

Town of Rothesay

Land Acknowledgement

We would like to respectfully acknowledge that our town of Rothesay exists on the traditional lands of the Wolastoqiyik / Maliseet and Mi'Kmaq whose ancestors, along with the Passamaquoddy / Peskotomuhkati Tribes / Nations signed Peace and friendship Treaties with the British Crown in the 1700s.

We respectfully acknowledge that The United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP) was adopted by the United Nations on September 13, 2007 and enshrined in law in Canada by Parliament on June 21, 2021 as Bill C-15.

We respectfully endorse the Calls to Action of the Truth and Reconciliation Commission of 2015 as it applies to our Municipal Government of the town of Rothesay.

- presented by the Honourable Graydon Nicholas
September 13th, 2021



ROTHESAY
COUNCIL MEETING
By Webex Videoconference
Monday, November 8, 2021
7:00 p.m.



Public access to the Live stream will be available online:

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

Rothsay Land Acknowledgement

Deputy Mayor Alexander

1. APPROVAL OF AGENDA

- | | | |
|-------------------------------|-----------------|-----------------|
| 2. APPROVAL OF MINUTES | Regular Meeting | 12 October 2021 |
| | Special Meeting | 18 October 2021 |
| | Public Meeting | 25 October 2021 |

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

N/A

5. CORRESPONDENCE FOR ACTION

- 5.1 14 October 2021 Letter from resident RE: Request to lower current tax rate

Refer to the Finance Committee

- 5.2 25 October 2021 Email from resident RE: Tax Rate

Refer to the Finance Committee

- 5.3 29 October 2021 Letter from resident RE: Budget Comments

Refer to the Finance Committee

- 5.4 1 November 2021 Light up the Town Purple in support of Hestia House

Light Town Hall with purple lights and promote on social media

- 5.5 1 November 2021 Request from Luke Moffett to appear before Council

Refer applicant to development process

- 5.6 2 November 2021 Email from resident RE: KV Santa Claus Parade

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 12 October 2021 Fax from resident RE: Traffic Conditions at Marr Road/Chapel Road Intersection

- 6.2 14 October 2021 2022 Donation request from Kennebecasis Crimestoppers (*see item 7.4*)

- 6.3 27 October 2021 Crohn's and Colitis Awareness Month November 2021

7. REPORTS

- 7.0 **November 2021** **Report from Closed Session**

- 7.1 23 August 2021 Fundy Regional Service Commission (FRSC) Meeting Minutes

- 7.2 15 September 2021 Kennebecasis Public Library (KPL) Board Meeting Minutes

- 7.3 8 September 2021 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes
31 July 2021 KVFD Statement of Expense with Budget Variance
2022 KVFD Proposed Operating Budget
2022 KVFD Proposed Capital Budget
8 September 2021 KVFD Fire Chief's Report
31 August 2021 KVFD Response Report
- 7.4 30 September 2021 Draft unaudited Rothesay General Fund Financial Statements
30 September 2021 Draft unaudited Rothesay Utility Fund Financial Statements
21 October 2021 Draft Finance Committee Meeting Minutes
➤ For Information (*referred to the 2022 budget process*)
○ Revised 2022 Kennebecasis Valley Fire Department Budget
○ 2022 Kennebecasis Public Library Budget
○ 2022 Kennebecasis Regional Police Force Budget
➤ Donations (for information – *referred to the 2022 budget process*)
○ Saint John Regional Hospital Foundation
○ KV Oasis
○ Symphony New Brunswick
○ Kennebecasis Crimestoppers
22 October 2021 Draft Joint Finance Committee Meeting Minutes
30 September 2021 Donation Summary
- 7.5 19 October 2021 Draft Age Friendly Advisory Committee Meeting Minutes
➤ Age Friendly Community Designation Application (*see item 9.1*)
➤ Age Friendly Draft Budget (*Refer to 2022 Budget process*)
- 7.6 19 October 2021 Draft Parks and Recreation Committee Meeting Minutes
➤ Draft 2022 Parks and Recreation Budgets (*Refer to 2022 Budget process*)
➤ Lion's Club Memorial Bench (Bill McGuire Centre)
- 7.7 20 October 2021 Draft Works and Utilities Committee Meeting Minutes
➤ Rothesay Road crosswalk (Colwells)
➤ Monaco Drive
- 7.8 1 November 2021 Draft Planning Advisory Committee Meeting Minutes
7.9 October 2021 Monthly Building Permit Report
7.10 5 November 2021 Capital Projects Summary
7.11 2020 Forest Products Sustainability Report (*full report available at Town Hall*)

8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

8.2 Strong Court Sidewalk – Anglophone South School District (Tabled April 2021)

No action at this time

8.3 Rothesay Arena Open House (Tabled September 2021)

No action at this time

ROTHESAY

2021November8OpenSessionFINAL_003

Regular Council Meeting

Agenda

-3-

8 November 2021

8.4 Streetlights – Sierra Avenue (Tabled October 2021) *Remove from table*

5 November 2021 Memorandum from Town Manager Jarvie

9. NEW BUSINESS

9.1 Age Friendly Community Designation Application

19 October 2021 Memorandum from the Age Friendly Advisory Committee
Rothsay Age Friendly Designation Renewal Application

9.2 Comex Express Bus Service Update

5 November 2021 Memorandum from Town Manager Jarvie

10. NEXT MEETING

Public Hearing – Holland Drive

Monday, November 15, 2021 at 7:00 p.m.

Special Meeting

Monday, November 15, 2021 (*following Public Hearing*)

Regular meeting

Monday, December 13, 2021

11. ADJOURNMENT

Liz Hazlett

From: Liz Hazlett
Sent: October 14, 2021 2:19 PM
To: Liz Hazlett
Subject: FW: New message from

From: Town of Rothesay <rothesay@rothesay.ca>
Sent: October 14, 2021 8:47 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: New message from

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

My property tax assessment increased by 8.8%. Great if I was selling but I am not. With the other cost of living increases we are all experiencing I hope council is not going to take the approach of keeping the tax rate the same and work on seeing how to spend the extra money. The tax rate needs to come down to provide the minimum revenue the town needs.

Thanks.

-

-6 Matscot Crt.

-

Liz Hazlett

From: Liz Hazlett
Sent: October 26, 2021 2:06 PM
To: Liz Hazlett
Subject: FW: att. Mary Jane Banks: Letter for packets please

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

From:
Sent: October 25, 2021 9:18 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: att. Mary Jane Banks: Letter for packets please

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Dear Mayor Grant and Members of Council

I am writing you to ask you not to go for the tempting increase in our Home Evaluations but to keep the tax rate affordable for those of us on fixed incomes. I do everything possible to stay in my house. Covid has made it almost impossible to find extra help to maintain my property and all of you are aware of the rising cost in food, gasoline and lumber.

Thank you for your consideration

Yours truly

5 Peters Lane
Rothesay, NB E2E 5T2

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.rothesay.ca%2fmayor-council%2f&c=E,1,Z_bTpD2PPANyBdIly25H1A7I4SgHXYi5G7XM0-2d3-ykWreuvLholHgIS-i3lXYJ1AtXprN-A5U-4umKM16Cutneh24BHkTMjFRQ2ln2&typo=1

Sent from my iPad

27 Burnett Terrace
Rothesay, New Brunswick
E2H 1V1

October 29,2021

Mayor Grant and Members of Rothesay Council

Re: 2022 Budget

GENERAL FUND

I have read the budget presentation posted online and viewed the U tube presentation of the presentation to Council.

The capital reserve fund expensed in the operating fund has been close to 20% of the total budget for a number of years which amounts to some 25 cents of the tax rate of \$1.24. Having spent 8 years on the Finance Committee, I was a party to the discussions on the thinking behind this annual charge. The rationale for this budget item generally was:

- capital items like street repaving is really a deferred maintenance item
- the funds save future taxpayers borrowing costs on equipment purchases which can be paid for in cash and the Treasurer referred to this in his presentation

It is the later reasoning that can be open to question. Why should today's taxpayer pay for costs that benefit future taxpayers? The general principle is "the user pays". What is the fair amount if any that should go into this reserve?

A related issue is the annual operating surplus which under the Municipalities Act is required to be a revenue item 2 years later thus requiring less revenue to be raised in the later year. For the past 4 years the "surplus was an average \$400,000 which was transferred to the Capital reserve through year end accounting which basically brought the surplus to nil each year. This represents approximately 3 cents on the tax rate and was raised for annual operations but not needed and reduces the revenue needed from future taxpayers. This would be a good year to reduce the tax rate another 2-3 cents.

There was no mention in the budget presentation of the \$900,000 received from the Government of Canada for Covid restart funds. \$700,000 of this amount apparently wasn't needed to "restart" and was put into reserves. Council and taxpayers should be informed what the plan is for these funds or whether they need to be repaid to Ottawa if not needed.

I note that the accounting system of the Town still provides inadequate information for members of Council to properly be able to assess the financial aspects of Town operations. How many Councillors know what is in the line "administration" under Transportation Services? Is it known by all Councillors that "Snow and Ice Removal" under Transportation Services is only for contract services of outside contractors and does not include the costs for internally owned and operated equipment or that the costs of the Water & Sewer Utility are included in general operations and mysteriously a total number is computed at year end and charged to the Utility Fund?

UTILITY FUND

An examination of the revenue and expenditures for the Utility Operating Fund indicates that the water operating costs exceed the water revenue and that the \$700,000 budgeted in 2021 for the Capital Reserve all comes out of the sewer revenue. I believe the explanation from staff has been this with the big sewer project coming up this reserve would be needed. While this is sound in theory, the Utility Capital balance per the latest online statement as of August 31, 2021 shows a balance of only \$881,000 which is approximately 1 years excess sewer billing revenue. When the 2021 Utility Capital budget was completed, \$420,000 of the \$700,000 budgeted sewer excess revenue was designated for water projects-a clear subsidization of water users who make up an estimated 20%-30% of taxpayers.

In spite of this long term subsidization of water customers by sewer users, it has been recommended to Council that sewer fees increase but water should not!

Regards



CC: Finance Committee

Liz Hazlett

From: Liz Hazlett
Sent: November 2, 2021 9:56 AM
To: Liz Hazlett
Subject: FW: Light Up the Town Purple!

From: Hestia House <hestiahouseofsj@gmail.com>
Sent: Monday, November 1, 2021 1:23:30 PM
To: nancygrant@rothesay.ca <nancygrant@rothesay.ca>
Subject: Light Up the Town Purple!

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**Light Up the Town Purple 2021
has officially begun!**



Shop this year's purple lights at purplelights.ca. Credit, debit, etransfer, cash, and cheques accepted!

Visit our Facebook Page Light Up the Town Purple 2021 for more info and to stay up to date throughout the campaign!

If you purchased lights last year, we would love to see what you do with them! Post them on social media, tag us, and use the hashtag #lightupthetownpurple

Shop Lights



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Our mailing address is:

PO Box 22080
57 Landsdowne Ave
Saint John, NB
E2K 4T7

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

This email was sent to nancygrant@rothesay.ca
[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)
Hestia House · PO Box 22080 Rpo Lansdowne · Saint John, NB E2K 4T7 · Canada

Liz Hazlett

From: Liz Hazlett
Sent: November 2, 2021 2:49 PM
To: Liz Hazlett
Subject: FW: Request to be added to upcoming Town Council Agenda

From: Mary Jane Banks
Sent: November 1, 2021 1:59 PM
To: 'Luke Moffett'
Cc: Nancy Grant <NancyGrant@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Subject: RE: Request to be added to upcoming Town Council Agenda

Good afternoon Mr. Moffett and thank you for your email.

Your request to appear will be provided to Council for consideration at its next regular meeting on November 8th.

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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

From: Luke Moffett
Sent: November 1, 2021 11:05 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Sean Hall
Subject: Request to be added to upcoming Town Council Agenda

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Hi Mary Jane Banks,

I apologize I used incorrect email addresses previously as some bounced back.

I would like to be added to the upcoming town council agenda so I can provide a brief presentation.

Topic: New proposed multi-family development project in Rothesay.

Objective: I would like to provide council an overview of the proposed project.

Conflicts of Interests: For conflicts of interest, we are using ZZAP Architecture and Planning, Don More Surveys, Fundy Engineering, and Englobe

I can send you the presentation this evening but wanted to give you some advance notice and request if there is a particular format that works best for you.

If there are any questions, I have put my cell number below as well.

Thanks

Luke Moffett

Liz Hazlett

From: Liz Hazlett
Sent: November 2, 2021 9:25 AM
To: Liz Hazlett
Subject: FW: KV Santa Claus Parade

From:
Sent: Tuesday, November 2, 2021 9:05 AM
To: nancygrant@rothesay.ca; mattalexander@rothesay.ca; tiffanymackayfrench@rothesay.ca; billmcguire@rothesay.ca; davebrown@rothesay.ca; helenboyle@rothesay.ca; peterlewis@rothesay.ca; donshea@rothesay.ca; eohara@quispamsis.ca; mschryer@quispamsis.ca; mbiggarr@quispamsis.ca; ndonovan@quispamsis.ca; kluck@quispamsis.ca; kmiller@quispamsis.ca; eolsen@quispamsis.ca; bthompson@quispamsis.ca
Subject: KV Santa Claus Parade

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

Hello,

I am writing this letter to express my strong opposition to allowing the Kennebecasis Santa Claus parade to take place due to public safety.

The surrounding areas have made the decision to cancel this years Santa Claus parades. By doing so, they are eliminating the risk of a potential super spreader event which would put strain and potentially collapse our health care system. The citizens in those areas will want to come to the KV area parade which would mean thousands of people not social distancing and increasing the risk of spreading covid-19.

Who would be responsible for enforcing covid protocols?

A primary concern is that holding this event greatly increases the risk of having an outbreak, making this event a potential super spreader. The cases in Zone 2 are increasing daily and having such a large gathering during a pandemic is irresponsible. If this parade becomes deemed a super spreader event, who is liable? The mayors and councillors? Are you willing to take that risk?

The Christmas holidays are not far off and holding this parade could change how we spend time with our loved ones during the holiday season. Why would anyone want to risk not being able to have time with family during the holiday season.

Please vote against holding this years parade and protect the citizens and our health care system.

You were elected by the citizens to provide leadership which means making the right decisions in order to keep our residents safe!

The right decisions may not always be the most popular, but the safety of the residents is paramount during these unprecedented times.

Sincerely,

2021November8OpenSessionFINAL_033

[REDACTED]

9 Devonayer Court
Rothesay, New Brunswick
E2E 6E2
Telephone: [REDACTED]

Email: [REDACTED]

October 12th, 2021

Fax: (506) 848.6677

Mayor Nancy Grant
And Members of Town Council
Town of Rothesay
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5



Your Worship and Members of Town Council:

Re: Traffic Conditions at Marr Road/Chapel Road intersection.

The undersigned on behalf of Rothesay residents utilizing Chapel Road and accessing Marr Road wish to express appreciation for the positive response from Council with respect to putting in place traffic control devices at the intersection of Chapel Road and Marr Road and to include the costs of same in your next budget deliberations.

We appreciate that Council has recognized the public safety concerns with respect to this dangerous intersection relative to traffic counts on Marr Road and Chapel Road and unfortunately motorists driving at higher rates of speed than the 50 kph limits on Marr Road.

In that context, we express our appreciation on behalf of the large number of Rothesay residents who utilize Chapel Road egressing onto Marr Road on a daily basis in both leaving and returning to their residences.

It is very much appreciated that Council has recognized the necessity of same.

Respectfully,

[REDACTED]



KENNEBECASIS CRIMESTOPPERS

594 Hampton Road
Quispamsis, N.B.
E2G 1C8

October 14, 2021

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



RE: Budget Request – Year 2022

Dear Mayor & Council:

Since the inception of Kennebecasis Crime Stoppers in 1986, the Municipal Councils have been instrumental through financial support in helping us carry out the very important work that we do. In the past, we have received a significant share of our annual budget from contributions from each of the communities in the Kennebecasis Valley. In addition, we carry out fundraising activities to ensure that sufficient funds are available to pay for the important tips that provide substantial aide to our police forces in solving crimes.

In consideration of our financial needs, we ask the Mayor and Council of the Town of Rothesay to budget the amount of \$2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2022.

I thank you for your kind attention to this matter and should you need to contact me, I can be reached at 847- 1751(home) or 644--8641(work).

Yours truly,

Jeff McCully
President

Liz Hazlett

From: Liz Hazlett
Sent: November 1, 2021 8:17 AM
To: Liz Hazlett
Subject: FW: November is Crohn's and Colitis Awareness Month 2021

From: Dawna MacIvor <dmacIvor@crohnsandcolitis.ca>
Sent: Wednesday, October 27, 2021 2:52:38 PM
To: nancygrant@rothesay.ca <nancygrant@rothesay.ca>; mattalexander@rothesay.ca <mattalexander@rothesay.ca>; tiffanymackayfrench@rothesay.ca <tiffanymackayfrench@rothesay.ca>; billmcguire@rothesay.ca <billmcguire@rothesay.ca>; davebrown@rothesay.ca <davebrown@rothesay.ca>; helenboyle@rothesay.ca <helenboyle@rothesay.ca>; peterlewis@rothesay.ca <peterlewis@rothesay.ca>; donshea@rothesay.ca <donshea@rothesay.ca>
Subject: November is Crohn's and Colitis Awareness Month 2021

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

FOR IMMEDIATE RELEASE

November is Crohn's and Colitis Awareness Month

Canadians with Crohn's disease and ulcerative colitis are not alone on their journey.

Nova Scotia, October 27, 2021 – November is a month to help bring Crohn's disease and ulcerative colitis out from behind closed doors.

November is Crohn's and Colitis Awareness Month in Canada. We are a country with one of the highest rates of Crohn's disease and ulcerative colitis, two forms of inflammatory bowel disease (IBD), in the world, and the Maritimes have the highest rates in Canada. Both are debilitating and lifelong diseases caused by an abnormal response from the body's immune system. Canadians living with Crohn's or colitis are making tremendous strides to end the pain and isolation, but more needs to be done.

During the month of November, Crohn's and Colitis Canada is raising awareness about these diseases, and its impacts on those who live with IBD every day, both those with the diagnosis and those who support them.

There are many ways New Brunswickers can get involved, or help raise awareness during Crohn's and Colitis Awareness Month. They can do so by:

Learning about Crohn's disease and ulcerative colitis: <https://crohnsandcolitis.ca/About-Crohn-s-Colitis/What-are-Crohns-and-Colitis>

Encouraging local businesses, organizations and municipalities to help with washroom access: <https://crohnsandcolitis.ca/Support-for-You/GoHere-Washroom-access>

Finding support for those who need it: <https://crohnsandcolitis.ca/Support-for-You>

Getting involved: <https://crohnsandcolitis.ca/Get-Involved>

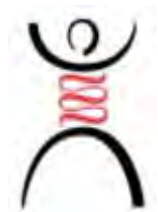
About Crohn's and Colitis Canada

Crohn's and Colitis Canada is on a relentless journey to find the cures for Crohn's disease and ulcerative colitis and improve the lives of children and adults affected by these chronic diseases. We are the country's largest volunteer-based organization with this mission and are one of the top two health charity funders of Crohn's and colitis research in the world, investing over \$135 million in research to date. We are transforming the lives of people affected by Crohn's and colitis through research, patient programs, advocacy, and awareness.

For more information, visit crohnsandcolitis.ca and follow us @getgutsycanada, @GetGutsyNewBrunswick on Facebook.

-30-

For more information, please contact:



Dawna MacIvor (she/her)
Development Coordinator, Maritimes Region
Crohn's and Colitis Canada
PO Box 173, Lower Sackville NS B4C 2S9
Phone (902) 297-1649
Toll-Free 1-800-265-1101
Get Gutsy: [Learn](#) | [Volunteer](#) | [Donate](#)



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

**Regular Monthly Meeting
August 23, 2021**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, August 23, 2021, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Brittany Merrifield, called the meeting to order at 10:04 a.m.

2. Record of Attendance

Brittany Merrifield	Chairperson
Jim Bedford	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Libby O'Hara	Mayor, Quispamsis
Ray Riddell	Local Service District Representative
John Cairns	Local Service District Representative

Absent

Cindy MacCready, Local Service District Representative

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Assistant Development Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the August 23, 2021 Agenda as presented.

Moved: Director Grant
Seconded: Director O'Hara
Vote: Motion Carried

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the July 26, 2021 minutes as presented.

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

6. Planning – Building Inspection – July

Nick Cameron, Assistant Development Officer, FRSC, presented the July 2021 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of July, 2021 was \$7,198,240 compared to 2020 which was \$7,316,000.

Mr. Cameron also noted that a Similar compatible use application was received by PRAC and it received a lot of opposition from residents in the area. The application is for a Bare Land Condo in the West Quaco area of the Local Service District of St. Martins. There have been indications that this decision may be appealed.

Motion: To receive and file as presented.

Moved: Director O'Hara
Seconded: Director MacKenzie
Vote: *Motion Carried*

7. Finance – 2022 Budget

Executive Director MacLeod presented the 2022 Budget noting that last year, there was a discussion regarding the budget reflecting the draining of our capital reserves and therefore, the likely need to move to borrowing for all future capital purchases; the 2022 budget reflects this condition. As a result, one of the main highlights of this year's budget is a recommended increase in tipping fees which would help to start building back our reserves. This budget also reflects the continuing closing of the blue bin recycling depot sites which are due to be closed by the end of 2022.

Further highlights included the increase in expenditures for Planning Services due to additional work required for updating the LSD Rural Plans. Additionally, Brian Shannon, Senior Building Inspector has announced that he will be retiring at the end of 2021 which means the FRSC will need to hire a new building inspector. This should not affect the 2022 budget if the hiring process is successful, so the budget was not adjusted.

There was a detailed discussion on the recommended increase to tipping fees, including the reasons for the suggested increases as well as other available options. It was asked why the FRSC doesn't increase fees by a percentage each year. It was explained that any issues have always been addressed through mitigation measures through operations, such as re-building instead of buying new equipment. It was felt that the mitigation measures could handle extra expenses as historically, they were able to; additionally there were always reserves to help. However, this year, the expected costs have exceeded the COLA projections by 25% so an incremental cost would likely have been ineffective. The question was asked whether or not the FRSC has an asset management plan in place. It was explained that there is an asset management plan in place, however, for the next few

years, we will have to borrow for capital purchases until we are able to build the reserves back up. It was indicated we will likely see increases to tip fees over the next couple of budgets as costs seem to be increasing with inflation, exchange rates and possible interest increases.

Motion: That the 2022 Budget be approved for distribution to its constituent communities to meet the 45-day notice requirement as required by the Regional Service Delivery Act with an amendment to increase the price for municipal solid waste by five dollars per metric tonne and no changes to the compost tipping fees.

Moved: Director Chatterton
Seconded: Director O'Hara
Nay: Director Grant
Vote: *Motion Carried*

Chairperson Merrifield called for a motion to adjourn.

It was noted the September meeting would be cancelled and we would meet on the regular October meeting.

Motion: To adjourn the meeting at 11:42 a.m.

Moved: Director MacKenzie
Seconded: Director Riddell
Vote: *Motion Carried*

APPROVED (date) October 25, 2021



Brittany Merrifield, Chairperson



Alicia Raynes, Recording Secretary



A meeting of the Board of Trustees, Kennebecasis Public Library was held on September 15, 2021 at 6:30pm via Zoom.

In Attendance: Mrs. L. Hansen, Chair; Ms. N. Emerson, Secretary; Mrs. Amy Watling, Treasurer; Ms. E. Greer, Vice-Chair, Mr. Kevin Winchester, Mrs. Susan Webber

Regrets: Councilor Noah Donovan, Councilor Mr. D. Shea

Absences: Mr. Allison Maxwell

Call to Order: Mrs. Hansen called the meeting to order at 6:34 pm.

Approval of Agenda

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

Disposition of Minutes

With the aforementioned amendment, Ms. Greer moved to approve the minutes of the July regular meeting. Mrs. Watling seconded, and the motion carried.

Communications

N/A

Report of the Librarian

Ms. Emerson presented her report to the board, including staff changes. Ms. Emerson outlined work completed by the outreach coordinator, the return to fully in-person programs, and the continuation of passive programming. Discussion ensued.

Ms. Emerson described the changes to library operations since NB entered Green Phase. COVID vaccination is now mandatory for employees and volunteers. Discussion ensued.

Mr. Winchester moved to accept the Librarian's Report. Ms. Greer seconded, and the motion carried.

Financial Statement

Mrs. Watling presented the financial report, outlining the surpluses remaining for the financial year.

Ms. Emerson presented the draft version of the KPL 2022 budget, request a 0% change in operating costs. Many of the changes reflected in the draft budget are based on changes due to COVID-19. Discussion ensued.

Mr. Winchester moved to approve and recommend the budget to the towns. Mrs. Webber seconded, and the motion carried.

Facilities Management

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

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

New and Unfinished Business

Ms. Emerson raised the question of future board meetings via Zoom, and members' preferences for meeting virtually or in person. Discussion ensued. Mrs. Hansen proposed to continue meeting virtually, with the option to reconvene in person should COVID rates decline to a level that the board deem safe.

Mrs. Watling raised the idea of Build A Book Bag, where staff can create bags containing a selection of reading materials for patrons based on their likes, dislikes, favourite authors, and areas of interest.

Adjournment: As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 6:57 pm.

Next Meeting: The next meeting is scheduled for October 20, 2021 at 6:30pm.

Respectfully submitted,



Norah Emerson
Library Director and Secretary to the Board

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
SEPTEMBER 8, 2021**

Present: Vice Chair Stéphane Bolduc Chief Bill Ireland
Treasurer Peter Lewis Carlene MacBean, Executive Assistant
Commissioner Mike Biggar
Commissioner Norah Soobratee
Commissioner Dave Brown
Chair Kirk Miller (virtually)

Absent: John Jarvie, Administrator

1.0 Call to Order

Vice Chair Bolduc called the meeting to order at 5:44 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

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

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 July 7, 2021

Moved by D. Brown and seconded by P. Lewis, that the minutes of July 7, 2021 be approved as presented.

CARRIED

5.2 August 4, 2021

Moved by M. Biggar and seconded by D. Brown, that the minutes of August 4, 2021 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan – Update

6.1.1 Letter to both Towns re: Strategic Plan Presentation

The presentation of the draft Strategic Plan will be held for both councils and the Fire Board on Wednesday, September 15 at 7:00 pm in the Bill McGuire Centre. John Hambides of Pomax Consulting will be presenting.

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

CARRIED

7.0 Correspondence

None

8.0 New Business

8.1 Presentation of Multi-Unit Fire Response

Chief Ireland shared a power point presentation he had prepared to explain the challenges associated with fighting a fire in a multi-story, multi-unit apartment building and to assist the Fire Board in understanding the risks these types of buildings create. The presentation covered the following topics:

- Defining the problem – 575 new dwelling units have been added or are planned to be built over approximately a five-year period.
- A properly designed fire department deployment strategy intends to match the department resources with the risks in the community. This is a fundamental role of the Fire Board.

- An effective fire suppression model is a function of response time and response depth. Having enough firefighters and equipment arrive within the window of opportunity to impact the outcome will reduce civilian and firefighter risk and limit property damage
- A number of resources are available to help fire departments determine resource requirements including the *Occupational Health and Safety Act*, National Fire Protection Association Standards, National Institute of Standards and Technology research, etc.
- Key challenges associated with mid-rise buildings include a lack of resources on the initial response, the sheer scope and scale of search and rescue operations, the difficulty moving personnel and equipment vertically, the potential for significant fire growth based on the time it takes to initiate firefighting operations, the management of the significant number of firefighters and equipment required and a total reliance of building fire protection systems.

After reviewing the tactical challenges that the proliferation of new multi-unit, multi-story buildings present; Chief Ireland outlined a three-year plan that is intended to help mitigate the risk in a cost effective and proactive manner. The plan is based on the “three lines of defense” fire protection model (education, enforcement and emergency response) and is intended to be phased in over time.

In phase one, the emphasis is on acquiring the proper equipment, training firefighters and planning for anticipated emergencies. In phase two, a new position will be created that will focus on community risk reduction through the introduction of specific public education programs and rigid fire code enforcement. Phase two would also see a formalized process put in place to automatically dispatch additional resources from neighbouring fire departments for certain types of incidents. In phase three, a comprehensive program assessment would be conducted to measure the effectiveness of the first two phases with recommendations for future improvements. Overarching all phases would be a data collection and performance evaluation process.

The presentations were followed by some questions from the Commissioners regarding current and future mutual aid agreements, neighbouring department capacity, the current second alarm system to recall off-duty members and alternate staffing options being considered.

Moved by D. Brown and seconded by N. Soobratee to receive and file.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended July 31, 2021

Moved by M. Biggar and seconded by P. Lewis to receive and file.

CARRIED

9.2 Budget Variance Analysis

Moved by N. Soobratee and seconded by D. Brown to receive and file.

CARRIED

9.3 Draft 2022 Operating Budget

Moved by P. Lewis and seconded by N. Soobratee to accept and send to the Joint Finance Committee.

CARRIED

9.4 Draft 2022 Capital Budget

Moved by D. Brown and seconded by M. Biggar to accept and send to the Joint Finance Committee.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Moved by M. Biggar and seconded by D. Brown to receive and file.

CARRIED

11.2 Response Summary

Moved by P. Lewis and seconded by D. Brown to receive and file.

CARRIED

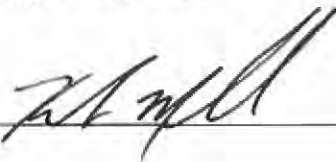
12.0 Adjournment

Moved by P. Lewis that the meeting be adjourned at 7:22 pm.

Date of next meeting – October 13, 2021

Respectfully submitted,

CHAIR



SECRETARY / TREASURER



Statement of Expense with Budget Variance

2021 November 8 Open Session FINAL_047

For the 7 months ending July 31, 2021

Prepared August 31, 2021

	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2021
REVENUE:				
1 Members Contributions	\$3,334,821	\$3,334,822	\$1	\$5,419,084
2 Rebate of Property Tax (Misc. Revenue)	\$53,244	\$57,138	\$3,894	\$53,244
3 Local Service Districts	\$0	\$0	\$0	\$0
4 Revenue Fee Structure	\$0	\$70	\$70	\$0
5 Misc. Revenue	\$500	\$2,752	\$2,252	\$1,000
6 Interest Income C/A	\$2,917	\$3,542	\$625	\$5,000
7 Deficit 2nd previous year	\$145,730	\$145,730	\$0	\$145,730
8	\$3,537,212	\$3,544,054	\$6,843	\$5,624,058
EXPENSES:				
ADMINISTRATION:				
9 Admin. Wages and Benefits	\$384,719	\$371,225	(\$13,494)	\$656,100
10 Convention/dues/training	\$10,500	\$2,875	(\$7,625)	\$18,000
11 Administrative Agreement	\$6,000	\$6,000	\$0	\$12,000
12 Professional Services	\$29,458	\$17,569	(\$11,890)	\$50,500
13 Office supplies/Copy Machine/ S/C	\$4,346	\$5,274	\$928	\$7,450
14 Computer hardware/software/IT	\$19,275	\$17,798	(\$1,477)	\$32,900
15 Telephone/ Internet	\$8,167	\$7,948	(\$219)	\$14,000
16	\$462,465	\$428,689	(\$33,776)	\$790,951
FIREFIGHTING FORCE:				
17 Salaries Basic	\$1,608,000	\$1,523,558	(\$84,442)	\$2,787,200
18 Overtime	\$39,000	\$10,487	(\$28,513)	\$70,000
19 Vacation Pay on Retirement	\$10,607	\$0	(\$10,607)	\$10,607
20 Force Benefits	\$417,198	\$395,693	(\$21,505)	\$654,300
21 Career Uniforms and maintenance	\$16,333	\$8,558	(\$7,776)	\$28,000
22 Medical and Fitness Testing	\$11,667	\$7,486	(\$4,180)	\$20,000
22 Employee Wellness	\$4,667	\$6,799	\$2,132	\$8,000
23 Career Recognition	\$1,500	\$0	(\$1,500)	\$3,000
24 Holiday Relief Wages and overtime	\$195,635	\$180,559	(\$15,076)	\$339,100
25 Holiday Relief Benefits	\$65,019	\$58,588	(\$6,431)	\$112,700
26	\$2,369,625	\$2,191,728	(\$177,898)	\$4,032,907

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE	BUDGET 2021
TELECOMMUNICATIONS:					
27	Cellular Telephones	\$2,917	\$2,296	(\$621)	\$5,000
28	Communication Equipment	\$350	\$0	(\$350)	\$1,000
29	Maintenance / Repairs	\$350	\$36	(\$314)	\$700
30	Dispatch Service	\$150,279	\$150,278	(\$1)	\$200,372
31		<u>\$153,896</u>	<u>\$152,611</u>	<u>(\$1,285)</u>	<u>\$207,072</u>
INSURANCE:					
32	Insurance	\$50,000	\$52,362	\$2,362	\$50,000
33		<u>\$50,000</u>	<u>\$52,362</u>	<u>\$2,362</u>	<u>\$50,000</u>
PREVENTION AND TRAINING:					
34	Firefighter / Co. Officer Training	\$28,000	\$1,273	(\$26,727)	\$48,000
35	Fire Prevention	\$3,500	\$3,775	\$275	\$6,000
36	Public Education	\$1,458	\$0	(\$1,458)	\$2,500
37	Training Supplies	\$1,167	\$0	(\$1,167)	\$2,000
38		<u>\$34,125</u>	<u>\$5,048</u>	<u>(\$29,077)</u>	<u>\$58,500</u>
FACILITIES:					
39	Station 1 Operating	\$148,930	\$146,368	(\$2,561)	<i>\$178,600</i>
40	Station 2 Operating	\$31,177	\$33,430	\$2,253	<i>\$44,700</i>
41	Station Supplies	\$7,000	\$7,010	\$10	\$12,000
42		<u>\$187,106</u>	<u>\$186,808</u>	<u>(\$298)</u>	<u>\$235,300</u>
FLEET:					
43	Fuel Vehicle	\$11,667	\$9,739	(\$1,928)	\$20,000
44	Registration Vehicle	\$400	\$323	(\$77)	\$550
45	Vehicle Maint. & Repairs	\$49,583	\$41,959	(\$7,625)	\$85,000
46		<u>\$61,650</u>	<u>\$52,021</u>	<u>(\$9,629)</u>	<u>\$105,550</u>
OPERATIONS:					
47	New Equipment	\$12,833	\$4,922	(\$7,911)	\$22,000
48	Maint. & Repairs Equip.	\$14,583	\$12,278	(\$2,305)	\$25,000
49	Maint. & Repairs Bunker Gear	\$1,250	\$18	(\$1,232)	\$4,000
50	Medical Supplies	\$4,667	\$4,554	(\$113)	\$8,000
51	Fire Fighting Supplies	\$2,042	\$5,297	\$3,255	\$3,500
52	H&S/Cause determination	\$700	\$774	\$74	\$1,000
53		<u>\$36,075</u>	<u>\$27,842</u>	<u>(\$8,233)</u>	<u>\$63,500</u>

WATER COSTS:

54	Water Costs - Quispamsis	\$3,931	\$3,934	\$3	\$5,241
55	Water Costs - Rothesay	\$20,428	\$20,428	(\$0)	\$27,237
56		\$24,359	\$24,362	\$3	\$32,478

OTHER:

57	Miscellaneous	\$1,750	\$364	(\$1,386)	\$3,000
58	Retirement Allowance	\$26,133	\$26,133	(\$0)	\$44,800
59	Deficit 2nd Previous Year	\$0			
60		\$27,883	\$26,497	(\$1,386)	\$47,800
61		\$3,407,184	\$3,147,968	(\$259,216)	\$5,624,058
62	(DEFICIT) SURPLUS FOR THE PERIOD		\$396,086	\$266,059	\$0

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 7 months ending July 31, 2021

Line #	Description	Budget YTD	Actual YTD	Variance	Details
					(Under Budget)
17	Salaries Basic	\$1,608,000	\$1,523,558	(\$84,442)	4 members on WSNB and budgeted for increase not yet negotiated
18	Overtime	\$39,000	\$10,487	(\$28,513)	As required
9	Admin. Wages and Benefits	\$384,719	\$371,225	(\$13,494)	Finance billing lower than budgeted
10	Conventions/Dues/Training	\$10,500	\$2,875	(\$7,625)	Reduced 3rd party training and travel due to COVID
12	Professional Services	\$29,458	\$17,569	(\$11,890)	Expected labour related settlement invoices still outstanding
19	Force Benefits	\$417,198	\$395,693	(\$21,505)	Budgeted 2% premium increase but premiums actually dropped
20	Career Uniforms and maintenance	\$16,333	\$8,558	(\$7,776)	As required
24	Holiday Relief Wages & Overtime	\$195,635	\$180,559	(\$15,076)	As required
25	Holiday Relief Benefits	\$65,019	\$58,588	(\$6,431)	2 HRFF's still not on benefits
34	Firefighter/Co. Officer Training	\$28,000	\$1,273	(\$26,727)	Little 3rd party training to date + Air Canada refunds from 2020 cancellations
45	Vehicle Maint. & Repairs	\$49,583	\$41,959	(\$7,625)	As required
47	New Equipment	\$12,833	\$4,922	(\$7,911)	As required
Material Variances		\$2,956,465	\$2,617,266	(\$339,200)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the months of June-July 2021

	Amount	Description
Non-Recurring Monthly Invoices		
06-30-21 Lifeworks (Morneau Sheppel)	\$5,750.00	Sick Leave actuarial
06-30-21 Teed Saunders Doyle	\$8,510.00	Audited financial statements
06-30-21 Murdoch-Boyd Architects	\$7,043.75	Station #2 design work
07-16-20 Dobson Chrysler	\$47,338.63	2021 Dodge Durango
07-30-20 Force 1 Automotive	\$6,189.30	2021 Dodge Durango light kit
07-31-20 Murdoch-Boyd Architects	\$23,244.38	Station #2 design work

2022 Operating Budget

Line		ACTUAL	BUDGET	BUDGET			Variance
		2020	2021	2022	Budget Comparison 2022 vs. 2021	% Change	Variance Explanation
REVENUE:							
1	Members Contributions	\$ 5,349,446	\$ 5,419,084	\$ 5,662,842	\$ 243,757	4.5%	2020 surplus helps mitigate overall increase
2	Rebate of Property Tax	46,755	53,244	58,567	5,323	10.0%	Rebates based on 2021 actuals
3	Local Service Districts	0	0	0	0		
4	Revenue Fee Structure	-	-	-	-		
5	Misc. Revenue	420	1,000	1,000	-	0.0%	
6	Interest Income C/A	6,256	5,000	5,000	-	0.0%	
7	Surplus 2nd previous year	(79,278)	145,730	213,454	67,724	46.5%	2nd year prior surplus
8		\$ 5,323,599	\$ 5,624,058	\$ 5,940,862	\$ 316,804	5.6%	
EXF ADMINISTRATION:							
9	Admin. Wages and Benefits	\$ 624,741	\$ 656,100	\$ 660,700	\$ 4,600	0.7%	Assumes 2021 increase of 2.25% net of reduced finance admin cost
10	Convention/dues/training	12,831	18,000	15,000	(3,000)	-16.7%	
11	Administrative Agreement	12,000	12,000	12,000	-	0.0%	Paid to Rothesay
12	Professional Services	57,644	50,500	50,000	(500)	-1.0%	Includes shared HR costs (10% of KRPF costs)
13	CPSE Accrediation	-	-	3,000	3,000		
14	Office supplies/Copy Machine/ S/C	7,576	7,450	7,600	150	2.0%	
15	Computer hardware/software/IT	17,275	32,900	36,000	3,100	9.4%	Includes shared IT costs (10% of KRPF costs)
16	Telephone/ Internet	13,549	14,000	14,250	250	1.8%	
17		\$ 745,617	\$ 790,951	\$ 798,551	\$ 7,600	1.0%	
FIREFIGHTING FORCE:							
18	Salaries Basic	2,613,868	2,787,200	2,873,000	85,800	3.1%	Assumes 2.25% increase + grid escalation
19	Dedicated FP position	-	-	92,249			New position dedicated to code enforcement + public education
20	Overtime	96,328	70,000	70,000	-	0.0%	Based on 2021 experience
21	Retirement Vacation benefit	-	10,607	17,270	6,663	62.8%	1st Class + LT at 5 weeks each
22	Force Benefits	615,630	654,300	683,600	29,300	4.5%	
23	New position benefits			21,376	21,376		
24	Career Uniforms and maintenance	21,475	28,000	28,500	500	1.8%	
25	Medical and Fitness Testing	17,672	20,000	20,000	-	0.0%	
26	Employee Wellness	-	8,000	9,000	1,000	12.5%	Based on 2021 YTD
27	Career Recognition	3,366	3,000	3,000	-	0.0%	
28	Holiday Relief Wages and overtime	358,366	339,100	352,700	13,600	4.0%	Assumes 2.25% increase + grid escalation
29	Holiday Relief Benefits	91,755	112,700	124,000	11,300	10.0%	1% assumed cost increase+3 HRFF promotions (benefits)
30		\$ 3,818,462	\$ 4,032,907	\$ 4,294,695	\$ 261,788	6.5%	
TELECOMMUNICATIONS:							
31	Cellular Telephones	\$ 3,616	\$ 5,000	\$ 5,000	\$ -	0.0%	Based on 2021 experience
32	Communication Equipment	943	1,000	1,000	-	0.0%	
33	Maintenance / Repairs	-	700	700	-	0.0%	
34	Dispatch Service	-	200,372	206,210	5,838	2.9%	New GL Dispatch Service
35		\$ 4,558	\$ 207,072	\$ 212,910	\$ 5,838	2.8%	
INSURANCE:							
36	Insurance	\$ 36,971	\$ 50,000	\$ 55,504	\$ 5,504	11.0%	Based on 2021 + information from broker
37		\$ 36,971	\$ 50,000	\$ 55,504	\$ 5,504	11.0%	

Kennebecasis Valley Fire Department Inc.

2022 Operating Budget

Line		ACTUAL	BUDGET	BUDGET	Variance		
		2020	2021	2022	Budget Comparison 2022 vs. 2021	% Change	Variance Explanation
PREVENTION AND TRAINING:							
38	Firefighter / Co. Officer Training	\$ 23,419	\$ 48,000	\$ 45,000	\$ (3,000)	-6.3%	Special training props being constructed
39	Fire Prevention	6,471	6,000	6,000	-	0.0%	
40	Public Education	39	2,500	2,500	-	0.0%	
41	Training Supplies	501	2,000	5,000	3,000	150.0%	
42		\$ 30,430	\$ 58,500	\$ 58,500	\$ -	0.0%	
FACILITIES:							
43	Station 1 Operating	146,478	178,600	183,700	5,100	2.9%	Inflationary increase
44	Station 2 Operating	15,747	44,700	51,500	6,800	15.2%	Cost for entire building - subject to renovation impact
45	Station 2 - Quispamsis	49,657					No more rent for stn 2
46	Station Supplies	12,274	12,000	12,000	-	0.0%	
47		\$ 224,156	\$ 235,300	\$ 247,200	\$ 11,900	5.1%	
FLEET:							
48	Fuel Vehicle	\$ 14,441	\$ 20,000	\$ 20,000	\$ -	0.0%	Based on 2021 YTD
49	Registration Vehicle	383	550	550	-	0.0%	Based on 2021 YTD
50	Vehicle Maint. & Repairs	60,796	85,000	82,500	(2,500)	-2.9%	Based on 2021 YTD (newer vehicles)
51		\$ 75,620	\$ 105,550	\$ 103,050	\$ (2,500)	-2.4%	
OPERATIONS:							
52	New Equipment	\$ 19,259	\$ 22,000	\$ 22,000	\$ -	0.0%	No additional equipment capital
53	Maint. & Repairs Equip.	26,585	25,000	25,000	-	0.0%	Aging SCBA require more repairs
54	Maint. & Repairs Bunker Gear	398	4,000	4,000	-	0.0%	Based on 2021 YTD
55	Medical supplies	9,418	8,000	10,000	2,000	25.0%	Ongoing PPE requirements
56	Fire fighting supplies	8,012	3,500	5,000	1,500	42.9%	Based on 2021 YTD
57	H&S/Cause determination	2,249	1,000	1,000	-	0.0%	
58		\$ 65,921	\$ 63,500	\$ 67,000	\$ 3,500	5.5%	
WATER COSTS:							
59	Water Costs - Quispamsis	\$ 5,089	\$ 5,241	\$ 5,398	\$ 158	3.0%	3% annual increase
60	Water Costs - Rothesay	26,444	27,237	28,054	817	3.0%	3% annual increase
61		\$ 31,533	\$ 32,478	\$ 33,452	\$ 974	3.0%	
OTHER:							
62	Miscellaneous	\$ 2,666	\$ 3,000	\$ 3,000	\$ -	0.0%	Incorrect line used in 2021 from Actuarial analysis
63	Retirement Allowance	67,000	44,800	67,000	22,200	49.6%	
64		\$ 69,666	\$ 47,800	\$ 70,000	\$ 22,200	46.4%	
65	Totals	\$ 5,102,934	\$ 5,624,058	\$ 5,940,862	\$ 316,804	5.63%	Overall increase to ongoing operating costs
66	SURPLUS FOR THE PERIOD	\$ 220,664	\$ (0)	\$ -			
						5.24%	After adjusted for RA contribution correction

Kennebecasis Valley Fire Department - 2022 Capital Budget - September 1, 2022		
Fleet	Cost	Notes
No planned changes to fleet in 2022		
Equipment		
No planned equipment purchases in 2022		
Facilities		
Construction/renovation cost	\$ 2,205,621	per architectural estimate confirmed by FCC
Contingencies (design and construction)	\$ 410,000	10% for design and construction
Construction phasing factor (5%)	\$ 102,000	
Architectural fees	\$ 50,000	Balance of fees paid in 2021
3rd party testing/inspection	\$ 15,000	
Sub-total	\$ 2,782,621	
Non-recoverable HST	\$ 119,250	
TOTAL CAPITAL BUDGET	\$2,900,000	rounded



Kennebecasis Valley Fire Department

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

September 8, 2021

Joint Water Rescue Training

During the month of July, our firefighters spent time training with members of the Canadian Coast Guard In-shore Rescue Team on boat pacing, station keeping, victim recovery, and docking. These exercises taught us with new skills and techniques that can be used when we are called out to emergencies on the beautiful Kennebecasis River. We appreciate the Canadian Coast Guard members sharing their expertise with us.

To further improve our water rescue response this season, we have had our rescue boat (Marine 1) moored at the Rothesay Yacht Club this summer. This has significantly reduced our response time to water rescue incidents as we no longer have to trailer and launch Marine 1 each time we are called out. Now, the crew simply responds to the Yacht Club, boards the boat and are underway.

Service Vehicles Delivered (Replacements)

As part of the approved 2021 capital budget, the KVFD has taken delivery of two replacement service vehicles that will be used by on-duty Chief Officers and for transporting supplies and equipment to emergency incidents.



Response Types Kennebecasis Valley Fire Department		Jan 2021	Historical Average	Feb 2021	Historical Average	Mar 2021	Historical Average	April 2021	Historical Average	May 2021	Historical Average	June 2021	Historical Average	July 2021	Historical Average	Aug 2021	Historical Average	2021 YTD	Historical Average
	Fire/explosion - dollar loss	4	3	1	4	4	2	0	3	5	3	6	3	2	4	3	3	25	26
	Rubbish/grass fire - no dollar loss	0	2	0	1	2	2	5	7	9	13	5	7	1	9	1	8	23	49
	Chimney Fire	1	2	0	1	0	2	0	1	0	0	0	0	0	0	0	0	1	6
	Total Fire	5	7	1	6	6	6	5	11	14	16	11	10	3	13	4	11	49	80
	Rescue - Miscellaneous	0	1	1	1	0	0	0	0	2	1	0	1	1	1	1	1	5	6
	Vehicle Accident	3	10	6	8	6	7	10	6	8	8	8	8	6	9	5	9	52	65
	Total Rescue	3	11	7	9	6	8	10	6	10	9	8	9	7	10	6	10	57	70
	Public Hazard - gasoline or fuel spill	0	1	0	0	0	0	0	1	1	1	1	1	1	1	1	1	4	5
	Public Hazard - power line down / utility pole hazard	1	5	1	2	0	1	0	2	0	2	1	1	1	6	0	2	4	22
	Public Hazard - miscellaneous	0	2	0	1	0	1	1	1	0	2	0	1	0	2	1	1	2	11
	Total Public Hazard	1	7	1	4	0	2	1	4	1	4	2	3	2	8	2	4	10	35
	Gas Leak - propane	1	1	2	1	2	0	1	0	0	1	0	0	0	0	1	0	7	4
	Gas Leak - response to carbon monoxide detector alarm	7	2	6	1	9	1	3	1	0	0	1	0	0	1	0	0	26	8
	Total Gas leak	8	3	8	2	11	1	4	2	0	1	1	1	0	1	1	1	33	11
	Public Service - first aid	39	49	31	51	36	56	47	50	45	48	38	49	44	51	44	47	324	401
	Public Service - assist police or other agency	0	2	0	1	1	1	0	1	0	0	0	1	0	1	0	1	1	7
	Public Service - mutual aid	0	1	2	1	1	1	3	1	0	1	0	1	0	1	2	1	8	7
	Public Service - citizens trapped in elevator					1		0		1		0	0	0	0	0	0	2	0
	Public Service - animal rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	2
	Public Service - flooding	1	5	0	1	0	2	0	0	1	1	0	0	0	2	0	1	2	11
	Public Service- miscellaneous	1	3	0	1	1	1	1	1	0	2	2	2	4		1		10	8
	Total Public services	41	59	33	54	40	61	51	51	47	51	40	52	48	55	47	51	347	433
	Alarm No Fire - accidental miscellaneous	4	4	1	3	1	4	5	2	0	4	3	3	4	2	4	4	22	25
	Alarm No Fire - smoke or steam mistaken	0	1	0	1	1	1	1	0	0	2	0	1	0	1	0	1	2	8
	Alarm No Fire - sprinkler surge or discharge	0	1	0	0	0	0	1	0	0	0	0	0	1	0	0	0	2	2
	Alarm No Fire - detector activated	4	4	1	4	1	5	0	2	3	4	8	5	4	7	15	7	36	38
	Alarm No Fire - unknown odours	1	0	1	1	1	1	1	1	0	1	0	0	0	0	0	0	4	4
	Alarm No Fire - miscellaneous	0	2	0	1	0	2	1	2	0	2	1	2	1	3	0	3	3	17
	Total Alarm no fire - No malicious intent	9	12	3	10	4	13	9	6	3	11	12	12	10	14	19	15	69	92
	False Alarm (Mischief) - miscellaneous	1	0	1	0	0	0	0	0	1	0	0	0	1	1	0	1	4	3
	Total False alarm - Mischief	1	0	1	0	0	0	0	1	1	0	0	0	1	1	0	1	4	3
	Total Response Types Kennebecasis Valley Fire Department	68	98	54	85	67	91	80	85	76	93	74	86	71	102	79	93	569	733

Town of Rothesay

General Fund Financial Statements

2021-09-30

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

Town of Rothesay

Balance Sheet - Capital General Fund 2021-09-30

ASSETS

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

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

\$ 51,326,366

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(510,000)
Total Long Term Debt	6,128,000

Total Liabilities \$ 5,618,000

Investment in General Fund Fixed Assets 45,708,366

\$ 51,326,366

Town of Rothesay
Balance Sheet - General Fund Reserves
2021-09-30

ASSETS

BNS Gas Tax Interest Account	4,522,669
BNS General Operating Reserve #214-15	904,012
BNS General Capital Reserves #2261-14	1,128,397
	<u>\$ 6,555,079</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,100,187
Invest. in General Capital Reserve	960,021
General Gas Tax Funding	422,482
Invest. in General Operating Reserve	904,012
Invest. in Land for Public Purposes Reserve	149,399
Invest. in Town Hall Reserve	18,978
	<u>\$ 6,555,079</u>

Town of Rothesay
Balance Sheet - General Operating Fund
2021-09-30

CURRENT ASSETS

Cash	2,808,844
Receivables	43,781
HST Receivable	294,680
Inventory	16,268
Gen Operating due to/from Util Operating	(534,231)
Total Current Assets	<u>2,629,342</u>
Other Assets:	
Projects	<u>2,884,619</u>
	<u>2,884,619</u>
TOTAL ASSETS	<u><u>5,513,961</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,081,499
Other Payables	393,805
Gen Operating due to/from Gen Capital	510,000
Accrued Sick Leave	6,600
Accrued Pension Obligation	(4,900)
Accrued Retirement Allowance	404,054
Def. Rev-Quispamsis/Library Share	57,731
TOTAL LIABILITIES	<u><u>2,448,789</u></u>

EQUITY

Retained Earnings - General	81,356
Surplus/(Deficit) for the Period	<u>2,983,816</u>
	<u>3,065,172</u>
	<u><u>5,513,961</u></u>

Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 2021-09-30

	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	12,751,724	12,751,724	0		17,002,299
Sale of Services	17,730	19,100	294,525	300,558	(6,034)		465,600
Services to Province of New Brunswick	5,000	5,000	42,812	45,000	(2,188)		60,000
Other Revenue from Own Sources	7,985	11,213	85,674	87,621	(1,947)		115,259
Unconditional Grant	10,933	10,933	98,395	98,395	0		131,193
Conditional Transfers	59,203	0	1,041,854	26,500	1,015,354		26,500
Other Transfers	262,500	262,500	1,037,522	819,649	217,873		1,082,149
	<u>\$1,780,209</u>	<u>\$1,725,604</u>	<u>\$15,352,506</u>	<u>\$14,129,448</u>	<u>\$1,223,058</u>		<u>\$18,883,000</u>
EXPENSES							
General Government Services	135,221	143,575	1,703,522	1,886,940	183,418		2,416,763
Protective Services	407,560	406,934	4,228,508	4,218,406	(10,102)		5,439,207
Transportation Services	228,269	257,840	2,536,956	2,700,415	163,459		3,687,492
Environmental Health Services	68,139	66,833	641,206	631,500	(9,706)		842,000
Environmental Development	22,518	34,862	379,259	494,786	115,527		649,200
Recreation & Cultural Services	142,796	123,198	1,691,616	1,628,141	(63,475)		2,147,204
Fiscal Services	209	333	1,187,623	488,353	(699,270)		3,701,134
	<u>\$1,004,712</u>	<u>\$1,033,575</u>	<u>\$12,368,690</u>	<u>\$12,048,542</u>	<u>-\$320,148</u>		<u>\$18,883,000</u>
Surplus (Deficit) for the Year	<u>\$775,497</u>	<u>\$692,029</u>	<u>\$2,983,816</u>	<u>\$2,080,906</u>	<u>\$902,910</u>		<u>\$ (0)</u>

Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 2021-09-30

G6

	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	2,532	1,667	8,867	15,000	(6,133)	1	20,000
Town Hall Rent	6,399	6,083	57,125	54,750	2,375		73,000
Arena Revenue	504	650	124,999	138,842	(13,843)	2	265,200
Community Garden	0	0	600	1,000	(400)		1,000
Fox Farm Rental	1,750	1,700	14,000	15,300	(1,300)		20,400
Recreation Programs	6,545	9,000	88,934	75,667	13,267	3	86,000
	<u>17,730</u>	<u>19,100</u>	<u>294,525</u>	<u>300,558</u>	<u>(6,034)</u>		<u>465,600</u>
Other Revenue from Own Sources							
Licenses & Permits	3,576	6,250	52,256	56,250	(3,994)		75,000
KVFD Admin Penalties	0	0	3,150	0	3,150		0
Recycling Dollies & Lids	52	50	715	450	265		600
Interest & Sundry	1,163	1,167	12,430	10,500	1,930		14,000
Miscellaneous	194	746	3,370	6,713	(3,343)		8,951
Fire Dept. Administration	3,000	3,000	9,000	9,000	0		12,000
History Book Sales	0	0	45	0	45		0
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>7,985</u>	<u>11,213</u>	<u>85,674</u>	<u>87,621</u>	<u>(1,947)</u>		<u>115,259</u>
Conditional Transfers							
Canada Day Grant	0	0	1,600	1,500	100		1,500
Grant - Other	59,203	0	1,040,254	25,000	1,015,254		25,000
	<u>59,203</u>	<u>0</u>	<u>1,041,854</u>	<u>26,500</u>	<u>1,015,354</u>	4	<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	250,022	32,149	217,873		32,149
Utility Fund Transfer	262,500	262,500	787,500	787,500	0		1,050,000
	<u>262,500</u>	<u>262,500</u>	<u>1,037,522</u>	<u>819,649</u>	<u>217,873</u>	5	<u>1,082,149</u>

EXPENSES

General Government Services

Legislative

Mayor	3,354	4,036	27,354	34,893	7,538		47,000
Councillors	11,864	12,056	93,677	99,932	6,256		136,100
Regional Service Commission	1,307	1,307	3,920	3,920	0		5,226
Other	1,000	1,292	2,650	11,625	8,975		13,500
	<u>17,525</u>	<u>18,690</u>	<u>127,600</u>	<u>150,369</u>	<u>22,769</u>		<u>201,826</u>

Administrative

Office Building	11,150	10,292	136,020	145,425	9,405		177,500
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Solicitor

	0	4,167	8,063	37,500	29,437	6	50,000
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Administration - Wages & Benefits

	79,031	80,477	677,362	763,805	86,444	7	1,107,747
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Covid-19 Expenses

	63	2,083	14,046	18,750	4,704		25,000
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Supplies

	21,674	11,950	87,450	107,548	20,098	8	143,398
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Professional Fees

	0	2,500	12,853	22,500	9,647		30,000
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Other	5,181	9,458	94,143	98,123	3,981		126,498
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	<u>117,098</u>	<u>120,927</u>	<u>1,029,937</u>	<u>1,193,652</u>	<u>163,715</u>		<u>1,660,143</u>
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Other General Government Services

Community Communications	0	833	1,231	7,500	6,269		10,000
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Civic Relations	98	83	135	750	615		1,000
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Insurance	0	0	247,058	223,290	(23,768)	9	223,290
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Donations	500	2,833	10,400	25,500	15,100		34,000
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Cost of Assessment	0	0	266,004	266,004	(0)		266,004
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Property Taxes - L.P.P.	0	0	16,782	18,000	1,218		18,000
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Fox Farm Rental Expenses	0	208	4,375	1,875	(2,500)		2,500
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	<u>598</u>	<u>3,958</u>	<u>545,984</u>	<u>542,919</u>	<u>(3,066)</u>		<u>554,794</u>
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	<u>135,221</u>	<u>143,575</u>	<u>1,703,522</u>	<u>1,886,940</u>	<u>183,418</u>		<u>2,416,763</u>
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Protective Services

Police							
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Police Protection	237,521	233,517	2,136,009	2,101,653	(34,356)	10	2,802,204
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Crime Stoppers	0	0	2,800	2,800	0		2,800
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	<u>237,521</u>	<u>233,517</u>	<u>2,138,809</u>	<u>2,104,453</u>	<u>(34,356)</u>		<u>2,805,004</u>
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Emergency Measures

EMO Director/Committee	81	1,667	731	15,000	14,269	11	20,000
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	<u>81</u>	<u>1,667</u>	<u>731</u>	<u>15,000</u>	<u>14,269</u>		<u>20,000</u>
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Other							
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Animal & Pest Control	0	792	1,421	7,125	5,704		9,500
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Other	0	1,000	10,779	9,000	(1,779)		12,000
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	<u>0</u>	<u>1,792</u>	<u>12,200</u>	<u>16,125</u>	<u>3,925</u>		<u>21,500</u>
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Total Protective Services

	<u>407,560</u>	<u>406,934</u>	<u>4,228,508</u>	<u>4,218,406</u>	<u>(10,102)</u>		<u>5,439,207</u>
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Transportation Services

Common Services

Administration (Wages & Benefits)	127,293	141,740	1,277,449	1,342,971	65,522	12	1,835,500
Workshops, Yards & Equipment	41,425	50,750	475,577	501,750	26,173	13	654,000
Engineering	0	625	0	5,625	5,625		7,500
	<u>168,719</u>	<u>193,115</u>	<u>1,753,027</u>	<u>1,850,346</u>	<u>97,319</u>		<u>2,497,000</u>

Street Cleaning & Flushing

Streets	0	4,000	13,060	44,000	30,940	14	44,000
Roads & Streets	14,904	4,167	55,719	37,500	(18,219)	15	50,000
Crosswalks & Sidewalks	1,431	2,933	10,445	15,194	4,750		19,992
Culverts & Drainage Ditches	2,426	10,083	55,572	45,750	(9,822)	16	65,000
Snow & Ice Removal	4,864	3,458	381,386	422,125	40,739	17	651,500
Flood Costs	0	0	0	40,000	40,000	18	40,000
	<u>23,625</u>	<u>24,641</u>	<u>516,182</u>	<u>604,569</u>	<u>88,387</u>		<u>870,492</u>

Street Lighting

	13,290	10,833	110,177	97,500	(12,677)	19	130,000
Traffic Services							
Street Signs	0	1,000	8,930	9,000	70		12,000
Traffic Lanemarking	303	2,000	25,677	28,000	2,323		30,000
Traffic Signals	1,672	3,333	43,066	30,000	(13,066)	20	40,000
Railway Crossing	1,778	1,833	17,960	16,500	(1,460)		22,000
	<u>3,754</u>	<u>8,167</u>	<u>95,633</u>	<u>83,500</u>	<u>(12,133)</u>		<u>104,000</u>

Public Transit

Public Transit - Comex Service	18,735	20,875	60,623	62,625	2,002		83,500
Public Transit - Other	146	208	1,314	1,875	561		2,500
	<u>18,881</u>	<u>21,083</u>	<u>61,937</u>	<u>64,500</u>	<u>2,563</u>		<u>86,000</u>

Total Transportation Services

	<u>228,269</u>	<u>257,840</u>	<u>2,536,956</u>	<u>2,700,415</u>	<u>163,459</u>		<u>3,687,492</u>
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Environmental Health Services

Solid Waste Disposal Land Fill garbage	3,578	16,667	142,868	150,000	7,132		200,000
Solid Waste Disposal Landfill Compost	16,982	2,833	39,888	25,500	(14,388)		34,000
Solid Waste Collection Fero	47,578	47,333	428,218	426,000	(2,218)		568,000
Clean Up Campaign	0	0	30,233	30,000	(233)		40,000
	<u>68,139</u>	<u>66,833</u>	<u>641,206</u>	<u>631,500</u>	<u>(9,706)</u>		<u>842,000</u>

Environmental Development Services

Planning & Zoning							
Administration	22,518	32,571	268,259	356,961	88,702	21/22	466,500
Planning Projects	0	2,083	0	18,750	18,750	23	25,000
Heritage Committee	0	208	0	1,875	1,875		2,500
	<u>22,518</u>	<u>34,862</u>	<u>268,259</u>	<u>377,586</u>	<u>109,327</u>		<u>494,000</u>

Economic Development Comm.

Tourism	0	0	111,000	114,000	3,000		152,000
	0	0	0	3,200	3,200		3,200
	0	0	111,000	117,200	6,200		155,200
	<u>22,518</u>	<u>34,862</u>	<u>379,259</u>	<u>494,786</u>	<u>115,527</u>		<u>649,200</u>

Recreation & Cultural Services

Administration	24,418	24,129	247,020	248,536	1,516		332,300
Beaches	5,111	0	45,494	50,636	5,142		50,636
Rothsay Arena	31,559	14,750	247,503	217,350	(30,153)	24	315,000
Memorial Centre	815	5,667	55,851	59,000	3,149		76,000
Summer Programs	6,351	652	55,232	60,868	5,636		62,824
Parks & Gardens	60,646	55,545	498,167	470,096	(28,071)	25	613,500
Rothsay Common Rink	445	2,218	57,224	30,178	(27,046)	26	43,976
Playgrounds and Fields	6,048	11,833	95,937	94,500	(1,437)		124,000
Regional Facilities Commission	0	0	311,822	294,844	(16,978)	27	393,125
Kennebecasis Public Library	7,404	7,404	66,632	66,632	0		88,843
Special Events	0	1,000	10,733	35,500	24,767	28	39,500
PRO Kids	0	0	0	0	0		7,500
	<u>142,796</u>	<u>123,198</u>	<u>1,691,616</u>	<u>1,628,141</u>	<u>(63,475)</u>		<u>2,147,204</u>

Fiscal Services**Debt Charges**

Interest	209	333	93,623	94,353	730		182,134
Debt Payments	0	0	394,000	394,000	0		804,000
	<u>209</u>	<u>333</u>	<u>487,623</u>	<u>488,353</u>	<u>730</u>		<u>986,134</u>

Transfers To:**Capital Fund for Capital Expenditures**

Reserve Funds	0	0	0	0	0		2,715,000
	0	0	700,000	0	(700,000)	29	0
	<u>0</u>	<u>0</u>	<u>700,000</u>	<u>0</u>	<u>(700,000)</u>		<u>2,715,000</u>
	<u>209</u>	<u>333</u>	<u>1,187,623</u>	<u>488,353</u>	<u>(699,270)</u>		<u>3,701,134</u>

Town of Rothesay

Variance Report - General Fund

9 months ending 2021-09-31

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 8,867	\$ 15,000	\$ (6,133)	Closed
2	Arena Revenue	\$ 124,999	\$ 138,842	\$ (13,843)	Arena closed due to covid
3	Recreation Programs	\$ 88,934	\$ 75,667	\$ 13,267	Playground revenue greater than expected
4	Conditional Transfers	\$ 1,041,854	\$ 26,500	\$ 1,015,354	Safe Restart Covid funding, and SEED \$30k higher than expected
5	Other Transfers	\$ 250,022	\$ 32,149	\$ 217,873	P-Gap transfer

Total \$ 1,226,518.00
Variance per Statement \$ 1,223,058.00
Explained 100%

Expenses
General Government

6	Solicitor	\$ 8,063	\$ 37,500	\$ 29,437	fewer services required to date
7	Admin wages and benefits	\$ 677,362	\$ 763,805	\$ 86,443	one staff short
8	Supplies - Information systems	\$ 87,450	\$ 107,548	\$ 20,098	timing, to be spent later
9	Insurance	\$ 247,058	\$ 223,290	\$ (23,768)	Increase in premiums

Protective Services

10	Police Protection	\$ 2,136,009	\$ 2,101,653	\$ (34,356)	Extraneous costs
11	EMO Director/Committee	731.00	15,000	\$ 14,269	Timing

Transportation

12	Administration	\$ 1,277,449	\$ 1,342,971	\$ 65,522	Wages and benefits lower than budget + less OT
13	Workshops, Yards & Equipment	\$ 475,577	\$ 501,750	\$ 26,173	Timing
14	Street Cleaning & Flushing	\$ 13,060	\$ 44,000	\$ 30,940	timing
15	Roads and Street	\$ 55,719	\$ 37,500	\$ (18,219)	
16	Culverts & Drainage Ditches	\$ 55,572	\$ 45,750	\$ (9,822)	Stockpiling pipe & rock due to price increases
17	Snow & Ice Removal	\$ 381,386	\$ 422,125	\$ 40,739	minimal snow/ice for early 2021
18	Street Lighting	\$ 110,177	\$ 97,500	\$ (12,677)	
19	Flood 2020	\$ -	\$ 40,000	\$ 40,000	no flood
20	Traffic signals	\$ 43,066	\$ 30,000	\$ (13,066)	

Environmental Health**Environmental Development**

21	Software and Equipment	\$ 47,260	\$ 88,000	\$ 40,740	software budget may be high
22	Planning bylaw enforcement	\$ 1,439	\$ 26,250	\$ 24,811	timing, expected to be spent
23	Planning Projects	\$ -	\$ 18,750	\$ 18,750	

Recreation & Cultural Services

24	Rothesay Arena	\$ 247,503	\$ 217,350	\$ (30,153)	Zamboni \$10K, Arena compressor \$15K
25	Parks & Gardens	\$ 498,167	\$ 470,096	\$ (28,071)	Increase in fuel \$10K, wages not allocated to arena
26	Rothesay Common	\$ 57,224	\$ 30,178	\$ (27,046)	\$15k zamboni repair, no budget allocation for wages
27	Regional Facilities Commission	\$ 311,822	\$ 294,844	\$ (16,978)	Adjustment for 2021
28	Special Events	\$ 10,733	\$ 35,500	\$ 24,767	Canada Day cancelled

Fiscal Services

29	Transfer to reserve	\$ 700,000	\$ -	\$ (700,000)	Transferred money to reserve
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Total \$ (451,467)
Variance per Statement \$ (320,148)
Explained 141%

Town of Rothesay

Capital Projects 2021

General Fund

9 Months Ended 2021-09-30

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
12021860 Town Hall Improvements G-2020-009	120,000	91,375	28,625
12010560 Town Hall Improvements G-2020-009	0	256	-256
12010660 IT 2020 G-2020-008	38,000	0	38,000
12010060 General Projects from Reserves		96,653	-96,653
Total General Government	158,000	188,284	-30,284
Protective Services			
12011560 Protective Serv. Equipment Purchases P-20	136,000	7,278	128,722
Total Protective Services	136,000	7,278	128,722
Transportation			
12021360 Transportation Equipment Purchases T-202	600,000	295,481	304,519
12024360 Floating Dock T-2021-014	0	132,173	-132,173
12027560 Stormwater Master Plan T-2020-013	200,000	81,641	118,359
12027960 Intersection Improvement Spruce/Clark T-	300,000	66,610	233,390
12027760 2021 Asphalt Engineering T-2021-001	2,020,000	1,581,914	438,086
Unassigned:			
12027460 Designated Highway	1,100,000	19,454	1,080,547
Total Transportation	4,220,000	2,177,272	2,042,728
Recreation			
12020860 Recreation Equipment Purchases R-2020-00	25,000	22,317	2,683
12027160 Wells Field Replacement R-2020-002	250,000	154,964	95,036
12020760 Trail Development R-2020-007	50,000	0	50,000
12027860 2021 Wells Building R-2021-002	61,000	16,369	44,631
12012060 Arena Renovation R-2020-011	600,000	278,756	321,244
Total Recreation	986,000	472,407	513,593
Carryovers			
12027660 Traffic Study T-2020-014	0	34,618	-34,618
12026860 Church Avenue Reconstruction T-2019-002	0	4,759	-4,759
	0	39,377	-39,377
Total	\$ 5,500,000	\$ 2,884,619	\$ 2,615,381

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

600,000

2021 Budget and Funding Allocation

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

Town of Rothesay

Utility Fund Financial Statements

September 30, 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 2021-09-30

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	1,523,835
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	803,922
Capital Assets Utilities Water System	27,756,293
Capital Assets Utilities Sewer System	24,095,854
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<u>56,628,658</u>

Accumulated Amortization Utilites Buildings	(725,668)
Accumulated Amortization Utilites Water System	(8,223,909)
Accumulated Amortization Utilites Sewer System	(8,955,197)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(30,341)
Accumulated Amortization Utilites Equipment	(222,747)
Accumulated Amortization Utilites Roads & Streets	(19,067)
	<u>(18,218,960)</u>

TOTAL ASSETS	<u>38,409,699</u>
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	<u>8,832,192</u>
Total Liabilities	<u>7,982,192</u>

EQUITY

Investments:

Investment in Fixed Assets	<u>30,427,507</u>
Total Equity	<u>30,427,507</u>

TOTAL LIABILITIES & EQUITY	<u>38,409,699</u>
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Town of Rothesay
Balance Sheet - Utilities Fund Reserves
2021-09-30

ASSETS

BNS Utility Capital Reserve # 00241 12	1,282,701
	<u>\$ 1,282,701</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	881,863
Invest. in Utility Operating Reserve	105,730
Invest. in Sewerage Outfall Reserve	295,109
	<u>\$ 1,282,701</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 2021-09-30

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		961,355
Total Current Assets		<u>961,355</u>
Other Assets:		
Projects		971,240
		<u>971,240</u>
 TOTAL ASSETS		 <u>\$ 1,932,595</u>

LIABILITIES

Accrued Payables	41,133
Due from General Fund	(534,231)
Due from (to) Capital Fund	850,000
Deferred Revenue	13,346
Total Liabilities	<u>370,249</u>

EQUITY

Surplus:		
Opening Retained Earnings	48,220	
Profit (Loss) to Date	<u>1,514,126</u>	
	<u>1,562,346</u>	
 TOTAL LIABILITIES & EQUITY		 <u>\$ 1,932,595</u>

Town of Rothesay
Utilities Operating Income Statement
9 Months Ended 2021-09-30

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	255,182	279,270	866,529	848,230	18,299		1,127,500
Meter and non-hookup fees	15,460	11,800	43,133	35,400	7,733		47,200
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	61,859	62,000	(141)		62,000
Sewerage Services	400	0	1,804,868	1,800,000	4,868		1,800,000
Connection Fees	200	5,833	51,250	52,500	(1,250)		70,000
Interest Earned	8,884	6,667	82,283	60,000	22,283		80,000
Misc. Revenue	88	561	5,213	5,045	167		6,727
Infrastructure Grants	0	0	1,000	0	1,000		0
Surplus - Previous Years	0	0	34,573	34,573	0		34,573
TOTAL RECEIPTS	280,214	304,130	3,280,708	3,227,748	52,959		3,558,000
WATER SUPPLY							
Share of Overhead Expenses	105,000	105,000	315,000	315,000	0		420,000
Audit/Legal/Training	6,257	792	12,513	10,125	(2,388)		12,500
Purification & Treatment	38,181	33,333	329,886	320,000	(9,886)		420,000
Transmission & Distribution	11,774	10,833	46,136	97,500	51,364		130,000
Power & Pumping	2,120	3,500	32,288	31,500	(788)		42,000
Billing/Collections	103	0	4,517	0	(4,517)		0
Water Purchased	0	63	740	563	(178)		750
Misc. Expenses	0	1,250	4,856	11,250	6,394		15,000
TOTAL WATER SUPPLY	163,435	154,771	745,937	785,938	40,001		1,040,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	157,500	157,500	472,500	472,500	0		630,000
Audit/Legal/Training	0	625	7,089	12,625	5,536		14,500
Collection System Maintenance	10,595	32,667	40,624	54,000	13,376		64,000
Sewer Claims	0	1,667	14,783	15,000	217		20,000
Lift Stations	3,166	5,833	31,060	52,500	21,440		70,000
Treatment/Disposal	4,975	6,417	62,479	72,750	10,270		92,000
McGuire Road Operating	193	1,583	4,023	14,250	10,227		19,000
Misc. Expenses	120	1,167	6,437	10,500	4,063		14,000
TOTAL SWGE COLLECTION & DISPOSAL	176,549	207,458	638,995	704,125	65,130		923,500
FISCAL SERVICES							
Interest on Long-Term Debt	76,385	73,070	188,607	188,606	(1)		300,617
Principal Repayment	174,357	174,357	187,357	187,357	0		515,357
Other Debt Charges/Bank Charges	0	0	0	0	0		8,276
Transfer to Reserve Accounts	0	0	5,686	0	(5,686)		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	250,741	247,427	381,649	375,963	(5,686)		1,594,250
TOTAL EXPENSES	590,725	609,656	1,766,581	1,866,026	99,444		3,558,000
NET INCOME (LOSS) FOR THE PERIOD	(310,511)	(305,526)	1,514,126	1,361,723	152,403		(0)

Town of Rothesay

Variance Report - Utility Operating

9 months ending September 30, 2020

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	866,529	848,230	\$ 18,299	Covid grant revenue in Jan
3	Interest Earned	82,283	60,000	\$ 22,283	Conservative budget estimate
4	Infrastructure Grants	1,000	-	\$ 1,000	Balance of contribution from 2020
Water Supply					
5	Purification & Treatment	\$ 329,886	\$ 320,000	\$ (9,886)	Timing of exepnditures
6	Transmission & Distribution	\$ 46,136	\$ 97,500	\$ 51,364	Maintenance Well C6- C4
7	Billing/Collection	4,415	-	(4,415)	Budget error
Sewer					
8	Sewer Collection Maintenance	40,624	54,000	13,376	Sewer flushing hasn't started
9	Lift Stations	\$ 31,060	\$ 52,500	\$ 21,440	No maintenance on lift stations, Power lower than expected
10	Treatment/Disposal	\$ 62,479	\$ 72,750	\$ 10,271	Timing of expenditures
11	McGuire Road Operating	\$ 4,023	\$ 14,250	\$ 10,227	Maintenance lower than expected
Fiscal Services					

Town of Rothesay

Capital Projects 2021

Utility Fund

9 Months Ended 2021-09-30

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget		
WATER						
12045330 Station Road Water Line Replacement W-2020-003	250,000		0	250,000		
12044330 Shadow Hill Watermain W-2020-002	400,000		0	400,000		
12043430 Well Development - Quality W-2021-004	290,000		34,957	255,043		
12045730 College Hill Water Line S-2020-001	708,000		0	708,000		
12045830 Hillside Tank Heater & Mixer W-2021-001	60,000		64,415	-4,415		
12041330 Water Main Extension K-Park			400	-400		
12030030 Misc Projects-Water-Filtration Building			49,872	-49,872		
12039930 Maliseet Water Line			34,118	-34,118		
	<u>\$ 1,708,000</u>	<u>\$ -</u>	<u>\$ 183,761</u>	<u>\$ 1,524,239</u>		
SEWER						
12046030 Turnbull Court Design S-2021-001	1,000,000		0	1,000,000		
12044830 Sewer Costs in Asphalt Contract T-2021-005	95,000		0	95,000		
12045430 Conversion to Digital Radio S-2020-006	35,000		9,261	25,739		
12044130 WWTP Design Phase 2 S-2017-001	1,000,000		35,342	964,658		
12045930 Seville Sewer Repair S-2021-007	100,000		0	0		
	<u>2,230,000</u>		<u>44,603</u>	<u>2,085,397</u>		
Total Approved	<u>3,938,000</u>	<u>-</u>	<u>228,364</u>	<u>3,609,636</u>		
Carryovers						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S 2014-016 A			5,063	-5,063		
12045030 Turnbull Court Design S-2020-001	500,000		721,601	-221,601		
12045630 Brock Court/Goldie Court Service Renewal W-2020			16,213	-16,213		
	<u>500,000</u>	<u>0</u>	<u>742,876</u>	<u>-242,876</u>		
	<u>4,438,000</u>	<u>-</u>	<u>971,240</u>	<u>3,366,760</u>		
Funding:						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	1,708,000	240,000	603,000	115,000	60,000	470,000
Sewer	2,230,000		150,000	710,000	1,640,000	230,000
\$	<u>3,938,000</u>	<u>\$ 240,000</u>	<u>\$ 753,000</u>	<u>\$ 825,000</u>	<u>\$ 1,700,000</u>	<u>\$ 700,000</u>

TOWN OF ROTHESAY

FINANCE COMMITTEE

HELD VIRTUALLY VIA WEBEX

October 21, 2021

Open Session

In attendance:

Deputy Mayor Matt Alexander, Chairman

Mayor Nancy Grant

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

The meeting was called to order at 8:30am. The agenda and minutes of Sept. 23, 2021 were accepted as presented. Agenda sequence altered; started with 5) Budget Discussion – First Draft Operating Budgets.

Budget Discussion – First Draft Operating Budgets

The Treasurer reviewed the explanatory memo and draft operating budget information, emphasizing the preliminary nature of the information as the process is not complete. Additional input is required from committees. The Treasurer reviewed all the known adjustments received to date such as the property assessment information, protective services budgets, etc.

The Province has requested information earlier this year, November 15th. There was also discussion as to information related to wage and benefit information. The Treasurer indicated the salary information has historically reflected an inflationary increase but that the Union agreement is also now a factor in the expenditures. The committee made some initial suggestions including the possibility of hiring Climate/EMO director.

Motion to recommend to council to accept revised KVFD Budget. (NG/MA)

Motion to recommend to council to accept the Kennebecasis Public Library budget. (MA/NG)

Motion to recommend to Joint Finance to accept an increase of 7.95% in Police Budget.

Town Manager, John Jarvie left the meeting 9:55am

September Financial Statements

General Fund – Treasurer MacDonald reviewed the variance report and noted the following item; Recreation department expenses are higher than budgeted. Budget wasn't sufficient. Large expenses include repairs to both Zambonis and cost of fuel increased.

Utilities Fund – Treasurer MacDonald reviewed the variance report and noted the following; 1) Transmission & Distribution expense will be incurred in the following months and variance will be minimal. 2) Expect to have small surplus at end of year. Treasurer MacDonald informed council that the debt application for the Turnbull Court Phase II was approved and tender package will be prepared.

The financial statements were accepted as presented (NG/DS)

Donations

The donations summary was accepted as presented.

Saint John Regional Hospital Foundation – The committee reviewed the request from SJRHF of \$10,000 for the upcoming 2022 budget. Motion to recommend to council \$1,000 be included in the 2022 budget. (NG/HB).

KV Oasis – The committee reviewed the request from KV Oasis of \$10,000 for the upcoming 2022 budget. Motion to recommend to council that no money be included in the 2022 budget. (NG/HB).

Symphony NB – The committee reviewed the request from Symphony NB of \$2,500 for the upcoming 2022 budget. Motion to recommend to council that no money be included in the 2022 budget. (NG/HB)

Crime Stoppers – The committee table the request for \$2,800 until more information regarding how funds are utilized are received. (NG/HB)

All budget motions will be included in the special budget approval meeting.

Deputy, Mayor Matt Alexander left the meeting 10:22am

Compliance - For information.

Next Meetings

Friday, October 22, 8:15a.m. – Joint Finance Meeting

Wednesday November 3, 1:30p.m.

Thursday November 25, 8:30a.m.

The meeting adjourned at 10:30am

Deputy Mayor Matthew Alexander, Chairman

Laura Adair, Financial Officer

Town of Rothesay – Town of Quispamsis
Joint Finance Committee Meeting
October 22 2021, 8:30am
Virtual Via Webex

In attendance:

Rothesay

Mayor Nancy Grant, Chairperson

Deputy Mayor Matt Alexander

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

Quispamsis

Mayor Libby O'Hara

Deputy Mayor Mary Schryer

Councillor Beth Thompson

Councillor Kirk Miller

Town Manager Aaron Kennedy

Treasurer Krista Brandon

Mayor Grant called the meeting to order at 8:32 and welcomed everyone. Motion to approve the agenda by Councillor Thompson seconded by Councillor Boyle.

Kennebecasis Regional Joint Board of Police Commissioners

Mayor Grant summarized the status of discussions relating to the 2022 operating budget. As requested by the Joint Committee the Board of Police Commissioners has submitted a revised 2022 operating budget indicating total expenditures of \$7,578,498, an 8.388% increase over the 2021 operating budget.

Mayor Grant requested comments from the Chairperson of the Rothesay and Quispamsis Finance Committees.

Deputy Mayor Alexander commented that the Rothesay finance committee was generally in favour of the revised budget including the provision to hire four new officers but suggested it may be appropriate to defer the expenditures related to a building expansion.

Councillor Miller commented that the Quispamsis finance committee had not met to formally discuss the revisions however in his opinion the revised budget was acceptable as presented, including the need to begin the building expansion process.

The committee discussed some of the specific line items and commented the revised budget included approval of a new collective agreement for 2022 expenditures. The committee also debated the merits of receiving input from the new Police Chief.

Motion to recommend approval of the revised operating budget in the amount of \$7,578,498 to respective Council (Councillor Shea and Mayor O'Hara). **APPROVED** Meeting adjourned 9:12.

Mayor Nancy Grant, Chairperson

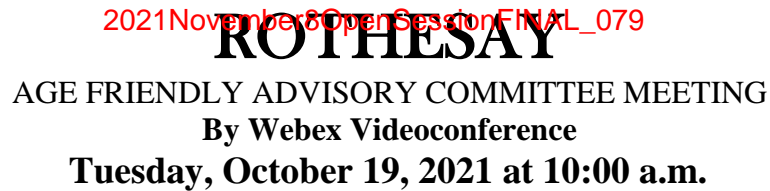
Doug MacDonald

Town of Rothesay

2021-09-30

219500-60

Donations/Cultural Support	Budget 2021	Paid to date	
KV3C	2,500.00		
NB Medical Education Trust	5,000.00	5,000.00	
KV Food Basket	5,000.00		
Fairweather Scholarship	1,000.00	1,000.00	
KV Oasis	2,500.00	-	paid in October
Saint John Theatre Company	1,000.00	1,000.00	
Symphony NB	2,500.00		paid in October
Vocational Training Centre	6,000.00		
sub	25,500.00	7,000.00	
Other:	8,500.00		
Junior Achievement		300.00	
RNS Youth for Youth		100.00	
Make-A-Wish Canada		500.00	
Compassionate Grief Centre		1,000.00	
SJ Regional Hospital		500.00	
YMCA		1,000.00	
sub	8,500.00	3,400.00	
	34,000.00	10,400.00	
G/L Balance		10,400.00	
Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
KV Committee for the Disabled	5,500.00	-	Transportation
PRO Kids	7,500.00	7,500.00	Recreation



PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNCILLOR HELEN BOYLE
ANGELA CAMPBELL (*left the videoconference at 10:37 a.m.*)
SAMAH EL MAGHLAWY
JILL JENNINGS
DR. SHAWN JENNINGS
NANCY HASLETT
DIANE O'CONNOR, VICE-CHAIRPERSON
WILLA MAVIS
JEAN PORTER MOWATT (*joined at 10:13 a.m. and left at 10:55 a.m.*)
NEA STEPHENSON
ROBERT TAYLOR
MIRIAM WELLS, CHAIRPERSON

RECREATION COORDINATOR KERI FLOOD
AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ HAZLETT

ABSENT: CHRISTINA BARRINGTON
TOWN MANAGER JOHN JARVIE

Chairperson Wells called the videoconference to order at 10:00 a.m.

1. WELCOME NEW COMMITTEE MEMBER

1.1 Samah El Maghlawy, Business Consultant, Saint John Newcomers Centre
Chairperson Wells welcomed Samah El Maghlawy to the Committee.

2. APPROVAL OF AGENDA

MOVED by D. O'Connor and seconded by Counc. Boyle the agenda be approved as circulated.

CARRIED.

3. APPROVAL OF MINUTES

3.1 Meeting minutes of September 21, 2021.

MOVED by R. Taylor and seconded by N. Stephenson the Age Friendly Advisory Committee meeting minutes of September 21, 2021 be adopted as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

N/A

5. DELEGATIONS

N/A

6. UNFINISHED BUSINESS**6.1 Age Friendly Community Designation Application**

➤ Survey Data

Committee members agreed to send suggestions for edits to K. Duffley by tomorrow. K. Duffley and K. Flood were commended for the comprehensive document that showcases considerable strides Rothesay has taken to become an Age Friendly community.

MOVED by D. O'Connor and seconded by J. Jennings the amended Rothesay Age-Friendly Application for renewal of the Age-Friendly Community Designation be forwarded to Council for endorsement before submission to the Province.

ON THE QUESTION:

K. Duffley confirmed the application will be provided to Council at its November meeting. If approved, the application must be signed by the Mayor and submitted before the deadline. The Committee acknowledged survey responses did not produce new information, but rather supported past and present objectives already identified in the application. K. Duffley advised survey results were provided to apprise the Committee but will not be included – as they are not required – and would overload an already lengthy application. The information can be forwarded to the Department of Social Development if requested.

Chairperson Wells stated it was interesting to see suggestions for an annual fee of \$200. D. O'Connor noted she was surprised to see so many individuals not interested in volunteering. Chairperson Wells noted this only reflects a small portion of Rothesay seniors. She referenced a comment that suggested the name be changed to the Kennebecasis Valley (KV) Hive, to reduce confusion since membership is open to all community members not just Rothesay residents. As a facility funded by the Town, the Committee expressed interest in keeping the name of the Rothesay Hive. If Quispamsis expresses interest in a partnership, the suggestion can be explored in the future.

CARRIED.

J. Porter Mowatt joined the videoconference.

7. NEW BUSINESS**7.1 Age-Friendly Draft Budget**

➤ See Membership Fee Feedback from Survey Data

K. Duffley explained the revenue estimate of \$2,500 for Hive Memberships (100 memberships at \$25 each) was included to reflect the Committee's interest in charging an annual membership fee once the facility returns to full operations. The proposed membership fee does not reflect comments received from the survey since the budget was drafted beforehand. In response to an inquiry, K. Duffley reported the budget is an internal document to be provided to Council – it does not need to be sent to the Department of Social Development. D. O'Connor requested anonymity for the GoAhead Seniors donation.

The Committee suggested a note be included in the budget stating the membership fee is “to be determined”. The Committee debated whether to charge a full fee, or prorate the fee as members join throughout the year. It was noted other senior centers charge a reasonable fee which is not prorated. Concern was expressed prorating the fee creates an additional administrative task for staff.

The Committee expressed interest in charging a full fee for the entire year, beginning January 2022, as long as it is reasonable (ex. \$25). The fee can be reassessed in upcoming meetings as the pandemic evolves. When questioned, the Committee noted they were comfortable with the budget presented.

MOVED by R. Taylor and seconded by S. Jennings the Age Friendly Advisory Committee recommends Council approve the Age Friendly Draft budget.

CARRIED.

7.2 Age-Friendly Programming Update

Verbal Update K. Duffley

K. Duffley advised completed honorarium forms can be sent by email, mail, or dropped off to the Clerk's Office at Town Hall.

K. Duffley reported the following:

- Rothesay Hive:
 - Programs:
 - Fitness programs remain popular
 - Some hesitancy reported because of rising COVID cases
 - Regular attendance at Coffee & Chat and Card/Board Games
 - Low attendance at Puzzles & Crosswords – will be removed for November
 - November programs will mirror October schedule (without Puzzles & Crosswords)
 - Registration will open this week
 - Book Club continues, now reading “Still Life” by Louise Penny
 - Newsletter to be released November 1st – content suggestions can be emailed to K. Duffley
 - Fall Speaker Series is underway
 - Age-Friendly Communities (Miriam Wells) reached 1218 people with 511 views
 - Putting the Gardens to Bed (Brian Pike) reached 1185 people with 418 views
 - Learning about Dyslexia (Leslie Oland) *scheduled for October 20th*
 - Facebook group: 315 members
 - *May appear different as Facebook implements changes to “groups”*
 - Email distribution list: 112 members

K. Duffley recommended against advertising beyond current measures at this time (business and community bulletin boards – traditional and electronic). She noted new attendees indicate awareness around the facility is building enough to meet the current demand without straining capacity.

K. Duffley continued, noting:

- discussions are underway with Anita Punamiya to incorporate the Art4Life Program into the Rothesay Hive
- File of Life Program:
 - To be launched following the Speaker Series event on October 27th
 - Promotional posters will be shared to the Town's social media
 - Kits will be provided to Kennebecasis Valley residents only as local emergency responders know to look for the information

For the benefit of S. El Maghlawy, who is new to the Committee, K. Duffley explained the “File of Life” program, noting:

- The free package includes a fridge magnet with a pocket that houses fillable medical information forms to provide quick access to medical information for emergency responders
- Included in the package is a sticker that can be placed on a window or door to signal emergency responders to look for the fridge magnet
- The Rothesay Hive was chosen as the only pick-up location because the operating hours for the public at the Kennebecasis Regional Police Force may pose a challenge. Individuals can drop in to the Rothesay Hive, call, or email to arrange a pick up.

Committee members offered to distribute promotional posters (to pharmacies, schools, businesses, community bulletin boards etc.), as well as packages to seniors in the community. After some discussion, it was agreed to direct individuals to pick up the packages from the Rothesay Hive as this will drive traffic to the facility. A trial can be conducted and other options can be explored, if necessary. K. Flood suggested a promotional card for the Rothesay Hive be included in the packages, to increase awareness, if distributed outside of the facility.

A. Campbell left the videoconference.

The Committee suggested individuals be informed, at pick up, to complete their document in pencil and update the file regularly. It was further suggested, as a form of outreach, staff send a six month reminder to update medical information, to those who provide their email (personal or caregiver’s) when picking up the package. Counc. Boyle requested a package to show Council.

7.3 Colour NB Pink

K. Duffley reported Town Hall will be lit up pink next week, and Town staff will be wearing pink next Tuesday in honour of breast cancer awareness. The Committee discussed ways to promote this cause at the Rothesay Hive including: offering pink coloured refreshments during Coffee & Chat programs, or painting pumpkins pink and putting them on display outside Town Hall. Some Committee members agreed to paint pumpkins pink the afternoon of Monday, October 25th at the Rothesay Hive. Committee members are encouraged to wear pink and photos can be taken to post to social media.

J. Porter Mowatt left the videoconference.

8. CORRESPONDENCE FOR INFORMATION

8.1 Age-Friendly Transportation

Verbal Update *K. Duffley*

K. Duffley advised an application was submitted October 7th to the Rural Transit Solution Fund for a Regional Public Transit Feasibility Study for Rothesay, Quispamsis, Grand Bay-Westfield, and Hampton. The Committee will be apprised once a response is received.

In response to a prior inquiry, K. Duffley noted she was informed volunteers are responsible for ensuring they have proper insurance coverage to participate in the Dial-a-Ride program. The Committee expressed interest in sharing promotional materials for the local Program and encouraging individuals to volunteer.

S. Jennings reported the Dial-A-Ride Program contacted the KV Committee for Disabled Persons (KVCDP) to discuss suggestions for accessible transportation. KVCDP suggested, because of liability insurance, it would be more cost efficient for the Program to purchase accessible vehicles.

8.2 Rothesay Virtual Fall Speaker Series Poster

D. O'Connor noted she is looking for ideas for the upcoming Winter Speaker Series. She reported Java Moose declined the opportunity for a Speaker Series event noting they are currently busy with another fundraising project. She noted she will extend another invitation for the Winter Speaker Series. She reminded the Committee of the Fall Speaker Series events. She added she sent a link to Phyllis Mockler-Caissie, of the Department of Social Development, to view the Age-Friendly Communities video.

In response to an inquiry, it was confirmed content on the Rothesay Hive Facebook page is shared to the Town's Facebook page. Chairperson Wells suggested the Committee can discuss how to improve the quality of life for newcomers in the community at the next meeting.

Counc. Boyle asked the Committee if the time of the meeting is satisfactory, or should it be changed? There was no opposition to the current meeting time. K. Duffley advised she will pose the question to members that are absent.

9. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, November 16, 2021 at 10:00 a.m.

10. ADJOURNMENT

MOVED by W. Mavis and seconded by Counc. Boyle the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:07 a.m.

CHAIRPERSON

RECORDING SECRETARY



2021 November 8 Open Session FINAL_084

ROTHESAY

MEMORANDUM



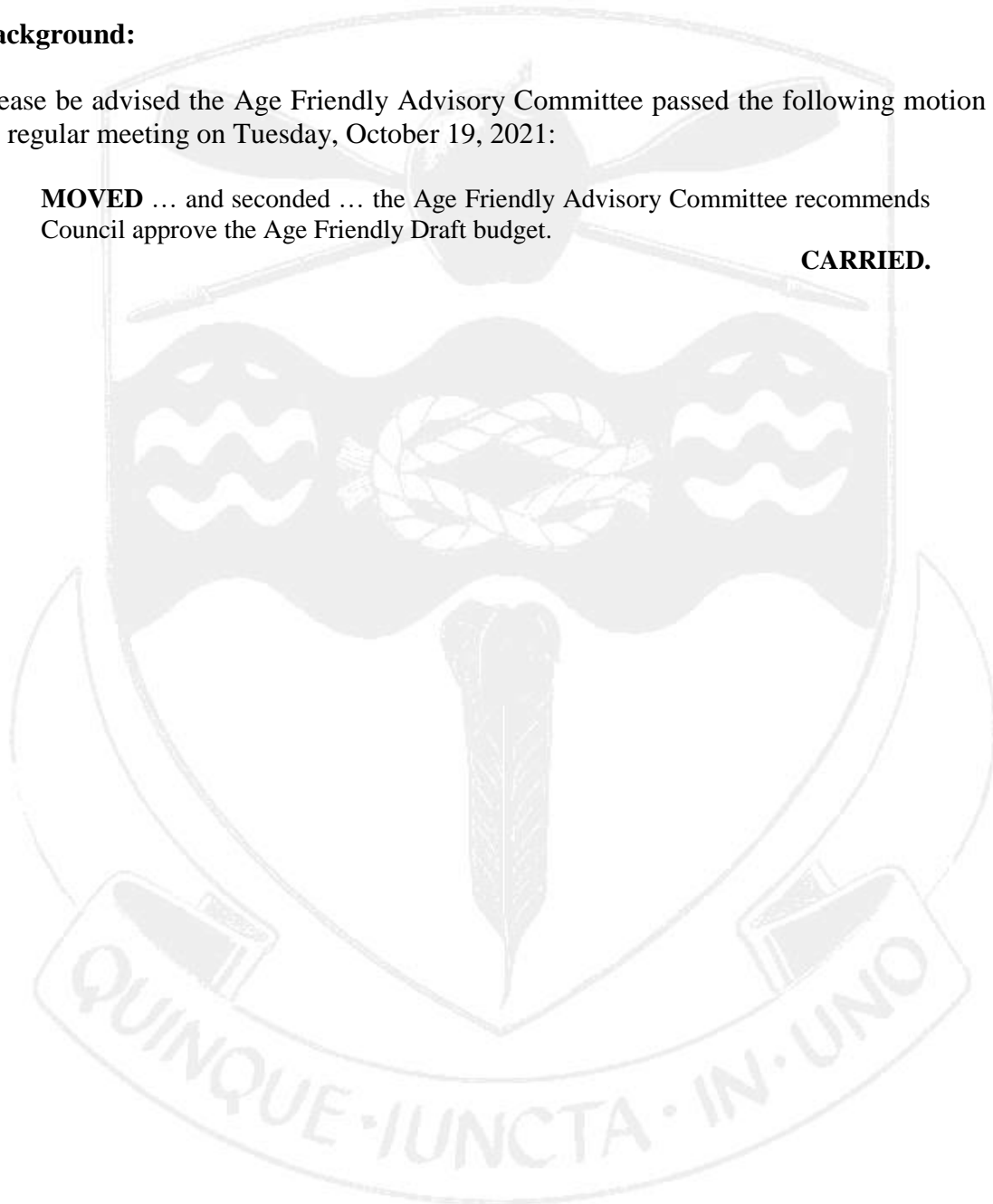
TO : Mayor and Council
FROM : Age Friendly Advisory Committee
DATE : October 22, 2021
RE : Age Friendly Draft Budget

Background:

Please be advised the Age Friendly Advisory Committee passed the following motion at its regular meeting on Tuesday, October 19, 2021:

MOVED ... and seconded ... the Age Friendly Advisory Committee recommends Council approve the Age Friendly Draft budget.

CARRIED.





ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING
By Webex Videoconference
Tuesday, October 19, 2021 at 6:30 p.m.



DRAFT

PRESENT: COUNCILLOR HELEN BOYLE
COUNCILLOR BILL McGUIRE
MARY ANN GALLAGHER, CHAIRPERSON
DR. SHAWN JENNINGS
JON McEACHERN
GARY MYLES, VICE CHAIRPERSON
HOLLY YOUNG (*joined the videoconference at 6:40 p.m.*)

TOWN MANAGER JOHN JARVIE (*joined the videoconference at 6:55 p.m.*)
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECREATION COORDINATOR KERI FLOOD
AGE FRIENDLY COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ HAZLETT

Chairperson Gallagher called the videoconference to order at 6:32 p.m.

1. APPROVAL OF AGENDA

MOVED by J. McEachern and seconded by S. Jennings the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of September 21, 2021

MOVED by Counc. Boyle and seconded by S. Jennings the meeting minutes of September 21, 2021 be approved as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS:

6.1 Draft 2022 Parks and Recreation Budgets

➤ Operating Budget

DRP Jensen briefly reviewed the draft 2022 Parks and Recreation Operating budget highlighting the following:

- Increase in wages and salaries
- Increase in Bill McGuire Centre and Rothesay Arena revenue because of rate increases
 - KV Minor Hockey have reduced their schedule to accommodate the schedule of a new female hockey group

Chairperson Gallagher inquired about Advertising Signs – more specifically, the considerable variances between the budget and actual amounts of 2020 and 2021. DRP Jensen explained the variances are due to timing (2021), and additional advertisements (2020). As the additional advertisements are expected to carry over into 2022 he suggested the budgeted revenue in 2022 may require an increase.

In response to an inquiry, DRP Jensen advised it is unclear why the Boat Club Rent is highlighted.

Chairperson Gallagher asked about the variance for Baseball Fields Revenue noting the 2021 budget is \$4,000 but the actual year to date amount in 2021 is \$11,591. DRP Jensen advised an amount was mistakenly included in this category instead of Soccer Field Rentals.

H. Young joined the videoconference.

Counc. Boyle inquired about the rental cost for an hour of ice-time. R. Kincade advised the rates are \$145 for youth/day rate and \$210 for adults/prime time and weekends. Chairperson Gallagher inquired about availability of time slots for evenings and weekends. DRP Jensen noted there are only a few spots available outside prime hours (4:30 p.m. – 10:30 p.m.).

DRP Jensen continued, noting:

- Grants are obtained to offset roughly 50% of wage costs for summer students
 - Budget includes the full cost in the event funding is not obtained
- Arena Building Maintenance and Repairs will be increased to \$35,000 to cover ongoing costs to manage clogged toilets and urinals owing to deteriorating pipes
 - Pipes were repaired last year to resolve similar issues with the showers
- Work required for Refrigeration Plant (aging infrastructure)

When questioned, R. Kincade confirmed the speaker, in the time keepers box, has been fixed.

DRP Jensen continued:

- Reduction in Parks Casual Salaries and benefits relates to a reallocation to Rothesay Common Rink wages and benefits (increase)
- Fuel increase relates to rising costs
- Rothesay Common budget:
 - kept separate to track costs following completion of the Rothesay Common project, but could be integrated into general categories in the future
 - Power costs remains relatively static
 - Rothesay Arena Zamboni was replaced and the old one was moved to the Common
 - Rothesay Common Zamboni required maintenance in 2020 (14 years old)
- Decrease in RHS Field Maintenance as Town resources now used instead of engaging a contractor
 - School district pays the Town for maintenance

In response to an inquiry, DRP Jensen advised Fundy Soccer still uses the Rothesay High School field on occasion.

DRP Jensen briefly noted other minor changes relating to playground maintenance, Summer Programs (if Rothesay Park School can once again be used as a location), and Special Events (subject to evolution of pandemic).

Town Manager Jarvie joined the videoconference.

➤ Capital Budget

Staff reviewed the draft 2022 Capital Budget, noting:

- An amount for the Rothesay Arena is to be determined – likely after Council sets priorities
- The total for the Wells Building is to be determined (subject to external funding)

When questioned, DRP Jensen and Town Manager Jarvie briefly outlined the upcoming schedule for the submission of Operating and Capital budgets.

➤ Rothesay Hive Budget

Staff reported:

- It has been roughly a year since the Town has assumed operation of the Rothesay Hive
- Operations have adapted to changing pandemic restrictions

Counc. Boyle pointed out the \$25 membership fee will not be applied until January 2022. K. Duffley advised, at this time, individuals do not need to be members to participate in programs. She spoke of potential changes once a membership fee is introduced such as free trials or specialized benefits for members.

MOVED by G. Myles and seconded by Counc. Boyle the Parks and Recreation Committee recommends the Draft 2022 Operating, Capital, and Rothesay Hive budgets be approved.

CARRIED.

7. CORRESPONDENCE FOR ACTION

7.1 27 September 2021 Request from Kennebecasis Lions Club for memorial bench at Bill McGuire Centre

DRP Jensen advised there is a suitable location at the Bill McGuire Centre. Staff will discuss details with the Lions Club regarding responsibility for replacement or damage. Counc. McGuire stated he is in favour of the request noting there is no cost to the Town, a suitable location is available, and the bench is high quality. Counc. Boyle agreed noting it is nice memorial for past members.

MOVED by Counc. McGuire and seconded by Counc. Boyle the request from the Kennebecasis Lion's Club for a memorial bench at the Bill McGuire Centre be approved.

CARRIED.

8. NEW BUSINESS

8.1 Parks and Recreation Update

Parks Update *Director Jensen*

DRP Jensen reported the following:

- Grass maintenance is slowing down
- Preparations for season changes:
 - shift to arena operations and closing ball fields
 - Soccer and football continue until mid-November
 - Dock removal at Renforth Wharf

- Tennis season is weather dependent but typically ends in November
- Rothesay Arena
 - By request of the Department of Public Safety, the Town will now be responsible for making sure *all* user groups of the Rothesay arena are fully vaccinated
 - Bleachers may arrive in November
 - Staff continue to mitigate bathroom concerns
 - Chairperson Gallagher suggested renting portable bathroom facilities

Recreation Update K. Flood

K. Flood reported planning continues to ensure the following events are COVID compliant:

- The Halloween Public Skate October 31st 3:00 p.m. – 4:00 p.m.
 - Ages 12 & older must be fully vaccinated
 - Participants under 12 years of age must be accompanied by an adult with proof of full vaccination
- Kennebecasis Valley Santa Claus Parade November 27th
 - Deadline for applications is November 12th
 - 9 submitted thus far but more are expected with the cancellation of the Saint John and Lancaster parades
- Rothesay Common events:
 - Mayor's Tree Lighting
 - New Year's Day Skate
 - Winterfest events

She added community gardens are wrapping up for the season on October 31st. In response to an inquiry, she advised typically the KV Santa Clause Parade hosts 40-50 floats. This year's parade will proceed if 25-30 applications are received. Staff anticipate this goal will be met as most applications are received closer to the deadline.

Chairperson Gallagher asked when the Rothesay Common ice surface will open for the season. DRP Jensen advised it is weather dependent but it could open as early as the first week of December.

Age-Friendly Update K. Duffley

K. Duffley reported:

- The Rothesay Hive:
 - Steady program participation, minimal impact with rise in COVID cases
 - Fitness programs remain popular
 - Regular participants for Card/Board Games and Coffee & Chat programs
 - November schedule will be similar to October
 - Registration will open later this week
 - Book Club continues
 - Newsletter will be released November 1st
- Fall Speaker Series is underway
 - Initial events reached over 1000 people:
 - Age Friendly Communities
 - Putting the Gardens to Bed
 - Learning about Dyslexia *scheduled for October 20th*
 - File of Life *scheduled for October 27th* (launch of program)

- Registration opens this week for Senior's Fitness Classes at the Bill McGuire Centre
 - Expected to fill up fast
- Age Friendly Community Designation Renewal Application will be sent to Council at its November meeting for approval

9. CORRESPONDENCE FOR INFORMATION

9.1 Removable Bollard Purchase Renforth Wharf

12 October 2021 Report prepared by DRP Jensen

RECEIVED FOR INFORMATION.

10. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, November 16, 2021.

11. ADJOURNMENT

MOVED by H. Young and seconded by Counc. Boyle the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:21 p.m.

CHAIRPERSON

RECORDING SECRETARY



2021 November 8 Open Session FINAL_090

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Parks and Recreation Committee
DATE : October 20, 2021
RE : Draft 2022 Budgets

Background:

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, October 19, 2021:

MOVED ... and seconded ... the Parks and Recreation Committee recommends the Draft 2022 Operating, Capital, and Rothesay Hive budgets be approved.

CARRIED.



2021 November 8 Open Session FINAL_091

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Parks and Recreation Committee
DATE	:	October 20, 2021
RE	:	Request for Memorial Bench at the Bill McGuire Centre

Background:

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, October 19, 2021:

MOVED ... and seconded ... the request from the Kennebecasis Lion's Club for a memorial bench at the Bill McGuire Centre be approved.

CARRIED.



ROTHESAY
~~2021 November 8 Open Session FINAL 092~~
WORKS AND UTILITIES COMMITTEE MEETING
By Webex Videoconference
Wednesday, October 20, 2021
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
COUNCILLOR DAVE BROWN
SHAWN CARTER
PETER GRAHAM, VICE CHAIRPERSON
ANN McALLISTER
CYNTHIA VANBUSKIRK

TOWN MANAGER JOHN JARVIE (*joined at 6:07 p.m. and left at 7:11 p.m.*)
DIRECTOR OF OPERATIONS BRETT McLEAN
RECORDING SECRETARY LIZ HAZLETT

ABSENT: MARK McALOON

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

1. APPROVAL OF AGENDA

MOVED by S. Carter and seconded by A. McAllister the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of September 22, 2021.

MOVED by Counc. Brown and seconded by C. VanBuskirk the minutes of September 22, 2021 be adopted as amended.

ON THE QUESTION:

A. McAllister asked if it should be reflected in the minutes that she declared a conflict of interest for Item 9.4, but was informed it was not necessary as the item was included for information. Chairperson Alexander noted this could be added to the minutes.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS:

6.1 Capital Projects Summary

A. McAllister asked if the Station Road cast iron line replacement was deferred so the Elizabeth Parkway emergency watermain repair project could proceed instead. DO McLean advised the funds from the Station Road project were reallocated to an unplanned sewer repair on Highland Avenue. When questioned, DO McLean advised funds will be used from the Town's reserve to fund the Elizabeth Parkway project.

6.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION.

6.3 Placement of Speed Radar Signs

The Committee mentioned the signs on Anna Avenue and Ryan Drive have been there for quite some time, and they may be ineffective at this point. It was suggested the data be reviewed and the signs relocated to Sierra Avenue and Charles Crescent. When questioned, DO McLean advised the spreadsheet can be revised to show how long the signs are placed at each location.

A. McAllister mentioned she heard of speeding complaints on Park Drive but noted there were no changes to the road. She suggested compiling a list of streets where complaints have been identified and creating a rotational plan for the speed radar signs. Chairperson Alexander noted the purpose of the spreadsheet included in the agenda package is to create such a rotational plan. He added three way stops were installed on Park Drive to address concerns.

A. McAllister asked if lowering the speed limit on problematic streets could resolve speed complaints. She added this would also help lower greenhouse gas emissions (GHG). Chairperson Alexander noted this requires a change to the Traffic By-law which is a cumbersome process. DO McLean added it is not guaranteed that drivers will adhere to new speed limits. Chairperson Alexander further noted the speed radar signs collect data which is reviewed by staff to determine if further measures may be necessary.

The Committee discussed traffic calming measures used to funnel traffic in Fredericton and Quispamsis (Queensbury Drive). DO McLean explained temporary poles are clustered along Queensbury Drive to create a funnel effect to slow vehicles down. He noted this is typically used as a trial to determine if permanent structural measures are required – it is unclear if Quispamsis plans to replace the poles with a more permanent solution (curb or landscaping). He recommended traffic calming measures be explored on a case-by-case basis. For instance, using a funnel method could back up traffic in high flow areas. He added there are different risks and measures of protection for different areas.

There was further discussion regarding the speed radar signs, more specifically: production and review of the reports, using the reports to request police presence at certain intervals, optimal duration, and use of “speed pucks” to help determine effectiveness.

DO McLean elaborated on the cumbersome process to amend the Traffic By-law. He updated the Committee noting staff’s investigation into a stand-alone parking by-law is ongoing. A. McAllister requested “idling reduction” be considered in the proposed by-law – as this aligns with the Town’s GHG action plan.

Town Manager Jarvie joined the videoconference.

6.4 Discussion on Private Lanes Policy

➤ Revised Spreadsheet

After a lengthy discussion, the Committee expressed interest in discontinuing services (garbage and winter maintenance) to all private lanes with less than 4 single family homes or semi-detached residential buildings. This aligns with a Municipal Plan policy permitting no more than three flag lots contiguous to each other with all access through a common right-of-way.

The Committee revisited the idea of maintaining services on private lanes that are corridors for municipal water or sewer mains. DO McLean cautioned this could be confusing as some sewer lines under private lanes may be considered private sewer laterals, as opposed to municipal main lines.

Based on the aforementioned requirements, and the discontinuation of services to private lanes with commercial, or apartment complexes, the Committee proposed the following:

Private Lane	Recommendation	Rationale
Gentleman Drive	Discontinue garbage and winter services	Less than 4 residential homes
Scovil Lane	Discontinue garbage and winter services	Less than 4 residential homes
Fairweather Lane	Discontinue garbage and winter services	Less than 4 residential homes
Golden Pond Lane	Discontinue garbage and winter services	Less than 4 residential homes
Gordon Lane	Discontinue garbage and winter services	Less than 4 residential homes
Knoll Lane	Discontinue garbage and winter services	Less than 4 residential homes
Kingshurst Lane	Continue garbage and winter services	4+ residential homes
Bartlett Road	Continue garbage and winter services	4+ residential homes
Dofred Road	Continue garbage and winter services	4+ residential homes
Kennedy Lane	Continue garbage and winter services	4+ residential homes
Watercrest Lane	Continue garbage and winter services	4+ residential homes
Sheryl Drive	Continue garbage and winter services	4+ residential homes
Arena Lane	Continue winter services (no garbage)	Existing obligation
Miller Park Drive	Discontinue winter services (no garbage)	Apartment complex
Lacey Drive (public from Marr Road to Staples driveway)	Continue winter services only on Town owned portion (no garbage)	Public road
Homestead Road	Discontinue winter services (no garbage)	Commercial building
Regatta Row	Discontinue winter services (no garbage)	Institutional building
Dayspring Lane	Add garbage/continue winter service	4+ buildings
College Hill Road – on campus	Continue winter services (no garbage)	Existing arrangement (public use of private facilities)
Villa Madonna Drive	Continue winter services (no garbage)	Existing arrangement (public use of private facilities)
Bishops Drive	Continue winter services (no garbage)	Existing arrangement (public use of private facilities)
Madill Lane	Discontinue winter services (no garbage)	Less than 4 residential homes
Olsson Roadway	Discontinue winter services (no garbage)	Less than 4 residential homes
Maiden Lane (end)	Add garbage/continue winter service	4+ residential homes
Netherwood Lane	Continue winter services (no garbage)	Existing arrangement (public use of private facilities)
Cedar Bank	Continue winter services (no garbage)	Existing arrangement (City of Saint John)
Portage Road	Continue winter services (no garbage)	Existing arrangement (City of Saint John)
Troop Street	Discontinue garbage services (no winter)	Apartment complex
McNamee Lane	Discontinue garbage services (no winter)	Apartment complex
White Lane	Discontinue garbage services (no winter)	Apartment complex

Kingsview Court	Status quo – no services	Apartment complex
Magnolia Lane	Status quo – no services	Apartment complex
Heritage Lane	Status quo – no services	Less than 4 residential homes
Summer Rose	Status quo – no services	Less than 4 residential homes
Wilson Drive	Status quo – no services	Less than 4 residential homes
Graham Lane	Status quo – no services	Less than 4 residential homes
Persimmon Lane	Status quo – no services	Less than 4 residential homes
Aldamay Lane	Status quo – no services	Less than 4 residential homes
Minnaard Lane	Status quo – no services	Less than 4 residential homes
Little Rock Lane	Status quo – no services	Less than 4 residential homes
Pugsley Court	Status quo – no services	Less than 4 residential homes
Rose Lane	Status quo – no services	Less than 4 residential homes
Bonneycastle Lane	Status quo – no services	Less than 4 residential homes
Highmeadow Lane	Status quo – no services	Less than 4 residential homes
Miller Lane	Status quo – no services	Less than 4 residential homes
Balmoral Boulevard	Status quo – no services	Apartment complex

DO McLean advised staff will prepare a recommendation for the next meeting. He reminded the Committee, if approved, changes would not occur until the 2022-2023 winter season or renewal of the garbage collection contract. The Committee acknowledged the changes may not be favourable to some residents however this ensures private lanes are treated equitably throughout the Town.

C. VanBuskirk suggested private lanes with four or more residential buildings be considered on a case-by-case basis as the condition of some roads (ex. Bartlett Road) creates difficulties for service provision. Counc. Brown suggested property owners in these areas be encouraged to explore options to bring the roads up to Town standards. DO McLean clarified the continuation of services does not imply the Town will assume responsibility for maintaining the road.

6.5 “Welcome to Rothesay” signage

- Mock-ups (*to be distributed*)

Counc. Brown and DO McLean displayed various mock-ups for wooden signs. DO McLean relayed it is recommended the size of the sign be 6’ x 12’ for proper visibility. The Committee expressed interest in a design with a dark blue background, light border, white lettering, clean line – as opposed to ornate – shape, and “Welcome to/Bienvenue à Rothesay” (without a sailboat emblem). DO McLean advised a design will be brought back to the Committee for a recommendation to Council in December.

7. CORRESPONDENCE FOR ACTION

7.1 22 September 2021 Email from resident RE: Request for crosswalk – Colwells (Rothesay Road)

DO McLean advised: the high volume of traffic on Rothesay Road warrants more than a painted crosswalk with signage; Colwells has a large open frontage which creates a challenge for creating a “landing spot” for the crosswalk; installation of an RA5 crosswalk can be explored if Designated Highway Funding is secured for this portion of Rothesay Road; and in the interim, it is recommended individuals be encouraged to cross at existing crosswalks (Fox Farm Road and James Renforth Drive).

The Committee discussed safety risks to children (bus routes in the area), the close proximity of another RA5 crosswalk, and use of the intersection to access trails. DO McLean advised he has not received any other requests for a crosswalk at this location. C. VanBuskirk noted buses provide a measure of protection for children crossing (stop bar and flashing lights). When questioned, DO McLean advised against creating an informal pathway to access nearby crosswalks as this could raise liability concerns (CN right-of-way).

MOVED by Counc. Brown and seconded by C. VanBuskirk the Works and Utilities Committee recommends holding off on the installation of a crosswalk near Colwells on Rothesay Road.

ON THE QUESTION:

DO McLean agreed to send a letter informing the author of the Committee's discussion.

CARRIED.

7.2 6 October 2021 Email from resident RE: Request for speed bump on Kingshurst Lane, and traffic lane (Campbell Drive/Route 111 intersection)

DO McLean advised the short length of Kingshurst Lane is not optimal for signage intended to slow vehicles down. Deputy Mayor Alexander added it is also a private lane which limits the Town's jurisdiction.

MOVED by Counc. Brown and seconded by S. Carter the email from resident RE: Request for speed bump on Kingshurst Lane, and traffic lane (Campbell Drive/Route 111 intersection) be forwarded to the Kennebecasis Regional Police Force.

CARRIED.

The Committee discussed the request for a traffic lane at the Campbell Drive/Route 111 intersection. Concerns were expressed the road is not wide enough to accommodate another lane, and changes require provincial approval (designated highway). It was agreed a letter be sent thanking the individual for their concern.

7.3 8 October 2021 Email from resident RE: Request for signage on Monaco Drive

DO McLean advised there are three way stops along Monaco Drive. He noted the configuration of the road (long, wide, and mostly straight), and the volume of pedestrians – especially children from daycares travelling to the playground – warrants consideration of adding Monaco Drive to the Town's 5 Year Sidewalk Expansion Plan.

Town Manager Jarvie left the videoconference.

The Committee suggested because the playground is a Town owned facility either a "Playground Ahead" or "Children Playing" sign be installed in the short term, and consideration be given to adding Monaco Drive to the Town's 5 Year Sidewalk Expansion Plan.

MOVED by Counc. Brown and seconded by A. McAllister:

1. A response be sent to the author of the correspondence
2. The email be forwarded to the Kennebecasis Regional Police Force
3. "Playground Ahead" or "Children Playing" signage be installed on Monaco Drive
4. Monaco Drive be added to the list for placement of the speed radar signs
5. Monaco Drive be considered for the Town's 5 Year Sidewalk Expansion Plan

ON THE QUESTION:

When questioned, DO McLean estimated the cost would be \$85-95 per sign, and the signs can be installed once the order is received. C. VanBuskirk asked if sidewalk could be installed on Monaco Drive in 2022. DO McLean advised Dobbin Street is proposed for sidewalk installation in 2022; Monaco Drive would likely be added to the end of the 5 Year Plan.

CARRIED.**8. NEW BUSINESS:****8.1 Draft 2022 Budgets**

- Transportation Services Budget
- Environmental Health Services Budget
- Utilities Budget

DO McLean reviewed the draft 2022 Transportation Services, Environmental Health Services, and Utilities budgets. He noted the budgets are in the preliminary stages of review by staff, Council, and committees. The public will have an opportunity to submit comments. There was discussion regarding: overtime (scheduled – not unplanned), a transfer from the Utility Fund to the General Fund to cover overhead costs, items under budget in 2020 (deferred because of COVID-19 supply issues), considerable growth in the 2022 assessment base, timing of expenses, maintenance of sustainable cost increases, and an increase to the snow removal contract.

In response to an inquiry, DO McLean advised the items deferred because of COVID-19 supply issues (ex. fleet purchases) will have to be revisited in the future.

DO McLean advised the Utilities Budget includes \$19,000 for the “McGuire Building”; this building was previously used as a works garage. Following the change some items, listed in the Transportation Services Budget as “McGuire Road Shop”, were not removed but instead show an amount of \$0.

9. CORRESPONDENCE FOR INFORMATION**9.1 Streetlights – Sierra Avenue**

7 October 2021

Memorandum from Town Manager Jarvie

RECEIVED FOR INFORMATION.**9.2 Master Drive Works Facility – Electrical Upgrade**

7 October 2021

Report prepared by DO McLean

RECEIVED FOR INFORMATION.**10. DATE OF NEXT MEETING:**

The next meeting is scheduled for Wednesday, November 17, 2021.

11. ADJOURNMENT

MOVED by Counc. Brown and seconded by C. VanBuskirk the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:27 p.m.

 CHAIRPERSON

 RECORDING SECRETARY



2021 November 8 Open Session FINAL_098

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Works & Utilities Committee
DATE	:	October 27, 2021
RE	:	Crosswalk on Rothesay Road

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 20, 2021:

MOVED ... and seconded ... the Works and Utilities Committee recommends holding off on the installation of a crosswalk near Colwells on Rothesay Road.

CARRIED.



2021 November 8 Open Session FINAL_099

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : October 27, 2021
RE : Monaco Drive

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 20, 2021:

MOVED ... and seconded ...:

1. A response be sent to the author of the correspondence
2. The email be forwarded to the Kennebecasis Regional Police Force
3. "Playground Ahead" or "Children Playing" signage be installed on Monaco Drive
4. Monaco Drive be added to the list for placement of the speed radar signs
5. Monaco Drive be considered for the Town's 5 Year Sidewalk Expansion Plan

CARRIED.



~~2021 November 8 Open Session FINAL_100~~
ROTHESAY
PLANNING ADVISORY COMMITTEE MEETING
Webex Videoconference
Monday, November 1, 2021 at 5:30 p.m.



DRAFT

PRESENT: ANDREW MCMACKIN, CHAIRPERSON
KELLY ADAMS
TRACIE BRITTAIN, VICE-CHAIRPERSON
COUNCILLOR TIFFANY MACKAY FRENCH
COUNCILLOR DON SHEA

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

ABSENT: ELIZABETH GILLIS
MATTHEW GRAHAM
JOHN BUCHANAN

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

1. APPROVAL OF THE AGENDA

MOVED by Counc. Mackay French and seconded by T. Brittain the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of October 4, 2021

MOVED by K. Adams and seconded by Counc. Shea the Minutes of October 4, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

N/A

5. OLD BUSINESS

5.1 **Holland Drive** **Andrew Baskin**
OWNER: A.C. Baskin Investments Inc.
PID: 00056614, 00065094, 00056598
PROPOSAL: 2 – 6 story (48 Unit) Apartment Buildings

The applicant, Mr. Andrew Baskin, and Mr. Daniel Houghton of Engineering by Houghton were in attendance. DPDS White welcomed the applicants, noting they prepared a short presentation if the Committee wishes to hear it.

DPDS White updated the Committee by noting the applicant has provided additional documents in response to requests, at the last meeting, for more information regarding a stormwater management plan, and potential access routes through either the Canadian Tire or Sobeys parking lots. The information was provided today, and the recommendation to table the application gives staff time to properly review the information, amend the developers agreement, and prepare a supplementary report. He added the Director of Operations, Brett McLean, is in attendance to address any questions if necessary. When questioned, the Committee expressed interest in hearing Mr. Baskin and Mr. Houghton's presentation.

Mr. Houghton introduced himself and noted the presentation was prepared to elaborate on information provided by DPDS White at the last meeting. He gave a brief overview stating: the Holland Hills project is a rezoning application to permit construction of two 48-unit apartment buildings between Chapel Road and Holland Drive. He commented on suitability of the area, citing its proximity to residential and commercial properties – the owners of these properties have indicated support for the project. The applicant is cognizant of, and has taken measures to address concerns related to traffic, and the topography and elevation of the property and proposed buildings. With respect to affordable housing, Mr. Houghton noted the project is eligible for density bonuses as there are plans to incorporate affordable housing units. He added details regarding rental costs for these units are yet to be determined.

Mr. Baskin directed the Committee's attention to the renderings on display and expanded on his vision for "lifestyle". He noted:

- If approved, construction will begin early next year to create an access route to Holland Drive
- The existing rental property will not be disturbed until the first building is ready to be constructed
 - Construction of the second building will begin after completion of the first building
- The project is intended to:
 - Be high quality
 - Provide affordable housing units
 - Be designed differently than standard apartment buildings in the area
 - Include three bedroom apartments for families, executives, or to be used when transitioning between homes
 - Ground units styled as multi-story town houses
 - 16 ft. ceiling to provide more natural light
 - Ranging from 1,2, and 3 bedroom units varying in size and rental rates
 - 6 story buildings enable a 1:1 ratio for underground parking
 - Hotel-style lobby
 - double elevator
 - Designed to be a destination to attract long-term tenants
 - Additional 12,000 ft² of greenspace
 - Opportunities for community amenities: café, businesses, an outdoor pool, designated pet space, putting green, gardens, and greenhouses
 - Lower carbon footprint

Mr. Baskin spoke on unit configuration (flexible at this time), an interest in differing from “cookie cutter” designs, and incorporation of affordable units in accordance with Canada Mortgage and Housing Corporation (CMHC) standards. He noted rental rates will be explored further once construction costs are examined. He stressed the importance of raising the bar for quality, especially regarding building materials, noting the buildings will not be “a vinyl box”. He acknowledged the proposed six story buildings raise some concerns, especially since this is something that has not been done in Rothesay.

Mr. Houghton advised:

- A net zero model will be implemented for stormwater management – use of rooftop and underground storage will ensure discharge does not exceed pre-development conditions
 - Exterior storage ponds will be used if further storage is required
- A 40% contribution will be provided for improvements to the Marr Road/Chapel Road intersection (although not required by the Englobe traffic study)
- Vehicle routes to Sobeys and Canadian Tire parking lots are not recommended as it involves private property, additional engineering requirements, and could introduce more traffic to the area
- With respect to fire protection, the buildings are not classified as “high-rise” but will incorporate the following measures:
 - Available fire water flow capacity verified
 - Non-combustible roof construction
 - Non-combustible cladding
 - Sprinklered (NFPA 13 compliant)
 - 35% perimeter access
 - Emergency power supply for lighting and alarms
 - Fire escapes (NBC compliant)
- The project is estimated to generate roughly \$1.8 million dollars in tax revenue for the Town over ten years

Counc. Shea asked if walking paths to Sobeys or Canadian Tire were considered. Mr. Houghton indicated the intent is to extend walking paths to Hampton Road, Canadian Tire, Sobeys, and other nearby amenities.

In response to an inquiry, DPDS White advised if the matter is tabled tonight the Committee will still have an opportunity to ask questions about the application in the future.

Counc. Mackay French inquired about entrances for the multi-level ground unit apartments, and parking. Mr. Baskin stated it is likely tenants will be able to access the ground unit apartments through both the lobby and a patio entrance. It was noted there are 64 parking spots per building (44 underground, and 20 aboveground), visitor spots are included in the aboveground spaces, the total number of parking spaces complies with Town requirements (1.3 spaces per unit), there will be two levels of underground parking, designs are flexible (option for additional parking if necessary), and accessible spaces will be available.

DPDS White explained community context is important when considering construction of six story buildings. For example, there are few locations in Rothesay that can accommodate buildings of this height without impacting neighbouring properties. The land for the proposal is unique because it is surrounded by commercial properties and the topography is desirable for the height of the buildings.

DPDS White mentioned other developers are following the progress of the application. He suggested approval could produce more applications of the same nature. He clarified, the intent is not to set a precedent – from an urban design perspective there are factors that indicate the location is suitable for the construction of six story buildings.

Counc. Shea asked about the timeline for construction. Mr. Baskin noted the timeline could vary depending on construction materials. If built with concrete, construction of the first building could span roughly 2-2.5 years, or 18-24 months if built with wood. He added the timeline could change based on a cash flow analysis, but the intent is to construct the first building by 2023. When questioned, Mr. Baskin noted he would prefer if the buildings were constructed with concrete rather than wood.

MOVED by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee table the following motion pending the receipt of a supplementary report from Staff:

A. The Planning Advisory Committee hereby recommends that Council enact By-law 2-10-29 to rezone the lands located off Holland Drive (PIDs 00056614, 00065094, 00056598) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for the development of two 48-unit apartment buildings subject to the execution of a Development Agreement, as amended in accordance with the Community Planning Act.

B. The Planning Advisory Committee hereby recommends that Council authorize the Mayor and Clerk to enter into an agreement, as amended, to allow for the development of two 48-unit apartment buildings on lands located off Holland Drive (PIDs 00056614, 00065094, 00056598).

CARRIED.

DPDS White thanked the applicants. Mr. Houghton thanked the Committee and acknowledged the matter will be discussed further at the Public Hearing scheduled for November 15th.

TABLED ITEMS

Tabled February 5, 2018 – no action at this time

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

Tabled September 8, 2020 – no action at this time

5.3 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, December 6, 2021.**

8. ADJOURNMENT

MOVED by Counc. Shea and seconded by Counc. Mackay French the meeting be adjourned.

CARRIED.

ROTHESAY

Planning Advisory Committee (by video conference)
Minutes

2021 November 8 Open Session FINAL_104

-5-

1 November 2021

DRAFT

The meeting adjourned at 6:07 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2021November8OpenSessionFINAL_105

BUILDING PERMIT REPORT

10/1/2021 to 10/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/06/2021	BP2021-00077	5 EDMONT LN	SINGLE FAMILY	\$275,000.00	\$1,993.75
10/06/2021	BP2021-00148	4 ARENA	MULTI-DWELLING BUILDING	\$300,000.00	\$2,175.00
10/25/2021	BP2021-00157	125 APPLEBY	SINGLE FAMILY	\$286,000.00	\$2,073.50
10/19/2021	BP2021-00163	3147 ROTHESAY ROAD	DECK	\$9,200.00	\$72.50
10/06/2021	BP2021-00165	34 RIVER ROAD	SINGLE FAMILY	\$145,000.00	\$1,051.25
10/01/2021	BP2021-00168	27 CHARLES CRES	ADDITION	\$100,000.00	\$725.00
10/08/2021	BP2021-00169	4 WINDERMERE CT	WINDOWS	\$2,600.00	\$21.75
10/01/2021	BP2021-00170	26 SCOVIL RD	DEMOLITION	\$0.00	\$500.00
10/08/2021	BP2021-00171	26 SCOVIL RD	SINGLE FAMILY	\$650,000.00	\$4,712.50
10/08/2021	BP2021-00172	18 MONACO DR	STORAGE SHED	\$1,500.00	\$20.00
10/14/2021	BP2021-00173	32 GROVE	IN GROUND POOL	\$100,000.00	\$725.00
10/08/2021	BP2021-00174	83 FRENCH VILLAGE RD	WINDOWS	\$16,802.00	\$123.25
10/12/2021	BP2021-00175	9 KINGSWOOD AVE	ACCESSORY BUILDING	\$14,000.00	\$101.50



ROTHESAY

2021 November 8 Open Session FINAL 196

BUILDING PERMIT REPORT

10/1/2021 to 10/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/25/2021	BP2021-00176	11 SCOTT AVE	DECK	\$300.00	\$20.00
10/15/2021	BP2021-00177	57 IONA AVE	WINDOWS	\$1,325.00	\$20.00
10/21/2021	BP2021-00181	68 MARR RD	SELF STORAGE BUILDING	\$28,000.00	\$203.00
10/21/2021	BP2021-00184	58 GONDOLA POINT RD	RENOVATION	\$75,000.00	\$543.75
10/25/2021	BP2021-00185	22 CRESCENT DR	WINDOWS	\$12,000.00	\$87.00
10/21/2021	BP2021-00186	2 FRANCES AVE	FENCE	\$1,500.00	\$20.00
10/28/2021	BP2021-00189	3 MILLER PARK DR	DECK	\$6,500.00	\$50.75
Totals:				\$2,024,727.00	\$15,239.50
Summary for 2021 to Date:				\$7,762,295.23	\$58,820.50

2020 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$397,700.00	\$3,576.75
Summary to Date:	\$19,364,649.00	\$143,241.25



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 5 November 2021
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 30/09/21*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
2020	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Turnbull Ct sewer replacement	\$1.11M	95%	Pipework complete, pump station commissioning underway
	Production Wells	250,000	60%	Final meeting with Provincial regulators pending
	Town Hall (elevator)	120,000	50%	Delayed by Covid restrictions
	Fleet Renewal	675,000	60%	1 Ton truck to be purchased
	Scribner Field replacement (Wells)	550,000	70%	Work underway
	Arena renovations	1.02M	60%	Substantially complete
	College Hill Water line	750,000	100%	Project complete and line fully operational
	IT equipment & software	38,000		
	2021 Street Resurfacing	1,610,000	80%	Work 90% complete. Conflict with abutter delaying completion of remaining streets.
2021	2021 Curb & Sidewalk	285,000	80%	Highland Avenue Sidewalk substantially complete
	2021 Designated Highways	1,100,000		Funding denied
	Drainage Study	200,000	40%	Field survey work done, video inspection 90% complete
	Intersection Improve Spruce & Clark	300,000	22%	Work substantially complete, awaiting pole delivery
	Fleet/Equipment	600,000	50%	Differed until 2021, funding diverted to 2022
	Parks Equipment	25,000	100%	Trail groomer received.
	Trails	50,000		Deferred pending land acquisition
	Wells Ballfield	250,000	60%	Work continuing toward fall completion
	Wells New Building	61,000	26%	Grant application submitted.
	Arena Renovations	600,000	40%	Completion expected by September 3 rd .
	WWTP Phase II design	1,000,000	2.5%	Preliminary Design services award to Dillon Jacobs.
	Production Wells (#7)	290,000	12%	Regulatory permitting underway
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Storage Tank heating	60,000	100%	Installed and operating
	Station Rd, cast iron line replacement	250,000		Deferral approved at June Council meeting
	Turnbull Ct sewer replacm't Phase II	1,000,000		Design and easement negotiation underway
	Seville Sewer repair	100,000		Work substantially complete
	SCADA	35,000	26%	In design phase
	Asphalt related sewer work	95,000		Included with 2021 tender

* Funds paid to this date.

2020 FOREST PRODUCTS SUSTAINABILITY REPORT



J.D. IRVING, LIMITED

ABOUT THIS REPORT

J.D. Irving, Limited's first annual environmental, social and governance (ESG) performance from January 1st to December 31st, 2020 for our forest products operations in Canada and the United States. We have aligned our reporting content to the Global Reporting Initiative (GRI), the Sustainability Accounting Standards Board (SASB) Pulp & Paper Product industry specific standards and United Nations Sustainable Development Goals (SDGs). In addition, we have reported on several metrics from our sustainable forest management and management systems including Sustainable Forestry Initiative[®] (SFI[®]) program standards, the Forest Stewardship Council[®] (FSC[®] C041515) standards and the International Organization for Standardization (ISO).

Our forest products sustainability report allows our stakeholders, customers, employees, partners and the communities in which we operate to easily access information about our ESG-related initiatives, along with the metrics we track that inform our performance and strategic priorities in this area. Throughout this report, all \$ are US dollars and all units of measure are in metric unless otherwise stated.

If you have any questions about our report, please contact us at info@jdirving.com.





ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	5 November 2021
RE	:	Street Lights – Sierra Avenue

Recommendation:

It is recommended Council authorize the installation of two additional street lights on Sierra Avenue at a cost of approximately \$16,400.

Background:

At its' September 22nd meeting the Works and Utilities Committee considered a request to add streetlights to Sierra Avenue. The Committee supports the request and are recommending additional streetlights be added on this street. The Town has had a long-standing policy of providing streetlights at intersections and maintaining the streetlights that were in place at amalgamation. Therefore, this recommendation from the Committee is a departure from policy that the Committee believes is justified in this case.

Providing additional street lighting on Sierra Avenue would be beneficial since the street has two 90-degree turns and is heavily treed. However, the power is fed from the back of the lots and new poles would be required.

Staff have requested an estimate of the cost from NB Power. NB Power does not have any poles in the street right of way on which to place lights. The company can provide lights and poles but the wiring to the poles is the responsibility of the Town. The estimate for the installation of two LED fixtures complete with poles is estimated at \$9,400 in electrician labour and material, equipment rental and costs for materials such as sod. As well there would be Town equipment and labour at about \$7,000 for a total of ± \$16,400. In addition, the annual rate for a streetlight on a pole not part of the regular power network is \$58 more per year.

In summary the cost of adding two street lights to Sierra Avenue is approximately \$16,400 initially and \$467 annually under the current rate structure. This in comparison to \$350 annually with no initial charges in typical circumstances.

There are 11 apartment buildings in the immediate area and imminent development at the end of Dobbin Street can be expected to add additional pedestrian traffic making this one of the busier pedestrian streets in the Town. Staff believes this justifies the extraordinary expense and departure from policy involved.



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor and Council
FROM	:	Age Friendly Advisory Committee
DATE	:	October 19, 2021
RE	:	Age-Friendly Community Designation Renewal Application

Recommendation:

Council authorize the application to the Province, dated 20 October 2021, for renewal of the Age Friendly Designation for Rothesay.

Background:

Please be advised the Age Friendly Advisory Committee passed the following motion at its regular meeting on Tuesday, October 19th, 2021:

MOVED ... and seconded ... the amended Rothesay Age-Friendly Application for renewal of the Age-Friendly Community Designation be forwarded to Council for endorsement before submission to the Province.

CARRIED.

Applicant Contact	
Official Community Name: Rothsay	Mailing Address: 70 Hampton Road, Rothsay NB E2E 5L5
Age-Friendly Community Advisory Committee Contact Name / Position: Kirstin Duffley Age Friendly Coordinator	Signature: 
Phone & Email: 506-799-9240 kirstinduffley@rothesay.ca	Date: October 20, 2021

Other Contact (if applicable)	
Contact Person Name/Position: John Jarvie Town Manager	Signature: 
Phone & Email: 506-848-6661 johnjarvie@rothesay.ca	Date: 28/10/2021



ROTHESAY

Age-Friendly Community Recognition Status Maintenance Application

NEW BRUNSWICK
AGE-FRIENDLY
COMMUNITY

THE
wellness
MOVEMENT



COMMUNAUTÉ AMIE
DES AÎNÉS DU
NOUVEAU-BRUNSWICK

THE
wellness
MOVEMENT

Age-Friendly Community Recognition Status Maintenance
TOWN OF ROTHESAY | 70 HAMPTON ROAD, ROTHESAY NB

DATE: OCTOBER 21, 2021



Rothestay Age-Friendly Recognition Renewal

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OVERVIEW

Age-Friendly Efforts Rothesay, NB

Rothesay has a long history of supporting age-friendly initiatives and opportunities for seniors in the community. Over time, these initiatives have grown and have continued to positively impact the lives of seniors not only in Rothesay, but also in the surrounding communities.

Rothesay officially started its age-friendly journey when the 2016 Town Council set priorities for their four-year term. One of the main goals was to make Rothesay an Age-Friendly Community. Based on the recommendation from Council, the original Age-Friendly Advisory Committee was established in 2017 with the mandate to achieve that goal. In 2018, the Age-Friendly Advisory Committee conducted a survey and received 268 replies. From the survey, it was determined that the top priority for Rothesay residents aged 50 and older was a Seniors Resource Centre (the Rothesay Hive) and age-friendly housing.

In May of 2019, Rothesay was presented with its Age-Friendly Community designation at the grand opening of the Rothesay Hive Age-Friendly Community Centre. Minister Dorothy Shephard (Social Development) attended to present the certificate to Mayor Dr. Nancy Grant. Rothesay is also pleased to be a member of the World Health Organization Global Network of Age-Friendly Cities and Communities. Rothesay Council applied for membership in the summer of 2019 and was accepted into the international network in the winter of 2019.

Dalhousie University (Square Peg Consulting) prepared a report for Rothesay called the Age Friendly Housing Background Study. The study and the Age-Friendly Advisory Committee have helped direct policies and by-laws for age-friendly housing in Rothesay. The 2020-2030 Municipal Plan recognizes the importance of creating opportunities for seniors to age-in-place in their own home and community, and it tackles barriers by allowing affordable, age-friendly, aging in place units, and cluster neighbourhoods for the senior population in the entire community of Rothesay.

Once the Age-Friendly status was achieved, Rothesay has continued working on the goals of the 2019-2021 action plan and the eight domains of being an age-friendly community to combat ageism and promote the participation of all seniors in the community. This includes, but is not limited to: taking over operation of the Rothesay Hive, intergenerational opportunities, File of Life program, age-friendly housing, and improved communication tools to reach seniors in the community. Further details about these initiatives and others can be found in this application. In 2021, Rothesay hired a full-time Age-Friendly Coordinator to oversee all age-friendly initiatives and collaborations within the town of Rothesay.

In August 2021, Council unanimously approved re-establishing the Age-Friendly Advisory Committee (AFAC) with a new mandate. The new mandate focuses on the eight domains of an age-friendly community and developing the new action plan for 2022-2024.

Rothesay recognizes it has an aging population and continues to support efforts to increase services and quality core opportunities for this demographic. The information in this application outlines how Rothesay continues to prioritize age-friendly initiatives in the entire community. Rothesay is proud of the progress it has made in ensuring seniors can age in place safely in their home, enjoying all aspects of being part of a diverse community, and will continue to enhance the quality of life for all residents. Rothesay remains committed to being an Age-Friendly Community for years to come.



ROTHESAY AGE-FRIENDLY INITIATIVES

Rothesay understands that age-friendly initiatives improve the quality of life for all residents. The following information provides a detailed overview of all initiatives under their respective domain of an age-friendly community.

Built Environment (1)

Rothesay Municipal Plan (2020-2030)

One of the many age-friendly highlights in the new Rothesay Municipal Plan is that 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.

Parks and Trails

Subsequent to the recommendations from the final report of the Age Friendly Committee and the results from surveying the community, benches were added along main walking routes, additional public washrooms were provided throughout the town, lighting was improved with environmentally friendly bulbs, newly built sidewalks are wider and more trails throughout the town are groomed during the winter to increase access for all residents year round.

Community Gardens

Since 2013, the town of Rothesay has managed and organized the Scribner Park Community Garden and provides the land and water for a second community garden located in Kennebecasis Park. The community garden has plots that include raised garden beds. Raised beds are easier to maintain and garden, especially for seniors who may have limited mobility. The community garden is utilized by many residents, including seniors, making it a key intergenerational outdoor space within the Town. The garden offers residents the opportunity for gardening from May to October. For those who have downsized their homes and no longer have a space for a garden, the community garden gives them the chance to garden again. It also gives them the opportunity to give back to the community (food donations go to the Kennebecasis Valley Food Bank), have a sense of community, and to share knowledge, information, and skills with others in the community.

These investments into the built and outdoor environment make Rothesay safer and more age-friendly so that all residents can enjoy the benefits of nature, physical activity, and active transportation in their community.

Rothesay Hive

One of the most requested actions to be taken from the initial survey conducted was to create a seniors resource centre. Located within Rothesay Town Hall, the Rothesay Hive is an accessible Age-Friendly Community Centre. The physical space, furnishings, and programming costs have been financially supported by the Town. Rothesay Town Hall was modified to include accessible washrooms and more accessible parking options. The Rothesay Hive is a hub for a wide variety of age-friendly activities that can be accessed by all Rothesay residents.





Transportation (2)

Transportation has been a focus and an ongoing challenge for Rothesay since the inception of the Age-Friendly Advisory Committee.

Transportation is an important aspect of an age-friendly community. Rothesay, located in the greater Saint John area, has limited bus service with only a few bus runs in and out of Saint John every day. There are numerous taxi services available for residents. However, Rothesay has committed to finding solutions to age-friendly transportation.

Accessible Transportation

The Town financially supports an accessible transportation service organized through the Kennebecasis Valley Committee for Disabled Persons. This support provides residents of the Kennebecasis Valley with a means for accessible transportation to and from locations, such as the Saint John Regional Hospital for appointments. Without this service, many in the Kennebecasis Valley who require an accessible vehicle would not have a means of transportation to their appointments, and other locations. It is vitally important program for ensuring their health and wellbeing.

Active Transportation

Rothesay has been improving active transportation opportunities within the Town for many years. The Town has a trails system, which is part of the Great Trail. Bike lanes are cleaned and painted to ensure safe biking within the community. The Town has installed a Fix-it Bike Station that includes all the tools to perform basic bike repairs and maintenance from changing a flat tire to adjusting brakes and derailleurs. The Town plans to engage with the biking community to ensure a second location for another Fix-it Bike Station in a prominent cycling location. As mentioned in the Built Environment section (page. 4) newly built sidewalks are wider and more trails throughout the town are groomed during the winter to increase access for all residents year round.

Moving Forward

The Age-Friendly Advisory Committee is committed to finding another great option for age-friendly transportation in Rothesay. The Committee is looking to collaborate with various organizations to provide "Taxi Chits". Taxi Chits would help to remove the barrier of transportation by reducing taxi fares for those who are unable to drive themselves. Taxi Chits could be used for opportunities to access age-friendly programs and services. The intent is to remove barriers and ensure no one is isolated and unable to participate.

Another idea that the Age-Friendly Advisory Committee is currently pursuing is partnering with the Dial A Ride program. Dial A Ride is expanding to Region 2 (Grand Bay-Westfield to Sussex) and is a non-profit organization offering inclusive and affordable community transportation solutions. Volunteers and clients are pre-screened prior to participation to ensure safety. Dial A Ride helps those without transportation to: get to their medical appointments, get their groceries, go to employment opportunities (interviews etc.), go to the bank, make bill payments, and more.

Housing (3)

Rothesay has worked hard to create a central “hub” of parks, facilities, retail, and grocery stores, etc. to make it more feasible for seniors to age-in-place in our community. Ensuring that housing is central to the community core means that seniors are able to easily access services, programs, and essentials. They are able to enjoy being close to their community and their social supports. With the improvements made to active transportation, they are able to walk to their appointments and activities that are near their age-friendly units.

Cluster neighbourhoods provide a sense of community for seniors. This improves seniors' independence, sense of security, and connection to the community as a whole. Cluster neighbourhoods create opportunities to tackle isolation and loneliness and improve mental wellbeing.

The local senior retirement homes, Kingsway Care Centre and Shannex, have been partners with the Town. They have used their accessible bus to transport their residents to participate in age-friendly programs and initiatives in the community.

Rothesay Municipal Plan (2020-2030)

Rothesay's Municipal Plan By-law 1-20 was revised and passed by Town Council in April 2021 after two years of work by Town Staff and public presentations and hearings. The Director of Planning and Development, Brian White, was involved in the Age Friendly Advisory Committee's Housing Sub-Committee in an effort to ensure the updated Municipal Plan reflects the needs of Rothesay's aging population. A group of graduate students from Dalhousie University (Square Peg Consulting) prepared a report for Rothesay called the Age Friendly Housing Background Study that was used when preparing the new Municipal Plan. Rothesay has made age-friendly housing a priority in the Rothesay Municipal Plan, which states the following:

Policy R-1 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. Policy R-1 Affordable Housing: Council Shall: 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.

Policy R-2 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. POLICY R-2 Age-Friendly Housing: Council Shall: 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.



Rothestay 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. Policy R-4 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 Rothestay.

Policy R-4 Secondary Suites: Council Shall: 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.

Policy R-5 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 Rothestay.

Policy R-5 Secondary Units and Garden Units: Council Shall: 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; increase the affordability of the rental stock; and support age-friendly living within Rothestay.

Social Participation (4)

Parks and Recreation Events & Programs

The Rothestay Parks and Recreation Department provides programs and events throughout the year that are age-friendly, intergenerational, and accessible for all residents to enjoy free of charge. Promotional materials for the events and programs are shared on the Rothestay social media accounts, Rothestay website, on electric and bulletin boards in the community, email distributions lists, newsletters, phone, word of mouth, and among the cluster neighbourhoods.

Concerts in the Common

The Concerts in the Common series supports artists and provides residents with an opportunity to enjoy music and culture with their neighbours and other community members at the Rothestay Common park. This event is free of charge and accessible for all ages and abilities. The summer concert series runs weekly during the months of July and August.

KV Walkers

The KV Walkers is a local group of walking enthusiasts who organize walking events in the Kennebecasis Valley and surrounding community. The group allows anyone who is interested in joining the walks to participate. Many seniors are part of the group and are key organizers of the group. The Rothestay Recreation Department works with the KV Walkers to offer walks on the Rothestay Trails to help facilitate more opportunities for social connection, participation, and inclusion. The KV Walkers "12 Walks" provide an opportunity for seniors to be physically active, learn more about their community, and improve their mental wellbeing by enjoying the outdoors.

Sunset Yoga

The Rothesay Recreation Department organizes a sunset yoga series throughout the summer months to provide free yoga classes to all residents who would like to participate. The program is both age-friendly and intergenerational as residents of all ages and abilities attend the program. The instructor of the yoga class provides adaptations for all abilities to be able to enjoy the program. The classes are held outdoors at the Rothesay Common where there is accessible parking and bathroom facilities.

Art 4 Life

Rothesay supported the Art 4 Life program by donating the rental space at the Bill McGuire Centre. Art4Life Inc. is a for-profit social enterprise committed to championing Creative Aging and hopes to bring its benefits to Canadians. The program aims to maintain and/or improve the health and well-being of seniors through participation in arts.

Older adults of all abilities were able to participate because the Bill McGuire Centre is an accessible building. During the COVID-19 Pandemic, the space was also able to accommodate physical distancing to ensure the program could continue.

Rothesay Hive

The Rothesay Hive currently offers age-friendly fitness activities, cards and board games, puzzles and crosswords, coffees and chats, a lending library, an online mindfulness series, an in person book club, and a monthly e-newsletter. All programs, services, and events can be participated in by all Kennebecasis Valley residents 50 years or older. Additionally, older adults are able to connect with peers in their community through the Rothesay Hive Facebook Group, which currently has 288 members. As of September 2021, the Rothesay Hive has re-opened to offer a more wide variety of programs and services.

The town of Rothesay is committed to adding to its age-friendly offerings for seniors. This is demonstrated by its financial commitment to take over operations of the Rothesay Hive and by hiring a full time Age-Friendly Community Coordinator who works under the leadership of the Parks and Recreation Department.

Senior Skating and Hockey

The Rothesay Recreation Department offers a weekly free ice surface time for Seniors Skating and Seniors Hockey at the Rothesay Arena. All seniors in Rothesay can take advantage of the free ice time to connect with each other and benefit from the positive physical activity.

Rothesay Municipal Plan (2020-2030)

Within the Rothesay Municipal Plan (2020-2030) are age-friendly commitments that will positively contribute to the social participation of seniors in Rothesay. 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. This will ensure that all residents are able to access the free social programs offered by the Town and other community groups. The Town will continue to



support the development of Rothesay's Age-Friendly Resource Centre "the Rothesay Hive" and programs to promote inclusiveness and the contributions of seniors in all areas of community life in Rothesay.

Speaker Series

The Speaker Series is a free program organized by the Rothesay Recreation Department for the past 15 years. The Speaker Series provides valuable information to all residents on a range of topics. The program also improves community connections, social participation, and creates an opportunity for seniors to share their knowledge on a range of topics.

In more recent years of the speaker series, the Age-Friendly Advisory Committee has assisted in the selection of the speaker topics to be more encompassing of age-friendly topics. Since 2019, the speaker series has been hosted in the Rothesay Hive. With the increased popularity of the speaker series, a spring session was added in 2019.

During the COVID-19 Pandemic, the speaker series was altered to be offered on an online forum that was accessible for all to enjoy. The success of the online version of the speaker series to reach a wider audience has fueled creating a third speaker series in the fall of 2021. The Rothesay Recreation Department is committed to ensuring the speaker series continues in the years to come and will look into offering the speaker series both in person and virtually. The virtual speaker series offers the opportunity for those who are unable to attend in person to access important and valuable information.

Speakers over the last 15 years (Chronological Order).

- Dr. Scott Giffin (District Medical Health Officer), Pandemics "what you should know".
- Andrew Oland (Moosehead Breweries), the History of the Oland Family and Moosehead Breweries.
- Kelly Munkittrick (UNBSJ), Measuring River Health in the Kennebecasis.
- Elaine Shannon (Professional Organizer), Organizing Today Saves Time Tomorrow.
- Wahnuna Lisik (UNBSJ), How to select a university.
- Ken Reid (Service New Brunswick) & John Jarvie (Town of Rothesay), Property Tax-Questions.
- Robert MacKinnon (UNBSJ), Demographic Change in Greater Saint John.
- Richard Mercer (Toastmasters), Public Speaking Tips.
- Elaine Shannon, Getting Organized in 2010, Six Steps to Achieve Your Organizing Resolution.
- Laura Reid (MEd, RD, CDE Registered Dietitian), Label Savvy - Changing usual choices into healthier choices.
- Dave Thomas (Executive Director of Athletics NB), at what age should your child pick a specific sport? You may be surprised!
- Kathy English, the Brain and Learning Connection. Parents influence on their child's Lifelong learning.
- Craig Pinhey, Wine Sommelier

- Michèle C. Brideau (Entrepreneur, Strategist, Change Management Collaborative Coach and Speaker), Individuals can benefit from some of the best practices of change management.
- Rothesay Regional Police Community Relations Officer, Community and Internet Safety for your Children.
- Elaine Shannon (Organizing Expert), Organizing the Wee Ones... it just might be child's play!
- Kathy Mullin (Talk with Me, Early Language Services), Developing Pre-Reading Skills.
- Vicky Smith (Early Childhood Services Coordinator, Social Development), Finding QUALITY Child Care.
- Jude Carson & Gretchen Kelbaugh (Authors), Rothesay, NB: The First 150 Years.
- Laura Reid (Med, RD, CDE, Owner of Dietitians on the Go), Ask the Dietitian!
- Kurt Furness (Magician), Family Themed Entertainment.
- Joseph Butte (Kennebecasis Toastmasters), Teaching Effective Oral Communication Skills.
- Jamie Matthews (Saint John Alzheimer Society), Educational session on Alzheimer's Disease & Related Dementias, Communication and Coping.
- Kevin Robart (Mentalist), Knowing your thoughts before you do.
- Elaine Shannon (Speaker, Columnist, TV Producer and Host), Inform & Inspire you to Improve Your Physical, Mental, & Spiritual Well-Being.
- Donald MacPhail, "20 Years in Africa", a perspective on the history, geography, people and constant fascinations of the African continent.
- Nancy Lockerbie (Certified Wellness Coach), Stress & Its Effects: Too much stress is not good for us.
- Alison Smith (Life Coach & Gentle Parenting Specialist), Savour 365 Days of Valentine's Love with Your Kids.
- Sean McGrath (Photographer), a Discussion on Various Photography Concepts.
- Merina Farrell (Wellness Training), Lose weight, have more energy and improve your overall wellness by leaps and bounds in 10 easy doable steps!
- Don MacPhail, An Energy Backgrounder for NB, Our energy situation today & how we got here.
- Dr. Chris Vaillancourt (MD, Allergist and ER Physician), Food Allergies in Children.
- Tracey Somers (Program Manager), NB Power's Home Energy Report.
- Noel Chenier (Photojournalist), Light - How to Best Use it in Photography.
- Brittany Gregg (Registered Dietician), Menu Planning for a Healthy 2017.
- Caroline Black (Registered Dietician), Healthy Meal Planning Class.
- Noel Chenier (Photojournalist), Take Better Photos With Any Camera.
- Terry Blizzard (Afterburn Owner), Developing the Whole Self.
- Richard Albert, Dave Nickerson & Jamie Whittaker, Death & Taxes.
- FCNB, Frauds & Scams.
- Kerri Robichaud, Healthy Eating & Slow Cooker Meals.
- Jean Porter Mowatt (Senior Watch) & Diane O'Connor (Go Ahead Seniors), Navigating the System.



- Lindsay Palmer, Leaving a Legacy.
- Leanne Cochrane, Decluttering and preparing to Downsize.
- Mike Boyle (KV Fire), 5 Common Home Safety Mistakes.
- Brian Pike (Halifax Seed), Get Your Garden Ready!
- Curt Nason (Saint John Astronomy Club), Star Gazing.
- David Goss (Story Teller), Addicted to Archives.
- Leanne Cochrane (Honey Do's), Staying Ahead of the Mess.
- Anita Punamiya, Building Cultural Competency.
- Krista Wetmore, Financial Planning for Snowbirds.
- Dan Curran (Pharmacist), What's in Your Medicine Cabinet?
- Laura Gaten & Associates, 10 Practical Ways to Improve Your Mental Health Today.
- Jean Porter Mowatt (Senior Watch), Fly Tying.
- Paulette Haines (Personal Trainer & Fitness Leader), Staying Active during the winter.
- Dr. Ardra Cole (Founder of ElderDog Canada), Elderdog Canada.
- Chris Buckley (Saint John String Quartet), the Importance of Music in our Lives.
- Taylor Devlin (Heart & Stroke, Stroke Navigator), Navigating Life after a Stroke.
- Ashley Delahaye (Clinical Social Worker & Therapist), Anxiety & Depression during a Pandemic.
- Carol Taylor (Artist & Writer), Art during the Pandemic.
- Lindsay Palmer (TD Wealth Investment Advisor), How is Your Financial Health?
- Brian Pike (Halifax Seed), Gardening: No Green Thumb Needed!
- Dan Curran (Rothesay Pharmachoice), a Pharmacist's Perspective.
- Jean Porter Mowatt (Senior Watch), the Impacts Of Being "Home Alone".
- Mary Ann Ketchum (Relator, the Ketchums Sell Houses), Downsizing: The Challenges and the Triumphs.
- Reverend Eric Phinney, the Positives of Caregiving.
- Corporal Belliveau (Kennebecasis Regional Police Force), Your Home Is Your Castle: Home Safety Tips.
- Margie Leclerc & Marilyn Isenor, (KV Walkers), KV Walkers & the Great Outdoors.
- Steve Marr (Owner KV Auto & Truck Center Inc.), Keeping Your Vehicle in Shape.
- Miriam Wells (Chair of the Rothesay Age-Friendly Advisory Committee), Age-Friendly Communities.
- Brian Pike (Halifax Seed), Putting your garden to bed for the winter.
- Leslie Oland (ACAM Learning Solutions), Learning about Dyslexia in children and adults.
- Division Chief Boyle (KVFD) & Corporal Belliveau (KRPF), the File of Life Program.
- Becky McKay (Chair of the RES Community Connection Garden Committee), Rothesay Elementary School Community Connection Geothermal Greenhouse & Garden.
- Lori Patterson (Horizon Health Network), The Importance of Fall Prevention.



Respect and Social Inclusion (5)

The town of Rothesay is committed to ensuring that seniors feel connected in their community, as it is important for many reasons, including their mental wellbeing.

Intergenerational Events

Over the years, Rothesay has hosted many intergenerational events. Most recently, in 2020, Rothesay hosted an intergenerational event with a local elementary school on Intergenerational Day (June 1). The event was a huge hit with the local seniors, students, and members of the Age-Friendly Advisory Committee. This event promoted intergenerational connections to help improve respect and social inclusion of seniors in the community. At the event the students performed songs and dances, the seniors and students participated in an intergenerational yoga class, and the seniors read short stories to the students. Through the event, Rothesay joined a network for intergenerational activities and resources called iGAP (Intergenerational Action Plan). The goal is to continue to provide opportunities, such as the Intergenerational Day Celebrations on June 1st to promote respect, social inclusion, and address ageism.

Intergenerational Volunteers

In an effort to promote respect of seniors, students from Rothesay High School volunteer at the Rothesay Hive. Additionally, activities with students at local schools occurred pre-pandemic and the hope is to engage seniors and students in the future for intergenerational activities. Rothesay, the Rothesay Hive, Rothesay High School and Touchstone Academy are working together to bring students and seniors together.

Green House Project

Rothesay is supporting the Rothesay Elementary School Greenhouse Project, which will provide an opportunity for intergenerational programming between Rothesay seniors and the students. The Green House project is a community connection geothermal greenhouse garden that will teach students about gardening and growing their own food with the help of senior volunteers. Rothesay seniors can help the green house project by sharing their time, experience, and knowledge with the students and teachers. They can also help tend the garden when school is out of session. This project will be very beneficial for seniors in the community, especially for those who have downsized and no longer have access to a garden.

Accessibility and Respect

A member of the Age-Friendly Advisory Committee and Parks and Recreation Committee is disabled and tasked with ensuring the town considers the needs of those with limited mobility and that as many offerings as possible are inclusive and accessible for all. As previously mentioned, Rothesay Town Hall, including the Age Friendly Community Centre, is an accessible facility. As mentioned in Section 1 (Built Environment), the new Rothesay Municipal Plan will ensure that all 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.





Civic Participation and Employment (6)

Town Committees

Rothesay residents of all ages and abilities are encouraged to give back to their community and become engaged in civic opportunities by sitting on a Town Committee. Information on how to apply to serve on a committee is available on the Rothesay website, social media pages, Rothesay Hive, and through the Town Office.

The Age-Friendly Advisory Committee is made up of at least six Rothesay Residents over the age of 55. Another requirement for the committee is that one member must be a representative of a disability organization.

Volunteer for Events

Rothesay offers many opportunities for seniors to volunteer for events in the community. In addition, Rothesay shares information about local organizations who are looking for volunteers, with residents and seniors.

Community Clean Ups have been held in the community to foster pride and ownership of the community spaces.

Volunteer Database

The Age-Friendly Advisory Committee is looking to create a volunteer database so that volunteers can find organizations and opportunities to become more involved in their community. The Age-Friendly Advisory Committee is also working with the Rotary Club of Rothesay-Kings to develop a volunteer program to help seniors in our community with odd jobs, such as lawn care, minor house maintenance, and assistance for them to be able to complete jobs at their own home so they can age-in-place safely and securely.

Seniors Police Academy

The Kennebecasis Regional Police Force offers the Seniors Police Academy program to residents of Rothesay. The program is designed to empower and educate our senior population on issues pertinent to them. Participants are able to gain valuable knowledge in areas such as fraud prevention, internet safety, traffic safety, elder abuse, and reporting crime. The goal of the Academy is to prevent someone from becoming a victim and to make them more comfortable with the police officers in the community. Rothesay shares how to access this program with residents through various communication channels.

Employing Seniors

Rothesay employs senior instructors to teach age-friendly programs throughout the year. Programs include Latin line dancing, 50+ fitness, flex and flow, Sittercise, Renforth Seniors Exercise Classes, Zumba, Tai Chi, Chair Yoga, and Yoga. In June 2021, Rothesay received a grant to offer age-friendly programs to seniors free of charge. These programs were offered outdoors. The Rothesay Recreation department also took over the administration and registration of a



seniors fitness program that has been part of the community for over 30 years. The program is taught by an instructor who is 50+ for those who are 50+. Rothesay is working with the instructor to ensure the longevity of the program for years to come, as it recognizes the benefits of the program for seniors in our community.

Rothesay Hive

The Rothesay Hive currently employs local seniors to teach physical fitness classes to its members. Pre-pandemic volunteers from the community also shared their time and skills with Rothesay Hive members. The Rothesay Hive is an information hub for seniors in the community to learn more about opportunities for civic participation and employment. The Age-Friendly Coordinator is there to guide older adults in accessing this information.

Communication and Information (7)

Rothesay has been working to improve communication with seniors in the community. Currently information is being communicated to seniors in numerous ways, including a monthly Newsletter, bulletin boards, electronic kiosks, Rothesay Social Media pages, Rothesay Hive Facebook Page, website, email blasts, radio ads (PSAs), speaker series, word of mouth, phone calls, and prior to 2020, a bi-yearly (Spring/Summer and Fall/Winter) direct mail newsletter called the 'R-Insider'.

Electronic Kiosks & Bulletin Boards

As a result of the recommendations from the Age-Friendly Advisory Committee, Rothesay purchased three electronic kiosks and erected two traditional community bulletin boards in an effort to better communicate with residents. These physical boards within the town of Rothesay provide important information about programs, events, opportunities, and more to residents, including the Rothesay Hive Newsletter and calendar.

Age-Friendly Community Coordinator

In April of 2021, Rothesay hired an Age Friendly Community Coordinator. This job includes improving communication with Rothesay residents, as well as outreach activities that link residents to external organizations. The Coordinator connects residents to information about age-friendly programs, initiatives, and opportunities in the community, province, and in Canada. Residents can access help finding services and opportunities through the Coordinator.

Rothesay Hive

At the Rothesay Hive, seniors can find information on many services that will help them age-in-place. The bulletin board and pamphlet library offer information on a wide range of services accessible to them. The monthly e-newsletter is sent to community organizations, partners, seniors, and the Age-Friendly Advisory Committee to keep everyone informed on what age-friendly initiatives are happening in Rothesay.





Community Support and Health Services (8)

Rothesay works in partnership with many organizations to help promote community supports and health services within the Kennebecasis Valley for seniors. Rothesay provides information to seniors about services available in the community. These age-friendly initiatives have helped improve the quality of life for seniors and their families. The Age-Friendly Advisory Committee is proud to have representatives from Senior Watch and Go Ahead Seniors Inc. on the committee, as they provide valuable information about a wide variety of community supports and health services for seniors. Rothesay works closely with the Kennebecasis Valley Fire Department and the Kennebecasis Regional Police Force to connect seniors to their programs and services. The Age-Friendly Advisory Committee also has an active volunteer from the Saint John Seniors' Resource Centre who has provided vital insight and support on how our neighbouring seniors centre has been operating for several years.

Sentinel Emergency Alert Service

This emergency alert service is offered by Rothesay to quickly notify residents, by email or phone, of a potential emergency such as flooding, fire, a boil water order or other similar events which may affect them. This service provides important information quickly, which is a benefit to many seniors to stay informed on what is happening in the community. All residents can sign-up for the service online or by paper form that is available at Town Hall, Kennebecasis Valley Public Library, and in a downloadable PDF format.

Speaker Series

As mentioned in section 4 (Social Participation), the Rothesay Speaker Series, which has been occurring for 15 years, has shared a wealth of information about community supports and health services. This speaker series has always covered age-friendly topics, with an added focus on seniors' health and wellbeing programs and services in recent years.

File of Life

The File of Life Program is a free new program being offered in partnership with the Kennebecasis Regional Police Force and the Kennebecasis Valley Fire Department as per a recommendation from the Age-Friendly Advisory Committee.

The File of Life program will provide residents with a door decal, fridge magnet with a pouch that includes documentation of medical information. The resident fills out the document with their medical information and places it into the pouch and onto their fridge. The door decal alerts the first responder that there is information about the resident on their fridge that can help them with their response. Residents will be able to pick up the File of Life kit from the Rothesay Hive. Rothesay will also host an information session about the program at the Rothesay Hive and during the fall speaker series.



HomeSafe Program

In 2015, the Kennebecasis Valley Fire Department launched its HomeSafe Program, which consists of voluntary home safety inspections and door-to-door smoke alarm checks. Part of their mission is to protect people and property by delivering efficient fire prevention programs. An effective home inspection program is a proven method of fire prevention that has had success with reducing loss of life, injury, and damage from fire. A similar program in British Columbia reduced fires in high-risk areas by two-thirds and home safety visits are being completed with success in the United Kingdom.

After a resident contacts the Fire Department about a home inspection, an on-duty crew of firefighters will visit their home and will follow a check list as they discuss fire hazards in and around the home and what changes can be made to minimize the risk. Each year firefighters also go door to door to homes in areas of the Kennebecasis Valley and ask to inspect smoke alarms for such things as location in the home and age of the alarm. This is a free program for residents of the Kennebecasis Valley. Rothesay shares how to access this program with residents through various communication channels.





AGE-FRIENDLY ADVISORY COMMITTEE

The Age-Friendly Advisory Committee was re-established at the meeting of Council on August 9th, 2021 to provide advice to Council on matters related to the following mandate.

Terms of Reference:

The main purpose of the Age-Friendly Advisory Committee is to make the town of Rothesay a more Age-Friendly community. This Committee is responsible for advising Council on matters related to:

1. Recommendations to Council and other Town Committees with regard to opportunities and initiatives for the eight domains of an age-friendly community (outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, community support, and health services).
2. Promotion of the concept of age-friendliness and identifying opportunities for collaboration with community partners, including in the private, non-profit, and public sectors.
3. Re-assessment of the Age-Friendly Action Plan every three years to maintain the provincial Age Friendly designation.
4. Oversight of the Rothesay Hive Age Friendly Community Centre.
5. The establishment of working groups as deemed necessary by the Committee to fulfill its mandate.
6. Such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Age-Friendly Community Coordinator and additional support staff as required. The Committee shall report to Council through the Committee Council member.

Composition of the Age-Friendly Advisory Committee (Minimum):

The Nominating Committee shall use, where possible, the following guidelines for appointees to the Age-Friendly Advisory Committee and every effort will be made to secure representation from the various geographical areas in Rothesay:

- One Town Councillor
- One staff representative from Rothesay High School
- One staff representative from a Rothesay Elementary or Middle School
- Six Rothesay Residents, Age 55+
- One Rothesay Residents under the age of 55
- One representative from disability-related organizations



Age-Friendly Advisory Committee Members as of October, 2021:

- Councillor Helen Boyle
- Miriam Wells, Chair
- Diane O'Connor, Vice-Chair, Go Ahead Seniors Inc.
- Mayor Dr. Nancy Grant, ex-officio
- Angela Campbell, Principal Touchstone Community School
- Christina Barrington, Principal Rothesay High School
- Jean Porter-Mowatt, Senior Watch Inc.
- Jill Jennings
- Nancy Haslett
- Nea Stephenson
- Robert Taylor
- Samah El Maghlawy, Business Consultant at the Saint John Newcomers Centre
- Shawn Jennings, KV Committee For Disabled Persons
- Willa Mavis

- John Jarvie, Town Manager
- Keri Flood, Recreation Coordinator
- Kirstin Duffley, Age-Friendly Community Coordinator

Age-Friendly 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 • March 16, 2021 • April 20, 2021 • May 18, 2021 • June 22, 2021 • July 20, 2021 • August 17, 2021 (Re-Established as the Age-Friendly Advisory Committee). • September 21, 2021 • October 19, 2021 • November 16, 2021 • December 21, 2021





AGE-FRIENDLY ADVISORY COMMITTEE (2017-2019)

Established October 18, 2017 for a two-year term.

When the mandate for the original Age-Friendly Advisory Committee (AFAC) expired and the Rothesay Hive was set as a primary objective, the Rothesay Hive Advisory Committee (RHAC) was established as a Standing Committee that reported directly to Town Council. The RHAC has since been dissolved as of August 9, 2021 and the AFAC has been re-established.

Age-Friendly Advisory Committee Members (2017-2019):

- Councillor Miriam Wells, Chair
- Mayor Dr. 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 Rothesay Park School
- Julie Atkinson, Touchstone Community School
- Jennifer Robinson, Polka Dots and Bowties Daycare
- Scott Cochrane, Former Town Councillor, Fairvale Outing Association
- Tim Cochran, Owner Cochran's Country Market
- Dr. Shawn Jennings, Chair KV Committee For Disabled Persons
- 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

- John Jarvie, Town Manager
- Keri Flood, Recreation Coordinator

In addition, there were four working sub-committees:

1. Information
2. Survey
3. Senior Forum
4. Housing



Age-Friendly Advisory Committee Meeting Dates (2017-2019):

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 Items:	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 2019-2021 Action Plan:

Create a Seniors Resource Centre:

The Rothesay Hive Age-Friendly Resource Centre opened in May 2019 in partnership with the YMCA. As of September 2020, Rothesay's Parks and Recreation Department is operating the Rothesay Hive with oversight from the Age-Friendly Advisory Committee.

Housing Sub-Committee

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.

Park Benches and Washrooms

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.

Seniors Forums

Three Seniors Forums were held in April 2018 to share the results of the Age-Friendly survey and to receive feedback from residents.

Outreach Program

An outreach program was being planned in cooperation with the Red Cross when funding for their program was cut.



Rothesay Age-Friendly Community New Action Plan (2022-2024)

Action Plan Items:	STATUS
1. Grow the Age-Friendly Programming offered by Rothesay by adding more age-friendly offerings and strive to include as many residents as possible in the Kennebecasis Valley. Develop partnerships to encourage intergenerational programming .	Ongoing
2. Continue working with community organizations, including the Kennebecasis Valley Fire Department and the Kennebecasis Regional Police Force to create a comprehensive outreach program for vulnerable older adults in Rothesay.	Ongoing
3. Develop a partnership with the Saint John Newcomers Centre.	Ongoing
4. Work with community organizations to create a comprehensive resource of local age-friendly volunteer opportunities in the Kennebecasis Valley, including intergenerational opportunities.	Ongoing
5. Working with community organizations and opportunities, the Age-Friendly Advisory Committee will continue to focus on helping facilitate a creative solution for age-friendly transportation in Rothesay.	Ongoing
6. Continue to enhance age-friendly communication to older adults via print, digital, and online, including, but not limited to the traditional bulletin boards located in Rothesay, social media posts, electronic and print newsletters, emails, phone, word of mouth, and other traditional media channels.	Ongoing

Support of the 2022-2024 Action Plan:

Survey of Rothesay Residents 50+

The Rothesay Age-Friendly Advisory Committee created and distributed a questionnaire in October 2021. The survey was open from October 1st, 2021 until October 14th, 2021 for Rothesay Residents who are 50 years of age or older. Residents were able to complete the survey online or by request of a paper copy. The results of the survey were used to help direct the Action Plan for 2022-2024. Input was received from 47 Rothesay seniors.

1. Age-Friendly and Intergenerational Programming

The results of the survey show that 57.5% of the survey participants are most interested in General Recreational programming (fitness, health and wellness programs for seniors, etc.). The survey also showed a top concern for participants was being included in community activities (46.6%). Additionally, programming such as Creative Programs (art, writing, crafts, hobbies, music, theatre, etc.), Learning Programs (technology training, lectures, presentations, etc.), and Community Social Events (concerts, plays, movies, special-themed events, etc.) were popular programming preferences among the responses. The results from the survey show there is a wide





variety of programming interests for seniors in Rothesay. The AFAC will consider this input when determining what types of programs to offer for the community and ensure that an age-friendly lens is applied to all community activities offered. It is vitally important to Rothesay seniors and the AFAC that seniors are purposefully included in community activities, opportunities, and services.

The survey showed that 36.9% of participants were concerned about having opportunities for participation in intergenerational activities. This demonstrates that seniors do have some opportunities for intergenerational connections, however, there is still room for improvement. Seniors were, for the most part, not concerned about being respected by youth in the community (65.2%). Both of these results are positive indicators that the community is moving in the right direction. However, the AFAC is looking to continue to move the needle to ensure as many seniors as possible can experience the benefits of intergenerational programming to help combat ageism.

2. Community Outreach Program

As previously mentioned, 46.6% of seniors who participated in the survey stated that one of their main concerns was being included in community activities. The AFAC is committed to creating an Outreach Program that will help keep Rothesay seniors engaged in their community. The survey also showed that many seniors would be interested in having a volunteer program that would help them age-in-place. It is important that the Outreach Program is helping seniors in need.

3. Saint John Newcomers Centre

The AFAC is looking to make a connection with the Saint John Newcomers Centre to create more opportunities for cultural experiences and learning. The AFAC looks forward to having a representative from the Saint John Newcomers Centre to bridge that connection starting in October 2021. The survey showed that one of the top concerns of seniors (43.1%) was having opportunities to interact with people of different cultural backgrounds in their community. The AFAC wants to ensure that seniors, including newcomers, have the opportunity to connect with different cultures in the community.

4. Age-Friendly Volunteer Opportunities

The survey results showed there is a demand and interest for volunteer resources from a volunteer database, volunteer assistance around the home, to information regarding programs and services. 70.4% of respondents indicated that their main issue that prevented them from helping others, volunteering, civic participation, and employment was a lack of interest. However, the survey also showed that difficulty finding information, not finding a match to their skill set and talents, and not having time were barriers for seniors to participating in these forms of opportunities. With this feedback from seniors, the AFAC will look at how best to nurture volunteer opportunities for seniors and volunteer opportunities for community members to help seniors.



2. Age-Friendly Transportation

The survey showed that seniors were less limited by transportation concerns regarding their personal vehicle. It also showed that 51.1% were not concerned about safety when it came to active transportation.

However, the survey showed that seniors were most concerned about public transportation options, specifically routes and schedules. Currently, Rothesay's public transportation is the KV Comex, which is part of the Saint John Transit System. The KV Comex currently offers one route with two trips in the morning and afternoon. Feedback from the survey indicated that there is a strong interest to find an age-friendly transportation option that works for the Rothesay community. Seniors also provided feedback for how to improve active transportation in Rothesay. Improvements to active transportation will also be considered when looking at a creative solution for age-friendly transportation in Rothesay.

3. Age-Friendly Communication

The survey asked seniors to share what communication sources they use and the frequency they use them to receive information from the community. The survey showed that the most frequently used sources were through social media networks and websites. Communication sources that were also used, but less frequently, were email, e-newsletters, and word of mouth. This information will be used to better reach seniors in the community and improve the usage of current communication tools to ensure seniors are receiving the information they need to be connected to the community.





ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	5 November 2021
RE	:	Comex Express Bus Service Update

Recommendation:

It is recommended this memorandum be received for information.

Background:

Since 2007, residents of Rothesay have enjoyed a commuter bus service provided by Saint John Transit. This service, locally known as KV Route 52 carried passengers on the Rothesay Road in Rothesay and Hampton Road in both Rothesay and Quispamsis four times each morning and afternoon on weekdays. The service was originally established when federal funding was available for the purchase of buses and creation of parking lots and bus stops. The provision of this service required a subsidy in the order of \$150,000 a year from the Towns. In the fall of 2021, Rothesay, Quispamsis and Hampton were advised that Saint John Transit would require a substantial increase in the subsidy to maintain the service. In light of the City position, the Town of Hampton cancelled the service effective early January.

In July the service reverted to two runs each morning and afternoon to attempt to control costs while still providing basic service to our community. The new morning route travels from the City along the Mackay Highway and down the Gondola Point Arterial to the qPlex. From the qPlex it will return on the arterial to Hampton Road to Rothesay Road and then to King Square. In the evening, it reverses: travelling from the City along Rothesay Road/Hampton Road to the arterial and the qPlex and back via the MacKay highway. Following the change, some feedback was received from regular users about the limitations of the new route structure and timing of the runs.

During the pandemic, ridership has dropped substantially and ridership continues to be very modest. Recognizing that the funding from the Towns essentially pays the cost of the services, it was decided to test whether the fares are a contributing factor to the low ridership. Accordingly, a fare holiday is being tested in an attempt to determine whether fares are contributing to low ridership and to generally promote Comex use. The cost of this is modest (\$2500 to each Town) and there is sufficient monies in the budget to cover this cost. We expect its results may be beneficial in our negotiations with the City over future service. Quispamsis is doing some additional promotion at that Town's expense.

We would expect to revisit this matter in 2022 as the City introduces some new service models. Staff is also exploring funding opportunities with the other Towns in the region.
