton, NB.
- Health Canada. (2013). Acute Care During Extreme Heat: Recommendations and Information for Health Care Workers. Retrieved May 23, 2018, from <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/climate-change-health/acute-care-extreme-heat-recommendations-information-health-care-workers-fact-sheet-health-canada-2011.html>
- Intergovernmental Panel on Climate Change. (2014). Climate Change 2014: Synthesis Report. Contribution of Working Groups I, II and III to the Fifth Assessment Report (AR5) of the Intergovernmental Panel on Climate Change [Core Writing Team, R.K. Pachauri and L.A. Meyer (eds.)]. IPCC, Geneva, Switzerland, 151 p. 1-151.
- International Council for Local Environmental Initiatives (ICLEI) Canada. (n.d.). *Changing Climate, Changing Communities: Guide and Workbook for Municipal Climate Adaptation*. ICLEI: Local Governments for Sustainability, p. 1-94.
- Johnston, L., X. Wang, S. Erni, S. Taylor, C. McFayden, J. Oliver, C. Stockdale, A. Christianson, Y. Boulanger, S. Gauthier, D. Arseneault, M. Wotton, M. Parisien, and M. Flannigan. (2020). "Wildland fire risk research in Canada."

Environmental Reviews February 2020. Research Press.

KV Food Basket. (n.d.). Home [Facebook Page]. Retrieved from: https://www.facebook.com/KVFoodBasket/?ref=page_internal

Natural Resources Canada. (2020). Background Information: Canadian Forest Fire Weather Index (FWI) System. Government of Canada.

New Brunswick Health Council. (2017). My Community at a Glance. New Brunswick Community Profile Report. <https://nbhc.ca/sites/default/files/publications-attachments/My%20Community%20at%20a%20Glance-18a-Saint%20John%2C%20Simonds%20and%20Musquash-NBHC-2017.pdf>

New Brunswick Department of Natural Resources and Energy Development (NBDNRED). (2020). New Brunswick Forest Fire Watch.

New Brunswick Emergency Measures Organization. (n.d.). Flood Recovery - Everything you need to know! Retrieved online: https://www2.gnb.ca/content/dam/gnb/Departments/pa-ap/pdf/Report_Damages/FloodRecovery-e.pdf

O'Brien, J. (2018). Examples of Green Infrastructure. Yale Climate Connection. 1118_ISC_story

Prairie Climate Center. (2019). Climate Atlas of Canada. Municipality: Saint John. BCCAQv2 climate model data. University of Winnipeg.

Public Health Agency of Canada. (2017). Symptoms of Lyme disease. Retrieved online: <https://www.canada.ca/en/public-health/services/diseases/lyme-disease/symptoms-lyme-disease.html>

QUEST. (2018). Climate Risk and Resilience Assessment. City of Saint John. QUEST - Quality Urban Energy Systems of Tomorrow.

Roy, P. and Huard D. (2016). Future Climate Scenarios - Province of New-Brunswick. Montreal: Ouranos. Canadian Climate Atlas.

Saint John Human Development Council (SJHDC). (2014). Vibrant Communities Saint John: A Poverty Outline for Saint John, NB. Saint John, NB: Human Development Council.

Séguin, J. (2008). Human health in a changing climate: A Canadian assessment of vulnerabilities and adaptive capacity. Ottawa, Ont.: Health Canada.

Simon Fraser University. (2017). Taking Action on Green Resilience: Climate Change Adaptation and Mitigation Synergies. Workshop Conclusions: Livable Cities Forum. Vancouver, British Columbia. Green Resilience Strategies & Simon Fraser University.

Simon Fraser University. (2016). Low Carbon Resilience: Transformative Climate Change Planning for Canada. Vancouver, British Columbia: Simon Fraser University, p. 1-40.

Statistics Canada. (2016). Census Profile 2016 for Rothesay, NB. Retrieved online: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/Page.cfm?Lang=E&Geo1=CSD&Code1=1305045&Geo2=PR&Code2=47&Data=Count&SearchText=King&SearchType=Begins&SearchPR=01&B1=All>

Rothesay. (2020). Municipal Plan 2020 Draft for Review.

Rothesay. (2016). Emergency Measures By-Law No. 1-16

Rothesay. (2015). Sewage By-Law No.1-15

Rothesay. (2010). Subdivision By-Law No. 4-10

Rothesay. (2010). Zoning By-Law No. 2-10

University of Miami. (2017). "Psychological impacts of natural disasters on youth: Research examines how a new criterion for studying post-traumatic stress disorder better suited for children exposed to a natural disaster." ScienceDaily. Retrieved online: www.sciencedaily.com/releases/2017/09/170925163227.htm

Wang, X., D. Thompson, G. Marshall, C. Tymstra, R. Carr, M. Flannigan. 2015. "Increasing frequency of extreme fire weather in Canada with climate change." *Climate Change*. 130: 573-586. Springer Science Business Media, Dordrecht.

Woodhall-Melnik, J., & Grogan, C. (2019). Investigating mental health and social capital in communities that experienced residential displacement as a result of the St. John River flood of 2018. Presented to the Institute for Catastrophic Loss Reduction by UNB Urban and Community Studies Institute.

WMO. (2021). "2020 was one of the three warmest years on record." World Meteorological Organization.

Wotton, B.M., M.D. Flannigan and G.A. Marshall. (2017). "Potential climate change impacts on fire intensity and key wildfire suppression thresholds in Canada." *Environmental Research Letters* (12). IOP Science.

Wotton, B.M., C.A. Nock and M. D. Flannigan (2010). "Forest fire occurrence and climate change in Canada." *International Journal of Wildland Fire*. (19) 253-271. CSIRO Publishing. Victoria Business Improvement District. (n.d.) Green Infrastructure Audit Best Practice Guide. London, United Kingdom.

YHC Environment (2018). Rothesay's Corporate GHG Inventory & Action Plan. Union of Municipalities of New Bruns

Appendix A: Climate Projections

Table 6: Climate Change projections for Rothesay, NB.

Outcome	Comments/ Criteria	Current Climate	Future Climate
Changes in Precipitation			
Freshet Flooding	Precipitation volume (winter and spring) ⁽¹⁾	655 mm	2050: 734 mm 2080: 778 mm
Intense Rain/flooding	Number of days with rainfall events > 20 mm ⁽²⁾	15	2021-2050: 17 (13%) 2051-2080: 18.2 (21)
Increase in winter precipitation	Winter precipitation ⁽¹⁾	343 mm	2050: 392 mm 2080: 413 mm
Drought	Water deficit (mm) % increase ⁽⁶⁾	35.42 mm	2050: 55.8 mm (58%) 2080: 74.4 mm (110%)
Ice Storm	Time ⁽³⁾	50 hours	Little change, but more in winter, less in spring
Forest fires	% change ⁽⁵⁾	Less than 0-1 occurrence	Increases 13 % by 2050, 21 % by 2080
Increased Temperature			
Heat Waves	Number of hot days (>25°C) ⁽¹⁾	18	2050: 51 2080: 78
Winter Freeze thaw cycles (FTC)	# of cycles ⁽¹⁾	36	2050: 41 2080: 43
Increased Winter temperature	Average winter temperatures ⁽¹⁾	-6°C	2050: -3°C 2080: -0.5°C
Tick population	Ticks that test positive for Lyme Disease. ⁽⁴⁾ % change in frost free days ⁽¹⁾	12% of ticks test positive for Lyme disease. Frost free days: 197.5	2050: 243 (23%) 2080: 266 (35%)
Windstorms/ hurricanes	% change ⁽³⁾	2-3 occurrences	8-15% increase (after 2050)
Food Security	% change ⁽⁴⁾	11% of the population (Saint John, Musquash, Simonds)	No data

References:

- (1) Roy and Huard, 2016.
- (2) Prairie Climate Center, 2019.
- (3) Bruce, 2011.
- (4) New Brunswick Health Council, 2017.
- (5) Wang et. al, 2015.
- (6) QUEST, 2018.

Appendix B: Gap Analysis

Table 7: Preliminary assessment of climate risks in Rothesay, NB.

Preliminary Climate Risk Assessment - Town of Rothesay															
CLIMATE PARAMETER	Outcome	Service Area													
		Water System	Sanitary System	Storm System	Transportation	Buildings (Municipal)	Parks and Recreation	Economic Development and Tourism	Town Services	Environment	Planning and Zoning	Emergency Management	Public Health	Energy Management	Buildings (Private)
CHANGE IN PRECIPITATION	Riverine Flooding		X	X	X	X	X		X	X	X	X	X	X	X
	Rainfall (Flooding)	X	X	X	X	X	X	X	X	X	X	X	X		X
	Increased precipitation as snowfall	X		X	X	X	X	X	X	X		X	X	X	X
	Winter precipitation as rain	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Drought/reduced precipitation frequency	X				X	X	X		X	X	X	X		X
INCREASED TEMPERATURE	Heat waves		X		X		X	X	X	X		X	X	X	
	Increasing winter temperatures				X		X	X	X	X			X		
	An increase in severe weather events including hurricanes, Post-Tropical storms, lightning and high winds.	X	X	X	X	X	X	X	X	X	X	X	X	X	X

X Impacts identified in CBCL Climate Change Adaptation Plan Phase One
 X Impact identified by ACAP Saint John

Appendix C: Community Engagement

Steering Committee Questionnaire

The following survey was sent to the Steering Committee members to develop an understanding of their experience and expertise with respect to climate change issues.

Climate Change in Rothesay

Thank you for taking time to complete this Questionnaire. Feel free to send us any documents that support your responses. We will be using the information you provide to inform the risk and vulnerability assessment for Rothesay. Please send any questions and the completed questionnaire to Bailey or Jamylynn at ACAP Saint John at office@acapsj.org – Thank you!

Part One: About you

1. Your Name:
2. What is your role in the Town of Rothesay?
3. What type of weather do you enjoy the most?

Part Two: Your Experience with Climate Change in Rothesay

4. Have you noticed changes in local weather patterns over time?
☐ Yes / ☐ No
 What changes can you describe?
5. Can you recall weather events that may have caused disruptions in services, infrastructure damage, or required additional resources to restore Town services?
☐ Yes / ☐ No
 If yes, what events are you recalling?
6. How well do you think the community responds to these types of events? Please select a ranking where:

☐ ☐ ☐ ☐ ☐

 1 is very poorly 2 is poorly 3 is satisfactory 4 is well 5 is excellent
 Additional comments:
7. To your knowledge, have any Town service areas made improvements to deal with similar events in the future?
8. What climate-related challenges do you or your service area expect to observe in the near and long-term? Please check all that might apply.
 - ☐ Infrastructure damages
 - ☐ Health challenges
 - ☐ Water security and quality
 - ☐ Temporary or long-term energy disruption

- ☐ Other: [Click or tap here to enter text.](#)
9. Is your department facing any non-climate related challenges now, or in the future? Please check all that may apply.
- ☐ Policy
 - ☐ Capital (budgetary constraints)
 - ☐ Resources (staff)
 - ☐ Awareness and education
 - ☐ Other: [Click or tap here to enter text.](#)
10. Are you familiar with public health impacts of climate change?
- ☐ Yes / ☐ No

Part Three: The Rothesay Climate Change Adaptation Plan

11. Can you identify any sensitive natural areas that you think might be vulnerable to environmental change? [Click or tap here to enter text.](#)
12. Are there any physical assets or infrastructure that you think is vulnerable, or may become vulnerable as the climate changes? [Click or tap here to enter text.](#)
13. What sections would you like to see in the Rothesay Climate Change Adaptation Plan? Please check all that apply.
- | | |
|---|--|
| <input type="checkbox"/> Drinking water | <input type="checkbox"/> Power outages |
| <input type="checkbox"/> Community | <input type="checkbox"/> Forest fires |
| <input type="checkbox"/> Flooding | <input type="checkbox"/> Food security |
| <input type="checkbox"/> Public health | <input type="checkbox"/> Drought |
| <input type="checkbox"/> Changing temperatures | <input type="checkbox"/> Tick populations |
| <input type="checkbox"/> Extreme weather (Heavy rainfall, ice storms, wind) | <input type="checkbox"/> Erosion |
| | <input type="checkbox"/> Accessibility and isolation |
14. From the sections listed in Q.13, which five topics do you think are most significant for Rothesay? Please rank 1-5, where 1 is most significant and 5 is least significant.
1. [Click or tap here to enter text.](#)
 2. [Click or tap here to enter text.](#)
 3. [Click or tap here to enter text.](#)
 4. [Click or tap here to enter text.](#)
 5. [Click or tap here to enter text.](#)
15. In your opinion, what are some of the planning decisions or activities that the Town of Rothesay can take to reduce the impacts associated with climate change? [Click or tap here to enter text.](#)
16. What level of education around climate change impacts would you give to the community? Please select a ranking where:

☐

☐

☐

☐

☐

1 is no knowledge	2 is 'heard of climate change'	3 is recognizes flooding as a climate change impact	4 is aware of all community impacts	5 is very knowledgeable: understands the impacts and actions to reduce vulnerability
----------------------	--------------------------------------	--	---	---

17. Do you think the community would be interested to attend virtual or in-person workshops on? Please select a rank for the topics below, where 1 is most interested and 5 is least interested.

Select -Climate change projections and impacts

Select -Green infrastructure for homeowners

Select -Flood prevention

Select -Climate change and community health

Select -Eco-anxiety: focusing on the mental health impacts of flooding

Other workshop ideas: [Click on link here to enter text](#)

18. Are there any topics listed in this questionnaire you want to learn more about for your community? [Click on link here to enter text](#)

Thank you for taking the time to complete this questionnaire and sending it back to us at office@acapsj.org!



Figure 14: Community input results from the Kingston Farmers Market, October 2020.

Appendix D: Vulnerability and Risk Assessment

*Table 8: Consequence Rating Scheme. *Loss of service refers to loss of power, water or public services (i.e. administration).*

Rating	Community Impacts				
	Health & Safety	Public Services	Community Lifestyle	Natural Environment	Infrastructure
1. Insignificant	No injury, negligible concerns for physical and mental health.	Minor disruption for a small portion of customers. No disruption to public administration.	Temporary with no loss of function. "Annoyances"	No impacts to the natural environment.	No damage and little costs associated. Routine activities to resolve issues. Short recovery within 24hrs.
	1	1	1	1	1
2. Minor	Minor physical injuries. Small mental impact for few residents.	Significant disruption for small portion of customers. Public administration under severe pressure in localized instances.	Temporary disruption results in noticeable loss of function. Short-term impacts to daily routines.	Minor impacts to the natural environment to be reversed within three (3) months.	Minor damages and small costs involved for repair effort. No insurance claims placed. Short recovery time, within days to one week.
	2	2	2	2	2
3. Severe	Serious injury, non-life threatening but requiring medical services. Noticeable mental health impacts.	Extended periods without service in localized areas. Public administration under severe pressure.	Notable disruption to the well-being of residents. Routine can be re-established within up to six (6) weeks.	Major impacts to the natural environment to be reversed within one (1) year.	Moderate damage and a small number of insurance claims. Major costs involved for repair efforts. Moderate recovery time, weeks up to two (2) months.
	3	3	3	3	3

4. Major	Life-threatening injuries leading to loss of life. Long-term mental health impacts.	Long-term localized disruption or loss of service*. Residents rely on back-up generators for an extended period. Public administration struggling to remain effective, danger of failure.	Serious impacts create a long-term (months) disruption to the daily routine and well-being of residents.	Severe impact to the natural environment could be reserved within five (5) years. Danger of continuing environmental damage.	Major damage and numerous insurance claims. High costs involved for repairs and relocation. Long-term recovery, several months up to two (2) years. External aid requested to assist in recovery.
	4	4	4	4	4
5. Catastrophic	Multiple lives lost and city-wide injury. Severe mental health impacts.	Long-term city-wide disruption for an unknown period. Public administration in decay, failure to be effective.	Permanent disruption of daily routines and well-being of residents. "Life-changing".	Disastrous impacts on the natural environment are irreversible.	Extensive structural damage and copious insurance claims. Financial aid required to balance the cost of repairs. Long-term recovery, years to decades. External aid required to assist in 'state of emergency.
	5	5	5	5	5

Table 9: Climate Change vulnerability assessment for Rothesay, NB.

Town of Rothesay Climate Change Vulnerability Assessment																
IMPACT STATEMENT			Drinking Water System	Sanitary System	Storm System	Transportation	Buildings (Municipal)	Parks and Recreation	Economic Development and Tourism	Communications	Environment	Planning & Zoning	Emergency Services	Public Health	Energy Management	Buildings (Private)
CHANGE IN PRECIPITATION	Higher Riverine Flooding	Contamination of lakes and streams due to increased pollutant/sediment runoff, combined sewer overflow, etc.	S3 AC4 V2								S2 AC3 V2			S2 AC4 V2		
		Isolation, accessibility and mental health challenges due to flooding											S1 AC4 V1	S2 AC4 V2		
		Damages to infrastructure/ properties due to flooding and/or erosion	S4 AC3 V4	S4 AC1 V5	S4 AC2 V4	S4 AC1 V5	S4 AC2 V4	S4 AC4 V3							S4 AC4 V3	S4 AC1 V5
	Localized flooding due to heavy rainfall	Contamination of lakes and streams due to increased pollutant/sediment runoff, combined sewer overflow, etc.									S2 AC3 V2			S2 AC4 V2		
		Isolation, accessibility and mental health challenges due to flooding											S1 AC4 V1	S2 AC4 V2		
		Damages to infrastructure/ properties due to flooding and/or erosion	S4 AC3 V4	S4 AC1 V5	S4 AC2 V4	S4 AC1 V5	S4 AC2 V4	S4 AC4 V3							S4 AC4 V3	S4 AC1 V5
	Winter rain	Flooding due to clogged catch basins (rain on snow event)			S3 AC3 V3	S4 AC4 V3	S4 AC1 V5									S4 AC1 V5
		Ice accumulation due to freezing rain storms/flash freezing			S3 AC3 V3	S3 AC4 V2	S4 AC4 V3		S4 AC4 V3		S1 AC3 V1	S2 AC3 V1				S4 AC2 V4
	Increased snowfall	Increase in snow removal services around critical infrastructure			S3 AC4 V2	S3 AC4 V2	S1 AC4 V1									
		Concern regarding isolation and accessibility of power, food and water during periods of extreme cold and ice conditions								S1 AC3 V1			S2 AC3 V2	S2 AC4 V2	S3 AC3 V3	
		Infrastructure damage due to increased snow loading on buildings				S4 AC2 V4										S4 AC2 V4
	Drought	Increased depletion of water supply for property owners with private wells	S4 AC1 V5													S3 AC2 V3
		Increased forest fire potential				S3 AC3 V3	S4 AC1 V5	S4 AC2 V4			S4 AC3 V4		S2 AC3 V2	S4 AC4 V3	S3 AC3 V3	S4 AC1 V5
	INCREASED TEMPERATURE	Increased number and duration of summer heat waves	Increased risk of heat stress on vulnerable populations due to extreme heat								S1 AC4 V1				S2 AC3 V2	
Increased energy demand for cooling needs in the summer															S2 AC3 V1	
Loss of work for seasonal outdoor employees due to extreme heat									S3 AC4 V2							
Stress on habitat for cold water species due to loss of cool streams for refuge											S4 AC3 V4					
Reduced health quality due to a reduction in air quality											S2 AC3 V1			S2 AC4 V2		
Contaminated recreational water sources due to an increase in toxic cyanobacteria cultures							S3 AC3 V3							S2 AC4 V2		
Increase odor at lagoons due to high temperatures				S2 AC4 V2												
Increasing average winter temperature		Stress on municipal infrastructure from heat (road buckling, refilling, seal degradation)			S3 AC3 V3											
		Increase in infrastructure damage due to increase in annual freeze-thaw cycles			S3 AC2 V3		S2 AC3 V2									
		Higher risks of vector borne disease due to increased tick and mosquito populations												S2 AC4 V2		
Increase in severe weather events		Invasive species migration due to warmer winters					S4 AC2 V4				S3 AC3 V2					
		Infrastructure damages due to increased storms			S3 AC4 V2		S3 AC2 V3	S2 AC2 V2					S2 AC3 V2			S3 AC2 V3
		Food shortage due to power outage at grocery stores													S3 AC3 V3	
		Communications and power outages due to increased storms	S3 AC3 V3	S3 AC3 V3		S2 AC3 V1		S2 AC3 V1	S3 AC4 V2			S3 AC3 V3			S3 AC2 V3	
	Loss of trees and damage to green spaces				S2 AC2 V2					S2 AC3 V2						

Sensitivity Scale

How likely is the impact to occur?

No - Functionality will stay the same (S1)	Unlikely - Functionality will stay the same (S2)	Yes - Functionality will stay the same (S3)	Yes - Functionality will get worse (S4)	Yes - Functionality will become unusable (S5)
--	--	---	---	---

Adaptive Capacity Scale

Can the society or sector adjust to the projected impact with minimal cost and disruption?

No - Will require substantial costs (A1)	No - Will require significant costs (A2)	Maybe - Will require some costs (A3)	Yes - Will require some costs (A4)	Yes - No to this cost, up to this cost, or to this cost (A5)
--	--	--------------------------------------	------------------------------------	--

High Vulnerability
Medium - High Vulnerability

Table 10: Climate Change risk assessment for Rothesay, NB.

Town of Rothesay Climate Change Risk Assessment												
			IMPACT STATEMENT	CONSEQUENCE					LIKELIHOOD	RISK RATING		
				Health & Safety	Loss of Service	Community & Lifestyle	Natural Environment	Damage & Recovery			TOTAL	
CHANGE IN PRECIPITATION	Riverine Flooding	Contamination of lakes and streams due to increased pollutant/sediment runoff, CSO	1	2	2	4	2	11	3	33		
		Isolation, accessibility and mental health challenges due to flooding	3	3	4	2	4	16	4	64		
		Damages to infrastructure/ properties due to flooding and/or erosion	3	3	4	3	4	17	4	68		
	Flooding: heavy rainfall	Contamination of lakes and streams due to increased pollutant/sediment runoff, CSO	1	2	2	4	2	11	5	55		
		Isolation, accessibility and mental health challenges due to flooding	3	3	2	2	3	13	5	65		
		Damages to infrastructure/ properties due to localized flooding	3	2	4	1	3	13	5	65		
	Winter Rain	Flooding due to clogged catch basins (rain on snow event)	3	2	2	2	3	12	5	60		
		Ice accumulation due to freezing rain storms	3	2	2	2	2	11	5	55		
	Increased Snowfall	Increase in snow removal services around critical infrastructure	2	1	1	1	1	6	5	30		
		Concern regarding isolation and accessibility of power, food and water for residents during periods of extreme cold and ice conditions.	2	2	2	1	2	9	5	45		
		Infrastructure damage due to increased snow loading on buildings/structures.	3	3	3	1	3	13	5	65		
	Drought	Increased depletion of water supply for property owners with private wells.	2	3	4	1	3	13	5	65		
		Increased forest fire potential.	3	2	3	5	3	16	2	32		
INCREASED TEMPERATURE	Increased summer heat waves	Increased risk of heat stress on vulnerable populations due to extreme heat	4	2	2	2	1	11	5	55		
		Increased energy demand for cooling needs in the summer	2	2	2	1	2	9	4	36		
		Loss of work for seasonal outdoor employees due to extreme heat	2	1	2	1	1	7	5	35		
		Stress on habitat for cold water species due to loss of cool streams for refuge	2	1	2	5	3	13	5	65		
		Reduced health quality due to a reduction in air quality	3	1	2	4	2	12	2	24		
		Contaminated recreational water sources due to an increase in toxic cyanobacteria cultures	4	3	2	3	3	15	4	60		
		Increased odor at lagoons due to high temperatures	1	1	1	1	1	5	4	20		
		Stress on municipal infrastructure from heat (road buckling, refilling seal-degradation)	1	1	1	1	2	6	4	24		
	Increased winter temps	Increase in infrastructure damage due to increase in annual freeze-thaw cycles	2	2	2	4	3	13	5	65		
		Invasive species migration due to warmer winters	2	1	2	5	3	13	4	52		
		Higher risks of vector borne disease due to increased in tick and mosquito population	3	2	3	2	2	12	4	48		
	Increased Storm Events	Infrastructure damages due to increased storms	3	4	3	2	3	15	5	75		
		Food Shortage due to power outages at grocery stores.	3	2	3	1	2	11	3	33		
		Communications and power outages due to increased storms	2	3	3	2	3	13	4	52		
		Loss of trees and damage to green spaces	1	1	1	4	3	10	4	40		
			5-20 Very-Low	21-35 Low	36-50 Medium-Low	51-65 Medium	66-80 Medium-High	81-95 High	96-110 Very-High	111-125 Extreme		
												Medium-High Risk (66-80)
												Medium Risk (51-65)

5-20
Very-Low21-35
Low36-50
Medium-Low51-65
Medium66-80
Medium-High81-95
High96-110
Very-High111-125
Extreme

Medium-High Risk (66-80)

Medium Risk (51-65)

Appendix E: Flood Hazard Mapping

Disclaimer: The flood levels in this mapping were determined by elevation data, and may not accurately reflect actual events. This mapping is to be used for planning purposes only.



Figure 15: Spring flooding in Cudlips Cove, Rothesay, NB (2018).



Figure 16: Spring flooding at East Riverside-Kingshurst Park, Rothesay, NB (2018).

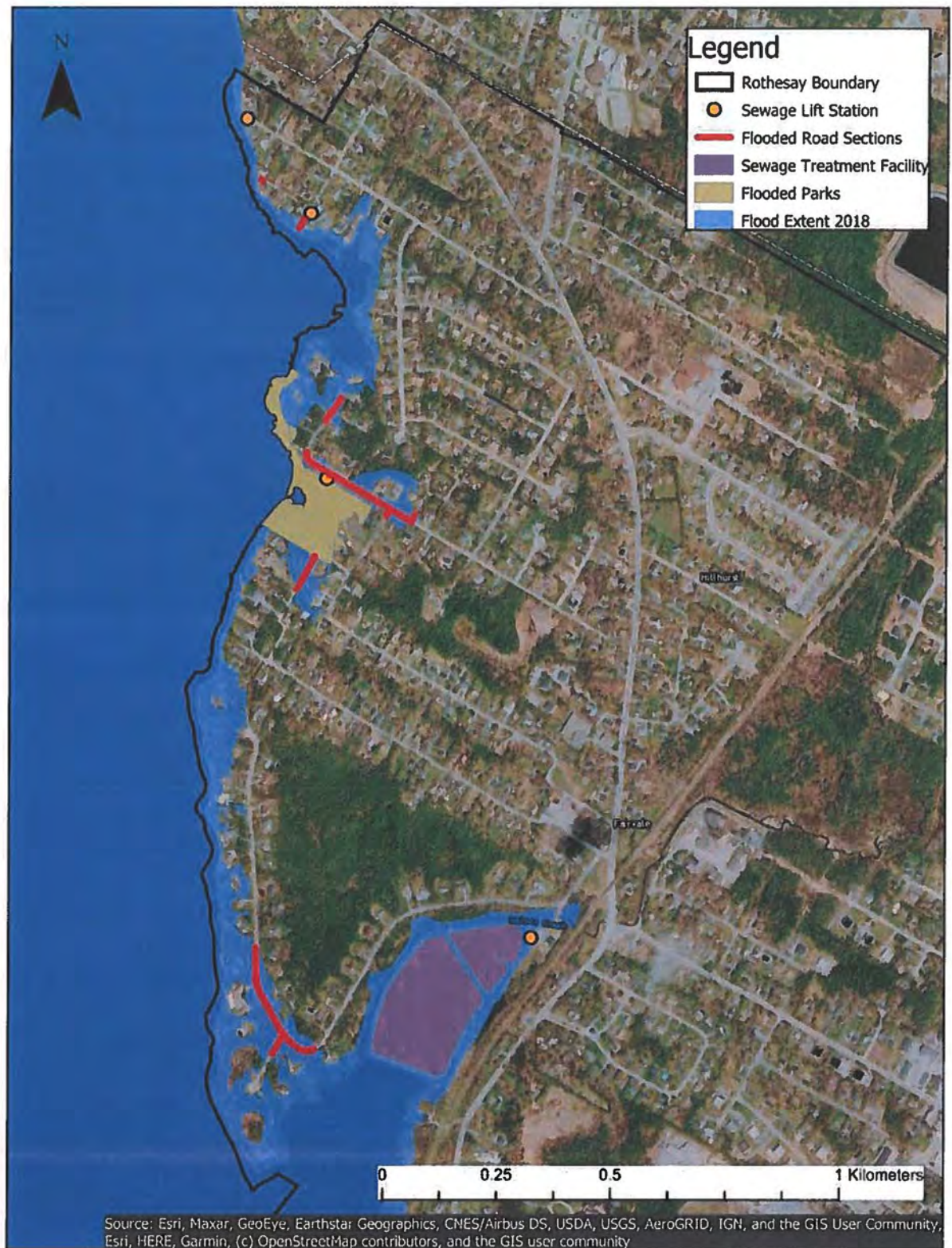


Figure 17: Spring flooding in the Fairvale neighbourhood, Rothesay, NB (2018).

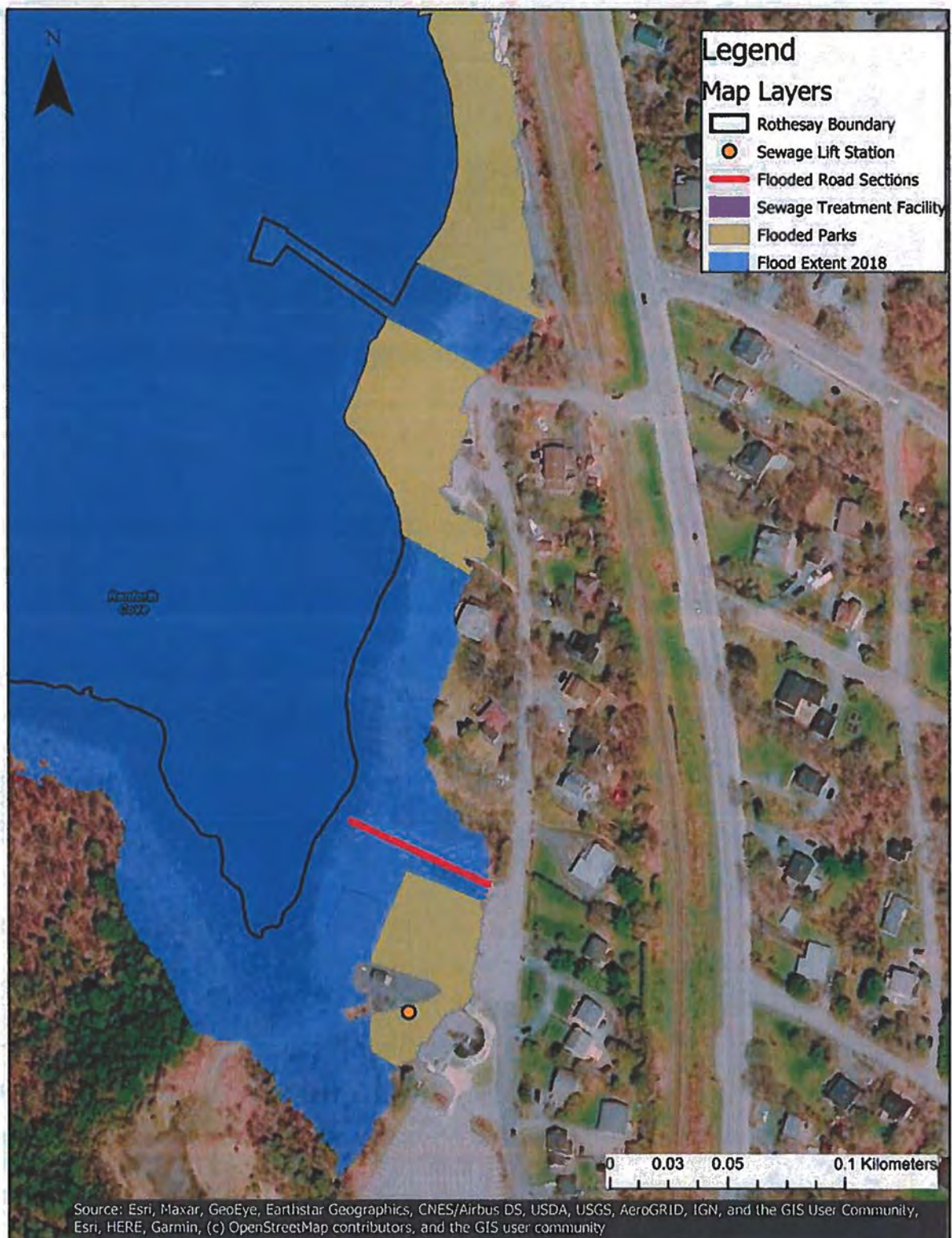


Figure 18: Spring flooding in Renforth Cove, Rothesay, NB (2018).



Figure 19: Spring flooding in Kennebecasis Park, Rothesay, NB (2018).

Appendix F: Action Register

Rothsay Climate Change Adaptation Action Register

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

Table of Contents

Strategy 1: Advance climate action through municipal leadership.....	56
Strategy 2: Preparedness and emergency planning.....	57
Strategy 3: Increase resilience through community education, awareness, and involvement.....	58

Completion Targets

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

Short term: 2021-2025

Medium term: 2026-2030

Long term: 2030-2040

Cost Categories*

Low: < \$20,000

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

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

List of Acronyms

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

Risk Rating

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

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

*Cost categories referenced in the Action Register refer to the 2021 dollar value. All costs are estimated, and further economic assessment may be required for some actions.

Strategy 1: Advance climate action through municipal leadership

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

Strategy 2: Preparedness and emergency planning

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

Strategy 3: Increase resilience through community education, awareness, and involvement

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



Founded in 1980, ACAP Saint John is a community-based, not-for-profit organization that works with local businesses, government, and the public to improve the environment and quality of life in the Saint John area.

ACAP Saint John
office@acapnj.org
1-506-952-2227

Reproduction of this report in whole or in part requires written permission from Atlantic Coastal Action Program (ACAP), Saint John, Inc.

Rothsay Climate Change Adaptation Plan 2021

Priority Impacts

Change in Precipitation



Change in Temperature



Risk Rating

Medium-High

Medium

Green Community Planning

Natural infrastructure and rain water capture demonstration

Benefits:

- Flood risk reduction
- Habitat creation
- Freshwater conservation
- & many more

Potential Opportunities:

- Wells Recreation Center
- Kennebecasis Riverside parks



Photo: ACAP Saint John

Healthy Living

Impacts include:

- Heat Stress
- Ticks and Lyme Disease
- Flooding
- Mental Health

Adaptation can help protect the community from negative health impacts associated with Climate Change.



Photo: Greg Marquis

Next Steps

Adoption of the plan by
Rothsay Town Council

Establish a Climate Change
Committee

Include adaptation in
municipal updates and
development planning

Adaptation Strategies

1. Advance climate action through municipal leadership
2. Emergency and preparedness planning
3. Increase resilience through community education, awareness and involvement

Snapshot of Recommendations

Workshops for
flooding response
and preparedness

Increase
awareness of local
flood mapping

Climate Change
Communication
Strategy

Demonstration site
for green
infrastructure

Host creative
community
competitions

Formal building
assessment

Winter
Maintenance
Strategy

Cyanobacteria
education and
public signage

New staff for
Climate Change
and Emergency
Response

Promote
restoration of
shoreline buffers





ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	25 February 2021
RE	:	Renewal - Age-Friendly Recognition

RECOMMENDATION:

- Council authorize the Mayor and Council Wells to sign the application for the provincial Age-Friendly Recognition Renewal, on behalf of Rothesay

BACKGROUND:

The Rothesay Hive Advisory Committee has reviewed the renewal application (Attachment B) and has recommended it be endorsed by Council (Attachment A).

Municipalities are required to demonstrate an ongoing commitment to their age-friendly initiative and action plan and subsequently apply for Age-Friendly Recognition Renewal every three years.

Staff have made minor typographical changes and changed the contact person from Council Wells to Town Manager Jarvie (municipal election year) to ensure ongoing communication during the renewal process.

Original signed by

Mary Jane Banks, BComm
Town Clerk



2021 March 8 Open Session FINAL_327

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Rothesay Hive Advisory Committee
DATE	:	February 17, 2021
RE	:	Age-Friendly Community Designation Renewal Application

Recommendation:

It is recommended Council endorse the renewal application for the Rothesay Age-Friendly Community Designation.

Background:

Please be advised the Hive Advisory Committee passed the following motion at its regular meeting on Tuesday, February 16, 2021:

MOVED ... and seconded ... the amended Rothesay Age-Friendly Overview, and supporting documents, for renewal of the Age-Friendly Community Designation be forwarded to Council for endorsement before submission to the Province.

CARRIED.

AGE-FRIENDLY RECOGNITION RENEWAL FORM

The journey toward becoming an Age-Friendly Community requires ongoing commitment and action from the community. As described in Steps 5 and 6 of the *AFC Recognition Guide*, to maintain Age-Friendly Recognition status, municipalities/communities must demonstrate this ongoing commitment to their age-friendly initiative and action plan **every three years**.

To apply for Age-Friendly Recognition Renewal, complete and submit the form below a minimum of 60 days prior to your renewal date. (Note: the renewal date is three years following the original issue date of Age-Friendly Recognition.)

For further information, please contact the Department of Social Development (Wellness Branch) at (506) 453-4217, or email mieux-etre.wellness@gnb.ca.

Community Applicant	
Official Community Name: Rothesay	Mailing Address: 70 Hampton Road, Rothesay NB, E2E 5L5
Contact Person: Kirstin Duffley	Position: Interim Recreation Coordinator
Phone: 506-847-6398	Email: KirstinDuffley@Rothesay.ca

Other Contact (if applicable)	
Mailing Address:	
Contact Person: John Jarvie	Position: Town Manager
Phone: 506-848-6661	Email: JohnJarvie@rothesay.ca

Instructions: Please carefully follow the guidelines below when preparing your application. Supporting documents may be required for each step. These attachments must be named in accordance with format indicated and saved in PDF format.

Step 5 - Demonstration of Implementation

The applicant must demonstrate that the municipality/community continues to support and implement their age-friendly action plan. Please provide the following:

- Terms of Reference for the Age-Friendly Follow-up Committee
(File name example: *Terms of Reference_AF Follow-up_TownName_date.pdf*)
- Evidence that the follow-up committee met at minimum four times annually to monitor Age-Friendly Action Plan progress
- Evidence of continued community engagement, participation of appropriate stakeholders, intersectoral collaboration, and community partnership
- A current Age-Friendly Action Plan
(File name example: *AF Action Plan_Town Name_Date.pdf*)

Step 6 - Monitoring

The applicant must demonstrate that they monitor age-friendly progress by measuring and reviewing activities, and that they report publicly on action plan outcomes. This involves both collecting data and reflective self assessment.

Please attach a copy of your Age-Friendly Status Report, named as follows:

AF_Status Report_Town Name_Date.pdf

(File name example: AF_Status Report_Town Name_Date.pdf)

Checklist

Before submitting your application, check whether it's complete! Make sure you have included the following attachments as PDFs or website links:

- | | | |
|---|-------------------------------------|-------------------------------------|
| Age-Friendly Follow-up Committee - Terms of Reference | <input type="checkbox"/> Link (URL) | <input type="checkbox"/> Attachment |
| Age-Friendly Action Plan | <input type="checkbox"/> Link (URL) | <input type="checkbox"/> Attachment |
| Age-Friendly Status Report | <input type="checkbox"/> Link (URL) | <input type="checkbox"/> Attachment |
| Supporting Documentation | <input type="checkbox"/> Link (URL) | <input type="checkbox"/> Attachment |

• **Additional Comments:**

I _____ confirm that the contents of this renewal application are accurate to the best of my knowledge. I understand that upon submission, these documents become public documents accessible under provincial legislation. I permit the Department of Social Development to reference, publish or share any and all parts of this submission document in the promotion of Age-Friendly Communities.

Signature of Mayor or Lead Organization

Date

Signature of Chair of the Age-Friendly Committee

Date

Complete this form by either using an electronic signature or print the form, sign it, and scan it to submit.



ROTHESAY



Rothesay Age-Friendly Recognition Renewal

NEW BRUNSWICK
AGE-FRIENDLY
COMMUNITY

THE
wellness
MOVEMENT



COMMUNAUTÉ AMIE
DES AÎNÉS DU
NOUVEAU-BRUNSWICK

LE MOUVEMENT
mieux-être

Rothesay Age-Friendly Recognition Renewal

TOWN OF ROTHESAY | 70 HAMPTON ROAD, ROTHESAY NB



Rothesay Age-Friendly Recognition Renewal

Table of Contents

Rothesay Age-Friendly Recognition Renewal	1
OVERVIEW.....	2
ROTHESAY HIVE ADVISORY COMMITTEE.....	3
Terms of Reference:.....	3
Rothesay Hive Advisory Committee Members as of January 1 st , 2021:	3
Composition of the Rothesay Hive Advisory Committee (Minimum):	3
Rothesay Hive Advisory Committee Meeting Dates:.....	4
AGE-FRIENDLY ADVISORY COMMITTEE	4
Age-Friendly Advisory Committee Members (2017-2019):.....	4
Age-Friendly Advisory Committee Members (2017-2019) (<i>Continued</i>):	5
Age-Friendly Advisory Committee Meeting Dates:	5
ROTHESAY AGE-FRIENDLY ACTION PLANS	6
Rothesay Age-Friendly Community Original Action Plan (2019-2021)	6
Results of the Action Plan as of February, 2021:	6
Rothesay Age-Friendly Community New Action Plan (2021-2023)	7





OVERVIEW

Age-Friendly Efforts Rothesay, NB

Rothesay received its Age-Friendly Community designation at the grand opening of the Rothesay Hive Age-Friendly Community Centre (Rothesay Hive) in May, 2019. Minister Dorothy Shephard (Social Development) was in attendance to present the certificate to Mayor Nancy Grant.

Rothesay is also pleased to be a member of the World Health Organization (WHO) Global Network of Age-Friendly Cities and Communities. Rothesay Council applied for membership in the summer of 2019 and was accepted into this international network in the winter of 2019.

Rothesay recognizes it has an aging population and continues to support efforts to increase services and opportunities for this demographic. The Rothesay Hive is located in the Town Hall building and was initially operated as a joint partnership between the Town and the YMCA of Greater Saint John. The Town supported the Centre with in-kind contributions that included the space, heat/electricity, internet, cleaning services and (newly constructed) accessible washrooms.

The COVID-19 pandemic halted the operations of the Rothesay Hive and, while it re-opened briefly to offer exercise classes, under the provincial Public Health guidelines and the Rothesay Hive Operational Plan, the facility was closed (Orange level). The pandemic also led to the suspension of the partnership with the YMCA and Town staff now operate the Rothesay Hive. Rothesay Council approved financial support for operations in the 2021 Budget.

The initial agreement with the YMCA established an advisory committee comprised of various stakeholders. With the suspension of the agreement, the advisory committee now reports to Rothesay Council as a standing committee under the Rothesay Procedural By-law. It is expected the committee will evolve and grow to meet the needs of residents in the Kennebecasis Valley. The Rothesay Hive is poised to re-open with the intention of increasing its offerings.

Rothesay Council is in the process of reviewing/approving the Rothesay Municipal Plan By-law 2020-2030 (listed under Action Plan results as of February 2021). The draft Plan recognizes that aging Rothesay residents need accommodations to allow them to age in place.

Rothesay is committed to remaining an Age-Friendly Community.

February 2021





ROTHESAY HIVE ADVISORY COMMITTEE

Terms of Reference:

1. Adhere to the mission of the Rothesay Hive by nurturing the wellbeing of seniors through intergenerational communication, outreach, activities and education.
2. Set the strategic objectives, mission and mandate of the Rothesay Hive.
3. Work to create promotional marketing and branding of the Rothesay Hive.
4. Review and approve the annual work plan for the Rothesay Hive to ensure the financial sustainability of the Rothesay Hive.
5. Identify opportunities to collaborate with community partners for age-friendly initiatives.
6. Find solutions for other matters as may arise from time to time related to age-friendly activities in the community.

The Rothesay Hive Advisory Committee meets monthly, or at the call of the Chair.

Rothesay Hive Advisory Committee Members as of January 1st, 2021:

- Councillor Miriam Wells, Chair
- Diane O'Connor, Vice-Chair
- Mayor Nancy Grant, ex-officio
- Julie Atkinson
- Jean Porter-Mowatt
- Shawn Jennings
- Jill Jennings
- Nea Stephenson
- Robert Taylor
- Nancy Haslett
- Willa Mavis
- Christina Barrington, Principal Rothesay High School
- Angela Campbell, Principal Touchstone Community School
- John Jarvie, Town Manager
- Kirstin Duffley, Rothesay Interim Recreation Coordinator

Composition of the Rothesay Hive Advisory Committee (Minimum):

- One Town Councillor
- One representative from Rothesay High School
- One representative from a Rothesay Elementary or Middle School
- Six Rothesay Residents 55 years of age or older
- Two Rothesay Residents under 55 years of age





Rothestay Hive Advisory Committee Meeting Dates:

2019	2020	2021
<ul style="list-style-type: none"> • April 16, 2019 • May 14, 2019 • May 21, 2019 • June 18, 2019 • July 16, 2019 • August 20, 2019 • September 17, 2019 • October 22, 2019 • November 19, 2019 	<ul style="list-style-type: none"> • January 7, 2020 • February 18, 2020 • February 25, 2020 • June 10, 2020 • July 21, 2020 • September 17, 2020 • September 30, 2020 • October 20, 2020 • November 17, 2020 	<ul style="list-style-type: none"> • January 19, 2021 • February 16, 2021 <p>Meetings Scheduled:</p> <ul style="list-style-type: none"> • March 16, 2021 • April 20, 2021 • May 18, 2021 • June 22, 2021 • July 20, 2021 • August 17, 2021 • September 21, 2021 • October 19, 2021 • November 16, 2021 • December 21, 2021

AGE-FRIENDLY ADVISORY COMMITTEE

Established October 18, 2017 for a two-year term.

When the mandate for the Age-Friendly Advisory Committee (AFAC) expired and the Rothestay Hive was set as a primary objective, the Rothestay Hive Advisory Committee (RHAC) was established as a Town committee that reports to Town Council. Six members of the AFAC continued with the RHAC and have all committed to another two-year term as of January 1st, 2021.

Age-Friendly Advisory Committee Members (2017-2019):

- Councillor Miriam Wells, Chair
- Mayor Nancy Grant
- Councillor Don Shea
- Diane O'Connor, Go Ahead Seniors
- Jean Porter-Mowatt, Senior Watch Inc.
- Mike Boyle, KV Fire Department Division Chief (Public Safety and Risk Management)
- Eugene Belliveau, KV Police Department Corporal (Community Relations)
- Tammy Doherty, Principal Rothestay Park School
- Julie Atkinson, Touchstone Community School
- Jennifer Robinson, Polka Dots and Bowties Daycare
- Scott Cochrane, Former Town Councillor, Active member of the Fairvale Outing Association
- Tim Cochran, Owner Cochran's Country Market



ROTHESAY

Age-Friendly Advisory Committee Members (2017-2019) (Continued):

- Dr. Shawn Jennings, Chair KV Disabled
- Jeff Kitchen, Realtor and Builder
- Cara Coes, YMCA General Manager
- Clare Ryan, CAA Atlantic
- Reverend Eric Phinney, St. James the Less Church
- Dr. Sarah Thompson, Geriatric Psychiatrist
- Jocelyn Daye, Rothesay Resident
- Heather Stillwell, Rothesay Resident

In addition, there were four working sub-committees:

1. Information
2. Survey
3. Senior Forum
4. Housing

Age-Friendly Advisory Committee Meeting Dates:

2017	2018	2019
<ul style="list-style-type: none"> • November 22, 2017 	<ul style="list-style-type: none"> • January 17, 2018 • February 21, 2018 • March 21, 2018 • May 23, 2018 • June 20, 2018 • September 19, 2018 • October 17, 2018 	<ul style="list-style-type: none"> • January 23, 2019





ROTHESAY AGE-FRIENDLY ACTION PLANS

Rothesay Age-Friendly Community Original Action Plan (2019-2021)

Action Plan as of February, 2018:	STATUS
1. Create a seniors resource centre.	COMPLETE
2. Form a sub-committee to examine housing options for seniors and propose recommendations for the municipal plan.	COMPLETE
3. Ask the parks and recreation committee to look at the number and location of benches and washrooms where residents walk and post a map on the town website as well as the new electronic kiosks and bulletin boards.	COMPLETE
4. Plan and execute Seniors Forums and make public the results of the survey.	COMPLETE
5. Establish an outreach program.	ONGOING

Results of the Action Plan as of February, 2021:

1. The Rothesay Hive Age-Friendly Resource Centre opened in May, 2019 in partnership with the YMCA. As of September 2020 the Rothesay Hive is being run by Rothesay's Parks and Recreation Department in Rothesay Town Hall with oversight by the Rothesay Hive Advisory Committee.
2. The Housing Sub-Committee received a report prepared by a group of graduate students from Dalhousie University that did an assessment of the housing in Rothesay, with a particular focus on seniors. This report has been integrated into the proposed update for Rothesay's Municipal plan. Specifically, Policy R-1 Affordable Housing, Policy R-2 Age-Friendly Housing and Policy R-5 Secondary Units and Garden Units. All three policies recommend allowance for higher density for those wanting to live in units attached to or on the property of existing homes or on smaller lots in smaller homes. Policy UD-1 Universal Design addresses new builds in Rothesay to ensure accessibility by all.
3. The Parks and Recreation Department, in consultation with the Parks and Recreation Committee, have added two benches along popular walkways, extra benches in several parks as well as one new public washroom and two seasonal washrooms.
4. Three Seniors Forums were held in April 2018 to share the results of the Age-Friendly survey and to receive feedback from residents.
5. An outreach program was being planned in cooperation with the Red Cross when funding for their program was cut. The Fire and Police Departments have spoken to residents about safety at the Rothesay Hive.





Rothesay Age-Friendly Community New Action Plan (2021-2023)

Action Plan as of March, 2021:	STATUS
1. Re-open the Rothesay Hive once permitted by the Province of New Brunswick. As allowed, add to the offerings and strive to include as many residents as possible in the Kennebecasis Valley. Develop partnerships to encourage intergenerational programming. Find ways for local organizations to help local seniors.	ONGOING
2. Begin discussions with the Fire and Police to create a comprehensive outreach program.	ONGOING
3. Welcome Newcomers to the Rothesay Hive and develop a partnership with the Saint John Newcomers Centre.	ONGOING
4. Create a list of local volunteer opportunities to be made available at the Rothesay Hive.	ONGOING
5. Find a location for the third electronic kiosk.	ONGOING
6. Continue to enhance communication via the electronic kiosks, the traditional bulletin boards, social media, electronic newsletters, membership emails, and other traditional media channels.	ONGOING





ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	2 March 2021
RE	:	Committee Appointments

RECOMMENDATION:

- Council appoint Colin Boyne as the Rothesay representative on the Kennebecasis Regional Joint Board of Police Commissioners, with a term to expire December 31, 2022

Background:

The appointee approved by Council at the December 2020 Council meeting has subsequently chosen not to accept the position on the Police Commission as a Rothesay representative.

Mr. Boyne has confirmed with the Chair of the Nominating Committee he will accept the appointment.

New Regional Economic Development Agency for Greater Saint John

Mary Jane Banks
Rothsay Town Clerk
70 Hampton Road
Rothsay, New Brunswick
rothesay@rothesay.ca

March 1, 2021

Dear Mary Jane Banks,

It is my pleasure to provide you two documents for review and approval by Rothsay Town Council.

The New Regional Economic Development Agency for Greater Saint John (Agency) Municipal Directors have been diligently working to create agreements which will serve as the primary agreements between the participating municipalities and the new Agency. These agreements are in keeping with the guiding principles of the "Prospectus", which was created as a guide for the structure and relationships of the new Agency and was approved by your Council as well as the other member municipalities.

Accompanying this letter are two agreements for review and approval.

1. Members' Agreement - This agreement will serve to formalize the relationship between all member municipalities and the new Agency.
2. Funding Agreement - This agreement will outline the specifics of the funding commitment between Rothsay and the new Agency.

The agreements provided have been unanimously approved by the Agency's Municipal Members as well as the Board of Directors. We are hopeful that Rothsay Council will also provide its approval and continue the strong regional commitment to growth made by all participating municipalities.

Sincerely,



Cynthia Goodwin
Transition Board Chair

THIS FUNDING AGREEMENT is made _____, 2021 with effect as of and from January 1, 2021.

BETWEEN:

Rothesay, being a municipality under the *Local Governance Act*, S.N.B. 2017, c. 18, hereinafter the "Funding Party"

OF THIS FIRST PART

- and -

NEW REGIONAL ECONOMIC DEVELOPMENT AGENCY FOR GREATER SAINT JOHN, a company incorporated pursuant to the *Canada Not-for-Profit Corporations Act*, S.C. 2009, c. 23 having its head office in the City of Saint John in the Province of New Brunswick, hereinafter the "Agency"

OF THE SECOND PART

WHEREAS:

- A. The Funding Party has a municipal interest in the promotion and facilitation of the economic growth and development of the Greater Saint John Census Metropolitan Area (the "Region");
- B. The Funding Party also has a municipal interest in the marketing and promotion of the Funding Party and the Region to tourists and visitors;
- C. The Funding Party recognizes that the promotion of the economic growth and development of the Region and the marketing and promotion of the Funding Party and the Region to tourists and visitors is best served by a uniform, streamlined and coordinated approach that brings together municipal partners in the region often referred to as the Greater Saint John Area more specifically comprised of the City of Saint John, Quispamsis, Rothesay, Grand Bay-Westfield and Hampton (together, the "Municipalities");
- D. As contemplated in the Prospectus earlier approved by each of the Municipalities entitled "Collaborating to Ensure the Municipalities in Greater Saint John Will Prosper in the 2020s: A New Economic Development Model" (the "Prospectus"), the Funding Party together with the other Municipalities has caused the Agency to be incorporated;
- E. Each of the Municipalities and the Agency has entered into a Members' Agreement dated January 1st, 2021 providing for the governance of the Agency (the "Members' Agreement");

- F. As contemplated by the Members Agreement, the Agency and the Funding Party wishes to enter into this Funding Agreement to document the Funding Party's funding commitments in relation to the Agency;
- G. At its meeting held on March 8th, 2021 Council for the Funding Party resolved to enter into the within Agreement with the Agency;

NOW THEREFORE THIS AGREEMENT WITNESSETH that, in consideration of the mutual covenants and agreements herein and subject to the terms and conditions of this Agreement, the parties agree each with the other as follows:

Interpretation

- 1. Capitalized terms used but not defined in this Agreement and that are defined in the Members' Agreement shall have the meanings assigned under the Members' Agreement.

Provision of Services

- 2. The Agency covenants and agrees that:
 - (a) It shall act as a central catalyst, facilitator and leader for the economic growth and development of the Region as well as the growth of the tourism and traveler industry in the Region, as is more particularly described in the Members' Agreement and the Prospectus;
 - (b) It shall make every reasonable effort to understand what major economic development projects are important to each of the Municipalities and, further, it shall ensure that such major economic development projects are considered within the process leading to the adoption of the Agency's Strategic Plan pursuant to the terms of the Members' Agreement;

Funding

- 3. The Funding Party covenants and agrees, subject to the Termination clause hereinafter set out, that during the Term of this Agreement:
 - (a) Annual Operating Grant. The Funding Party shall provide an annual operating grant to the Agency as consideration for the discharge of the functions outlined in this Agreement and the Members' Agreement, which shall be paid by the Funding Party to the Agency in equal quarterly payments on January 1st, April 1st, July 1st and October 1st, respectively, during each year of the Term of this Agreement:
 - (i) in 2021, the annual operating grant shall be \$148,000;
 - (ii) in 2022, the annual operating grant shall be \$192,000;
 - (iii) in 2023, the annual operating grant shall be \$250,000;
 - (iv) in 2024, the annual operating grant shall be \$ 266,000;
 - (v) in 2025, the annual operating grant shall be \$ 283,000.

- (b) Tourism Accommodation Levy. The Funding Party shall, or upon the adoption of a by-law under section 101.1 of the *Local Governance Act*, S.N.B. 2017, c. 18 as contemplated by Section 5.3 of the Members' Agreement if not already in effect, pay or transfer to the Agency the Accommodation Levy in the manner provided for in Section 5.3 of the Members' Agreement.

Taxes

4. The amounts to be paid or remitted to the Agency under Section 3(a) do not include HST based on the Agency being a para-municipal organization. Should the Agency not be classified as a para-municipal organization for HST purposes, the contributions agreed to be paid to the Agency by the Member will be reduced to 95.89% of the otherwise agreed amount and HST shall be added to these reduced amounts. Should the rate of HST or municipal HST rebate amounts change, the reduction to the otherwise agreed amount above, will be adjusted accordingly such that the Member's total cost including non-refundable HST is the Total Operating Grant included in Section 3(a).

Independence of the Funding Party and the Agency

5. The Parties acknowledge and agree that the Funding Party and the Agency are separate corporations and that the Funding Party is not responsible for any debts or obligations incurred by the Agency.

Term and Termination

6. This Agreement shall be for a term of five (5) years commencing on January 1, 2021 and ending December 31, 2025 provided that, subject to paragraph 8.3(b) of the Members' Agreement, this Agreement shall immediately terminate upon the Funding Party becoming a Withdrawn Member under the terms of the Members Agreement.

Dispute Resolution

7. Any dispute under this Agreement shall be resolved in accordance with the dispute resolution procedures set out in Article 10 of the Members Agreement.

Force Majeure

8. It is acknowledged and agreed that neither party under this Agreement shall be held responsible for damages caused by delay or failure to perform its undertakings under the terms of the Agreement when the delay or failure is due to fires, strikes, floods, acts of God, pandemic, lawful acts of public authorities or delays or defaults caused by common carriers, which cannot be reasonably foreseen or provided against. A "Force Majeure Event" includes, but is not limited to, any war, invasion, insurrection, armed conflict, act of foreign enemy, revolution, terrorist act, pandemic, interference by military authorities, nuclear explosion, contamination by ionizing radiation, epidemic, quarantine restriction, flood, earthquake or hurricane that prevents, delays or interrupts the performance of any obligation under this Agreement, other than any obligation to pay any money, and provided such event does not occur by reason of:
- (a) the negligence of the party relying on the Force Majeure Event (or those for whom it is in law responsible); or

- (b) any act or omission of the party relying on the Force Majeure Event (or those for whom it is in law responsible) that is in breach of the provisions of this Agreement.

No Assignment

- 9. This Agreement is not assignable. Any attempt to assign any of the rights, duties or obligations of this Agreement is void.

Time

- 10. Unless otherwise agreed to at the sole discretion of the Funding Party, this Agreement shall not be enforced, or bind any of the parties, until the following conditions are met:
 - (a) the Agreement is approved and executed by the Funding Party and the Agency, and;
 - (b) the Members' Agreement is approved and executed by the Agency and each of the Municipalities.

Notices

- 11. All notices, requests, claims, demands and other communications hereunder must be in writing and are sufficiently given if delivered personally, by registered mail (postage pre-paid, return receipt requested), by a recognized overnight delivery service or by facsimile, email or other electronic transmission (provided however, that email or other electronic transmission is not sufficient delivery if no email address is included herein), directed as follows:

to the Funding Party:

to Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5
Attention: Office of the Town Clerk
E-mail: left blank
Phone: 506.848.6600

to the Agency:

to the New Economic Development Agency of Greater Saint John
40 King Street
Saint John, NB E2L 1G3
Attention: Office of the Chair
E-mail:
Phone: 1.506.658.2877

- (a) Each such notice, request, claim, demand or other communication is deemed to have been received upon the earliest to occur of (i) actual delivery, (ii) in the case of registered mail, 5 Business Days after being deposited in the mail addressed as aforesaid, (iii) in the case of facsimile, e-mail or other electronic transmission, on the next Business Day following the date of transmission (provided that the original of such notice, request, claim, demand or other communication is promptly sent by overnight delivery service as aforesaid) and (iv) in the case of overnight delivery service, one Business Day after being sent addressed as aforesaid. The Parties may designate additional addresses, facsimile numbers or e-mail addresses for

particular communications as required from time to time, and may change any address, facsimile number or e-mail address upon 5 Business Days' prior notice thereof.

Amendments

12. No change or modification of this Agreement shall be valid unless it be in writing and signed by each party.

Acknowledgement of Terms and of Entirety

13. It is agreed that this written instrument embodies the entire agreement of the parties with regard to the matters dealt with in it, and that no understandings or agreements, verbal or otherwise, exist between the parties except as expressly set out in this instrument.

Further Documents

14. The parties agree that each of them shall, upon reasonable request of the other, do or cause to be done all further lawful acts, deeds and assurances whatever for the better performance of the terms and conditions of this Agreement.

Validity and Interpretation

15. Descriptive headings are inserted solely for convenience of reference, do not form part of this Agreement, and are not to be used as an aid in the interpretation of this Agreement.
16. It is intended that all provisions of this Agreement shall be fully binding and effective between the Parties, but in the event that any particular provision or provisions or part of one is found to be void, voidable or unenforceable for any reason whatsoever, then the particular provision or provisions or part of the provision shall be deemed severed from the remainder of this Agreement and all other provisions shall remain in full force.

Governing Law

17. This Agreement shall be governed by and construed in accordance with the laws of the Province of New Brunswick.

Successors, Assigns

18. This Agreement shall enure to the benefit of and be binding on the respective successors of each of the parties.

Counterparts

19. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first written above.

Rothesay

By: _____

Name: Dr. Nancy Grant

Title: Mayor

By: _____

Name: Mary Jane Banks

Title: Clerk

**NEW REGIONAL ECONOMIC DEVELOPMENT
AGENCY FOR GREATER SAINT JOHN**

By: _____

Name: Cynthia Goodwin

Title: Chairperson

By: _____

Name:

Title:

**MEMBERS' AGREEMENT
NEW REGIONAL ECONOMIC DEVELOPMENT AGENCY FOR GREATER SAINT JOHN**

Dated: _____, 2021

TABLE OF CONTENTS

ARTICLE 1 INTERPRETATION	5
1.1 Definitions	5
1.2 Intention	8
1.3 Currency	8
1.4 Sections and Headings	8
1.5 Rules of Construction	8
1.6 Entire Agreement	8
1.7 Governing Law; Jurisdiction	9
1.8 Severability	9
1.9 Amendment.....	9
1.10 Waiver.....	9
ARTICLE 2 REPRESENTATIONS AND WARRANTIES	9
2.1 Representations and Warranties of Members.....	9
ARTICLE 3 MANAGEMENT OF THE AGENCY.....	10
3.1 Overriding Principles	10
3.2 Governance of the Agency.....	10
3.3 Vacancies	10
3.4 Election of Directors	11
3.5 Municipal Directors.....	11
3.6 Outside Directors	11
3.7 Provincial Government Director.....	12
3.8 Quorum.....	12
3.9 Remuneration.....	12
3.10 Committees.....	12
3.11 Agency Board Executive	13
3.12 Procurement and Employment Practices.....	13
3.13 Member Approval Rights.....	13
3.14 Agency Approval Rights	14
ARTICLE 4 SERVICES AND PROGRAMS.....	15
4.1 Economic Development Activity Specific to a Member	15
4.2 Core Services and Programs	15
4.3 Other Services and Programs	16
4.4 Prioritize Use of Regional Facilities	16
ARTICLE 5 FUNDING AND FINANCIAL MATTERS	16
5.1 Strategic Plan.....	16
5.2 Municipal Funding for Core Services and Programs and Other Services and Programs.....	16
5.3 Accommodation Levy	16
5.4 No Change in Funding Obligations Without Consent.....	18
5.5 Other Funding	18
5.6 Budgets.....	18
5.7 KPIs	18
5.8 Report	18
5.9 Member Audit Rights.....	19
5.10 Annual Meeting	19
5.11 Financing and Borrowing.....	19
ARTICLE 6 INSURANCE	19
6.1 Maintain Insurance.....	19

ARTICLE 7 ASSIGNMENT; ADMISSION OF NEW MEMBERS.....	19
7.1 No Assignment by Member	19
7.2 New Member.....	20
7.3 St. Martins or LSDs within the Region	20
ARTICLE 8 WITHDRAWAL BY MEMBER	20
8.1 Withdrawal by Member.....	20
8.2 Expulsion of Member.....	21
8.3 Consequences of Withdrawal or Expulsion	21
ARTICLE 9 CONFIDENTIAL INFORMATION	22
9.1 Confidential Information	22
9.2 Right to Information and Protection of Privacy Act.....	23
ARTICLE 10 DISPUTE RESOLUTION	23
10.1 Best Endeavours to Settle Disputes	23
10.2 Arbitration.....	23
10.3 Time Limits.....	24
ARTICLE 11 MISCELLANEOUS.....	24
11.1 Term; Termination	24
11.2 Implementation.....	24
11.3 Notices	25
11.4 Enforceability.....	26
11.5 Force Majeure	26
11.6 Remedies.....	26
11.7 Counterparts	27
SCHEDULE A THE PROSPECTUS	
SCHEDULE B MUNICIPAL FUNDING	

MEMBERS' AGREEMENT

THIS MEMBERS' AGREEMENT is made as of _____, 2021,

AMONG:

THE CITY OF SAINT JOHN

(**"SAINT JOHN"**)

- and -

GRAND BAY-WESTFIELD

- and -

HAMPTON

- and -

QUISPAMIS

- and -

ROTHESAY

-and-

**NEW REGIONAL ECONOMIC DEVELOPMENT
AGENCY FOR GREATER SAINT JOHN**

WHEREAS:

- A. The Prospectus dated July 2020 titled "Collaborating to Ensure the Municipalities in Greater Saint John Will Prosper in the 2020s" attached as Schedule A proposed a new economic development model (the "Prospectus").
- B. New Regional Economic Development Agency for Greater Saint John (the "Agency") was incorporated pursuant to the *Canada Not-for-Profit Corporations Act*, S.C. 2009, c. 23 (the "Act") to promote economic development in the Region and otherwise give effect to the obligations, responsibilities, goals and objectives described in the Prospectus;
- C. Saint John, Quispamsis, Rothesay, Grand Bay-Westfield, Hampton and the Agency each wish to enter into this Agreement as a unanimous member agreement pursuant to section 170(1) of the Act, to provide for certain matters in relation to membership in the Agency and the governance of the Agency;
- D. Section 104(2) of the *Local Governance Act*, S.N.B. 2017, c. 18, provides that local governments may encourage economic development in any manner considered appropriate.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the respective covenants and agreements herein contained and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the Parties, intending to be legally bound, hereby agree as follows:

ARTICLE 1

INTERPRETATION

1.1 Definitions

For the purposes of this Agreement the following terms shall have the respective meanings set forth below and grammatical variations of such terms shall have corresponding meanings:

“Accommodation Levy” means an accommodation levy collected under the authority of a by-law duly enacted pursuant to section 101.1 of the Local Governance Act, S.N.B. 2017, c. 18.

“Act” has the meaning set forth in Recital B.

“Agency” means New Regional Economic Development Agency for Greater Saint John.

“Agency Board” means the board of directors of the Agency.

“Agreement” means this unanimous members’ agreement.

“Business Day” means any day other than a Saturday, Sunday or statutory holiday in New Brunswick, Canada.

“By-Laws” means the by-laws of the Agency.

“Budgets” means the Capital Budget and Operating Budget as approved by the Agency Board in accordance with Section 5.6.

“Capital Budget” means the annual capital budget of the Agency.

“Chair” means the Outside Director elected by the Agency Board as Chair.

“Committee” shall mean a committee established by the Agency Board as provided for in Section 3.10.

“Compensation” includes all current and deferred, direct and indirect, forms of compensation, including salaries, fees, bonuses, insurance, loan and other benefits, cash, equity or other incentive compensation, perquisites and retirement benefits, termination and other benefits payable on or following termination of employment.

“Confidential Information” has the meaning set forth in Section 9.1.

“Control” means, with respect to any Person, the possession, directly or indirectly, of the power to elect a majority of such Person’s board of directors or similar governing body, or to direct or cause the direction of the management, business or policies of such Person, through ownership of capital stock issued by a corporation (or equivalent interests in any other Person), the holders of which are ordinarily, in the absence of contingencies, entitled to vote for the election of directors (or Persons performing similar functions) of such Person, even if such right to vote has been suspended by the happening of such contingency, by contract or otherwise; and **“Controlled”** has a corresponding meaning.

“Core Services and Programs” means the services and programs described in Section 4.1.

“Directors” means the Municipal Directors, the Outside Directors, and the Provincial Government Director.

“Dispute” has the meaning set forth in Section 10.1.

“Encumbrance” means any security interest, mortgage, debenture intended as a security device, deed of trust that includes provisions intended as a security device, option, pledge, hypothecation, assignment by way of charge, collateral assignment, charge or deposit arrangement, trust (actual or deemed) intended as a security device, lease intended as a security device, lien (statutory or other), restrictive covenant or other encumbrance or right creating or evidencing an interest in property including those created by, arising under or evidenced by any conditional sale or other title retention agreement.

“Funding Agreement” means any agreement between a Member and the Agency providing for funding by the Member in accordance with the Funding Plan.

“Funding Plan” means the plan for funding the Agency through Member contributions, contributions from the Province, private sector support and contributions contemplated from LSDs.

“Governance Committee” has the meaning set forth in Section 3.10(a).

“HST” means Harmonized Sales Tax.

“Interest” means the membership interests of a Member of the Agency and includes the rights and interests of the Member under this Agreement.

“KPIs” means the key performance indicators approved by the Members under Section 5.7.

“LSD” - means a Local Service District (as such term is defined in the *Local Governance Act*, S.N.B. 2017, c. 18) within the Region and **“LSDs”** means more than one LSD within the Region.

“Material Underperformance” means an event or instance, as more fully addressed in Section 8.1.

“Member” means each of the City of Saint John, Grand Bay-Westfield, Hampton, Quispamsis and Rothesay and **“Members”** means all of them.

“Municipality” means a “city”, “town” or “village” as those terms are defined in the *Local Governance Act*, S.N.B. 2017, c. 18.

“Municipal Director” means a director appointed by a Member from among its Non-elected Senior Staff.

“Nominating Subcommittee” means the Nominating Subcommittee referred to in Section 3.10(b)(ii).

“Non-elected Senior Staff” of a Member means those persons employed in a senior managerial role with a Member but does not include any person holding elected office.

“Operating Budget” means the annual operating budget of the Agency.

“Other Services and Programs” means other services and programs as approved by the Agency under Section 4.4.

“Outside Director” means a director who is not employed by a Member and does not hold any elected office with a Member that has been nominated by the Nominating Subcommittee and elected by the Members in accordance with Section 3.6.

“Parties” means, at any particular time, collectively, each of the signatories to this Agreement and **“Party”** means any of the Parties.

“Person” means any individual; any body, public or private, incorporated anywhere in the world; any partnership; any limited partnership; any limited liability company; any unlimited liability company; any other entity formed for business or investment purposes; any joint venture; any trust or unincorporated organization; the Crown or any agency or instrumentality thereof; and any other entity recognized by law.

“Prospectus” has the meaning assigned in the Recital A.

“Province” means the Province of New Brunswick.

“Provincial Government Director” means a director appointed from time to time by the Department of Post Secondary Education, Training and Labour or other department as directed by the Province.

“Region” means the area identified as the Greater Saint John Census Metropolitan Area by Statistics Canada and includes, inter alia, the City of Saint John, Grand Bay-Westfield, Hampton, Quispamsis and Rothesay and the LSDs situated within its geographic bounds.

“Strategic Plan” means the four year strategic plan prepared by the Agency in accordance with Section 5.1.

“Subsidiary” means, with respect to any Person, any other Person who, directly or indirectly, is Controlled by such Person.

“Tax Act” means the Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.), as the same may be amended, re-enacted or replaced from time to time.

“Transferred Property” means any real property or other tangible property of a Member or non-Member that has been transferred to the Agency.

“Withdrawal Date” means the effective date of a Member’s withdrawal or expulsion from this Agreement.

“Withdrawal Notice” means a notice by a Member to withdraw under Section 8.1 or a notice of expulsion under Section 8.2.

“Withdrawn Member” means a Member who has withdrawn from this Agreement pursuant to Section 8.1 or has been expelled under Section 8.2.

1.2 Intention

This Agreement is to be interpreted so as to give effect to the intent as expressed in the Prospectus.

1.3 Currency

Unless otherwise indicated, all dollar amounts referred to in this Agreement are expressed in Canadian funds.

1.4 Sections and Headings

The division of this Agreement into Articles and Sections and the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement. Unless otherwise specified, any reference to an Article or a Section refers to the specific Article or Section of this Agreement.

1.5 Rules of Construction

In this Agreement:

- (a) the terms “this Agreement”, “hereof”, “herein”, “hereunder” and similar expressions refer to this Agreement and not to any particular Article, Section or other portion of this Agreement;
- (b) words importing the singular number only include the plural and vice versa, and words importing the masculine gender include the feminine and neuter genders and vice versa;
- (c) the words “include”, “includes” and “including” mean include, includes or including, in each case, without limitation;
- (d) reference to any agreement or other instrument means such agreement or other instrument as amended, modified, replaced or supplemented from time to time; and
- (e) whenever any payment to be made or action to be taken hereunder is required to be made or taken on a day other than a Business Day, such payment shall be made or action taken on the next following Business Day.

1.6 Entire Agreement

This Agreement and the other documents referred to herein, including any Funding Agreements entered into between the Agency and any Member, constitute the entire agreement among the Parties with respect to the subject matter hereof and supersede all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties or other provisions, express or implied, collateral, statutory or otherwise, relating to the subject matter hereof except as provided in this Agreement, such other documents, or any combination thereof.

1.7 Governing Law; Jurisdiction

This Agreement shall be construed, interpreted and enforced in accordance with, and the respective rights and obligations of the Parties shall be governed by, the laws of the Province and the federal laws of Canada applicable therein and, subject to the provisions of ARTICLE 10 each Party hereby irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of such Province and all courts competent to hear appeals therefrom.

1.8 Severability

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such determination shall not impair or affect the validity, legality or enforceability of the remaining provisions hereof and each provision is hereby declared to be separate, severable and distinct. To the extent that any provision is found to be invalid, illegal or unenforceable, the Parties shall act in good faith to substitute for such provision, to the extent practicable under the circumstances, a new provision with content and purpose as close as possible to the provision so determined to be invalid, illegal or unenforceable.

1.9 Amendment

No amendment or modification of this Agreement is effective except by an instrument in writing that is executed and delivered by all of the Parties or if the relevant amendment or modification exclusively affects rights and obligations between the Members, by all of the Members and is identified as an amendment or modification to this Agreement.

1.10 Waiver

Any Party may extend the time for the performance of any of the obligations owed to such Party by one or more of the other Parties or waive compliance with any of the covenants or performance of any of the obligations owed to such Party by one or more of the other Parties or any of the conditions to performance of such Party's obligations contained herein. Any such extension or waiver is valid only if such extension or waiver is set forth in an instrument in writing that is executed and delivered by the Party to be bound thereby and is expressly identified as an extension or waiver hereunder. The failure or delay of any Party to assert any of its rights hereunder does not constitute a waiver of any of such rights. Any failure or delay of any Party to enforce any of the provisions of this Agreement or to require compliance with any of its terms does not in any way affect the validity of this Agreement, or any part hereof, and is not to be deemed to be a waiver of the right of such Party thereafter to enforce any and each such provision. Each Party may give or withhold its consent in its sole discretion, unless this Agreement expressly provides for a different standard in a given instance.

ARTICLE 2
REPRESENTATIONS AND WARRANTIES

2.1 Representations and Warranties of Members

Each of the Members hereby represents and warrants to each of the other Parties hereto that as at the date of its execution and delivery of this Agreement:

- (a) such Member has the full power, authority and legal right to execute and deliver this Agreement and to perform its obligations hereunder; and
- (b) this Agreement has been duly authorized, executed and delivered by such Member and constitutes a legal, valid and binding obligation of such Member, enforceable against such Member in accordance with the terms hereof.

ARTICLE 3

MANAGEMENT OF THE AGENCY

3.1 Overriding Principles

The Agency and the Members shall at all times discharge their responsibilities and obligations to each other in good faith and in accordance with generally accepted governance and business practices and in compliance with all applicable laws.

3.2 Governance of the Agency

The Agency Board shall consist of fifteen (15) Directors as follows:

- (i) six (6) Municipal Directors; of which
 - (A) two (2) shall be nominated by the City of Saint John, one of whom shall be the City Manager; and
 - (B) one (1) shall be nominated by each of Grand Bay-Westfield, Hampton, Quispamsis and Rothesay;
- (ii) eight (8) Outside Directors, including the Chair; and
- (iii) one (1) Provincial Government Director.

3.3 Vacancies

- (a) Upon the resignation of a Director or any Director otherwise ceasing to serve as a Director for any reason:
 - (i) the person who nominated such Director pursuant to Section 3.2(i), in the case of a vacancy arising in the Municipal Directors, or pursuant to 3.2(iii) in the case of a vacancy arising in the Provincial Government Director shall be entitled to nominate a replacement;
 - (ii) or in the case of a vacancy arising in the Outside Directors, the process described in Section 3.6 shall be followed to nominate a replacement,

in each case, to serve for the balance of the term and, upon such nomination, the Chair shall promptly call a meeting of the Members for the purpose of electing such person as a Director in accordance with Section 3.4,

- (b) Where a vacancy or vacancies exist in the Agency Board, the remaining Directors may exercise all of the powers of the Agency Board so long as a quorum remains in office.

3.4 Election of Directors

The Members shall exercise their influence in respect of the Agency and take all other actions that may be required, including voting at any meetings of Members and adopting all resolutions of Members, in order to select as the Directors the persons nominated in accordance with the provisions of this Agreement and to otherwise ensure that the Agency Board shall at all times be constituted in accordance with the provisions of this Agreement.

3.5 Municipal Directors

- (a) Each Municipal Director shall be nominated as provided for in paragraph 3.2(i).
- (b) Each Municipal Director shall hold office for a term of four years and may be nominated for further terms of four years each at the discretion of the Member or Members who nominated such Municipal Director.
- (c) A Municipal Director may be removed and replaced at the discretion of the Member or Members who nominated such Municipal Director, with notice to the Chair.

3.6 Outside Directors

- (a) The Outside Directors shall be nominated in accordance with the following procedure:
 - (i) To ensure that the Agency Board is comprised of individuals that collectively possess a balance of skills, expertise and perspectives and is appropriately representative in terms of gender balance, diversity and geographic representation, to contribute to the governance of the Agency, the Nominating Subcommittee shall develop a skills matrix against which it assess applications from persons interested in serving as Outside Directors.
 - (ii) When there is a vacancy in the Outside Directors or where the Nominating Subcommittee anticipates a vacancy in the Outside Directors, the Nominating Subcommittee shall, through a public or other transparent process including, to the extent the Nominating Subcommittee considers advisable in the circumstances through engaging a professional search firm, solicit interest from individuals resident in the Region who are willing to serve as Outside Directors.
 - (iii) The Nominating Subcommittee shall assess the candidates against the skills matrix and shall nominate a suitably qualified person for each vacancy taking into account the Agency Board's current and future needs and the objective of achieving a high functioning board.
 - (iv) Each Outside Director shall hold office for a term of three years, and may be nominated for a subsequent term of three years at the discretion of the Nominating Subcommittee. No Outside Director shall serve for more than two (2) consecutive three year terms unless nominated to the Executive in which case the Outside Director may serve for up to two (2) additional three year terms.

- (v) Any person nominated as an Outside Director shall have his or her name put forward to the Agency Board and Members, for election by the Members.

- (b) An Outside Director may resign from the Agency Board by notice to the Chair.

3.7 Provincial Government Director

- (a) The Provincial Government Director shall be nominated as provided for in paragraph 3.2(iii).
- (b) The Provincial Government Director shall hold office for a term of four (4) years and may be re-nominated at the discretion of the Department of Post Secondary Education, Training and Labour or other department as directed by the Province.
- (c) The Provincial Government Director may be removed and replaced at the discretion of the Department of Post Secondary Education, Training and Labour or other department as directed by the Province, with notice to the Chair.

3.8 Quorum

The quorum for meetings of the Agency Board shall consist of a majority of the Directors in office.

3.9 Remuneration

All Directors shall serve without remuneration but shall have their reasonable expenses reimbursed.

3.10 Committees

- (a) The Agency Board shall appoint:
 - (i) a Governance Committee;
 - (ii) a Finance and Audit Committee;
 - (iii) a Human Resources Committee;
 - (iv) and such other committees as may be provided for in the By-Laws.
- (b) The Governance Committee:
 - (i) shall consist exclusively of Outside Directors and shall ideally include at least one Director who is a lawyer or otherwise has governance experience;
 - (ii) shall establish a Nominating Subcommittee consisting of some or all of the members of the Governance Committee.
- (c) The Finance and Audit Committee shall include at least one Director who is a financial expert (by reason of having obtained a recognized professional accounting designation) or, if unavailable from the Directors, at least one Director

who has a minimum of five (5) years' experience working in a financial-related position.

- (d) The Human Resources Committee shall consist exclusively of Outside Directors.
- (e) The terms of reference of each Committee shall be as approved by the Agency Board.

3.11 Agency Board Executive

- (a) The Agency Board Executive shall consist of:
 - (i) the Chair;
 - (ii) up to two Vice Chairs;
 - (iii) a Treasurer;
 - (iv) the Saint John City Manager, as an ex officio non-voting member.
- (b) Each of the Chair, Vice Chair(s), and Treasurer shall be Outside Directors appointed by the Agency Board on the recommendation of the Governance Committee.
- (c) The Chair shall hold office for a two year term and shall not serve as Chair for more than two (2) consecutive terms.

3.12 Procurement and Employment Practices

- (a) The Agency shall adopt and comply with a procurement policy that is consistent with the intent of the *Procurement Act*, S.N.B. 2012, c. 20 including the use of competitive and open procurement practices.
- (b) The Agency shall publicly advertise employment opportunities within its operations unless it determines in connection with any particular position that it is in the best interest of the Agency to undertake other reasonably acceptable employee search procedures.
- (c) The Agency shall provide equal opportunity employment and shall hire employees on the basis of candidates satisfying necessary core competencies.

3.13 Member Approval Rights

- (a) In addition to approval by the Agency Board and any other consent or approval required by law, each of the following shall require the prior approval by a majority vote of the Members:
 - (i) the approval of the Strategic Plan;
 - (ii) the approval of the KPIs;

- (iii) any annual business plan that would have the effect of adding or removing a strategic goal as set out in the Strategic Plan or delay or accelerate the completion of the Strategic Plan by more than one year;
 - (iv) any amendment to the By-Laws of the Agency;
 - (v) the borrowing of any amount, other than credit extended by sellers and amounts charged to credit cards for the purchases of goods and services in the ordinary course within the limits of the approved Budget;
 - (vi) the provision of any guarantee, indemnity or other financial support for the benefit of any Person other than indemnities provided to Directors of the Agency;
 - (vii) any amalgamation, reorganization or arrangement involving the Agency;
 - (viii) the establishment or acquisition of any Subsidiary;
 - (ix) the dissolution, liquidation or winding up of:
 - (A) the Agency, or
 - (B) any Subsidiary of the Agency;
 - (x) the appointment or dismissal of the auditor of the Agency.
- (b) Any meeting of Members shall be conducted in the manner provided for in the Act and By-laws, provided that:
- (i) unless a Member otherwise designates in writing a person to represent it, each Member shall be represented by the Municipal Director or, in the case of the City of Saint John the Municipal Directors, nominated by it acting in capacity as representative of their nominating Member and not as Agency Director;
 - (ii) at any such meeting each of the representatives of the City of Saint John shall be entitled to two votes and each of the representatives of the other Members shall be entitled to one vote each; and
 - (iii) All decisions of the Members must be made by a resolution passed at a meeting of the Members by an affirmative vote of at least a majority of the Members present or by a resolution in writing signed by the Members in accordance with the Act. In the case of a tie vote, the matter shall be referred to, and determined by the majority vote of, the Outside Directors.
- (c) Except as set forth in this Section 3.13 or as may be required by the Act or By-Laws of the Agency, no Member shall have any consent or approval rights in relation to the operation or management of the business of the Agency.

3.14 Agency Approval Rights

- (a) In addition to any other consent required by law, the Agency shall not take any of the following actions except with the approval of the Agency Board:

- (i) the granting of any Encumbrance on its assets;
- (ii) any sale, lease or other disposition of any assets other than:
 - (A) a sale, lease or other disposition in the ordinary course of its business or otherwise contemplated in the Budgets; and
 - (B) a sale, lease or other disposition of immaterial or redundant assets;
- (iii) any capital expenditure not provided for in the Capital Budget approved by the Agency Board;
- (iv) the payment by the Agency of any Compensation to any employee or officer in excess of any compensation plan approved by the Agency Board or the Human Resources Committee or any other applicable committee of the Agency Board, where such payment would materially impact the Operating Budget of the Agency.
- (v) any other types of expenditure determined by the Board to require its approval.

ARTICLE 4 **SERVICES AND PROGRAMS**

4.1 Economic Development Activity Specific to a Member

It is acknowledged and agreed that each of the Members is free to conduct economic development activities specific to their municipality while continuing to support the efforts of the Agency in the Region.

4.2 Core Services and Programs

The Agency shall be the principal organization concerned with all aspects of economic growth within the Region. The Agency shall deliver the Core Services and Programs as outlined in the Prospectus, which are summarized as follows:

- (a) marketing, promotion and branding;
- (b) people attraction;
- (c) growth sector(s) development;
- (d) tourism development;
- (e) entrepreneurial ecosystem growth;
- (f) economic data/ decision support;
- (g) economic infrastructure development;
- (h) municipal economic development; and

- (i) stakeholder relations, ecosystem development and private sector development.

4.3 Other Services and Programs

In addition to the Core Services and Programs, the Agency may provide such Other Services and Programs to Members or other persons as the Agency Board may approve.

4.4 Prioritize Use of Regional Facilities

The Agency shall prioritize the promotion and use of those assets and venues that are classified as a “regional facility” under the *Greater Saint John Regional Facilities Commission Act*, S.N.B. 2016, c. 101.

ARTICLE 5 FUNDING AND FINANCIAL MATTERS

5.1 Strategic Plan

The Agency shall, on a four year cycle, submit to the Members for approval, a strategic plan setting out, for such period, the strategic goals and objectives for the Agency, including anticipated measurable outcomes together with a viable Funding Plan, with the first Strategic Plan to be approved by the Agency Board and the Members on or before August 1st, 2021, or a later date otherwise unanimously agreed to by the Members.

5.2 Municipal Funding for Core Services and Programs and Other Services and Programs

- (a) Subject to Section 8.1 and any Funding Agreement entered into with a Member, Members shall contribute to the operating costs of the Agency for the fiscal years beginning in 2021 and up to and including 2025 (the “**Initial Funding Period**”) in the amounts set out in Schedule 5.1, with such funds to be used by the Agency for the provision of the Core Services and Programs and Other Services and Programs in accordance with the Operating Budget.
- (b) The amounts to be paid or remitted to the Agency under Schedule 5.1 do not include HST based on the Agency being a para-municipal organization. Should the Agency not be classified as a para-municipal organization for HST purposes, the contributions agreed to be paid to the Agency by the Member shall be reduced to 95.89% of the otherwise agreed amount and HST shall be added to these reduced amounts. Should the rate of HST or municipal HST rebate amounts change, the reduction to the otherwise agreed amount above, shall be adjusted accordingly such that the Member's total cost including non-refundable HST is the Total Operating Grant included in Schedule 5.1.
- (c) Following the Initial Funding Period, the annual municipal government funding to be provided by the Members each year shall be based on a funding formula to be agreed between the Agency and the Members.

5.3 Accommodation Levy

- (a) As contemplated by the Prospectus, each of the Members agree that they shall use their best efforts to enact through the legislated process, on or before

December 31st, 2022, a by-law under section 101.1 of the *Local Governance Act*, S.N.B. 2017, c. 18 consistent with the requirements of this Section 5.3 providing the collection of a 3.5% levy against the purchase price charged to any guest of any premises operated to provide, for remuneration, temporary sleeping accommodation for the public for a continuous period not exceeding 31 days, and includes hotels, motels, inns, bed and breakfasts, resorts, hostels, campgrounds consisting of tents, yurts, cabins and trailer sites, buildings owned or operated by a post-secondary institution, any other facility or building which contains rooms offered as accommodations or rental units and dwelling units that are offered as lodgings.

- (b) The Members further agree that the proceeds of the Accommodation Levy shall be transferred to the Agency, less an agreed to five percent (5%) administration fee. By no later than December 31st, 2022, the Agency, or a third party as unanimously agreed to by the Members, shall begin to administer all aspects of the Accommodation Levy with the permission of and to the satisfaction of the Members in a manner consistent with the Members' by-laws enacted in accordance with this Section 5.3 and shall retain not more than a five percent (5%) administration fee for providing said administration services. Should the responsibility of administering the Accommodation Levy under the by-laws be transferred to the Agency, or a third party, pursuant to the terms hereof, Members shall cease retaining a five percent (5%) administration fee upon the transfer of such responsibility to the Agency or such third party. If the Agency is not permitted or is unable to assume such administrative responsibilities then the Members commit to explore alternative options.
- (c) Each of the Members shall take all reasonable steps to give effect to and enforce their Accommodation Levy by-law .
- (d) If any Member does not enact an Accommodation Levy bylaw as contemplated under this Section 5.3 for any reason, that Member will be afforded the option to provide additional funds directly to the Agency in an amount, as agreed to by the Members, that equals to the estimated annual Accommodation Levy that would have been collected by it had it enacted such a by-law. In the event that the Member does not elect to contribute such additional funds:
 - (i) the contributing Members may by majority vote among themselves elect to exclude that Member from any activities of the Agency funded by, or any benefits associated with, the Accommodation Levy resources, including but not limited to, any strategic discussions related to tourism investments, any application of funds or resources arising out of Accommodation Levy, any regional tourism initiatives and any tourism related advertising; and
 - (ii) each of the contributing Members may negotiate among themselves and reach an agreement on alternative approaches with respect to the application of the Accommodation Levy or may, in their sole discretion, elect to withhold some or all of their Accommodation Levy contributions from the Agency or cancel the Agency's or any third party's right to administer the Accommodation Levy.

5.4 No Change in Funding Obligations Without Consent

Notwithstanding any other provision of this Agreement, no decision of the Agency or the Members shall have the effect of changing the funding obligations of any Member, including adopting any Funding Plan to come into effect after 2025 applicable to such Member, without the affirmative consent of such Member.

5.5 Other Funding

Financial participation of the Federal and Provincial governments or any other sources, including the private sector, may be sought from time to time for projects that are consistent with the purpose and objects of the Agency.

The Agency shall work with the Province, using best efforts to secure financial participation directly from the LSDs within the Region as contemplated in the Prospectus.

5.6 Budgets

On or before September 15th, in each year, the Agency shall submit to the Agency Board a Capital Budget and an Operating Budget for approval by the Agency Board, for the ensuing year.

5.7 KPIs

The Agency shall on or before August 1st, 2021, or a later date otherwise unanimously agreed to by the Members, develop and obtain Members' approval for KPIs against which the performance of the Agency shall be measured.

It is acknowledged by the Agency and the Members that the performance of the Agency, as measured against the KPIs, shall be a critical component to evaluating the effectiveness of the Agency and the Members' satisfaction with the Agency.

5.8 Report

The Agency shall provide to each Member:

- (a) on a quarterly basis within 30 days of the end of each fiscal quarter, unaudited financial statements for the period along with a report on performance of the Agency against the KPIs during such period;
- (b) on an annual basis by the end of February of each year, an annual report including
 - (i) audited financial statements;
 - (ii) a report on the performance of the Agency including achievements against the KPIs and the Strategic Plan;
- (c) such other reports or presentations to municipal councils as the Members may reasonably request in consultation with the Board Chair and approved by the Agency Board.

5.9 Member Audit Rights

Each Member shall have the right from time to time, at its sole expense, to undertake a performance audit of the Agency in respect of its compliance with the terms of this Agreement and any Funding Agreement between the Agency and the Member, the Agency's internal controls and the economy, efficiency and effectiveness of the Agency in carrying out its objectives and for such purpose the person appointed by the Member to carry out the performance audit shall have access to all relevant records of the Agency and shall be allowed reasonable access to all staff employed by the Agency

5.10 Annual Meeting

The Agency shall call an annual meeting of Members in accordance with the provisions of the *Act* at which meeting the Chief Executive Officer of the Agency and the Board Chair shall be available to answer questions concerning Agency performance.

5.11 Financing and Borrowing

Any financing or borrowing required by the Agency from time to time shall be raised from such sources and on such terms as may be approved by the Members pursuant to Section 3.13(a)(v).

ARTICLE 6 INSURANCE

6.1 Maintain Insurance

The Agency shall at all times maintain in full force and effect insurance, including property and liability insurance and insurance covering errors and omissions, in appropriate amounts and for appropriate risks as would be considered prudent for similar businesses including, without limitation, coverage in accordance with the particulars set out below, such insurance coverage to be funded by, and shall be an expense of the Agency. All policies shall be reviewed by the Agency Board annually and shall not be cancelled or materially amended by the Agency without the prior written approval of the Agency Board. The particulars of such coverage shall be as follows:

- (a) directors and officers liability insurance in such amount as the Agency Board shall from time to time determine acting reasonably;
- (b) general liability insurance coverage, including personal injury, and accidents occurring on its private property, or on premises leased or otherwise controlled by the Agency, in such amounts as determined by the Agency Board; and
- (c) errors and omissions insurance in such amount as the Agency Board shall from time to time determine acting reasonably.

ARTICLE 7 ASSIGNMENT; ADMISSION OF NEW MEMBERS

7.1 No Assignment by Member

A Member may not sell, assign, transfer, pledge, mortgage or otherwise dispose of, whether by merger, operation of law or otherwise all or any of its Interest to any Person.

7.2 **New Member**

No other Person shall be admitted as a member of the Agency or re-admitted as a member of the Agency after having become a Withdrawn Member, unless:

- (a) it is a Municipality;
- (b) it has the affirmative consent of each Member; and
- (c) it becomes a party to this Agreement by executing an accession agreement in such form as is acceptable to the Members.

7.3 **St. Martins or LSDs within the Region**

Subject to Section 7.2 hereof, as long as it is unanimously agreed to by the Members, the Members and the Agency Board, shall be free to determine how best to involve St. Martins and the LSDs within the Region in the Agency's activities.

ARTICLE 8 **WITHDRAWAL BY MEMBER**

8.1 **Withdrawal by Member**

A Member may withdraw from the Agency:

- (a) on December 31st, 2023 due to any event or instance of Material Underperformance provided that:
 - (i) in order for a Member to withdraw from the Agency pursuant to paragraph (a) above, the Member must provide written notice of such withdrawal to the Agency and to the other Members by not later than sixty (60) days following the receipt by the Member from the Agency of the Agency's annual report for the operating year comprising January 1st, 2022 until December 31st, 2022, inclusive; and
 - (ii) an event or instance of Material Underperformance shall include, but not be limited to, any of the following:
 - (A) a failure on the part of the Agency to adhere to the terms of the Strategic Plan, as approved by the Members in accordance with the terms of this Agreement;
 - (B) a failure on the part of the Agency to attain a minimum achievement level of seventy percent (70%) for eighty percent (80%) of the KPIs, as approved by the Members in accordance with the terms of this Agreement;
 - (C) a failure on the part of the Agency or any Member to adhere to any term of this Agreement considered to be major or significant;
 - (D) a failure on the part of the Agency or any Member to adhere to any term of a bilateral Funding Agreement between the Agency and a Member considered to be major or significant;

- (E) a failure on the part of the Agency to develop and/or follow financial policies that respect generally accepted accounting principles (GAAP) or statutory/regulatory requirements that apply to the governance, operation, administration or oversight of the Agency;
- (b) upon a material breach by the Agency of any of its obligations under the Agreement or any Funding Agreement between the Member and the Agency if the Agency has failed to remedy such breach within 30 days of the Member providing notice in writing of the breach to the Agency and the other Members. For the purposes of this Section and without limiting the scope of Material Underperformance in paragraph 8.1(a)(ii), material breach includes, without limitation:
 - (i) failure by the Agency to adopt and approve a Strategic Plan, as required under Section 5.1;
 - (ii) failure by the Agency to adopt and approve KPIs, as required under Section 5.7, and
 - (iii) failure by the Agency to perform any obligations specific to the Member, as outlined in the Funding Agreement entered into between the Agency and that Member;
- (c) immediately upon the Agency making an assignment for the benefit of its creditors, being declared bankrupt or committing an act of bankruptcy, becoming insolvent, making a proposal or otherwise taking advantage of provisions for relief under the *Bankruptcy and Insolvency Act*, R.S.C. 1985, c. B-3 or similar legislation in any jurisdiction, or any other type of insolvency proceedings being commenced by or against the Agency under the *Bankruptcy and Insolvency Act*, R.S.C. 1985, c. B-3 or similar legislation.

8.2 **Expulsion of Member**

If a Member breaches its funding obligations under this Agreement or any Funding Agreement entered into between the Member and the Agency, including any failure to adopt an accommodation levy as provided for under Section 5.3 and disburse such amounts to the Agency, which breach has not been remedied within 30 days of the Agency delivering notice in writing to the Member, such Member may by majority vote of the Members other than the defaulting Member be expelled in which case such expulsion shall be effective upon delivery of notice in writing to the Member advising it of the vote of the Members to expel.

8.3 **Consequences of Withdrawal or Expulsion**

Upon withdrawal or expulsion of a Member:

- (a) the Withdrawn Member shall be deemed to have resigned as a Member and shall have no further rights or obligations as a Member under this Agreement except as provided under this Section 8.3;
- (b) subject to Section 8.3(c), the Withdrawn Member shall be responsible for payment of its municipal funding obligations in accordance with Section 5.1 up to

and including the later of the Withdrawal Date and the fiscal year end of the Agency following the notice of withdrawal or expulsion.

- (c) a Withdrawn Member shall not be responsible for payment of its municipal funding obligations in accordance with Section 5.1 if the Agency has been wound up as of the Withdrawal Date.
- (d) upon receipt of the Withdrawal Notice, the Agency shall cooperate with the Withdrawn Member in order to:
 - (i) subject to the Withdrawn Member's obligations under Section 8.3(b), return to the Member any unused funds provided by the withdrawing Member pursuant to this Agreement or any applicable Funding Agreement on a proportionate basis relative to overall funding received from all Members provided that amounts provided by Members pursuant to Section 5.2 and 5.3 shall be treated, and the proportion to be returned to the withdrawing Member calculated, separately. Notwithstanding the foregoing, the Agency shall be entitled to retain such funds as may be necessary to cover the Withdrawn Member's proportionate share or all obligations incurred by the Agency prior to the effective date of such withdrawal;
 - (ii) transfer any Transferred Property back to the Member to the extent that the same remains in the possession and control of the Agency;
 - (iii) otherwise facilitate the withdrawal of the Member.
- (e) any Director or Directors nominated by the Withdrawn Member shall be deemed to have resigned from the Agency Board effective as of the Withdrawal Date and the remaining Members shall be entitled to remove such Director.

ARTICLE 9

CONFIDENTIAL INFORMATION

9.1 Confidential Information

The Agency shall develop a policy which shall guide the determination of which records and information held or created by the Agency are to be treated as confidential ("Confidential Information").

Each Party agrees that it shall not at any time, whether then a Member of the Agency or not, directly or indirectly disclose Confidential Information to any Person (other than the Party's own professional advisors on a need-to-know basis or another Party hereto) not authorized by the Parties hereto to receive such information or use such Confidential Information for any purpose unrelated to the Agency or this Agreement.

For greater certainty, nothing in this Agreement imposes liability upon any Party for making disclosure of Confidential Information where such disclosure:

- (i) is required by law or court order; or
- (ii) is occasioned through theft, lawful or unlawful search and seizure or through any other means beyond the reasonable control of the Party.

9.2 **Right to Information and Protection of Privacy Act**

Each of the Parties acknowledge that each Member is subject to the provisions of the *Right to Information and Protection of Privacy Act*, S.N.B. 2009, c. R-10.6 and notwithstanding Section 9.1 and any information relating to the Agency in their possession or control is subject to disclosure under that statute.

ARTICLE 10 **DISPUTE RESOLUTION**

10.1 **Best Endeavours to Settle Disputes**

If any controversy, dispute, claim, question or difference (a "Dispute") arises with respect to this Agreement or its existence, interpretation, performance, enforcement, breach, termination or validity, then the Parties involved in the Dispute shall use reasonable efforts to attempt to resolve the Dispute in a collaborative manner as follows:

- (a) through negotiation between the Chief Executive Officer and the manager or equivalent chief administrative employee of the Member or Members involved;
- (b) if, at any time, the dispute remains unresolved, any Party involved in the Dispute may initiate mediation in respect of the Dispute by providing written notice to the other Parties involved to request mediation. Such a request shall include the names of three (3) proposed mediators and if the Parties involved cannot agree on a mediator, either from among the three (3) proposed names or otherwise, within ten (10) Business Days of the receipt of such notice, then the Dispute shall be resolved through arbitration in accordance with Section 10.2;
- (c) the mediator's costs and fees shall be borne equally by the Parties involved; and
- (d) the mediator and the Parties involved shall hold mediation within ten (10) Business Days of the mediator's appointment;
- (e) if mediation is not successful in resolving the Dispute the matter shall be resolved through arbitration in accordance with Section 10.2.

It is acknowledged and agreed by the Agency and the Members that this ARTICLE 10 shall have no application to any Dispute arising under ARTICLE 8 of this Agreement.

10.2 **Arbitration**

- (a) If the Parties involved in the Dispute do not reach a resolution of the Dispute pursuant to Section 10.1 within 30 days after written notice of the Dispute has been given by one to the other(s), the Dispute shall be settled by final and binding arbitration in accordance with the provisions of the *Arbitration Act*, S.N.B. 2014, c. 100 as in effect from time to time (the "Arbitration Act").
- (b) Any Party involved in the Dispute may initiate such arbitration by giving a notice to arbitrate to the other(s) setting out the nature of the Dispute the amount involved, if any, and the remedy sought.
- (c) Unless the Parties agree to arbitration by a sole arbitrator, the arbitration shall be carried out by a tribunal of three arbitrators, one appointed by each Party to the

Dispute (and for such purposes, Parties having a common interest shall be treated as a single Party), and the third arbitrator, who shall be chairperson of the tribunal who shall be appointed by the first two appointed arbitrators.

- (d) The arbitration shall be private and confidential and unless otherwise required by law, all hearings, meetings, and communications shall be private and confidential as between the participants and the arbitrators.
- (e) The arbitration hearing shall take place, at a location to be determined by the arbitrators in consultation with the parties thereto.
- (f) The applicable law of the arbitration shall be New Brunswick law.
- (g) The arbitration shall be conducted in English.
- (h) except for any action necessary to enforce the award of the arbitrator, or any actions initiated by any insurer of any Party involved, the provisions of this Section 10.2 are a complete defence to any suit, action nor other proceeding instituted in any court or before any administrative tribunal with respect to the subject matter of the Dispute.
- (i) Unless otherwise required by law, the decision of the arbitrators or sole arbitrator, if applicable, shall be private and confidential between the Members involved in the Dispute and shall not be subject to appeal except to the extent permitted by the *Arbitration Act*, S.N.B. 2014, c. 100.

10.3 Time Limits

The time limits referred to in this ARTICLE 10 may be abridged or extended by mutual agreement among the Parties involved in the Dispute.

ARTICLE 11 MISCELLANEOUS

11.1 Term; Termination

This Agreement shall first come into force and effect as of the date hereof and, except as provided below, shall continue in force until the date on which this Agreement is terminated by written agreement of all Members. A termination of this Agreement or any provision of this Agreement shall not affect or prejudice any provisions hereof which are expressed to survive such termination or any rights or obligations which have accrued or arisen under this Agreement prior to the time of termination, and such rights and obligations shall survive the termination of this Agreement.

11.2 Implementation

Each Member agrees to exercise its influence in respect of the Agency and each Member agrees to sign all such documents and to do and perform all such other acts or things, as may be necessary or desirable from time to time in order to give full effect to the provisions and intent of this Agreement and to ensure that the provisions of this Agreement shall govern the affairs of the Agency to the maximum extent permitted by law.

11.3 **Notices**

- (a) All notices, requests, claims, demands and other communications hereunder must be in writing and are sufficiently given if delivered personally, by registered mail (postage pre-paid, return receipt requested), by a recognized overnight delivery service or by facsimile, email or other electronic transmission (provided however, that email or other electronic transmission is not sufficient delivery if no email address is included herein), directed as follows (or, in the case of any Member, to such other address as the Agency shall have on record for such Member):
- (i) to City of Saint John:
15 Market Square
PO Box 1971
Saint John, NB E2L 4L1
Attention: Office of the City Manager
E-mail: jonahon.taylor@saintjohn.ca
Phone: 1.506.721.4983
 - (ii) to Grand Bay-Westfield
609 River Valley Drive
PO Box 3001
Grand Bay-Westfield, NB E5K 4V3
Attention: Office of the CAO
E-mail: john@towngbw.ca
Phone: 1.506.738.6425
 - (iii) to Hampton
648 Main St
PO Box 1066
Hampton, NB E5N 8H1
Attention: Office of the CAO
E-mail: richard.malone@townofhampton.ca
Phone: 1.506.832.6065
 - (iv) to Quispamsis:
12 Landing Court
Quispamsis, NB E2E 4R2
Attention: Office of the CAO
E-mail: sdeuville@quispamsis.ca
Phone: 1.506.333.1130
 - (v) to Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5
Attention: Office of the Town Clerk
E-mail:
Phone: 506.848.6600
 - (vi) to the New Economic Development Agency of Greater Saint John
40 King Street

Saint John, NB E2L 1G3
Attention: Office of the Chair
E-mail:
Phone: 1.506.658.2877

- (b) Each such notice, request, claim, demand or other communication is deemed to have been received upon the earliest to occur of (i) actual delivery, (ii) in the case of registered mail, 5 Business Days after being deposited in the mail addressed as aforesaid, (iii) in the case of facsimile, e-mail or other electronic transmission, on the next Business Day following the date of transmission (provided that the original of such notice, request, claim, demand or other communication is promptly sent by overnight delivery service as aforesaid) and (iv) in the case of overnight delivery service, one Business Day after being sent addressed as aforesaid. The Parties may designate additional addresses, facsimile numbers or e-mail addresses for particular communications as required from time to time, and may change any address, facsimile number or e-mail address upon 5 Business Days' prior notice thereof.

11.4 Enforceability

Subject to the provisions hereof, this Agreement shall be binding on and enforceable by the Parties and their respective successors (including any corporation continuing from an amalgamation involving a Party).

11.5 Force Majeure

It is acknowledged and agreed that no party under this Agreement shall be held responsible for damages caused by delay or failure to perform its undertakings under the terms of the Agreement when the delay or failure is due to fires, strikes, floods, acts of God, pandemic, lawful acts of public authorities or delays or defaults caused by common carriers, which cannot be reasonably foreseen or provided against. A "Force Majeure Event" includes but is not limited to any war, invasion, insurrection, armed conflict, act of foreign enemy, revolution, terrorist act, pandemic, interference by military authorities, nuclear explosion, contamination by ionizing radiation, epidemic, quarantine restriction, flood, earthquake or hurricane that prevents, delays or interrupts the performance of any obligation under this Agreement, other than any obligation to pay any money, and provided such event does not occur by reason of:

- (a) the negligence of the party relying on the Force Majeure Event (or those for whom it is in law responsible); or
- (b) any act or omission of the party relying on the Force Majeure Event (or those for whom it is in law responsible) that is in breach of the provisions of this Agreement.

11.6 Remedies

Each Party acknowledges that a violation of any provision of this Agreement shall result in immediate and irreparable harm to the other Parties which cannot be compensated adequately by recovery of damages alone and agrees that, in the event of any such violation or threatened violation, the other Parties shall, in addition to any other rights or

remedies available at law, in equity or otherwise, be entitled to temporary and permanent injunctive relief, specific performance and other equitable remedies.

11.7 Counterparts

This Agreement may be executed in counterparts, each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first written above.

City of Saint John

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Grand Bay - Westfield

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Hampton

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Quispamsis

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Rothesay

By: _____

Name: Dr. Nancy Grant

Title: Mayor

By: _____

Name: Mary Jane Banks

Title: Clerk

**New Regional Economic Development Agency
for Greater Saint John**

By: _____

Name: Cynthia Goodwin

Title: Chairperson

By: _____

Name:

Schedule A

Prospectus

Collaborating to ensure the municipalities in Greater Saint John will prosper in the 2020s

A new economic development model

Prospectus

Prepared for:

City of Saint John

Town of Quispamsis

Town of Rothesay

Town of Grand Bay-Westfield

Town of Hampton

Village of St. Martins

Submitted by:

Economic Development Advisory Council

July 2020

Table of Contents

	<u>Page</u>
1. INTRODUCTION/MANDATE	2
Summary of the proposed regional economic development model	3
2. WHY NOW?	4
2.1 Saint John is at a critical juncture.....	4
2.2 Reason for optimism	5
2.3 Why the Saint John CMA?	6
2.4 The Covid-19 pandemic	7
3. WHAT WILL THE NEW ORGANIZATION DO?	8
3.1 A new economic development direction for the Saint John CMA.....	8
3.2 The functions of the new economic development organization	8
3.3 Why a consolidated economic development organization?	11
3.4 Staffing the new organization	12
4. FUNDING THE NEW ECONOMIC DEVELOPMENT MODEL.....	13
4.1 Fair and equitable funding	13
4.2 The proposed municipal contributions.....	14
4.3 Other sources of funding	15
4.4 Putting municipal funding into context	16
4.5 Growing the core municipal funding	16
4.6 Spending the budget by function.....	16
4.7 The need for a multiyear funding commitment	17
5. GOVERNANCE AND OVERSIGHT.....	18
5.1 Overriding governance principles	18
5.2 Board and committee structure	18
6. TRANSITION TO THE NEW ECONOMIC DEVELOPMENT MODEL.....	21

1. Introduction/Mandate

Background

In the Spring 2019, the City of Saint John convened a group of business leaders and economic development stakeholders to advise the city on how to maximize the value of its investment in economic development (hereafter referred to as the Advisory Council). The City was concerned that despite spending a considerable amount on economic development each year, tax base growth has been anemic as has been organic growth in tax revenues. The city's goal is to bring annual tax base growth back to at least two percent per year.

After considerable research and deliberations, the Advisory Council recommended a new way forward. The Advisory Council proposed a brand-new, innovative approach and mindset that aligns the key players in the ecosystem focused on economic growth. This new regionally funded model will have a budget and the scale to compete with the other larger urban centres across Atlantic Canada and beyond.

The development of a new consolidated economic development model IS NOT about achieving cost efficiencies. The focus is GROWTH. This new economic development model will be funded equitably by all the municipalities in the Saint John Census Metropolitan Area (CMA) and will provide the impetus for a broad-based economic development program to increase the population to ensure there are enough workers to meet labour demand, expand strategic industries, foster new entrepreneurs and build economic development infrastructure that drives growth.

In August 2019, the Advisory Council prepared a report entitled "Economic Development Model and Framework for Growth in Greater Saint John" that detailed the approach to the new model, funding and governance.

David Campbell from Jupia Consultants and Cathy Simpson from The CASM Group were retained to undertake a process meant to conclude with agreement and support for the new, consolidated economic development model and single entity. David and Cathy have prepared this prospectus under the guidance of the Advisory Council.

This is an ideal time to be embarking on this new collaborative approach to economic development for Greater Saint John. The City of Saint John will continue to invest at the same level over the next five years and the new funding from the partner municipalities and LSDs will provide much needed incremental funding to support priorities such as people attraction which will be critical to move our region forward.

Economic Development Advisory Council

Paulette Hicks – Delta Saint John

Francis Power – Intangible Power

Dan Doiron - UNBSJ

Chris MacDonald – JD Irving

Andrew Carson – Irving Oil

Stephen Lund – GNB/ONB

Summary of the proposed regional economic development model



Objectives and scope (Section 2)

A brand-new, innovative approach to regional economic development that is equitably funded by all municipalities, aligns the key players in the ecosystem focused on economic growth, and has a budget and the scale to compete with the other larger urban centres across Atlantic Canada and beyond.



Functions of the new economic development organization (Section 3)

- Community marketing/promotion/branding
- People attraction
- Growth sector(s) development including tourism
- Entrepreneurship ecosystem growth and development
- Economic data/decision support
- Economic infrastructure development
- Stakeholder relations/ecosystem development/private sector collaboration



Funding the new economic development organization (Section 4)

Equitable funding from all municipalities (including LSDs) (evolving to per capita municipal funding over time). Over the five years, core municipal government funding will be amplified by an estimated \$7.6 million from the accommodation levy and \$10.3 million from provincial and federal government funding as well as the private sector. Specific municipal funding levels are:

- Saint John: \$1.7 million in 2021 and 2022 rising to \$1.9 million/year through 2025.
- Rothesay: \$148,000 in 2021 rising to \$283,000 by 2025.
- Quispamsis: \$168,000 in 2021 rising to \$454,000 by 2025.
- Grand Bay-Westfield: \$36,000 in 2021 rising to \$118,000 by 2025.
- Hampton: \$31,000 in 2021 rising to \$102,000 by 2025.
- St. Martins/others: TBD, initial commitment of \$500,000 made by GNB.



Board of directors and governance (Section 5)

The board will consist of Inside Municipal/Government Directors and Outside Private Sector Directors. The Chair will be an outside director. The inside directors will be appointed by the municipalities from senior staff members; primarily the city and/or town managers. No elected reps. will sit on the board.

- Municipalities (the shareholders) will have preferred shareholder status and will have to approve certain essential and material decision of the board such as: strategic goals and objectives; new funding arrangements of a material and/or directive nature; organization bylaws; and annual business plans that vary in a material way from the approved strategic plans.
- The board will be made up of 14-15 directors: 7-8 outside private sector directors, 6 inside municipal directors, and potentially 1 provincial government nominated director.
- Preferred shareholder representation will include: 2 from the City of Saint John – with four (4) board votes and one each from the four other municipalities – with one vote each.
- The board executive will consist of a Chair, 1 or 2 Vice Chairs and a Treasurer (all outside directors). The Saint John City Manager will sit on the executive committee *ex officio* (i.e. not voting).



Transition (Section 6)

- Early July 2020: New model voted on by municipal councils.
- July 2020: Transition committee of six community leaders to be set up as recommended by the five municipalities – to recruit the new board Chair/initial board of directors.
- August 2020: Firm to facilitate the process of Chief Economic Development Officer recruitment.
- Fall 2020: Transition activities take place including working with GNB on the funding formula for LSDs.
- October 2020: Municipal government priorities established.
- December 2020: KPIs developed and approved by councils.

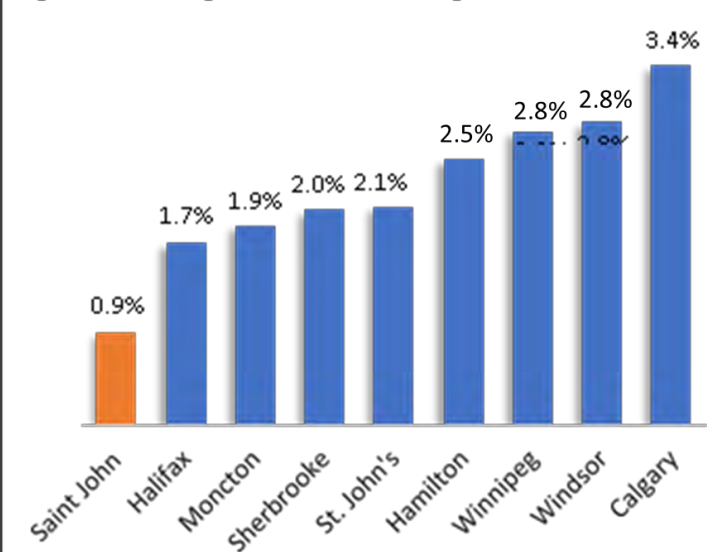
2. Why now?

2.1 Saint John is at a critical

juncture In 2020, at the start of a new decade, the Advisory Council believes the City of Saint John and surrounding municipalities are at a critical and exciting juncture. The previous decade has been a time of turbulence for the Saint John CMA economy. It ranked 33rd out of 35 CMAs across Canada for population growth between 2009 and 2019 and 31st for workforce growth (a 0.7% increase over the decade).

On the broadest measure of economic growth, the Saint John CMA real gross domestic product (GDP) expanded by an average of only 0.9% per year between 2009 and 2019 which was one of the worst GDP growth rates among Canada's 35 CMAs (Figure 1).

Figure 1: Average annual real GDP growth (2009-2019)*



*GDP at Basic Prices (Millions \$ 2012).

Source: Conference Board of Canada

And there are currently a number of challenges that could impact the region's ability to grow in the years ahead. **First**, the Saint John CMA has a demographic challenge. Among the 35 CMAs, for every 100 deaths each year there are 150 births. In other words, the natural population growth rate is positive. By contrast, in the Saint John CMA there are only 85 births per 100 deaths or a negative natural birth rate. Further, there has been a 40% increase in the number of people in the Saint John workforce over the age of 55 in recent years and more than 15,000 will be heading towards retirement in the next decade or so. Over 40% of the region's entrepreneurs (self-employed) are over the age of 55. The region needs a new and ambitious population attraction strategy.

Second, the decline in economic activity in the Saint John region over the past decade is impacting municipal finances. As GDP growth has declined so has average annual municipal tax revenue growth – down 44% since 2009¹. The region needs to boost economic growth to help grow municipal tax revenues without the need to raise tax rates.

Third, the Saint John CMA is more exposed to global competition than many other urban centres in Canada. Upwards of 80% of the value of goods exports from New Brunswick either ships through Saint John or is controlled by Saint John-based companies. This exposure to global markets is very good for New Brunswick as it results in billions of dollars flowing into the province each year. But it means Saint John is particularly vulnerable to global market conditions and competition.

¹ Based on the average combined annual revenue growth among the five largest municipalities in the Saint John CMA between 2002-2008 compared to 2009-2019.

Fourth, the Saint John region historically has been reliant on large projects or big new industries to drive growth. From shipbuilding to energy, the regional economy has tended to grow in spurts. Now there is currently no large new industry or project on the horizon². This means if the economy is to grow it will need broad-based contribution from sectors such as manufacturing, ICT, finance, professional services, tourism, etc.

Fifth, there is some concern that Saint John has a brand problem. It needs to be positioned as a place where entrepreneurs thrive, and people can have great careers combined with a high quality of life. It needs to be known as a place where industries are supported and can succeed. We need more focus on all the things that are great about our region even as we work to address our challenges.

Sixth, new technology and business processes are set to have a profound impact on the global economy in the coming years. Saint John's local and export-focused industries need to embrace change and adapt for the new realities.

In short, the competition for new business investment, people attraction and the fostering of new entrepreneurs has never been more pronounced than it is today.

The Advisory Council does not believe that deploying a new, consolidated economic development model for the Saint John CMA will singlehandedly change the trajectory of the regional economy. The Council believes a reinvigorated economic development model with strong support from the private sector aligned with provincial and federal government economic development and people attraction efforts will ensure the region transforms and is set up for growth in the 2020s.

2.2 Reason for optimism

Despite the aforementioned challenges, there is much reason for optimism. Collectively, we see a new way forward. The region is home to a number of global companies that are leaders in their respective industries and are significant employers. A number of the region's important industries are poised for growth including ICT, insurance, energy, transportation, tourism and health care. The Saint John region has many institutions that could drive new economic growth including its post-secondary education sector, port and airport.

And on the crucial issue of people attraction, Saint John offers a strong value proposition. It offers reasonable housing costs, short commute times and relatively low crime rates. Residents benefit from a mix of urban and rural amenities.

But **optimism is not a strategy**. The region must focus its economic development efforts on incremental growth leveraging its unique assets, attributes and strengths.

² A notable exception could be nuclear energy. If this sector takes root in New Brunswick it could be very beneficial to the Saint John economy.

2.3 Why the Saint John CMA?

The Saint John Census Metropolitan Area (CMA) is comprised of the City of Saint John, the towns of Rothesay, Quispamsis, Grand Bay-Westfield and Hampton as well as the Village of St. Martins. There are also 19,000+ people living in Local Service Districts (LSDs) in the CMA area (Table 1). As defined by Statistics Canada, these communities are all part of an integrated regional economy. Labour markets are integrated. Shopping and services markets are integrated. In the longer run, the destinies of these communities are intertwined and therefore they ideally should be collaborating on efforts to foster economic development and people attraction.

Table 1: Estimated 2019 population, municipalities included in the Saint John CMA

<u>Municipality:</u>	<u>Population</u>	<u>Change since 2016</u>	<u>Local service districts:</u>	<u>Population</u>	<u>Change since 2016</u>
Saint John	70,817	+2.5%	Simonds	3,970	+0.9%
Quispamsis	18,970	+1.8%	Kingston	2,981	+0.4%
Rothesay	11,940	+0.3%	Hampton	2,877	+0.4%
Grand Bay-Westfield	4,968	-1.5%	Westfield	2,052	+2.5%
Hampton	4,333	-0.7%	Norton	1,328	+0.5%
St. Martins	<u>287</u>	<u>+2.1%</u>	Upham	1,299	+0.4%
Six municipalities	111,315	+1.8%	Musquash	1,229	+0.8%
			St. Martins	1,181	+2.3%
			Greenwich	1,082	+0.4%
			Lepreau	748	+4.0%
			Petersville	674	-3.0%
			<u>Rothesay</u>	<u>347</u>	<u>+4.8%</u>
			LSDs - Total	19,768	+0.9%

Source: Statistics Canada. Table 17-1 -0142-01.

The total population in this economic zone is estimated to be 132,000 (2019). The Saint John CMA is the smallest metropolitan area by population east of Ontario and the fourth smallest across the country. This bolsters the case for greater regional collaboration. Even though the metropolitan area is small, by working together the regional municipalities will better be able to compete with larger urban centres.

Most municipalities small and large across Canada spend in the 1.0 to 2.0% of budget range on the economic development function. Some include tourism and other functions but very few across the country are not investing in economic development. The argument here is that by working together the communities within the Saint John CMA will maximize impact and be able to compete and win against other larger CMAs.

Not all of these LSDs may end up in the final decision about LSD participation in the regional economic development model. Some may be considered part of another region/zone. The determination of which LSDs are included will be decided during the negotiation process (See Section 6).

2.4 The Covid-19 pandemic

The Covid-19 pandemic has created a lot of uncertainty. It is not clear how long it will take for the regional economy and labour market to bounce back to pre-pandemic levels. As shown in Table 2, the negative impact on the employment situation was significant but actually the employment losses were less than in the average metropolitan area across the country buffered by government and large employers retaining staff and by the early exit from the lockdown which helped the employment figures in May.

Table 2: The impact of Covid-19 on the Saint John CMA labour market

<u>Labour force characteristics</u>	<u>May-19</u>	<u>May-20</u>	<u># change</u>	<u>% change</u>
Labour force	71,000	64,800	-6,200	-9%
Employment	66,700	57,600	-9,100	-14%
Unemployment	4,300	7,200	+2,900	+67%
Unemployment rate	6.1%	11.1%	+5.0	
Participation rate	66.6%	60.1%	-6.5	
Employment rate	62.6%	53.4%	-9.2	

Source: Statistics Canada Table: 14-10-0294-02.

Moving forward the pandemic effects could linger. Will local services return to pre-pandemic levels? How will the pandemic impact the region's critical export industries? There are concerns the toll on our exporters will continue to linger into 2021 and possibly well beyond. How will immigration and international student attraction be impacted? Tourism, which has been a bright spot in recent years, has a weak short- and medium-term outlook.

As a result of Covid-19, the Economic Development Advisory Council believes there *is even more impetus now* for the new Saint John economic development model. We will need to come out of this strong with a clear path forward. The new, integrated economic development approach will be an important part of this renewal.

3. What will the new organization do?

3.1 A new economic development direction for the Saint John CMA

In order to effectively compete in the 2020s, the consensus view of stakeholders is that the Saint John region requires a different model – a regional model that aligns and combines economic development, people attraction, infrastructure development, tourism development and related activities into a single organization with one board, one mandate, one leader (CEDO -Chief Economic Development Officer) and one budget. Fragmented spending and divergent municipal investment is holding back the potential to maximize returns on economic development investment in the region.

A recent paper published by the U.S.-based Brookings Institution concluded that industrial development and labour markets happen in economic regions (metro areas) and not just in individual cities or towns and therefore metropolitan areas are the “right scale for economic strategies and governance”. Based on numerous examples across the United States, Brookings concludes “regions benefit from having a backbone organization coordinating economic development activities and bringing actors together.”

This is exactly the proposed role for the new, consolidated economic development organization for the Saint John CMA. It will be a backbone organization concerned with all aspects of economic growth in the Saint John region – not just on the delivery of specific services. It will also play a coordinating role with its many local, provincial and federal government partners.

A symbiotic economic development relationship: The five municipalities and LSDs

The City of Saint John is the primary industrial and commercial economic engine for the regional economy. Growth in the city’s manufacturing, transportation, information technology and other sectors benefits the regional economy by boosting the population settling around the CMA and by increasing consumer spending in all of the communities. It also helps create secondary commercial development in the surrounding municipalities to meet the growing local demand for goods and services.

3.2 The functions of the new economic development organization

It will be the responsibility of the new private sector-led Board of Directors and the CEDO to establish specific activities and the budget associated with each activity, subject to alignment with municipal government shareholder priorities. As input to this new Board of Directors, the feedback from the municipalities, other stakeholders and the Advisory Council focused on a number of key functions that will be important. These are summarized in the table below.

It is very important to note that the incremental funding support from the regional municipalities and LSDs will ensure there is proper funding for activities such as people attraction, community promotion and analysis of the regional economy. These functions, and others, are not properly funded today relative to other competitor jurisdictions.

2021March8OpenSessionFINAL_387

Function:	Description:
Community marketing/promotion / branding	Much discussion and education has occurred around embracing place branding and the benefits of this mindset and focus for the region. We need to market and sell the Saint John region to attract investment, entrepreneurs, people, students, R&D and visitors.
People attraction	The new entity will be engaged in a focused and increased effort to attract people to the region including immigrants, persons living elsewhere in Canada, national and international post-secondary education (PSE) students, etc. The primary focus will be on attracting people into specific jobs on offer and entrepreneurial opportunities. We will look to boost international student enrolment, again, with a focus on programs where there is a stronger likelihood of retention in the community after graduation. It is important to point out that other organizations are involved (e.g. UNB SJ, NBCC, etc.) – the new entity will lead on this initiative for the region and will ensure alignment with other entities. There must be an increased emphasis on this function.
Growth sector(s) development	We must develop the value proposition for specific growth sector opportunities and promote these opportunities to attract local, national and international investment. How do we leverage our health research assets, our strengths in ICT, finance and insurance, ocean-based shipping, energy, etc. Some of this work is currently being done but the new entity needs to increase this focus. The new entity will lead on this initiative for the region and will ensure alignment of effort with provincial and federal government strategies and private sector partners.
Tourism development	Tourism development will be a pillar of this new organization. Because of the accommodations levy and municipal commitment, a large portion of the budget will focus on this sector. The new entity will put even more focus on tourism asset development (i.e. investments that boost the tourism capacity in the region).
Entrepreneurial ecosystem growth and development	This is a core function of regional economic development agencies across Canada. It can involve startup incubation spaces, new company acceleration programming, support services, partnerships with public sector enterprises to incubate new research-based startups, attracting startup capital, small business loan funding programs, and more. The focus will be on innovation and growth sector opportunities with an increased emphasis on scaling up company opportunities.
Economic data/ decision support	The new entity must be the go-to organization for data, research and insight into the Saint John CMA economy and population. More emphasis on KPI's, results and accountability for financial success to the major investors is a must.

2021March8OpenSessionFINAL_388

Function:	Description:
Economic infrastructure development	<p>The new entity will work on large economic infrastructure (e.g. Fundy Quay, Innovation District, etc.) in the City of Saint John and in the surrounding municipalities. It will support the development of the value proposition for investment in related projects and will foster strong relationships with real estate-related investors and developers both locally and nationally.</p> <p>The new economic development organization will focus on the region as a whole and will look broadly at land development and how to leverage existing assets in all municipalities.</p> <p>It will manage several key regional economic development assets including the three industrial parks and the barge terminal. There is no expectation the new economic development organization will own any buildings or land. The reason why the Saint John industrial parks and barge terminal were included in the responsibilities of the new organization was that they are important economic assets that will be promoted for economic development and new company investment in and will be beneficial to the whole region as workers, and in many cases owners, reside across the region.</p> <p>There will be commercial/industrial real estate developments across the region that will be supported by the regional economic development organization but any land sales, as one example, will accrue to the owner of the properties (public or private).</p>
Support for municipal economic development	<p>The organization will provide support for municipal-level economic development subject to the principle that regional economic development activities will benefit the entire region (new residents will be dispersed, new company investments will lead to spending across the region, etc.). At a high level, municipal support will include:</p> <ul style="list-style-type: none"> • Support for strategic economic development projects in each municipality. • Support for local entrepreneurs in each community (in conjunction with other provincial and federal service providers). • Support for tourism development in the municipalities. • Etc.
Stakeholder relations/ecosystem development/private sector collaboration	<p>This new entity will be at the centre of the economic development ecosystem in the Greater Saint John region. It will deliberately strengthen relationships with all key partners and ensure alignment of effort, the development of multi-organization projects and the ongoing sharing of information. This must include a renewed engagement with the private sector.</p>

3.3 Why a consolidated economic development organization?

The Advisory Council believes this new economic development entity for Greater Saint John will achieve greater results than the current model with multiple different organizations, leaders, and board of directors. In order to compete effectively in the 2020s, the new entity will be better positioned to:

What	Rationale:
Attract more municipal investment and leverage other funding sources	The new model will attract significant new funding from the various municipal governments in the region. As shown in Section 4 below, it is estimated \$4.7 million will be invested over the first five years of the new model from the other municipalities and LSDs, in addition to Saint John's contribution. It is anticipated that other government and private sector partners will be better engaged financially in the new model.
Drive success in key activity areas	The scale of the new entity will allow for increased investment in key focus areas. For example, currently the region is doing limited work to foster people attraction. The new model will have the capacity to significantly expand these efforts. The old, fragmented model had limited capacity to develop and analyze data to support decision making. The new model will have this capacity. Section 3.2 above provides a broad overview of the various focus areas of the new organization.
Optimize economic development spending and people attraction investment	In addition to being better positioned to attract funding from other government sources as well as the private sector, there will be cost savings as the disparate functions are consolidated into one organization (back office, management, overhead, aligned marketing and partner management to name a few).
Generate functional synergies	The new entity will benefit by bringing the various strengths from each function into one consolidated plan. The branding and expertise that has led to a significant boost in visitors in recent years will align with efforts to attract population. The expertise related to the development of larger economic infrastructure projects will align with efforts to attract investment to the region.
Focus on regional strengths, assets and attributes	In the Saint John CMA, the whole is greater than the sum of its parts. The new economic development entity will focus on leveraging the strengths, assets and attributes of the entire Greater Saint John region.
Align the economic development ecosystem	The new entity will be better positioned to align the activities of the other organizations involved in economic development and people attraction with provincial and federal partners.

2021March8OpenSessionFINAL_390

What	Rationale:
Provide greater accountability for results	A single entity with a Chief Economic Development Officer (CEDO) and board of directors, aligning the work of local, provincial and national partners, will be better able to achieve results but also to be accountable for results. The challenge of a fragmented economic development model is the “that is not my responsibility” problem. The new entity will be able to identify and work on a wide range of activities that support economic growth and not be restricted to a few specific functions. Both the silo effect and work priority overlaps will be eliminated.

3.4 Staffing the new organization

The new organization will have in the range of 20-25 core staff supplemented by summer students and contract employees as needed. There are many talented staff working in EDGSJ, Discover SJ and Develop SJ and most will be integrated into the new organization. There will be some redundancies and staff efficiencies to be achieved through the amalgamation. The new board of directors and CEDO will be mandated to build the appropriate staffing and executive leadership model for the new organization.

4. Funding the new economic development model

The focus of this prospectus is on the core municipal funding of the new economic development entity and not on the other sources of funding. It is important to point out, however; that the new entity will be tasked with leveraging other sources of government funding where there is alignment with the goal of driving economic development and people attraction to the Saint John region. It will also be mandated to secure private sector funding support – to drive specific outcomes. As a result, securing core and stable municipal funding is critical to the ability to leverage other sources of funding and better ensure alignment of effort between the new entity and other partners in the region.

4.1 Fair and equitable funding

A fundamental principle of the new municipal government funding model is that all municipalities in the Saint John CMA are contributing equitably to the new entity.

The LSDs and economic development funding

The Local Service Districts (LSDs) located in the Saint John region are economically integrated into the regional economy in the same manner as the city and towns. **LSD funding support and participation in the governance of the new organization is considered to be crucial moving forward.** However, determining which LSDs should be included in the model and negotiating a separate funding agreement with each LSD would have been very problematic in the timeframe allotted.

The consulting team had ongoing discussions with the provincial government on the strategic importance of funding support for the new regional economic development model. The provincial government has committed \$500,000 over the first two years and has committed to work with the new entity on a funding formula for the LSDs that would see them financially support regional economic development out of their annual property taxes. The process of LSD integration into the funding and governance model will be a top priority of the new board of directors and leadership.

The Advisory Council realizes there are concurrent discussions in the region related to the funding and provision of other regional services. The Council recognizes the importance of these discussions and believes the negotiation and implementation of the new and innovative approach to economic development outlined in this document, supported by a fair and equitable funding formula, is a good example of how the area's municipalities can come together to develop and implement an important regional service.

4.2 The proposed municipal contributions

The City of Saint John

The City of Saint John has been investing a considerable amount into economic development in recent years. It is recommended this funding be allocated to the new, external economic development agency. The city's annual funding for the first two years of the five-year revenue forecast will be \$1.7 million. Starting in 2023 Saint John's contribution rises to \$1.9 million per year.

The city's continued commitment will ensure significantly more money will be invested into economic development so we can compete and win in the 2020s. Over the 2021 to 2025 period, the city's funding will leverage approximately \$4.7 million in other municipal funding and another \$18 million in other funding including the accommodation level, other levels of government and the private sector (Table 3).

Quispamsis, Rothesay, Grand Bay-Westfield and Hampton

Table 3 includes the proposed funding levels for the four towns from 2021 through 2025. The funding target by 2025 is the same as the original prospectus but the increases from 2021 through 2025 have been adjusted. The first year (2021) increase for the three municipalities that have been funding EDGSJ has been dropped to reflect uncertainty over municipal budgets post-Covid-19. Hampton's initial funding level in 2021 has also been proportionately reduced.

As was proposed in the original prospectus, the objective is to evolve to an equivalent per capita funding for the new entity within five budget years. The annual increases have been set to ensure the municipalities reach parity in the future.

Village of St. Martins

Once ratified by the core municipal partners of Saint John, Grand Bay-Westfield, Rothesay, Quispamsis, and Hampton, St. Martins will be engaged to get their buy-in and participation. The proposed funding levels are \$2,800 starting in 2021 rising to \$6,800 by 2025. These levels are consistent on a per capita basis with the other municipalities.

Why should municipalities make this level of investment into economic development?

- To transform the Greater Saint John region.
- To demonstrate municipal commitment to economic development and people attraction.
- To ensure the combined investment in economic development from all municipal partners rises significantly in the coming years.
- To ensure the new entity will have the capacity to invest more in key areas such as people attraction, community marketing/promotion/ branding and the development of stronger economic and demographic data for decision support.
- To boost population growth, business investment, visitors and new entrepreneurs in the city and region.
- In order to effectively compete with other urban centres, there needs to be a strong, regional economic development effort.

4.3 Other sources of funding

The new regional economic development organization will leverage other sources of funding to amplify the municipal investment. As detailed in Table 3, over the five-year forecast period the combined \$13.8 million municipal funding contribution is expected to leverage another \$17.9 million. For every municipal dollar contributed, a total of \$2.3 will be spent to support economic development across the Greater Saint John region. These other sources of funding can be grouped into three categories: the accommodations levy, other government funding and private sector funding.

Accommodations levy:

It is anticipated as a result of the pandemic that accommodation levy funds raised will drop to around only \$400,000 in 2020 with a modest rebound to \$700,000 in 2021. For this forecast model, it is assumed that the dollars raised from the levy will start to approach 'normal' by 2023 and increase through 2025. It is assumed the accommodation levy will be applied to other regional accommodations providers by 2022/2023 and these funds will be provided to the regional economic development organization to fund tourism development and promotion.

The projections are still well below the amount in the original prospectus and have been provided by Paulette Hicks in consultation with the Saint John Hotel Association. It is important to point out these funds are restricted by legislation and must be used for tourism development and promotion activities.

Provincial/federal government funding:

The provincial and federal governments already provide considerable funding to local agencies in support of economic development. This funding is tied to specific contracts and projects and is invested in areas such as workforce development, community promotion and people attraction. It is anticipated this funding will continue with the new regional organization. Opportunities New Brunswick and ACOA have been engaged during this process and have indicated a willingness to continue funding projects in the region moving forward and are very supportive and in favour of this new model.

Private sector funding:

As outlined in the original prospectus, it is expected the private sector will provide funding support for this new organization. This funding could be generic or tied to specific activities and initiatives of the organization. Because of the Covid-19 pandemic the ramp up period for this funding has been adjusted – starting at \$200,000 in 2021 and rising to \$450,000 by 2025. It will be imperative for the new organization to put a plan in place as soon as possible to engage the private sector in the support of regional economic development.

2021March8OpenSessionFINAL_394

Table 2: Proposed Five-Year Revenue Forecast, New Economic Development Organization

Core municipal funding:	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Saint John	\$1,700,000	\$1,700,000	\$1,900,000	\$1,900,000	\$1,900,000
Rothsay	\$148,000	\$192,000	\$250,000	\$266,000	\$283,000
Quispamsis	\$168,000	\$219,000	\$284,000	\$370,000	\$454,000
Grand Bay-Westfield	\$36,000	\$48,000	\$64,000	\$86,000	\$118,000
Hampton	\$31,000	\$41,000	\$56,000	\$74,000	\$102,000
St. Martins	2,800	3,600	4,700	6,000	6,800
<u>Other communities (LSDs)</u>	<u>250,000</u>	<u>250,000</u>	<u>275,000</u>	<u>300,000</u>	<u>330,000</u>
Core municipal funding:	\$2,335,800	\$2,453,600	\$2,833,700	\$3,002,000	\$3,193,800
Accommodation levy:*	\$700,000	\$1,500,000	\$1,700,000	\$1,800,000	\$1,900,000
Other potential funding					
Prov/federal government**	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000
Private sector**	<u>200,000</u>	<u>300,000</u>	<u>400,000</u>	<u>450,000</u>	<u>450,000</u>
Total – other	\$1,900,000	\$2,000,000	\$2,100,000	\$2,150,000	\$2,150,000
Funding forecast (proforma):	\$4,935,800	\$5,953,600	\$6,633,700	\$6,952,000	\$7,243,800

*Estimated by the Saint John Hotel Association.

**Based on current provincial and federal funding of local economic development and people attraction initiatives.

**Recommended private sector contribution.

4.4 Putting municipal funding into context

The original prospectus provided to each municipality included an assessment of municipal economic development funding compared to other similarly sized cities and towns across Atlantic Canada. The funding levels proposed in this model will bring the municipalities into a similar economic development funding range as others across the region.

4.5 Growing the core municipal funding

Moving forward, it will be the role of the Board of Directors and the Chief Economic Development Officer (CEDO) to propose a sustainable and growing funding model for the new economic development entity. From the original report prepared by the Advisory Council, the concept of linking municipal funding to growth (e.g. population, tax base, etc.) is a good guiding principle. For example, if one municipality's population grows faster than another, it would pay slightly more over time based on the differential. This future model will need to be negotiated between the new organization and its municipal government funding partners.

4.6 Spending the budget by function

The Advisory Council believes the new board, CEDO and leadership team should determine how the budget will be allocated by functional area subject to input from the municipal government shareholders to ensure alignment with their priorities. Section 3.2 above outlines the functional areas for the new entity.

The Advisory Council is of the view that the new entity can be fully in place by January 1, 2021 (subject to the timeline outlined in Section 6 below) but it is important to note there will be a necessary budgetary expenditure transition period as the current activities are transitioned into the new entity.

4.7 The need for a multiyear funding commitment

The Advisory Committee is asking each municipality to make a multiyear commitment to the new economic development entity. This will be critical to the success of the new organization. The research and consultations completed for this project confirmed the perceived instability of funding for economic development has negatively impacted the community's ability to develop and implement successful strategies.

The new entity, of course, will be subject to strong oversight and will work towards key performance indicators (KPIs) each year but the annual funding commitment should be in place for an extended period of time.

Upon agreement of participation in the new regional economic development model under the terms outlined in this prospectus, municipalities will be asked for a letter of commitment to support the organization for five years. However, municipalities will be offered an opt-out provision after Year 3 but this opt-out provision will require material underperformance relative to the goals set for the organization.

5. Governance and oversight

5.1 Overriding governance principles

The governance model was designed around the notion that strong governance will drive exceptional organizational performance. There is a growing body of evidence that would suggest this is in fact the case. The following core governance principles guided the design of the governance process:

1. The governance process will be modeled around state-of-the-art governance practices using the latest NPO board certification standards, like those found in the *Imagine Canada* board certification guidelines. The goal is to have this board certified.
2. The board will consist of *Inside* Municipal / Government Directors and *Outside* Private Sector Directors. The outside directors will consist of the majority of the board members, and thus control the board.
3. The Chair will be an outside director.
4. The CEDO will report directly to the board and will also be an ex-officio director of the board.
5. The inside directors will be appointed by the municipalities from senior staff members; primarily the city and/or town managers. No elected representatives will sit on this board.
6. We recognize that the municipalities will require a measure of control over the direction of the organization, thus we have designed a structure giving them *preferred shareholder* status, which in effect will require a majority of municipal director's approval surrounding certain key directional decisions of the board and, by extension, the organization.

5.2 Board and committee structure

Board Structure

The board will be made up of 14-15 directors, which by today's governance standards is a relatively big board; the average is 11. This is required to ensure proper representation across the various stakeholders. The board will have the opportunity to appoint up to 7 - 8 outside private sector directors and six inside municipal directors as well as 1 provincial government nominated director.

Inside Municipal Directors

Inside Municipal Directors will be appointed to the board on 4-year terms coinciding with municipal election cycles. These directors will be appointed by the municipalities and will have no term limit.

Representation is anticipated as follows:

- Two (2) from the City of Saint John, including the City Manager. Each city board member will have two votes. The City Manager will sit *ex officio* on the Executive Committee (in a non-voting role).
- Four (4), one from each of the other municipalities. Each board member will have one vote.

The municipal directors will be appointed from staff positions and are not meant for political appointees.

Inside Government Nominated Director

The provincial government will be asked to appoint a director on 4-year terms, which will coincide with municipal election cycles for continuity with the appointment of the inside municipal directors. This director will have full voting rights on the board but will not share the preferred privileges of the municipal directors.

Outside Private Sector Directors

Outside Directors will be appointed to the board on three-year terms, with the opportunity for one three-year extension based on performance. This will, among other things, ensure effective rotation of board members outside of the four-year municipal election cycle. Initially board representatives will serve staggered terms to ensure an orderly transition.

Outside Directors will be selected through a nominating committee of the board (see committee structure below) which will consist of 100% outside directors. The nomination process will be driven by a transparent skills matrix which will include requirements for directors surrounding 1. skills / experience, 2. gender balance, 3. diversity and 4. geographic representation.

NOTE: The initial board of directors will be selected by a transition committee of private sector/community leaders. This transition committee will be appointed by the five municipalities. See Section 6 below for details.

Committee Structure

The work of any board is through its committees. This board will have three required committees, plus the ability to appoint additional committees as its needs arise. The three required committees are as follows:

1. **Governance / Nominating Committee** – This committee will consist of 100% outside directors and be responsible for defining, setting and recommending any changes to the organization's bylaws and governance practices. They will monitor and manage the effectiveness of the governance processes and oversee the governance certification process. They will strike an annual *Nominating* sub-committee to recommend required changes to the board slate, any allowable extensions, along with replacement board member recommendations. Its mandate only relates to the outside directors. The governance committee will require at least one director who is deemed a legal expert.
2. **Finance / Audit Committee** – This committee will be responsible to work with the finance team in preparing the annual audit. They will hire and oversee the auditor in having this work completed. They are responsible to report to the board, at least quarterly, on the financial results of the organization. This committee will require at least one director who is deemed a financial expert.
3. **HR Committee** – This committee will consist of 100% outside directors and will oversee the selection and performance of the Chief Economic Development Officer and her/his senior executive team, including compensation packages and performance bonuses. This committee will also be responsible for setting the compensation plans for the organization.

Board Executive

The board executive will consist of a Chair, one to two Vice Chairs and a Treasurer along with the Saint John City Manager in an *ex officio* role. This will ensure a transparent and clear progression for board leadership. It is anticipated the Chair will have a two-year term with no opportunities for extension. The process to nominate and elect Vice Chairs and future Chairs will be managed by the Governance Committee yet will involve all directors of the board. The board executive will be made up of 100% outside directors with the exception of the City Manager. Note that directors who are elevated to the executive may end up spending slightly more than six years on the board.

Preferred Shareholder Status

Inside Municipal Directors, who are effectively representing their communities on the board, will be part of a block of directors with preferred voting rights against a number of key criteria. Essentially this block of six directors will have to approve certain essential material decisions of the board. Majority will rule in these instances, with a tie to be broken by a vote of the broader board. Once agreed, standard board majority rules governance practices will apply. The following items will require approval from a majority of the inside municipal directors and by extension, the municipal shareholders.

- **Four-year Strategic Goals and Objectives.** Pursuant with the municipal election cycles, the organization will prepare a set of four-year strategic goals and objectives for the organization, along with anticipated measurable outcomes and an associated budget. This will set the direction for the CEDO to build plans for the organization to achieve these goals.
- **New Funding Arrangements.** Any new funding arrangements, of a material and/or directive nature, will require approval of the inside directors. For example, taking on a material amount of new debt.
- **Bylaws.** Changes to the organization's bylaws and/or governance structure.
- **Annual Business Plans.** Annual business plans that vary in a material way from the approved strategic plans.

These rights will give the municipal shareholders a measure of control over the direction of the organization, while ceding day-to-day control to the outside private sector directors. Once these have been defined the municipal shareholders will have the opportunity to suggest any additions and/or changes to the strategic direction with a goal to build consensus on the organizations four-year strategic goals.

Additional Board Committees

It is anticipated there will be additional board committees, with oversight responsibilities, surrounding key functional areas of the organization: tourism, economic growth, real estate, place branding and people attraction. This will, among other things, allow the board to bring in outside expertise in these respective areas, building more community involvement in the economic growth of the Saint John region. These committees are not required under the governance structure but are anticipated to be an important way to engage community leaders with specific subject matter expertise. This is an attractive way to build volunteer expertise in critical growth areas to ensure the organization is benefiting from the top talent in the region.

6. Transition to the new economic development model

An effective transition process will ensure the new organization has the team, structure and support to hit the ground running in 2021 and be able to tackle the key challenges and opportunities coming out of the Covid-19 pandemic. The timeline for transition will be as follows:

- **End of June/early July 2020:** The municipal Councils vote and approve the new regional economic development model. Letters of commitment will be asked from each municipality after the vote.
- **July 2020:** After the Councils approve the proposal, a transition committee of six community leaders will be set up immediately as recommended by the five municipalities. For continuity, some members of the current Advisory Council could be appointed to the transition committee. The transition committee's mandate will be the recruitment of the new board Chair and initial board of directors for the new organization.
- **August 2020:** The new board of directors will hire an executive recruitment firm to facilitate the process of CEDO recruitment.
- **August 2020-December 2020:** The board and facilitator* will work on a number of transition issues in advance of and in parallel with the recruitment of the new CEDO including by-laws development, contract template between the new organization and the municipalities, merging of existing organizations, etc. Any material decisions related to the structure and strategy for the new organization will only be decided after the new CEDO is in place.
- **October 2020:** After the board and CEDO are in place, a municipal priorities planning process will be implemented to ensure the new organization reflects the priorities of the municipal funding partners.
- **Fall 2020:** Existing organizations wind down and merge into new entity.
- **Fall 2020:** The new board of directors and CEDO will start working with the province to determine the LSDs in the new economic development model and their funding participation.
- **December 2020:** A set of Key Performance Indicators (KPIs) will be developed and approved by councils.
- **January 2021:** New entity is fully operational.

**It is highly recommended a transition coordinator be hired full time for a one-year period to help guide and support the transition.*

Transition-related costs

Funding for transition-related costs could come from the initial GNB \$500,000 contribution. During the consultation phase of this process, no major liabilities/commitments associated with the existing economic development organizations has been identified. There may be costs (e.g. leases, employment contracts, etc.) will have during the transition phase. These costs are not expected to be material to the operating cost structure of the new organization.

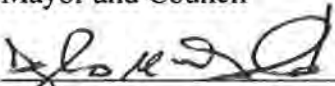
Schedule B

Municipal Funding

Core municipal funding:	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Saint John	\$1,700,000	\$1,700,000	\$1,900,000	\$1,900,000	\$1,900,000
Rothsay	\$148,000	\$192,000	\$250,000	\$266,000	\$283,000
Quispamsis	\$168,000	\$219,000	\$284,000	\$370,000	\$454,000
Grand Bay-Westfield	\$36,000	\$48,000	\$64,000	\$86,000	\$118,000
Hampton	\$31,000	\$41,000	\$56,000	\$74,000	\$102,000



TO : Mayor and Council

Submitted By: 
Doug MacDonald, Treasurer

DATE : February 18, 2021

RE : General Fund Reserve Motions 2021

Recommendation:

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that the sum of \$450,000.00 be transferred to the General Operating Reserve Fund from the General Operating Fund to cover future operating costs.

RESOLVED that the sum of \$250,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

Background

Rothesay has received additional funding from the "Safe restart" program in the aggregate amount of \$817,674.17. These funds were unknown as of drafting the 2021 operating and capital budgets and are intended to offset Covid related expenditures. Of the amount received \$33,000 relates to Utility revenue and as been allocated accordingly. To date there are known expenditures to be incurred in the range of \$85,000, therefore I am recommending transferring the unallocated amount (\$700,000) to reserve accounts.

Provincial regulation 97-145 limits the maximum Operating Reserve to 5% of the prior year budgeted expenditures. The maximum allowable transfer to the operating reserve is therefore \$450,000. I recommend the remaining \$250,000 be transferred to the General Capital Reserve to be applied to future Capital projects.




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 8, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March 3, 2021

SUBJECT: Contract T-2021-001
Asphalt Resurfacing and Microseal Placement

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract T-2021-001: Asphalt Resurfacing and Microseal Placement to the low tenderer, Debly Enterprises Ltd., at the tendered price of \$2,158,361.98 (including HST), as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2021 General Fund Capital Budget includes funding for the resurfacing of asphalt and chip seal streets in Rothesay as follows:

Asphalt: _____

Highland Avenue – phase II
Strong Court
Sunset Lane
McGil Road
Cove Crescent
Dofred Road
Parkdale Avenue
First Street

College Hill Road – deferred from 2020
 Maliseet Drive - flood related raising
 Pickett Lane - flood related raising
 Rothesay Park Road – flood related raising

Microseal:

Gautreau Road
 Armond Street
 Albertine Drive

BACKGROUND

The 2021 General Fund Capital budget included funding for asphalt resurfacing and microseal placement on the streets listed above.

TENDER RESULTS

The tender closed on March 3, 2021 and four (4) bids were submitted. All four (4) submitted bids were deemed compliant by the Tender Opening Committee. The results were as follows:

1. Debly Enterprises Ltd., Saint John, NB	\$ 2,158,361.98
2. Galbraith Construction Ltd., Saint John, NB	\$ 2,215,234.25
3. NRB Construction Company, Saint John, NB	\$ 2,483,531.95
4. Classic Construction Ltd, Saint John, NB	\$ 2,959,404.31

The engineers estimate was \$2,400,000.

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work, and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

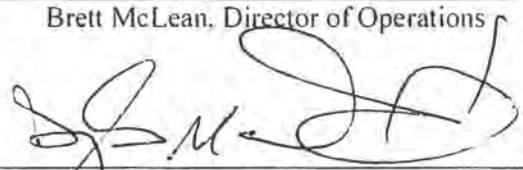
The combined 2021 General and Utility Fund Capital Budgets included a total amount of \$2,115,000 to complete this project. The funding was allocated as follows:

General Fund	street resurfacing	\$1,610,000
General Fund	curb, sidewalk and storm sewer	\$ 410,000
Utility Fund	pipework associated with paving	\$ 95,000
Total		\$2,115,000

The anticipated completion cost of the tendered project is:

	Total incl. HST	HST rebate	Subtotal	Diff from \$2,115,000 Budget
Consulting Fees	158,106.60	14,730.03	143,376.57	
Construction costs	2,158,361.98	201,084.26	1,957,277.72	
Subtotal	2,316,468.58	215,814.29	2,100,654.29	14,345.71


Report Prepared by: Brett McLean, Director of Operations


Report Reviewed by: Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 8, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March 3, 2021

SUBJECT: Turnbull Court Sewer Design – Phase II

RECOMMENDATION

It is recommended that Rothesay Mayor and Council accept the proposal submitted by Dillon Consulting Ltd. in the amount of \$118,650.00 plus HST to complete detailed design drawings, issue a public tender and manage construction for the reconstruction of the sanitary sewer collection system between Taylor Brook Bridge and the Low Wood Condominium development.

ORIGIN

The 2021 Utility Fund Budget includes an amount of \$1,000,000 to design, tender and reconstruct the sanitary sewer piping between Taylor Brook Bridge and the Low Wood Condominium development, through the Turnbull Court neighborhood. The project is entitled *Turnbull Court Sewer – Phase II*

BACKGROUND

The gravity sewer system that extends from the Low Wood Condominium complex at 2865 Rothesay Road to the new lift station at Taylor Brook is in need of replacement.

Dillon Consulting was previously engaged by the Town to survey, plan and manage construction of a new sewer lift station near Taylor Brook to facilitate the upgrade the sewer system between Taylor Brook and Low Wood.


DISCUSSION

Preliminary survey and design work has been completed for both phases of the sewer upgrade project. The 2021 Utility Capital budget includes funding to complete the detailed design, issue a public tender and construct the second (and final) phase of the project. Phase II will include the construction of new sanitary sewer piping between the Low Wood Condominium property boundary and the new lift station at Taylor Brook. The design, tender and construction management work is an extension of the survey and preliminary design work already completed by Dillon Consulting as part of Phase I. Staff are of the opinion that Dillon Consulting should be engaged to carry on with their work through to completion of this final phase of the project.

FINANCIAL IMPLICATIONS

The 2021 Utility Fund Capital Budget includes \$1,000,000 for design, tender and construction of Phase II of the sewer upgrade project. The cost of the engineering portion of the work will be \$123,735.33 including the Town's eligible HST rebate. The remaining amount of the \$1,000,000 budget will cover the actual cost of constructing the project.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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

March8OpenSessionFINAL

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 5 March 2021
RE : Emergency Response Capacity – Alexander Avenue

Recommendation:

It is recommended staff be authorized to issue a purchase order for 1275 floating dock components (approx. 3200 ft², 2040 lineal feet of horizontal railing and associated appurtenances including HST in an amount of \$134,541.82 with funding from the capital reserve.

Background:

Unlike several other streets in the town which have been raised or will be, Alexander Avenue is quite narrow (road right of way ± 30 feet and asphalt mat approximately 16 feet), and requires a substantial increase in elevation to meet flood elevations (as much as two metres). A consultant has reviewed the possibility of raising the roadway and noted the implications to some properties would be significant as occupants would have to drive up a relatively steep embankment to reach the road and there would be a significant loss of landscaping. To raise the road in this fashion would create a hazard, as there would be steep banks potentially mandating barriers along the edge of the roadway and/or acquisition of private property. In consultation with the consulting engineers it was determined that the cost to with raise the road including possible property acquisition and landscape restoration could approach as much as \$1 million.

Considering the cost and other challenges, staff have suggested an alternative in direct response to the flooding condition. A floating walkway would be acquired and stored in the vicinity in the days leading up to the flood season. When the water level reaches the roadway and worsening conditions are forecast by River Watch, the walkway would be put in place by Town staff. The benefit to the property owners would be improved walk-in access during the flood and potential expedited access by emergency responders.

The Emergency Measures Committee and Council reviewed and endorsed this concept. Staff have issued a request for proposals for the supply of the walkway with a view to having it operational for the spring freshet.

The staff estimate of the cost was \$150,000. Three proposals were submitted two of which contained options. The cost of these are summarized as follows (HST included):

SUPPLIER	OPTION 1	OPTION 2
Atlantic Quantum Distributors (Candock)	\$134,541.82	\$145,936.54
Canada Docks Inc.	\$361,041.35	
The Dock Outlet (EZDock)	\$164,843.13	\$211,666.88

The differences in the options from the Dock Outlet relate to the quality of the handrails, the manufacturer's handrail for the more expensive option and fabricated wood for the lower cost alternative. The difference in the options for the Candock product relate to the width of the runoffs or finger piers 6 1/3 feet wide for option two and 4'9" wide for the recommended option.

Staff have examined the proposals and believe the Candock option one proposed by Atlantic Quantum Distributors meets the parameters of the project and best fulfils the terms of the request for proposals.

Parks and Recreation will look at possible uses for the product during the summer recreation season.

Financial Analysis

The net cost of the supply of the floating dock would be \$122,007 after HST rebate. This item was not included in the 2021 capital budget but was estimated in a February memorandum to Council to cost \$150,000. Funds for the purchase would be from the capital reserve.

