

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



2022 October 12 Open Session FINAL_001

ROTHESAY

COUNCIL MEETING

By Webex Videoconference

Tuesday, October 12, 2021

7:00 p.m.



Public access to the Live stream will be available online:

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

Rothesay Land Acknowledgement

Deputy Mayor Alexander

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 13 September 2021

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Envision Saint John – The Regional Growth Agency Paulette Hicks (*see item 9.1.1*)

5. CORRESPONDENCE FOR ACTION

- 5.1.1 2022 Kennebecasis Public Library Proposed Operating Budget
- 5.1.2 10 September 2021 Kennebecasis Valley Fire Department 2022 Operating and Capital Budgets
- 5.1.3 10 September 2021 Kennebecasis Regional Police Force Proposed 2022 Budget
- 5.1.4 2022 Regional Facilities Commission Approved Budget

Refer to the 2022 budget process

- 5.2 11 September 2021 Email from Decoding Dyslexia New Brunswick RE: Mark it Red for Dyslexia
Light Town Hall Red on October 20th and post to social media

- 5.3.1 16 September 2021 Email from resident RE: Deer issue
- 5.3.2 Kennebecasis Valley Nuisance Deer Management Assistance Program 2021
Fact Sheet
Urban Nuisance Deer Control in New Brunswick 2020 Fact Sheet

Refer to staff for a response and include the provincial fact sheets

- 5.4 22 September 2021 Email from resident RE: Request for crosswalk – Colwells (Rothesay Road)

Refer to the Works and Utilities Committee

- 5.5.1 22 September 2021 Grant application for Symphony New Brunswick
- 5.5.2 27 September 2021 Grant application for Saint John Regional Hospital Foundation
- 5.5.3 Grant application for Kennebecasis Valley Youth Centre

Refer to the Finance Committee

- 5.6 27 September 2021 Request from Kennebecasis Lions Club for memorial bench at Bill McGuire Centre

Refer to the Parks and Recreation Committee

- 5.7 1 October 2021 National Day for Truth and Reconciliation art purchase request for the new Wastewater Treatment Plant

Refer to staff

5.8 October 2021 Breast Cancer Awareness Month: Colour New Brunswick Pink
Light Town Hall Pink October 25-29 and post to social media

5.9 6 October 2021 Email from resident RE: Request for speed bump on Kingshurst Lane, and traffic lane (Campbell Drive/Route 111 intersection)

Refer to the Works and Utilities Committee

6. CORRESPONDENCE - FOR INFORMATION

6.1 16 September 2021 Thank you letter from YMCA RE: YMCA Strong Communities Fund

7. REPORTS

7.0 October 2021 Report from Closed Session

- 7.1 21 July 2021 Kennebecasis Public Library (KPL) Board Meeting Minutes
- 7.2 7 July 2021 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes
- 29 June 2021 KVFD Statement of Expense with Budget Variance
- 7 July 2021 KVFD Fire Chief's Report
- 30 June 2021 KVFD Response Report
- 4 August 2021 KVFD Board Special Meeting Minutes
- 2020-2025 KVFD Strategic Plan
- 7.3 31 August 2021 Draft unaudited Rothesay General Fund Financial Statements
- 31 August 2021 Draft unaudited Rothesay Utility Fund Financial Statements
- 23 September 2021 Draft Finance Committee Meeting Minutes
- 23 September 2021 Draft Joint Finance Committee Meeting Minutes
- 31 August 2021 Donation Summary
 - Saint John Cycling Club (*referred to 2022 budget process*)
- 7.4 21 September 2021 Draft Age Friendly Advisory Committee Meeting Minutes
- 7.5 21 September 2021 Draft Parks and Recreation Committee Meeting Minutes
 - Water-based businesses
- 7.6 22 September 2021 Draft Works and Utilities Committee Meeting Minutes
 - Streetlights – Sierra Avenue (*see item 9.5*)
- 7.7 4 October 2021 Draft Planning Advisory Committee Meeting Minutes
 - Lambert Court PIDs 30282891 & 30282909
 - Holland Drive PIDs 00056614, 00065094, 00056598 (*see item 9.3*)
- 7.8 September 2021 Monthly Building Permit Report
- 7.9 7 October 2021 Capital Projects Summary

8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

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

No action at this time

8.3 Rothesay Arena Open House (Tabled September 2021)

No action at this time

ROTHESAY

2021October12OpenSessionFINAL_003

Regular Council Meeting
Agenda

-3-

12 October 2021

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Envision Saint John – The Regional Growth Agency Strategic Plan

ADMINISTRATION

9.2 Committee Appointment

5 October 2021 Memorandum from Nominating Committee

9.3 Public Hearing – Holland Drive

6 October 2021 Memorandum from Town Clerk Banks

4 October 2021 Staff report to Planning Advisory Committee

RECREATION

9.4 Removable Bollard Purchase Renforth Wharf

12 October 2021 Report prepared by DRP Jensen

OPERATIONS

9.5 Streetlights – Sierra Avenue

7 October 2021 Memorandum from Town Manager Jarvie

9.6 Master Drive Works Facility – Electrical Upgrade

7 October 2021 Report prepared by DO McLean

9.7 Wastewater Treatment Plant Consultant Selection *(to be distributed by email)*

COUNCIL REQUESTS

9.8 Climate Change Adaptation Committee

1 October 2021 Memorandum from Deputy Mayor Alexander

10. NEXT MEETING

Regular meeting Monday, November 8, 2021

11. ADJOURNMENT



STRATEGIC VISION

ENVISION THE
Saint John REGIONAL
GROWTH
AGENCY

Defining success

10-YEAR OUTCOMES

**MORE
PEOPLE**

growing the
population by

25,000

**MORE
TAX REVENUE**

increasing municipal
property tax by

30-35%

**STRONGER
PLACE BRAND**

our community is highly regarded and our
people are proud ambassadors

**Not only will we
see the results,
but we will feel them.**



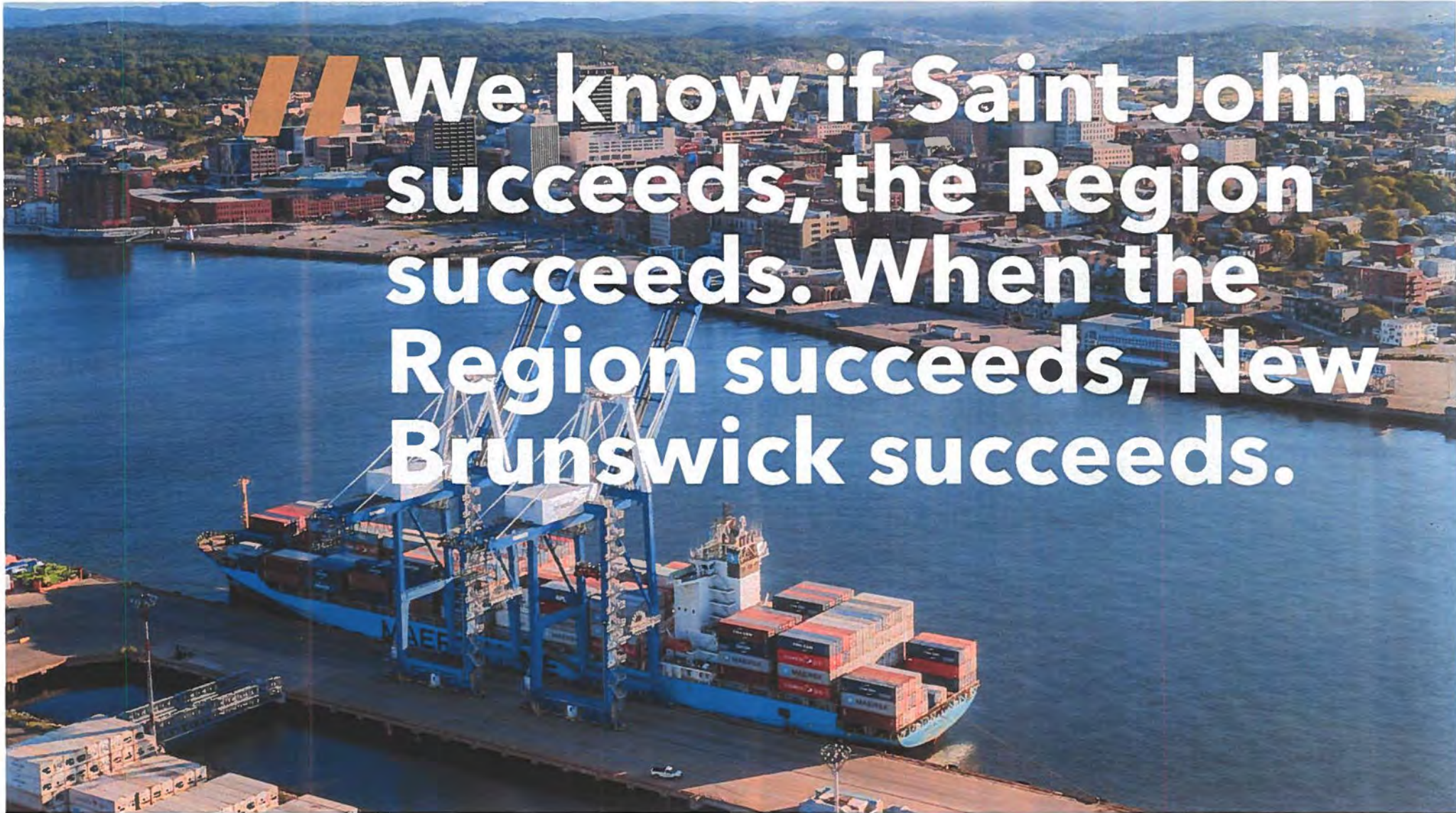


Why the Saint John region

- A **vibrant city at its core.**
- Personal balance with both urban experiences and **natural wonders.**
- **Steeped in history** – with strong pride of place.
- A place where anyone can establish real **roots and grow.**
- A **shared vision** for Growth.

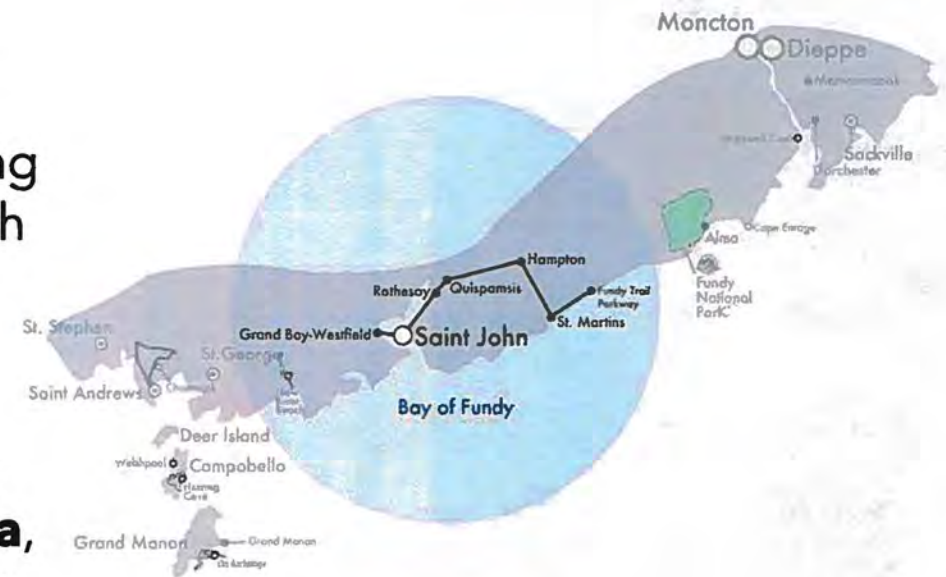


**We know if Saint John
succeeds, the Region
succeeds. When the
Region succeeds, New
Brunswick succeeds.**



A game-changer

- **The City of Saint John, Hampton, Grand Bay-Westfield, Rothesay, Quispamsis and St. Martins**, working together collectively to attract growth with a singular purpose.
- A new model, working with partners in **business, government, academia, social** and **environmental** groups to attract the kind of sustainable growth our community wants.



An aerial photograph showing a winding asphalt road that follows the edge of a dense, green forest. The road curves along a coastline, with a body of water visible on the left side. The forest is thick with trees, and the road appears to be a two-lane highway. The overall scene is scenic and natural.

**// Put simply,
we attract growth,
we don't create it.**

Our value proposition

ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY

**is accelerating regional growth by
connecting innovators, entrepreneurs,
and builders to get stuff done now.**

Our guiding principles

In service

Service to others
Create the conditions for success
Atmosphere of trusted space
Attract change rather than force it

Whole-system view

Looks at the larger picture – alignment
Identifies platforms and players
Diversity of participation

Agile

Shared experimentation
Iterative learning and action
Monitors and catalyzes execution

Gratitude

Appreciation of all the good in the region
Recognition and celebration of reaching goals
Highlights other's contributions

Authenticity

Strength-based approach
Lean into natural assets
Growth mindset
Sense of belonging and community

Strategic priorities

Growth Readiness

How well the region anticipates and prepares for growth including labour, real estate, healthcare etc.

Talent Acquisition & Pipeline

A complex strategy to grow the working population including immigration, repatriation and retention.

Entrepreneurship & Business Growth

Assisting with start up, scale up, access to capital and business connections.

Engaging entrepreneurs and leaders to design a high-potential innovation play for our region.

Core services

Metrics & Measurement

Curate data and metrics to support growth activities including a regional community dashboard.

Marketing & Sales

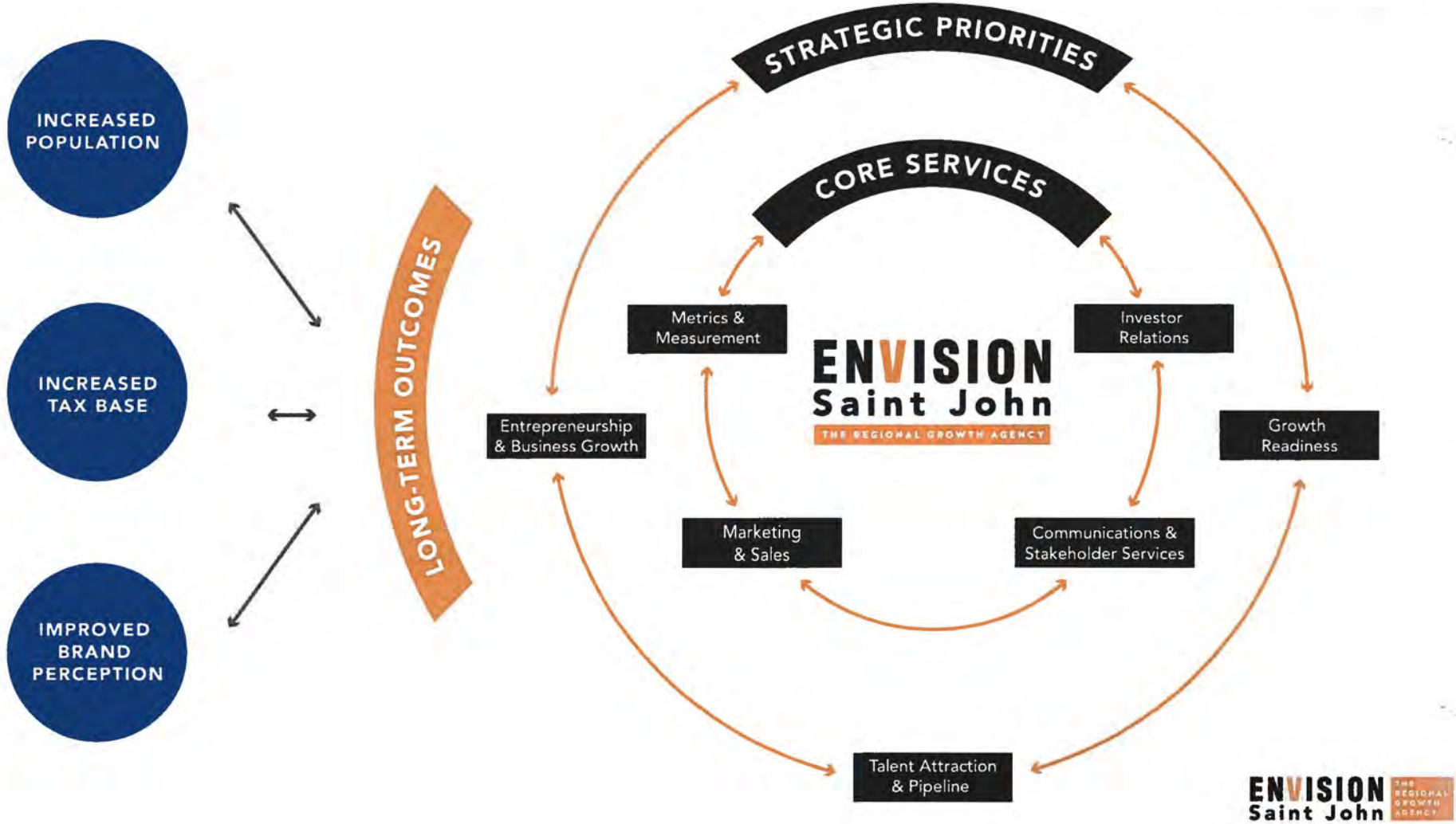
Articulating a clear and positive place brand that attracts people, visitors, businesses and investment.

Investor Relations

Inform and engage all investors on opportunities, activities, developments, risks and results.

Communications & Stakeholder Relations

Lead role in knowledge sharing and communicating the opportunities affecting the economic health of the region.





How we do it

- **Platform** methodology.
- Map **ecosystems** and convene strategic platforms for areas of opportunity, set specific growth goals, projects and timelines.
- Bring the right people to the table and identify clear objectives - **act as a catalyst and convenor** to accelerate the work.
- A collective approach to solve both **complex and acute problems**.

HOW CAN WE HELP?

www.envisionsaintjohn.com
hello@envisionsaintjohn.com



KENNEBECASIS PUBLIC LIBRARY

2022 Proposed Operating Budget Overview vs. 2021

Description	2022 Proposed Budget	2021 Budget	Change vs 2021 %	Change vs. 2021 \$	Note
Building Maintenance	76,271	76,814	-1%	-543	
Communications	7,866	9,366	-16%	-1,500	
Grounds & Roads Mtce.	18,093	18,093	0%	0	
Insurance	8,062	7,791	3%	271	
Miscellaneous Expense	1,380	1,380	0%	0	
Office Expenses	8,168	9,420	-13%	-1,252	
Professional Development	2,000	2,000	0%	0	
Professional Services	10,755	10,755	0%	0	
Programs	4,500	4,000	13%	500	Return to pre-pandemic levels
Public Relations	2,500	2,500	0%	0	
Small Equipment and Furniture	8,112	6,300	29%	1,812	
Utilities	59,794	58,981	1%	813	Based on 2020/2021 actuals, with 2% increase
Wages	25,437	25,000	2%	437	
Total Operating Expenses	232,710	232,400	0%	310	
Revenue	-\$4,500	-\$4,500			
Deficit (Surplus) 2nd Previous Year	-\$14,779	-\$7			
Municipal Fundings - Operations	213,431	227,893	-6%	-14,462	

THANK YOU FOR YOUR SUPPORT!



2021October12OpenSessionFINAL_031
Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

Deputy Chief Dan McCoy

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

September 10, 2021

Mr. Doug MacDonald,
Town Treasurer
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

Dear Mr. MacDonald:

In accordance with Section 12.09(d) of the Regional Fire Protection Agreement, and the email dated June 25, 2021 advising of the September 10th deadline to submit budget information, attached please find a copy of the 2022 Operating and Capital budgets for the Kennebecasis Valley Fire Department Inc. which have been approved by the Board of Fire Commissioners.

The Fire Board has worked diligently to produce a budget that will allow us to maintain our level of service while also addressing the changing risk profile of our community. Our Operating budget includes the addition of one full-time staff position who will be dedicated to public education and fire code enforcement. Our Capital is entirely focused on the planned expansion and renovation of Station 2 in Quispamsis.

We look forward to the opportunity to formally present our budget to the Joint Finance Committee on September 23rd.

Sincerely,

Peter Lewis
Treasurer

cc: Mary Jane Banks, Town Clerk

Kennebecasis Valley Fire Department Inc.

2021 October 12 Open Session FINAL_032

2022 Operating Budget

Line		ACTUAL	BUDGET	BUDGET	Budget Comparison 2022 vs. 2021	% Change	Variance
		2020	2021	2022			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	Budget Comparison 2022 vs. 2021	% Change	Variance
		2020	2021	2022			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 equipmt 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 22, 2021		
Fleet	Cost	Notes
No planned changes to fleet in 2022		
Equipment		
No planned equipment purchases in 2022		
Facilities		
Construction/renovation cost	\$ 2,251,484	per const. mangr. estimate updated 09/16/21
Contingencies (design and construction)	\$ 225,148	update 09/16/21 (10%)
Construction phasing factor (5%)	\$ -	not required per M.Boyd
Architectural fees	\$ 50,000	Balance of fees paid in 2021
3rd party testing/inspection	\$ 15,000	
General conditions	\$ 191,376	
OH & Profit	\$ 106,720	Construction Manager
Sub-total	\$ 2,839,728	
Non-recoverable HST	\$ 121,711	
Fixtures, furniture and equipment	\$ 60,000	
TOTAL CAPITAL BUDGET	\$3,021,439	



KENNEBECASIS REGIONAL POLICE FORCE/ FORCE DE POLICE RÉGIONALE KENNEBECASIS

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

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

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

2021-09-10

Mayor and Councilors
Town of Quispamsis
12 Landing Ct.
PO Box 20185
Quispamsis, NB
E2E 4Z4

Dear Mayor and Members of Council:

**Re: Proposed 2022 Budget
Kennebecasis Regional Police Force**

Please find enclosed the proposed 2022 KRPF budget which has been approved by the Joint Board of Police Commissioners.

If you require anything further, please do not hesitate to contact me.

Respectfully,

for Wayne Gallant
Chief of Police

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
CASH FLOW BUDGET 2022

Aug 25/21

	2022	2021	Difference	Diff. %	
CRIME CONTROL:					
Salaries	\$4,123,972	3,773,329	350,643	9.29%	Union contract 2.97%, class changes, addtl 4 traffic officers for minimum shift coverage
Benefits	943,743	716,933	226,810	31.64%	Percentage of salaries (employer share of EI, CPP, health insurance, pension & Worksafe NB)
Training	52,000	52,000	0	0.00%	
Equipment	21,000	22,000	(1,000)	-4.55%	
IT equip & services agreement	80,844	50,650	30,194	59.61%	addtl support & cloud storage-interview rm cameras
Equip repairs & IT support	10,000	10,000	0	0.00%	
Communications	82,200	82,200	0	0.00%	
Office function	15,000	15,000	0	0.00%	
Leasing	15,500	15,500	0	0.00%	
Policing-general	40,000	40,000	0	0.00%	
Insurance	50,900	21,065	29,835	141.63%	Actual costs + 15% increase
Uniforms	47,000	47,000	0	0.00%	
Community policing/p.r.	7,000	7,000	0	0.00%	
Detention	31,625	28,700	2,925	10.19%	per City of SJ
Investigations	50,000	52,000	(2,000)	-3.85%	
Auxiliary	4,000	4,000	0	0.00%	
Taxi & Traffic Bylaw	1,000	1,000	0	0.00%	
Public Safety/PIMITS	36,755	29,500	7,255	24.59%	Estimated by PNB
	5,612,540	4,967,877	644,663	12.98%	
	12.977%	2.578%			
VEHICLES:					
Fuel	94,000	90,000	4,000	4.44%	
Maint./repairs	67,000	67,000	0	0.00%	
Insurance	35,500	32,413	3,087	9.52%	Actual costs + 15% increase
New vehicles	88,000	88,000	0	0.00%	
Traffic unit equipment	6,000	6,000	0	0.00%	
	290,500	283,413	7,087	2.50%	
	2.501%	-16.598%			
PROPERTY:					
Maintenance	41,000	46,000	(5,000)	-10.87%	
Cleaning	42,000	32,000	10,000	31.25%	Actual costs higher
Heat and power	47,000	47,000	0	0.00%	
Taxes	51,216	50,210	1,006	2.00%	Provincial portion + 2%
Insurance	8,600	6,989	1,611	23.05%	Actual costs + 15% increase
Expansion	50,000	60,000	(10,000)	-16.67%	2021 - plans 2022 - costs of interim financing
Grounds	12,000	12,000	0	0.00%	
Debenture - int	15,600	19,000	(3,400)	-17.89%	per debenture schedules
- princ.	143,000	140,000	3,000	2.14%	per debenture schedules
	410,416	413,199	(2,783)	-0.67%	
	-0.674%	3.337%			
ADMINISTRATION:					
Salaries	905,814	806,952	98,862	12.25%	New IT tech civilian position
Benefits	225,430	185,032	40,398	21.83%	Percentage of salaries
Professional Fees	83,000	63,500	19,500	30.71%	Forrest Green fees + actuarial study
Travel/Training	24,000	24,000	0	0.00%	
Insurance	5,100	1,858	3,242	174.49%	Actual costs + 15% increase
Labour Relations	15,000	13,000	2,000	15.38%	Increased costs
Board expenses	5,000	5,000	0	0.00%	
	1,263,344	1,099,342	164,002	14.92%	
	14.918%	1.836%			
TELECOM/DISPATCH:					
Dispatch Centre annual fee	265,044	258,976	6,068	2.34%	Fredericton's estimated 1.6% increase
One time startup costs	0	58,966	(58,966)	-100.00%	
Data/networking charges	10,675	10,675	0	0.00%	
	275,719	328,617	(52,898)	-16.10%	
REVENUE:					
- interest	(17,000)	(22,000)	5,000	-22.73%	Includes dividends & interest on sick pay/retirement fund
- taxi & traffic bylaw	(4,000)	(5,000)	1,000	-20.00%	
- other	(120,000)	(80,000)	(40,000)	50.00%	record checks & fingerprints

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

Aug 25/21

CASH FLOW BUDGET 2022

	2022	2021	Difference	Diff. %	
- cost sharing with fire dept	(18,588)	0	(18,588)	0.00%	sharing HR & IT employees
	(159,588)	(107,000)	(52,588)	49.15%	
	49.148%	17.105%			
SECONDMENTS					
Revenue	(273,200)	(230,925)	(42,275)	18.31%	two full yr secondments
Temporary Terms	184,099	158,009	26,090	16.51%	temporary term constables filling
	(89,101)	(72,916)	(16,185)	22.20%	in for officers on secondments
	22.197%	15.182%			
SICK PAY ACCRUAL:					
Sick pay/Retirement	66,393	60,458	5,935	9.82%	based on 2019 Actuarial study
Interest & dividends	19,000	19,000	0	0.00%	
	85,393	79,458	5,935		
TOTAL CONTRIBUTION BY TOWNS	\$7,689,223	\$6,991,990	697,233	9.97%	
	9.972%	5.556%			
% OF TOTAL BUDGET			2022	2021	
Salaries & benefits (less secondment \$s)			79.46%	77.36%	
Property			5.34%	5.91%	
Vehicles			3.78%	4.05%	
			88.58%	87.33%	
TOTAL INCREASES IN:					
Salaries and benefits			742,804	10.62%	
New equipment costs			29,194	0.42%	
Telecom/dispatch			(52,898)	-0.76%	
Expansion plans			(10,000)	-0.14%	
			709,100	10.14%	
Miscellaneous			(11,867)	-0.17%	
			697,233	9.97%	

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
CASH FLOW BUDGET 2022

Aug 25/21

2021 October 12 Open Session FINAL_038

	BUDGETS		--ACTUALS--	
	2022	2021	2020	2019
CRIME CONTROL:	\$			
Salaries	4,123,972	3,773,329	3,713,482	3,509,002
Benefits	943,743	716,933	744,511	655,733
Training + rifle range	52,000	52,000	35,820	47,613
Equipment	21,000	22,000	57,746	100,959
IT equip & services agreement	80,844	50,650	49,324	0
Equip repairs & IT support	10,000	10,000	8,892	5,043
Communications	82,200	82,200	86,314	81,943
Office function	15,000	15,000	19,475	13,836
Leasing	15,500	15,500	11,732	13,840
Policing-general	40,000	40,000	46,375	39,036
Insurance (estimated 15% over actual)	50,900	21,065	19,150	15,504
Uniforms	47,000	47,000	60,804	63,318
Public Relations	7,000	7,000	9,376	13,168
Detention	31,625	28,700	28,685	28,688
Investigations	50,000	52,000	44,176	49,773
Auxillary	4,000	4,000	6,944	3,275
Taxi & Traffic Bylaw	1,000	1,000	270	1,239
Covid 19 supplies			36,630	0
Public Safety/PIMITS (per PNB)	36,755	29,500	29,310	28,714
	5,612,540	4,967,877	5,009,016	4,670,684
	12.977%	2.654%		
VEHICLES:				
Fuel	94,000	90,000	65,449	88,070
Maint./repairs	67,000	67,000	68,116	62,363
Insurance (+15%)	35,500	32,413	29,466	26,987
New vehicles qty-2	88,000	88,000	60,068	75,193
Traffic unit equipment	6,000	6,000	6,223	2,490
	290,500	283,413	229,322	255,103
	2.501%	1.697%		
PROPERTY:				
Maintenance	41,000	46,000	59,163	78,180
Cleaning	42,000	32,000	28,197	26,200
Heat and power	47,000	47,000	42,320	44,841
Taxes (+2%)	51,216	50,210	49,224	49,059
Insurance (+15%)	8,600	6,989	6,354	6,110
Expansion plans	0	60,000	0	0
Grounds	12,000	12,000	11,962	9,505
Expansion - interim interest	50,000	0	0	0 4% on \$1.5m
Bldg debenture - int	15,600	19,000	23,185	25,826
- princ.	143,000	140,000	136,000	134,000
	410,416	413,199	356,405	373,721
	-0.674%	17.964%		
ADMINISTRATION:				
Salaries	905,814	806,952	899,533	858,950
Benefits	225,430	185,032	207,391	183,500
Commissionaires	0	0	2,050	22,643
Professional Fees	83,000	63,500	69,804	92,586
Travel/Training	24,000	24,000	18,728	20,116
Insurance "E&O" (+ 15%)	5,100	1,858	1,689	1,362
Legal fees - labour issues			195,092	153,895
Labour Relations	15,000	13,000	17,725	77,404
Board expenses	5,000	5,000	1,531	3,948
	1,263,344	1,099,342	1,413,543	1,414,404
	14.918%	4.141%		
TELECOM/DISPATCH:				
Dispatch Centre annual fee	265,044	258,976	0	
One time startup costs	0	58,966	24,737	
Data/networking charges	10,675	10,675	0	
	275,719	328,617	24,737	

	BUDGETS		ACTUALS	
	2022	2021	2020	2019
REVENUE:				
- interest	(17,000)	(22,000)	(15,690)	(35,689)
- taxi & traffic bylaw	(4,000)	(5,000)	(3,815)	(3,675)
- other	(120,000)	(80,000)	(115,395)	(112,251)
- cost sharing with fire dept	(18,588)			
- Secondments	0	0	(227,803)	(219,864)
	(159,588)	(107,000)	(362,703)	(371,479)
	49.148%	-3.604%		
SECONDMENTS				
Revenue	(273,200)	(230,925)		
Temporary Terms	184,099	158,009		
	(89,101)	(72,916)		
	22.197%	6.305%		
RETIREMENT ACCRUAL:				
Retirement	66,393	60,458	75,292	49,745
Interest & dividends	19,000	19,000	10,738	25,505
	85,393	79,458	86,030	75,250
TOTAL BUDGET	\$7,689,223	\$6,991,990	\$6,756,350	\$6,417,683
	9.972%	5.556%		
2nd prior yr (surplus) deficit	0	0		(117,477)
			6,756,350	6,300,206
TOTAL CONTRIBUTION BY TOWNS	\$7,689,223	\$6,991,990	\$6,756,350	\$6,300,206 towns
			0	0 surplus

REGIONAL FACILITIES COMMISSION

2021-09-13

2022 Budget - Approved

2021 October 12 Open Session FINAL_040

	<u>Harbour Station</u>	<u>Imperial</u>	<u>Trade Centre</u>	<u>Aquatic Centre</u>	<u>Arts Centre</u>	<u>Total</u>
2022 Approved	\$ 844,297	\$ 500,000	\$ 204,204	\$ 615,221	\$ 119,263	\$ 2,282,985
Arts Center Lease					\$ 170,761	\$ 170,761
Market Square			449,286			449,286
Surplus/(Deficit) from 2nd preceding year (2020)	(49,617)		256,123	(392,493)		(185,987)
NOTE - See Below				325,000		325,000
						-
	<u>\$ 893,914</u>	<u>\$ 500,000</u>	<u>\$ 397,367</u>	<u>\$ 682,714</u>	<u>\$ 290,024</u>	<u>\$ 2,764,019</u>

Municipal Contributions:

2022 Approved	2021 Tax Base plus PGAP Assessment								Total Share	Quarterly
Grand Bay/Westfield	\$ 397,788,400	3.690%	32,989	18,452	14,664	25,195	10,703	\$ 102,002	\$ 25,501	
Quispamsis	1,868,809,150	17.337%	154,981	86,687	68,893	118,364	50,282	479,207	119,802	
Rothsay	1,388,723,650	12.883%	115,167	64,417	51,195	87,957	37,365	356,102	89,025	
Saint John	7,123,788,919	66.089%	590,777	330,444	262,615	451,198	191,673	1,826,708	456,677	
Total	<u>\$10,779,110,119</u>	<u>100.00%</u>	<u>893,914</u>	<u>500,000</u>	<u>397,367</u>	<u>682,714</u>	<u>290,024</u>	<u>\$ 2,764,019</u>	<u>\$ 691,005</u>	

NOTE: Regional Facilities Commission voted not to fund \$325,000 of the previous year deficit for Canada Games Aquatic Centre

The \$325,000 deficit is in relation to a CRA liability related to Canada Emergency Wage Subsidy, that has not been resolved.

The Regional Facilities Commission is aware if this liability needs to be payed in the future then additional expense to be paid by each municipality is as follows.

Grand Bay/Westfield	11,993.68
Quispamsis	56,346.30
Rothsay	41,871.28
Saint John	214,788.73
	<u>325,000.00</u>

Liz Hazlett

From: Liz Hazlett
Sent: September 13, 2021 10:21 AM
To: Liz Hazlett
Subject: FW: Mark It Read 2021
Attachments: General -EN-FR DDNB Mark It Read.docx

From: Arlene Mortensen
Sent: September 11, 2021 12:21 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Mark It Read 2021

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

Dear Mayor Dr. Nancy Grant and Council

I am contacting you on behalf of Decoding Dyslexia New Brunswick. We are joining Dyslexia Canada to bring awareness to the learning difference called dyslexia. See participation last year following this link <https://www.dyslexiacanada.org/en/mark-it-read>

I hope you will join us in lighting up or wear red during the week of October 20 for one day or longer as you wish for dyslexia awareness to represent the 20% of the population with Dyslexia. Please see the attachment and the participation from last year. We want to surpass NB's participation this year!

Please find our request in the attached letter. We would appreciate hearing if you will be supporting our awareness campaign.

Best regards
Arlene Mortensen

Decoding Dyslexia New Brunswick
PO Box 30046 Prospect Plaza
Fredericton, NB
E3B 0H8

2021October12OpenSessionFINAL_042



To Whom It May Concern

I am participating with Dyslexia Canada to support Dyslexia awareness during the month of October. I, along with Decoding Dyslexia New Brunswick, would like to request support in raising awareness of the 15-20% of our population living with dyslexia.

This year's theme aims to inspire young people across Canada to be proud that they are #PoweredByDyslexia as well as to provide a platform for young voices to be heard. Helping to empower these voices will allow those with dyslexia to learn how to self-advocate for their educational needs.

For the many kids struggling with dyslexia, the teacher's red pen is a constant reminder of the lack of awareness and support needed for them to learn to read, write and spell with their peers and be successful in school and in life. In recognition of International Dyslexia Awareness month, Dyslexia Canada is asking cities across Canada to light up their City Hall or other available buildings in red for one day during their second annual campaign "**Mark it Red for Dyslexia**".

You can find a complete listing of all participating cities on their website at [Mark it Read — Dyslexia Canada](#)

I would love to be able to say that my surrounding Community participated this year. This October, please consider my request to light up the Town/City Hall or any other community building in red for at least one day during the week of **October 20 to bring awareness and shine a light on the kids in our classrooms who need our help.**

Thank you for your consideration. I look forward to your support this October and please send us a photo of your Building!

We can be reached via email at decodingdyslexianb@gmail.com or through our Facebook page <https://www.facebook.com/decodingdyslexianb/>.

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LIGHTINGS

New Brunswick Legislative Building



Hampton	Quispamsis
Miramichi	Richibucto
Moncton	Riverview
New Maryland	Rothsay
Port Elgin	Sackville
Bathurst	Saint Andrews
Cambridge-Narrows	Saint John
Dalhousie	St. Stephen
Dieppe	Sussex
Fredericton	Woodstock
Grand Bay-Westfield	
Grand Falls	

SCHOOLS

École Arc-En-Ciel
Bessborough School
Bliss Carmen Middle School
Fredericton Christian Academy
George Street Middle School
Harold Peterson Middle School
Hartland Community School
Meduxnekeag Consolidated
New Maryland Elementary
Origins Academy
Park Street Elementary
Priestman Street Elementary
Quispamsis Middle School
Townsvlew School
Upper Miramichi Elementary



Decoding Dyslexia New Brunswick email: decodingdyslexianb@gmail.com
Arlene Mortensen, email: ,

Liz Hazlett

From: Liz Hazlett
Sent: September 17, 2021 11:12 AM
To: Liz Hazlett
Subject: FW: To the Mayor and Council- Deer issue

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

From: Mary Jane Banks
Sent: September 17, 2021 11:10 AM
To:
Subject: RE: To the Mayor and Council- Deer issue

Good morning and thank you for your email. It will be forwarded to Rothesay Council for its meeting on October 12.

Mary Jane

Mary Jane E. Banks, BComm, NACLA 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

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

From:
Sent: September 16, 2021 5:28 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: To the Mayor and Council- Deer issue

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

Dear Mayor Grant and council,

I really would like to request that the deer situation be addressed in Rothesay. I live on 28 Gibbon Rd and we have been dealing with this problem for a few years now. This is the first time that I have actually written about this. We basically have them living across the street from our home and have to chase them 2 or 3 times a day out of our yard. I have to cover most of my plants up. They are such a nuisance also on the road as you just never know when they will cross in front of you driving.

It's time to get rid of them. We can't have any color in our gardens without problems.

I hope this issue will be considered soon.

Thanks

2021October12OpenSessionFINAL_044

Sent from my iPad

Kennebecasis Valley Nuisance Deer Management Assistance Program

2021 FACT SHEET

- What?** The Nuisance Deer Management Assistance Program (NDMAP) will allow landowners within the Kennebecasis Valley area to receive special permits authorizing hunters to harvest ONE antlerless deer on their property. The permits are issued to hunters chosen by the landowner to harvest deer on their property. Permits will be provided to harvest only antlerless deer, as removal of those deer will have the greatest effect on controlling local populations. The number of available permits will be determined by the Department of Natural Resources and Energy Development (DNRED) on a case-by-case basis.
- When?** NDMAPs will be valid for use by hunters only during the legal deer hunting season (October 4 – November 21, 2021). **Application dates are September 1 to October 31, 2021.**
- Why?** Deer numbers have increased in the Kennebecasis Valley area since the mid-2000's and have become a significant nuisance to the local communities. DNRED is working cooperatively with the Towns of Rothesay, Quispamsis, Hampton and local communities to lower the deer numbers in a manner that is safe, effective and acceptable to most residents. Allowing hunters to harvest extra deer from this area is an efficient approach to address the issue while allowing public benefit of the resource.

HOW TO APPLY FOR A NUISANCE DEER MANAGEMENT ASSISTANCE PERMIT:

- STEP 1** **Contact your local Town Office to express your interest in obtaining a NDMAP permit** - Property Identification Numbers (PIDs) are required to apply, and will be submitted to DNRED for assessment.
- STEP 2** **Site Assessment** – Properties, or combined properties, greater than 1 acre with potential for NDMAP permits may receive a site visit by DNRED staff to assess for any potential safety concerns and the number of permits to be issued. Hunting will NOT be allowed within 100 meters of neighboring houses. Discharge distances for archery may be reduced from the landowners dwelling, with the landowner's permission. Multiple adjacent landowners may apply together to form a combined huntable landbase.
- STEP 3** **Approval** – Qualifying landowners will receive notification from DNRED of the number of permits that will be issued for their property (PID) and any restrictions that may be applied.
- STEP 4** **Selection of Hunters** – Most landowners desire some control over who accesses their property. It will be the responsibility of the landowner to select hunters to hunt deer on their property under a NDMAP permit. Landowners must provide each hunter's name, address and 2021 deer hunting license number to the Hampton DNRED office (832-6055) to apply for NDMAPs. Once processed, eligible hunters can pick up their permit at the Hampton DNRED office (Mon-Fri, 8:15AM-4:30PM, CLOSED 12:00-1:00 Daily).

NOTE:

- a. Only hunters holding a current deer hunting license are eligible;
- b. Only one (1) NDMAP permit will be issued for each hunter per year;
- c. Only one **antlerless** deer may be harvested under a NDMAP permit;
- d. The NDMAP permit is in addition to the normal one-deer bag limit;
- e. Archery hunting may be preferred in most cases;
- f. Hunters must register the harvested deer at the Hampton DNRED office.
- g. Hunters willing to participate may register their name at town halls. Landowners seeking hunters will be provided this list at their request.

Application ends on October 31, 2021. Processing times for applications could take up to 3 weeks, but may vary depending on volume.

URBAN NUISANCE DEER CONTROL IN NEW BRUNSWICK

2020 FACT SHEET

Some New Brunswick communities have more White-tailed deer in their neighborhoods than they prefer. Deer seem to have changed their behavior and are now living within our towns more so than in the past. Several factors may have caused this change, but in general, urban deer have better survival than “backwoods” deer. People placing feed near their homes have attracted deer into communities and have encouraged deer to become residential. Deer populations in some communities have grown and become a nuisance to many people, who complain of damage to gardens and vegetation, concern of disease, and deer-vehicle collisions. Some communities wish to have fewer deer and have requested Natural Resources and Energy Development (DNRED) to control nuisance deer numbers.

Deer (and most wildlife) are present in communities primarily because of abundant food supplies. Reducing food availability will often encourage animals to go elsewhere for food. Deliberate feeding of deer should be stopped and gardens could be protected by fencing. These steps may not cause deer to leave neighborhoods immediately but should reduce deer numbers over time.

As deer have become an urban nuisance animal across North America, a variety of techniques have been tried by communities to reduce urban deer numbers. Short term reduction of local deer densities usually requires the removal of animals, either non-lethally or lethally. Some agencies and universities have reviewed these experiences and have documented the results. A current and highly regarded document from the *Association of Fish and Wildlife Agencies*, titled “**Methods for Managing Human-Deer Conflicts**” (2019) <https://www.fishwildlife.org/afwa-informs/research>, provides a summary of various techniques to control nuisance urban deer populations, and is one source of the following paragraphs.

Translocation – Capture and movement of deer from towns to other locations is appealing to the public and is often requested, however most wildlife agencies do not use this technique. Trapping or tranquilizing and relocating deer to other locations has been shown to result in high mortality rates after release. Deer die from stress associated with capture and movement, and from being introduced into unfamiliar wilderness environments often with higher predation and more severe climate. The financial and effort costs associated with deer relocation are very high. Relocation efforts must be repeated every few years to control immigrated deer and the offspring from deer that had eluded capture. The movement of deer to other locations may also spread disease.

Fertility Control –The US National Parks Service has conducted research on alternative techniques for non-lethal control of nuisance deer. Their efforts have not yet found a contraceptive method that can effectively and efficiently control growth in deer populations. There are currently no drugs legally available for deer contraception except under special research permits. Work continues to formulate a new drug that is humane and effective and treated animals will be safe for human consumption.

Fences and Repellants - Fences have proven to be very effective in excluding deer from properties, and relatively inexpensive fencing options are now commercially available. High strength black nylon fencing is now commonly seen protecting vegetation on properties in New Brunswick. Various deer repellants are available that can be effective, but most offer only short-term protection. These techniques are relatively easy to use and landowners are encouraged to consider them.

Sharp Shooting – The use of specialized sharp shooters to kill deer has proven to be very quick and effective in reducing deer densities within towns, mainly in the United States. Communities often pay private contractors to remove deer at a high premium. This technique has not been generally accepted in Canada, receiving widespread public resistance in communities where the idea has been proposed. The United States allows specialized firearm modifications such as sound-suppression and night vision optics that assist in shooting urban deer, but this technology is not allowed to be used by Canadian civilian agencies. This option is currently not considered for New Brunswick.

Regulated Hunting – Regulated hunting is the primary option used by most wildlife agencies to control nuisance urban deer. Using hunters to remove extra deer from local areas is attractive because of low operational expenses to wildlife agencies and the end use of the wildlife resource by the hunters' families. Normal hunting regulations often need to be modified to permit the removal of deer from residential communities. New Brunswick has chosen to implement the **Nuisance Deer Management Assistance Programs (NDMAP)** in communities that have majority public support to reduce local deer numbers. NDMAP gives hunters with special permits the opportunity to harvest extra antlerless (female) deer from approved private lands during the regular deer hunting season. Please refer to the NDMAP Fact Sheet on the DNRED website for further information.

<https://www2.gnb.ca/content/dam/gnb/Departments/nr-rn/pdf/en/Wildlife/KVNuisanceDeerPermitFactSheet.pdf>

Summary

Controlling urban deer is very difficult and does not have an easy solution. Towns in New Brunswick experiencing nuisance deer issues are not unique and can benefit from the experience of other communities with similar issues. Non-lethal control options such as relocation or birth control may be desired by many, however these techniques have proven to be costly and ineffective to date and are not currently being considered in New Brunswick.

Individuals are encouraged to not feed deer and to protect gardens and sensitive vegetation with fencing. Communities are encouraged to introduce bylaws prohibiting feeding of deer to make their area less enticing to deer. As well, attractive food sources such as wild apples could be removed from town properties.

New Brunswick intends to continue with the current approach of using hunters to reduce urban deer numbers in specific towns through the NDMAP program, as this is the most commonly used method in North America. New Brunswick will continue to monitor current research in North America on control techniques for urban deer and will may consider new techniques in the future.

Liz Hazlett

From: Liz Hazlett
Sent: September 23, 2021 10:07 AM
To: Liz Hazlett
Subject: FW: Request for a Crosswalk - Colwells (Rothesay Road - Renforth)

From: Mary Jane Banks
Sent: September 23, 2021 10:06 AM
To: '
Subject: RE: Request for a Crosswalk - Colwells (Rothesay Road - Renforth)

Good morning and thank you for your email.

It will be forwarded to Rothesay Council for consideration at its next meeting on Tuesday, October 12, 2021.

Mary Jane

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

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From:
Sent: September 22, 2021 8:38 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Request for a Crosswalk - Colwells (Rothesay Road - Renforth)

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

To Mayor and Council,

I'm writing this note to ask for town council to approve the installation of a cross walk by town staff at the intersection leading to the train bridge side of James Renforth Drive (Across from Eden/Meadow Drive and the Colwells).

As you may be aware the intersection has been used for years by youth and adults to cross over to the James Renforth loop. When I was a teenager paddling at the Kayak Club we used the loop to cross over to the sidewalk, or coming back from the Commons would use the train bridge intersection to run under to complete our 10km. Today, there are a number of young families (in our loop on Meadow/Eden there are at least a dozen children now under the age of 5) now trying to use the intersection and either waiting until traffic clears or occasionally being honked at by cars coming towards the area. With the population expected to continue to grow in both Rothesay, and Quispamsis I expect the number of vehicles on the road will continue to increase in the coming years, increasing the risk of a potential accident between a pedestrian and a moving vehicle.

I recognize this is a provincial highway, but I have spoken to the Province and have been advised that while the province owns the roadway, the Town of Rothesay has “administration and control of highways inside the municipal limits with respect to various traffic operations activities, including crosswalks. As a result, the responsibility and accountability for the approval of a crosswalks rests with the Town.”

For convenience, I have copied the message from DTI below, and placed a screen shot of the area in question. I would be happy to meet with Council or Staff to discuss the crosswalk further at your convenience in order to respectfully move through the process of seeing a crosswalk installed.

Warm regards,



Good afternoon,

Thank you for your request. While Rothesay Road is a provincial roadway, the Town of Rothesay has administration and control of highways inside the municipal limits with respect to various traffic operations activities, including crosswalks. As a result, the responsibility and accountability for the approval of a crosswalks rests with the Town.

Decisions need to be consistent with DTI guidelines, sound engineering judgement and Transportation Association of Canada guidelines and standards. Standard signing and striping of any crosswalk is the responsibility of the municipality for installation and maintenance.

Traffic Requests/Demandes de Circulation

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: September 22, 2021

Applicant: Symphony New Brunswick

Address: 39 King Street, Saint John, NB

Contact: Gillian Gresh Tel. 506.608.0792

Email: ggresh.snb@bellaliant.com

Organization Description: Symphony New Brunswick is the province's only fully professional orchestra. Serving Moncton, Fredericton and Saint John equally. We offer chamber music concerts and dozens of free school and community outreach concerts each season.

Amount Requested: \$ \$2500.00

Descriptions of proposed event or activity: _____

This year we are. proposing aligning the town of Rothesay with the digital "Quartet in the classroom" series. Please see link below.

https://www.dropbox.com/s/riilygnpbqsb0g4/QT_in_CLASSROOM.mp4?dl=0

Project costs: Each year the SJSQ visits 20 schools in Saint John and surrounding areas. We would like to align the Town of Rothesay with 2 of these digital visits for 2500 in lieu of the \$5000/city in the package.
Benefits to town of Rothesay: _____

Please see attached proposal and youtube video with our

<https://www.youtube.com/watch?v=luCt0roogz0>

This year we are proposing aligning the town of Rothesay with the digital "Quartet in the classroom" series. Please see attached proposal with details. We have adapted this program to safely reach children digitally during the pandemic.

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

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

Mélanie Leonard,
Music Director, Symphony NB

2021 & 2022

PARTNERSHIP PACKAGE



Symphony
New Brunswick

ABOUT SYMPHONY NB



Symphony New Brunswick Inc. operates the Province's only full-scale, full-season professional symphony orchestra as well as Camerata New Brunswick, a 20-member professional chamber orchestra. The Company also hosts the Saint John String Quartet, Ventus Machina of Moncton and Résonance, a chamber music group in Saint John.

Through high-quality educational offerings and performances, innovation and creativity, we promote the awareness and appreciation of symphonic music in an increasingly diverse New Brunswick.

IN A TYPICAL YEAR...

12,000+

STUDENTS REACHED
ACROSS 40 SCHOOLS

10,500+

PATRONS

90

CONCERTS

50+

PROFESSIONAL
MUSICIANS



"I come to the table with ideas, and I look forward to promoting Symphony New Brunswick's artistic excellence and contributing to the richness of its vision. I am driven by the idea of participating in our future by exploring new horizons while upholding the orchestras traditions."

— **Mélanie Leonard,**
Music Director, Symphony NB



SYMPHONY NEW BRUNSWICK
PARTNERSHIP PACKAGE 2021/22

Mélanie Leonard,
Music Director, Symphony NB



PARTNERSHIP OPPORTUNITIES

Symphony New Brunswick offers our corporate partners key opportunities to align their business goals with support of the arts. Our community plays a critical role in sustaining our professional symphony and in turn our economy. Align with Symphony NB and you will see the power of live orchestral music to bring people together.

PARTNERSHIP OPPORTUNITIES



CAMERATA SERIES

\$15,000 per series

The series sponsor will receive top visibility in Fredericton, Saint John and Moncton.

CAMERATA CONCERT

\$5,000 per city

This category includes selecting one of our main events in Fredericton, Saint John or Moncton.

VIRTUOSO SERIES

\$5,000 per series

This category includes sponsoring one of our seasonal Virtuoso concert tours held in intimate venues throughout New Brunswick.

VIRTUOSO CONCERT

\$1,000 per city

This category includes aligning your brand with one of our Virtuoso events for the tour.

SCHOOL / COMMUNITY

\$5,000 per city

This category includes aligning your brand with our school concerts. Help us to continue to share symphonic music with our schools through a fun, educational, and interactive digital music experience.

TICKETS FOR YOUTH

\$5,000 per season

This is an opportunity to align your brand with youth and education by supporting the donation of tickets for youth attending the Symphony. In a typical year, Symphony NB subsidises over 500 tickets to youth.



SYMPHONY NEW BRUNSWICK
PARTNERSHIP PACKAGE 2020/21

PARTNERSHIPS AT A GLANCE

	CAMERATA SERIES	CAMERATA CONCERT	VIRTUOSO SERIES	VIRTUOSO CONCERT	SCHOOL / COMMUNITY	TICKETS FOR YOUTH
PRE-EVENT						
Logo on Website	✓	✓	✓	✓	✓	✓
Mention in Press Release	✓		✓		✓	✓
Logo on Social Media	✓	✓	✓	✓		
EVENT						
Complimentary Tickets	6 per city	10	6 per city	10	12	12
Speaking Opportunity	✓		✓		✓	
Logo on Slideshow	✓	✓	✓	✓	✓	✓
POST EVENT						
Logo on "Thank You" Email	✓	✓	✓	✓	✓	✓

We welcome your feedback
and are happy to curate an
opportunity and *benefits*
that work for your brand.

When you partner with Symphony New Brunswick,
you're aligning yourself with one of the province's oldest,
most prestigious, and most dynamic arts organizations.
Through recognition in our programs and other
channels, we're proud to connect donors to our cultured
and diverse audiences.



Symphony
New Brunswick

**WE LOOK FORWARD TO
HEARING FROM YOU.**

Gillian Gresh

Director, Donor Relations

📞 (506) 608-0792

✉️ ggresh.snb@bellaliant.com

COMMUNITY GENEROSITY IS CHANGING LIVES.
CREATE A HEALTHIER FUTURE.



Attention: Dr. Nancy Grant, Mayor and Mr. Doug MacDonald, Treasurer
Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

September 27, 2021

Dear Dr. Nancy Grant, Mayor and Mr. Doug MacDonald, Treasurer,

We extend our sincere gratitude and appreciation for your past gifts to the Saint John Regional Hospital Foundation. The generosity of incredible partners like you make advancements in health care possible, helping patients and their families throughout the province live healthier and happier lives. We are tremendously grateful for the opportunity to present for consideration the following *"SCHEDULE A Application for Rothesay Municipal Grant"*.

Application Date: September 27, 2021

Applicant: Saint John Regional Hospital Foundation

Address: P.O. Box 2100, 400 University Avenue, Saint John, NB E2L 4L2

Contact: Andrea Watling **Tel:** 506-343-3750

Email: Andrea.Watling@HorizonNB.ca

Organization Description: The Saint John Regional Hospital Foundation is a charitable organization focused on funding health care initiatives outside the scope of government. Our mission is to raise funds to support the advancement of equipment, research, education, mental health and patient comfort in New Brunswick.

Amount Requested: \$10,000

Descriptions of proposed event or activity: The truth about breast cancer is the financial burden can be just as devastating as the physical and emotional impact. The Saint John Regional Hospital Foundation's Breast Health Fund helps patients who would otherwise be unable to buy items necessary for their cancer treatment and recovery. Through a confidential and dignified process, we can work together to help alleviate some of this anxiety by supporting them with items for breast cancer treatment and recovery, such as:

- Support garments (lymphedema sleeves & gloves, prosthetic bras)
- Breast prosthesis (an artificial breast form)
- Massage therapy
- Wigs
- Transportation costs to & from chemotherapy and/or radiation treatments
- Private counselling

COMMUNITY GENEROSITY IS CHANGING LIVES.
CREATE A HEALTHIER FUTURE.



This fund also provides the Physiotherapy Department with the funding necessary to give women undergoing breast surgery with specialized fitted bras to allow proper recovery and healing. These specialized bras can be very difficult to purchase, costly, and overwhelming to find at a busy and emotionally trying time. Before physiotherapists provided the bras, they often saw women with very swollen, painful and inflamed breasts at 1-week post-op. By providing women with specialty bras, they no longer experience post-op issues unless an infection has developed, which is uncommon.

Project Costs: Gifts to this fund are received through memorials and, on occasion, third party community events. A gift of \$10,000 will provide local mothers, daughters, wives, sisters, and friends diagnosed with breast cancer with items such as:

- 75 specialty compression bras,
- 10 breast prothesis, and
- 25 lymphedema compression sleeves.

Benefits to town of Rothesay: In honour of your generous gift, your support will be listed in our Annual Report to the community and recognized on our social media platforms, available to Facebook, LinkedIn, and Instagram followers.

Additionally, gifts of \$5,000 or more will be recognized on our future digital donor wall to be installed at the Saint John Regional Hospital.

I hope you will consider this application in your budget for fiscal year 2022 and support local breast cancer patients. Your gift will play a key role in improving the lives of so many patients with their fight against cancer.

With gratitude,

A handwritten signature in black ink, appearing to read "Jamie Gallagher".

Jamie Gallagher

Jamie Gallagher, President & CEO
Saint John Regional Hospital Foundation

Email: Jamie.Gallagher@horizonnb.ca Tel/Tél.: (506) 649-2699
Business Number (BN) 11913 2363 RR0001 no de charité

WWW.THEGIVE.CA



SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: _____

Applicant: Kennebecasis Valley Oasis Youth Centre

Address: 26A Pettingill Road, Quispamsis NB, E2E 3R6

Contact: Samantha Risk Tel. 506-847-2383

Email: sam.risk@kvoasis.com

Organization Description: The Kennebecasis Valley Oasis Youth Centre is a non-profit organization.

We give our youth the resources they need to develop and learn new skills, engage with
their peers, express themselves creatively and access medical attention if they are in need.

Amount Requested: \$ 10,000

Descriptions of proposed event or activity: We are requesting funds for Operation Costs
toward keeping the doors open and staff employed for the year of 2022

Project costs: Our operating costs are \$300,000/year.

Benefits to town of Rothesay: We are keeping the youth of our communities off the streets,
out of trouble, and keeping them safe. We are teaching them life skills, and giving them
much needed medical attention for mental, physical and sexual health needs. All contributing
towards preventative and reactive solutions for the future leaders of our community.

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

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

Cash-strapped KV youth centre may be forced to close its doors

 tj.news/story/101677614

Robin Grant | Telegraph-Journal



A charity offering daily services to youth in the Kennebecasis Valley is sounding the alarm after a cancelled fundraising effort during the COVID-19 pandemic may cause the centre to close its doors.

Sam Risk, executive director with the Kennebecasis Valley Oasis Youth Centre in Quispamsis, said the centre doesn't receive sustained provincial funding and the decline in fundraising means it's cash-strapped. She said if the government grants it has applied for don't come through, they may have to consider shuttering.

"We're hoping to get the word about the KV Oasis Youth Centre out," said Risk, adding that as a fairly new non-profit – it opened in 2016 – many people don't know it exists. "There are still lots of people in our area who aren't aware of us and the services that we offer."

The local charity isn't alone in struggling to make ends meet. Non-profit and charitable organizations that provide social services have seen a drastic drop in revenue during the COVID-19 pandemic, which has forced them to cancel fundraising events because of coronavirus rules like physical distancing. Others haven't been able to operate at all.

According to a survey conducted by Imagine Canada, an organization that works with charities, one in five of its member organizations had suspended or ceased operations.

The organization's research also shows that 42 per cent of charities have been forced to create new programs, while 54 per cent have transitioned in-person programs online since the beginning of the pandemic. In other cases, organizations have had to suspend or cease programs.

The Kennebecasis Valley Oasis Youth Centre, which before the pandemic was a one-stop-shop for youth that offered in-person counselling and the opportunity to meet with a nurse practitioner, is unique in the province, said Carley Parish, the interim chair of the organization's board of directors.

"It's really the only youth centre like this in the province," she said, adding the centre relies on government grants, private donations and fundraising.

"It's disheartening at this point," Parish said. "With youth and mental-health issues on the rise ... all you need to do is look at the recent suicides that we've had to see that things are really affecting people and our youth, and really they need a place to go more than ever."

The centre offers daily services to youth from Sussex to Saint John. It strives to help young people develop and learn new skills, engage with their peers, as well as seek medical attention and help those with mental-health issues.

Liz Hazlett

From: Liz Hazlett
Sent: September 27, 2021 9:02 AM
To: Liz Hazlett
Subject: FW: Kennebecasis Lions Club
Attachments: Bench.jpg

From:
Sent: September 27, 2021 7:17 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Kennebecasis Lions Club

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

Dear Mayor and Council,

The Kennebecasis Lions Club would like to install a memorial bench at the Bill McGuire Center. This would be a granite bench that would be bolted securely to cement. It would have the Lions logo on it and would have the names of members that passed away as an active member. We have had many members pass away in the past and their names would be on it and any member that passes away in the future would have their name added to it.

We would like to have it installed to the right of the main door for all to see and enjoy. I have attached a picture of the bench we would like to use. It is about 5ft long.

We are not asking for any money from the town as we would fund it our self. If you have any questions please feel free to contact me at anytime. I can be reached at email I would also be able to meet staff at the McGuire Center or come to a meeting of any kind to discuss this matter.

Thank you for your time, Sincerely,

Tim Walsh
Secretary
Kennebecasis Lions Club



Liz Hazlett

From: Mary Jane Banks
Sent: October 2, 2021 2:59 PM
To: Liz Hazlett
Subject: Fwd: National Day for Truth & Reconciliation art purchased proposal .

Sent from my Bell Samsung device over Canada's largest network.

From: John Jarvie <JohnJarvie@rothesay.ca>
Sent: Saturday, October 2, 2021 2:46:19 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: Ashley Burchell <ashleyburchell@rothesay.ca>; Brett McLean <BrettMcLean@rothesay.ca>
Subject: FW: National Day for Truth & Reconciliation art purchased proposal .

FYI

From:
Sent: October 1, 2021 12:57 PM
To: John Jarvie <JohnJarvie@rothesay.ca>
Subject: National Day for Truth & Reconciliation art purchased proposal .

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

Hi John

This is a formal request to bring to council in honor of National Day for Truth & Reconciliation to purchase a peice or multiple peices of art for our New lagoon that the Town is building on Maliseet Drive . Whether we use a fundraising or get council to vote on a motion ,the possitive aspect of of promoting and fostering the art on the Towns walls would benefit humanity. I will also be in contact with local service clubs in similar request and would like your to bring this to your next council meeting for consideration.

Kindness regards

Sent from my Bell Samsung device over Canada's largest network.



October 2021 Breast Cancer Awareness Month: **Colour New Brunswick Pink**

Good afternoon,

The New Brunswick Breast and Women's Cancer Partnership (NBBWCP) (charitable registration no. 862377801RR0001) is primarily a volunteer-run organization that provides bilingual information and support to women, and their families, going through the cancer experience in all communities throughout the province.

Our organization is currently busy planning a series of special activities for Breast Cancer Awareness Month (October 2021) that aim to reduce the risk of breast cancer, strengthen supportive communities, and make a difference in the lives of those affected by breast cancer. An overarching goal of our October activities is to build the capacity of communities to support each other. To do this, we are encouraging communities throughout NB to host an event to show solidarity with cancer survivors and reassure them that there are people around them who they can count on for support. Survivors need to know that they are not alone, especially during these unprecedented times. We want to **"Colour NB Pink"** with wellness activities, reinvented support, and love.

We are reaching out to you to explore the possibility of organizing and sponsoring an event of your choice in your community. The event could be as simple as a nature walk, Yoga session, painting pumpkins pink- whatever you see fit! The NBBWCP will happily help with promotion and will be available to support you, though the event would primarily be organized by and for members of your community. Alternatively, your community could contribute to the initiative by covering the cost of a "Zoom-Talk" (that the NBBWCP has organized as part of Breast Cancer Awareness Month) and be recognized as offering NB women with information and support. The NBBWCP will celebrate the communities who have contributed to the initiative with a visual representation of the activities; each engaged community will be represented by a heart in their area of the province on a NB map to illustrate **"Colouring NB Pink"**.

The NBBWCP anticipates that the outcome of this province-wide initiative will demonstrate the benefits of "doing together what cannot be done alone" and will encourage stakeholders to collaborate with community partners to meet common goals. We hope that by mobilizing communities to **"Colour NB Pink"** we will increase our

collective visibility and build *our* capacity to work with other sectors to increase access to cancer screening for New Brunswick women, a seamless transition through the cancer continuum, and, to supportive care.

The NBBWCP hopes that you will see October as an opportunity to bring people together and illustrate the healing power of community. We anticipate that those who champion this important initiative will inspire and serve as a model for others to build supportive communities for years to come, which is an invaluable contribution to New Brunswickers in and of itself. Thank you for your consideration and forthcoming response; please let us know what additional information you would require to reach a decision.

We hope that you will join us as we **“Colour NB Pink!”**

A handwritten signature in black ink, appearing to read 'Claire LeBlanc', written over a horizontal line.

Claire LeBlanc, President

New Brunswick Breast and Women's Cancer Partnership Inc.
(506) 724-2813
97- 1 Donat St., Shediac, NB (N.-B.) E4P 1P9

claireleblanc15@gmail.com

www.sockittocancer.ca

www.abaslecancer.ca

Liz Hazlett

From: Liz Hazlett
Sent: October 7, 2021 11:59 AM
To: Liz Hazlett
Subject: FW: Request for speed bump

From:
Sent: October 6, 2021 9:43 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Request for speed bump

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

I live on kingshurst lane and we have new children at #30 kingshurst lane plus others down the lane..

There a number of vehicles that drive far too fast on this cul de sac.

I request a speed pump be installed to slow down traffic. The ideal spot is infront of #35 kingshurst ..

My other recommendation to reduce traffic on Campbell Road by the fire station facing west is that a new lane be installed for the one in 10 vechicles wanting to proceed directly on Campbell road towards Grove Ave. This would alieveate traffic at this intersection...

i request a response to these requests.

29 Kingshurst lane



Town of Rothesay
70 Hampton Road Town Hall
Rothesay NB E2E 5L5

2021October12OpenSessionFINAL_071

YMCA of Greater Saint John

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



Dear Mayor Nancy Grant,

Thank you for your donation of \$1,000.00. You are making a difference in the lives of children, families and adults in your community. The YMCA Strong Communities Campaign ensures no one is turned away regardless of financial circumstance.

Last year, with the support from people like you, we were able to assist over 2,300 individuals. Children enjoyed summer camp, child care support was available for families that needed it most and adults became physically and mentally fit.

Attached is the official receipt for you records. Your gift will be used wisely and as designated. Thank you for helping us build healthy communities.

Sincerely,

A handwritten signature in black ink that reads 'Shilo Boucher'.

Shilo Boucher, CPA, CA
President and Chief Executive Officer

*Thank you for your support.
- Jennifer*

Agenda

Kennebecasis Public Library Board

Wednesday, July 21, 2021, 6:30 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. Letter from Town of Quispamsis
 - i. Re: Providing electronic devices to community members serving on boards
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
- 6.) New and Unfinished Business
 - a. CN Rail Donation

A meeting of the Board of Trustees, Kennebecasis Public Library was held on July 21, 2021 at 6:30pm via Zoom.

In Attendance: Mrs. L. Hansen, Chair; Ms. N. Emerson, Secretary; Mrs. Amy Watling, Treasurer; Councilor Noah Donovan; Ms. E. Greer, Vice-Chair; Mr. Allison Maxwell

Regrets: Mr. Kevin Winchester, Councilor Mr. D. Shea; Mrs. Susan Webber

Absences: N/A

Call to Order: Mrs. Hansen called the meeting to order at 6:35 pm.

Approval of Agenda

It was moved by Ms. Greer to approve the agenda. Mr. Maxwell seconded, and the motion carried.

Disposition of Minutes

Mr. Maxwell noted that he was mistakenly listed as present in the draft minutes of the June regular meeting. He asked that his name be moved to the "regrets" section.

With the aforementioned amendment, Mr. Donovan moved to approve the minutes of the June regular meeting. Mrs. Watling seconded, and the motion carried.

Communications

Ms. Emerson has shared the letter from the Town of Quispamsis re: providing electronic devices to community members serving on boards.

Report of the Librarian

Ms. Emerson presented her report to the board, including staff changes. Ms. Emerson outlined work completed by the outreach coordinator and Summer Reading Club coordinators. Discussion ensued.

Ms. Emerson described how protocols are being developed to offer both in person and virtual programs in a safe manner this summer. COVID protocols are in place at all libraries in the province. Discussion ensued.

Mrs. Watling noted that a reminder to patrons that the library accepts donations would be beneficial.

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

Financial Statement

Mrs. Watling outlined that due to a change in leadership at the library, a financial statement for the month are not ready at this time. Discussion ensued.

Facilities Management

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

Mr. Maxwell moved to accept the committee reports as presented. Mr. Donovan seconded, and the motion carried.

New and Unfinished Business

The CN Rail donation was noted as unfinished business, with the decision to reconvene on this topic when New Brunswick reaches the Green phase.

Ms. Emerson raised the question of future board meetings via Zoom, and members' preferences for meeting virtually or in person. Discussion ensued. Consensus was reached to target September 2021 for a return to in person board meetings.

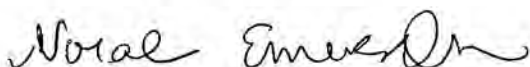
Mr. Maxwell inquired about outdoor furniture use at the library. Discussion ensued.

Mrs. Watling noted that board meetings are typically less frequent during the summers. Mrs. Hansen proposed not holding a board meeting in August unless urgent matters arise, with the suggestion to meet in September. Discussion ensued. Consensus was reached to hold the next meeting in September.

Adjournment: As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 6:54 pm.

Next Meeting: The next meeting is scheduled for September 15, 2021 at 6:30pm.

Respectfully submitted,



Norah Emerson
Library Director and Secretary to the Board

2021October12OpenSessionFINAL_075
KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
JULY 7, 2021

Present: Vice Chair Norah Soobratee	John Jarvie, Administrator
Treasurer Kirk Miller	Chief Bill Ireland
Commissioner Mike Biggar	Carlene MacBean, Executive Assistant
Commissioner Stéphane Bolduc	Division Chief Michael Boyle
Commissioner Dave Brown	
Commissioner Peter Lewis	

1.0 Call to Order

Vice Chair Soobratee called the meeting to order at 5:51 pm.

2.0 Chair's Remarks

Vice Chair Soobratee welcomed the two new Commissioners to the Fire Board; Mike Biggar of Quispamsis and Dave Brown of Rothesay. Thank you to former Commissioners Pierre Rioux and Grant Brennan for their service and contributions to the Fire Board.

3.0 Approval of Agenda

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

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 April 14, 2021

Moved by K. Miller and seconded by P. Lewis, that the minutes of April 14, 2021 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan - Update

At the February 12, 2020 meeting the Fire Board moved to hold presenting the strategic plan to the Quispamsis and Rothesay town councils until after the municipal elections. With the current pandemic those elections had been postponed until May 2021.

Chief Ireland has spoken to Jon Hambides of Pomax Consulting who prepared the strategic plan. Mr. Hambides is consulting with the City of Saint John and is willing to meet during one of his trips here. It was agreed that the presentation to the Quispamsis and Rothesay councils should be at the same time to ensure everyone receives the same presentation.

Moved by P. Lewis and seconded by K. Miller, a presentation of the strategic plan to the Fire Board by Jon Hambides of Pomax Consulting be arranged and a meeting with both councils, Quispamsis and Rothesay, to present the strategic plan.

CARRIED

Chief Ireland will contact Mr. Hambides and arrange a meeting in early August for the Fire Board with a date to be determined to meet with the two councils.

7.0 Correspondence

7.1 Letter to Pierre Rioux re: Thank You for Serving on the Board of Fire Commissioners

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

CARRIED

7.2 Letter to Both Towns re: Fire Department Fitness Program

Moved by K. Miller and seconded by S. Bolduc to receive and file.

CARRIED

7.3 Letter from Rothesay re: Rothesay Council Representative

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

CARRIED

7.4 Letter from Quispamsis re: Review of Providing Electronic Devices to Community Members Serving on Boards

Moved by K. Miller and seconded by S. Bolduc to receive and file.

CARRIED

7.5 Letter from Quispamsis re: Appointments and Re-appointments to Kennebecasis Valley Fire Board

Moved by S. Bolduc and seconded by K. Miller to receive and file.

CARRIED

7.6 Email from Quispamsis re: 2022 Budget Schedule

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

CARRIED

8.0 New Business

8.1 Election of Officers

8.1.1 Chair

Commissioner Miller was nominated for the position of Chair and accepted the nomination. No other nominations were made.

Moved by M. Biggar and seconded by P. Lewis, that Commissioner Miller be elected as Chair for the 2021 term.

CARRIED

8.1.2 Vice Chair

Commissioner Bolduc was nominated for the position of Vice Chair and accepted the nomination. No other nominations were made.

Moved by M. Biggar and seconded by P. Lewis, that Commissioner Bolduc be elected as Vice Chair for the 2021 term.

CARRIED

8.1.3 Secretary Treasurer

Commissioner Lewis was nominated for the position of Secretary Treasurer and accepted the nomination. No other nominations were made.

Moved by K. Miller and seconded by S. Bolduc, that Commissioner Lewis be elected as Secretary Treasurer for the 2021 term.

CARRIED

8.2 Update to Membership Binders

A package containing updates to the membership binders was distributed at the meeting.

8.3 Upgrades and Renovations to Station 2

8.3.1 Construction Manager RFP

Murdock and Boyd Architects issued an expression of interest to identify qualified and experienced construction managers. A short list of qualified firms was invited to submit a request for proposal for the project.

Four firms submitted proposals which were evaluated by a selection committee. The highest scoring firm also bid the lowest project cost. Further discussions with the preferred firm secured a verbal agreement to have them defer any costs generated through their work in 2021 until 2022. This is very beneficial from a budgeting perspective as no monies were allocated for this service in the 2021 capital budget.

The preferred construction management firm is FCC Construction based in Saint John. Their total bid price is based on a percentage of construction cost and equates to \$314,700. The amount is under the estimate that was prepared for general contracting services and will be included in the 2022 capital budget submissions.

Moved by K. Miller and seconded by P. Lewis, that the Fire Board appoint FCC Construction as the construction manager for the Station 2 renovation project and use the CCDC 5B Construction Management Contract for Services and Construction to formalize this agreement.

CARRIED

8.3.2 Geotechnical Investigation

A significant component of the planned renovations at station 2 is the addition of a third apparatus bay on the north side of the existing structure. As the process transitions from the schematic design phase to the design development stage it is necessary to complete a geotechnical investigation to determine the soil and groundwater conditions so that the building foundation can be adequately engineered.

The consulting engineer for our architect solicited competitive bids for this work and the contract was awarded to the low bidder, Brunswick Engineering & Consulting Inc at a cost of \$5,150.

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

CARRIED

8.4 Update on Accreditation Process

Division Chief Michael Boyle joined the meeting at 6:15 pm.

Division Chief Boyle provided a review of the accreditation process and what is being assessed. The accreditation process will help the department create benchmarks which will provide tangible data for tracking progress within the department. This will also provide both towns with information in order to evaluate the department in order to improve.

Division Chief Boyle left the meeting at 6:43 pm.

9.0 Financial

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

Moved by K. Miller and seconded by M. Biggar to receive and file.

CARRIED

9.2 Budget Variance Analysis

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

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

Moved by K. Miller and seconded by S. Bolduc to receive and file.

CARRIED

12.0 Adjournment

Before adjourning, Chief Ireland invited the Fire Board for a tour of Station Two immediately following the meeting to provide a scope of the renovations.

Moved by K. Miller that the meeting be adjourned at 6:48 pm.

Date of next meeting – September 8, 2021

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Statement of Expense with Budget Variance

For the 5 months ending May 31, 2021

2021 October 12 Open Session FINAL_081

Prepared June 29, 2021

	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2021
Line REVENUE:				
1 Members Contributions	\$2,501,116	\$2,501,117	\$2	\$5,419,084
2 Rebate of Property Tax (Miscellaneous Reven	\$0	\$0	\$0	\$53,244
3 Local Service Districts	\$0	\$0	\$0	\$0
4 Revenue Fee Structure	\$0	\$70	\$70	\$0
5 Misc. Revenue	\$250	\$2,752	\$2,502	\$1,000
6 Interest Income C/A	\$2,083	\$2,266	\$182	\$5,000
7 Deficit 2nd previous year	\$145,730	\$145,730	\$0	\$145,730
8	<u>\$2,649,179</u>	<u>\$2,651,935</u>	<u>\$2,756</u>	<u>\$5,624,058</u>
EXPENSES:				
ADMINISTRATION:				
9 Admin. Wages and Benefits	\$282,185	\$274,103	(\$8,082)	\$656,100
10 Convention/dues/training	\$7,500	\$2,875	(\$4,625)	\$18,000
11 Administrative Agreement	\$3,000	\$0	(\$3,000)	\$12,000
12 Professional Services	\$21,042	\$2,600	(\$18,442)	\$50,500
13 Office supplies/Copy Machine/ S/C	\$3,104	\$4,821	\$1,717	\$7,450
14 Computer hardware/software/IT	\$17,425	\$17,514	\$89	\$32,900
15 Telephone/ Internet	\$5,833	\$5,690	(\$143)	\$14,000
16	<u>\$340,089</u>	<u>\$307,603</u>	<u>(\$32,486)</u>	<u>\$790,951</u>
FIREFIGHTING FORCE:				
17 Salaries Basic	\$1,179,200	\$1,110,580	(\$68,620)	\$2,787,200
18 Overtime	\$27,000	\$7,360	(\$19,640)	\$70,000
19 Vacation Pay on Retirement	\$0	\$0	\$0	\$10,607
20 Force Benefits	\$305,945	\$290,373	(\$15,572)	\$654,300
21 Career Uniforms and maintenance	\$11,667	\$5,766	(\$5,900)	\$28,000
22 Medical and Fitness Testing	\$8,333	\$5,408	(\$2,926)	\$20,000
22 Employee Wellness	\$3,333	\$6,064	\$2,730	\$8,000
23 Career Recognition	\$750	\$0	(\$750)	\$3,000
24 Holiday Relief Wages and overtime	\$143,465	\$113,929	(\$29,536)	\$339,100
25 Holiday Relief Benefits	\$47,681	\$39,595	(\$8,086)	\$112,700
26	<u>\$1,727,374</u>	<u>\$1,579,074</u>	<u>(\$148,301)</u>	<u>\$4,032,907</u>
TELECOMMUNICATIONS:				
27 Cellular Telephones	\$2,083	\$1,676	(\$407)	\$5,000
28 Communication Equipment	\$350	\$0	(\$350)	\$1,000
29 Maintenance / Repairs	\$350	\$36	(\$314)	\$700
30 Dispatch Service	\$100,186	\$0	(\$100,186)	\$200,372
31	<u>\$102,969</u>	<u>\$1,713</u>	<u>(\$101,257)</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>

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	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE	BUDGET 2021
PREVENTION AND TRAINING:				
34 Firefighter / Co. Officer Training	\$20,000	(\$4,348)	(\$24,348)	\$48,000
35 Fire Prevention	\$2,500	\$2,846	\$346	\$6,000
36 Public Education	\$1,042	\$0	(\$1,042)	\$2,500
37 Training Supplies	\$833	\$0	(\$833)	\$2,000
38	\$24,375	(\$1,502)	(\$25,877)	\$58,500
FACILITIES:				
39 Station 1 Operating	\$141,056	\$139,542	(\$1,513)	\$178,600
40 Station 2 Operating	\$27,946	\$30,907	\$2,960	\$44,700
41 Station Supplies	\$5,000	\$4,557	(\$443)	\$12,000
42	\$174,002	\$175,006	\$1,004	\$235,300
FLEET:				
43 Fuel Vehicle	\$8,333	\$5,521	(\$2,812)	\$20,000
44 Registration Vehicle	\$400	\$0	(\$400)	\$550
45 Vehicle Maint. & Repairs	\$35,417	\$26,792	(\$8,624)	\$85,000
46	\$44,150	\$32,313	(\$11,837)	\$105,550
OPERATIONS:				
47 New Equipment	\$9,167	\$3,313	(\$5,853)	\$22,000
48 Maint. & Repairs Equip.	\$10,417	\$11,719	\$1,302	\$25,000
49 Maint. & Repairs Bunker Gear	\$0	\$248	\$248	\$4,000
50 Medical Supplies	\$3,333	\$2,733	(\$600)	\$8,000
51 Fire Fighting Supplies	\$1,458	\$7,443	\$5,985	\$3,500
52 H&S/Cause determination	\$350	\$0	(\$350)	\$1,000
53	\$24,725	\$25,456	\$731	\$63,500
WATER COSTS:				
54 Water Costs - Quispamsis	\$2,621	\$2,624	\$3	\$5,241
55 Water Costs - Rothesay	\$13,619	\$13,619	\$0	\$27,237
56	\$16,239	\$16,242	\$3	\$32,478
OTHER:				
57 Miscellaneous	\$1,250	\$307	(\$943)	\$3,000
58 Retirement Allowance	\$18,667	\$18,667	(\$0)	\$44,800
59 Deficit 2nd Previous Year	\$0			
59	\$19,917	\$18,974	(\$943)	\$47,800
60	\$2,523,840	\$2,207,240	(\$316,600)	\$5,624,058
61 (DEFICIT) SURPLUS FOR THE PERIOD		\$444,695	\$319,356	\$0

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Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 5 months ending May 31, 2021

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
17	Salaries Basic	\$1,179,200	\$1,110,580	(\$68,620)	One member on LTD and budgeted for increase not yet negotiate
18	Overtime	\$27,000	\$7,360	(\$19,640)	As required
9	Admin. Wages and Benefits	\$282,185	\$274,103	(\$8,082)	Finance billing lower than budgeted
12	Professional Services	\$21,042	\$2,600	(\$18,442)	Expected labour related settlement invoices still outstanding
19	Force Benefits	\$305,945	\$290,373	(\$15,572)	Lower than budgeted benefits cost on disability
20	Career Uniforms and maintenance	\$11,667	\$5,766	(\$5,900)	As required
24	Holiday Relief Wages & Overtime	\$143,465	\$113,929	(\$29,536)	As required
25	Holiday Relief Benefits	\$47,681	\$39,595	(\$8,086)	3 HRRF's still not on benefits
30	Dispatch Service	\$100,186	\$0	(\$100,186)	Payment pending once contract issue clarified
34	Firefighter/Co. Officer Training	\$20,000	(\$4,348)	(\$24,348)	Little 3rd party training to date + Air Canada refunds from 2020 cancellations
45	Vehicle Maint. & Repairs	\$35,417	\$26,792	(\$8,624)	As required
46	New Equipment	\$9,167	\$3,313	(\$5,853)	As required
51	Fire Fighting Supplies	\$1,458	\$7,443	\$5,985	COVID related expenses
	Material Variances	\$2,184,412	\$1,877,506	(\$312,891)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the months of January - May 2021

Non-Recurring Monthly Invoices	Amount	Description
01-01-21 Medteq Solutions	\$6,266.01	Software subscription
01-20-21 Hovey Insurance	\$52,362.00	Annual insurance policy payment
01-25-21 Worksafe NB	\$19,785.00	Annual WSNB Firefighter assessment payment (\$450/FF)
02-10-21 Lawson Creamer	\$7,905.18	2020 grievances/arbitration
02-28-21 ER Software	\$8,100.75	Annual software subscription
04-01-21 MicMac Fire & Safety	\$7,070.51	Flow test; multiple repair items
05-03-21 Minister of Finance	\$105,976.85	Station #1 property tax
05-03-21 Minister of Finance	\$17,441.65	Station #2 property tax
05-31-21 Murdoch Boyd Architects	\$7,043.75	Station #2 design work



Kennebecasis Valley Fire Department

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

July 7, 2021

Make-a-Wish Parade

On April 24, two KVFD members volunteered their time to take two of our vehicles into Saint John to participate in the Make-a-Wish parade for young James Taylor. It was an honour for our department to take part in this special event and we were happy to lend our support to James and his family during a very difficult time.

Department Hosts Fire Cadets

Four fire school cadets from Holland College recently completed their on-the-job (OJT) training with our department after spending six-week with us in May-June. Our department has become a destination of choice for the Maritime based fire schools when placing their cadets for the OJT portion of their training and we have found this to be a mutually beneficial program to support. Hosting fire school cadets helps keep our skills sharp and has yielded results for the department in the past with graduates from the program moving on to become paid members of our department or volunteer firefighters in some of our neighbouring departments.

Respectful Workplace Training

As part of our ongoing commitment to employee health and wellness, the department recently hosted four, half-day training sessions to support the development and maintenance of a respectful work environment. The training was provided by Laurie Young, HR Manager for the Kennebecasis Regional Police Force. This is an excellent example of the cooperative relationship that exists between the protective service organizations in our community.

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	2021 YTD	Historical Average
	Fire/explosion - dollar loss	4	3	1	4	4	2	0	3	5	3	6	3	20	19
	Rubbish/grass fire - no dollar loss	0	2	0	1	2	2	5	7	9	13	5	7	21	32
	Chimney Fire	1	2	0	1	0	2	0	1	0	0	0	0	1	6
	Total Fire	5	7	1	6	6	6	5	11	14	16	11	10	42	56
	Rescue - Miscellaneous	0	1	1	1	0	0	0	0	2	1	0	1	3	3
	Vehicle Accident	3	10	6	8	6	7	10	6	8	8	8	8	41	47
	Total Rescue	3	11	7	9	6	8	10	6	10	9	8	9	44	50
	Public Hazard - gasoline or fuel spill	0	1	0	0	0	0	0	1	1	1	1	1	2	3
	Public Hazard - power line down / utility pole hazard	1	5	1	2	0	1	0	2	0	2	1	1	3	13
	Public Hazard - miscellaneous	0	2	0	1	0	1	1	1	0	2	0	1	1	8
	Total Public hazard	1	7	1	4	0	2	1	4	1	4	2	3	6	23
	Gas Leak - propane	1	1	2	1	2	0	1	0	0	1	0	0	6	3
	Gas Leak - response to carbon monoxide detector alarm	7	2	6	1	9	1	3	1	0	0	1	0	26	7
	Total Gas leak	8	3	8	2	11	1	4	2	0	1	1	1	32	10
	Public Service - first aid	39	49	31	51	36	56	47	50	45	48	38	49	236	303
	Public Service - assist police or other agency	0	2	0	1	1	1	0	1	0	0	0	1	1	5
	Public Service - mutual aid	0	1	2	1	1	1	3	1	0	1	0	1	6	5
	Public Service - citizens trapped in elevator					1		0		1		0	0	2	0
	Public Service - animal rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	Public Service - flooding	1	5	0	1	0	2	0	0	1	1	0	0	2	8
	Public Service- miscellaneous	1	3	0	1	1	1	1	1	0	2	2	0	5	7
	Total Public services	41	59	33	54	40	61	51	51	47	51	40	2	252	277
	Alarm No Fire - accidental miscellaneous	4	4	1	3	1	4	5	2	0	4	3	52	14	68
	Alarm No Fire - smoke or steam mistaken	0	1	0	1	1	1	1	0	0	2	0	3	2	7
	Alarm No Fire - sprinkler surge or discharge	0	1	0	0	0	0	1	0	0	0	0	1	1	3
	Alarm No Fire - detector activated	4	4	1	4	1	5	0	2	3	4	8	0	17	19
	Alarm No Fire - unknown odours	1	0	1	1	1	1	1	1	0	1	0	5	4	9
	Alarm No Fire - miscellaneous	0	2	0	1	0	2	1	2	0	2	1	0	2	9
	Total Alarm no fire - No malicious intent	9	12	3	10	4	13	9	6	3	11	12	2	40	54
	False Alarm (Mischief) - miscellaneous	1	0	1	0	0	0	0	0	1	0	0	12	3	13
	Total False alarm - Mischief	1	0	1	0	0	0	0	1	1	0	0	0	3	2
	Total Response Types Kennebecasis Valley Fire	68	98	54	85	67	91	80	85	76	93	74	86	419	538

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
AUGUST 4, 2021 – SPECIAL MEETING**

Present: Chair Kirk Miller	John Jarvie, Administrator
Vice Chair Stéphane Bolduc	Chief Bill Ireland
Commissioner Mike Biggar	Carlene MacBean, Executive Assistant
Commissioner Dave Brown	Jon Hambides, Pomax Consulting
	Division Chief Michael Boyle
	Division Chief Shawn White

Absent: Treasurer Peter Lewis
Commissioner Norah Soobratee

1.0 Call to Order

Chair Miller called the meeting to order at 5:50 pm.

2.0 Strategic Plan

Chief Ireland introduced Jon Hambides of Pomax Consulting to present the draft Strategic Plan.

Mr. Hambides spoke of the importance of having outcome data in order to make data based decisions for planning ahead. Pomax has a full-time data analyst who looks at two parts of the information. First, the data part - the time of calls, number of responders, apparatus, etc. Secondly, the futility of the tasks - does doing a particular task or function have an impact on the outcome. Data makes a big difference in the response.

Finding the outcome data is very important with fire departments and large police departments to aid in making decisions. Having someone within the department on a full-time or part-time basis, who can work on the data and be able to provide the information that councils need to make those decisions is worth the investment. It's about how to prove something is worth it.

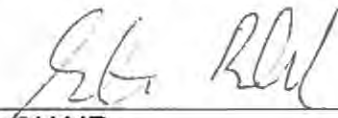
A presentation of the draft Strategic Plan will take place the week of September 20, 2021 to both councils. Administrator Jarvie will book the Bill McGuire Centre as it is large enough for social distancing and Chief Ireland will send the invitation out to both councils.

11.0 Adjournment

Moved by S. Bolduc that the meeting be adjourned at 7:01 pm.

Date of next meeting – September 8, 2021

Respectfully submitted,



CHAIR



SECRETARY / TREASURER



**KENNEBECASIS VALLEY FIRE DEPARTMENT STRATEGIC
PLAN
2020–2025**

**APPROVED BY THE KENNEBECASIS FIRE DEPARTMENT
JOINT BOARD OF FIRE COMMISSIONERS**

The Fire Chief's/CEO's Message

The Kennebecasis Valley Fire Department is positioned for cautious, informed change. Emergency response will always be our primary purpose and focus but the world of information management provides us with the opportunity to move forward and establish programs based on a strong foundation of fact and analysis.

We look to the future as a risk-based entity; one that delivers emergency response programs based on analysis, reflection, and striving to achieve accepted standards while taking a stronger approach to public education, prevention, and value to the community.

Our strength is in our people and their relationship with the communities we serve, through emergency response and public involvement to achieve improved community safety and well-being.

I encourage you to read on and recognize that no matter how successful we are at fulfilling our mandate there is always the possibility of doing things better to meet the circumstances and needs of the communities we serve.

Our Vision is to be recognized as a first-class fire service that protects people and property and contributes

to the prosperity of the communities in the coverage area.

Our Mission is to contribute to our community well-being by proactively reducing risk and responding effectively and efficiently as needed.

The following pages lay out our strategic objectives for the next five years. They are

- Acquiring adequate technology.
- Redefining the playing field by using technology, analytics, and risk analysis to determine service provision.
- Emphasizing public protection through education and prevention.
- Emergency response as a cornerstone of our purpose.
- Increasing the benefit of the fire and emergency services to our communities by responding to the changing environment and redefining fire and emergency service value.
- Recognizing the governance structure within which the fire and emergency services works and the challenges facing our communities.

The greatest strength of this strategy is that it will be based on knowledge and fact driven from analysis. It will be dynamic so that as circumstances change, KVFD can change with those circumstances to the extent necessary.

Overview

What is Strategic Planning? What is its purpose? Does it have a usefulness? One definition is that strategic planning is the process by which an organization determines and articulates its strategy and how it intends to achieve it¹.

But strategic planning is often misunderstood, variously interpreted, or confused with other purposes at every level of an organization. Strategic Planning is a key instrument within the portfolio of management tools in what seems like an era of frequently occurring change.

Fire departments across Canada are experiencing, fortunately, a reduction in the number of serious fires. In part, that decline can be attributed to rapid response by fire departments and improved firefighting techniques, as well as building code improvements and emphasis on education and prevention.

At the same time, fire departments are reacting to a greater frequency of medical incidents and environmental and weather-related occurrences such as windstorms, flooding, and rangeland fires.

The purpose of our strategic plan is to ensure that the Kennebecasis Valley Fire Department organization is prepared, by virtue of information and adaptability, to respond to a changing service-related environment without wholesale organizational reconfiguration.

Strategic Planning also elicits the need for continued Strategic Leadership by the Board of Commissioners – setting the direction for how the organization develops; and Strategic Development – making the strategy happen and moving the organization forward with purpose and understanding at all levels.

A key to future success is up to date knowledge and understanding of the details of emergency response needs and causation. Crucial to the plan is the employment of technology and analytics to understand community need and determine source issues relating to emergency response that can be mitigated, or the best techniques for response. An early strategic priority for KVFD will be to reinvest to make understanding our operating environment another cornerstone of our overall strategy. Reinvestment is defined as making the best use of our assets and budget to adapt, shift priorities as part of a nimble organization, and optimally deploy resources.

It's important, as you move on to reading the strategic plan, that there is an understanding of what strategic planning isn't:

- It isn't a pamphlet or book to be read once and placed on a shelf. A strategic plan is a live document where specific objectives and plans within it change and are adapted to the operating and organizational environment.
- It isn't a set of conceived objectives such as saving money or achieving a standard even if the evidence or operating environment points in a different direction.
- It isn't just for private or profit driven entities. Strategic planning is perhaps even more important for organizations supported by tax dollars because it provides a direction and plan for administrations that, by necessity, require long lead times to redirect.

The plan on the following pages will guide the Kennebecasis Valley Fire Department to proactively meet the emerging challenges of the future and assist to understand a shared vision of public safety in our communities.

¹ Thanks to David Booth, management consultant

Strategic Priorities

- ❖ TECHNOLOGY AND ANALYTICS
- ❖ REDEFINING THE PLAYING FIELD THROUGH ANALYSIS AND RISK DETERMINATION
- ❖ INCIDENT PREVENTION: PUBLIC PROTECTION THROUGH EDUCATION AND PREVENTION
- ❖ EMERGENCY RESPONSE
- ❖ RESPONDING TO THE CHANGING ENVIRONMENT
- ❖ GOVERNANCE AND ORGANIZATION

Technology and Analytics

Invest in functional technology to define risk and support our core purpose of public protection

Traditionally, fire departments' service provision has been evaluated on response time and resource arrival and it has served the public well. Kennebecasis Valley Fire Department will continue to strive for compliance with response based standards and resource recommendations published by respected organizations such as the National Fire Protection Association and Commission on Fire Accreditation International (NFPA and CFAI), but it will also shift its focus to the use of technology for information gathering and analytics in order to determine the most effective use of existing resources, assets required in the future, mitigation activities, and education concentration.

WHAT IS TECHNOLOGY TO THE KVFD?

Technology is vital to KVFD's operations. Technology will enable officers and firefighters to gather information about incidents including the cause, injuries, loss, resources required, on scene activity, and other aspects of emergency response in almost real time rather than making notes on paper that may or may not be later included in a records management system.

Technology will also allow gathering of risk-related information such as floor plans, hydrants, sprinkler systems, hazardous material, and other characteristics of commercial or industrial establishments, multi-residential dwellings, schools, hospitals, assisted living locations, and other occupancies which can be reviewed enroute to an emergency.

And it will enable staff and firefighters conducting prevention endeavors to record

information found at the time of activity without waiting to get back to the fire station. It will also assist firefighters conducting neighbourhood safety and fire awareness programs to record risk activities or unique neighbourhood characteristic as they are encountered.

WHAT IS ANALYTICS TO THE KVFD?

Analytics is the use of data gathered to discover meaningful patterns and applying those relationships to increase effectiveness or efficiency, whether it is response related, education, prevention, or circumstances. It is not only emergency related but can assist with determining education programs, patterns to assist prevention program scheduling and associate causal relations with outcomes. It will assist KVFD to anticipate when emergencies may occur based on historical patterns, and will help determine the most effective and efficient method of response and use of responding resources.

WHAT WILL SUCCESS LOOK LIKE?

Success will be achieved through the planned and staged implementation of tablets in every front-line vehicle, and for fire prevention initiatives, which will be paired to a capable record management system to ensure upload of field-gathered information to the central record management system.

Data gathered will result in information dissemination to inform the initiatives that will be of primary importance from time to time.

Redefine the Playing Field Through Analytics

Define service provision imperatives through analytics and risk determination

WHAT IS RISK DETERMINATION TO THE KENNEBECASIS VALLEY FIRE DEPARTMENT?

Risk determination is the process of gathering reliable data, looking for meaningful patterns, analyzing information and using it effectively to determine the right response and resource allocation depending on incident type. It builds upon the acquisition of tablets, a record management system, and other technology described in the Technology and Analytics priority. It is through careful collection and interpretation of data that we can make informed decisions about tactical, operational, educational, prevention and strategic priorities. We will be able to identify trends in every aspect of our work to help us predict future needs, deploy resources, and improve services. For example, we will be able to answer questions relating to the number of responders that should be sent to medical emergencies, the nature of the vehicle that should be used, or the

number of firefighters and equipment that should undertake initial response to different emergency types. It may mean moving away from a 'one size fits most' response, or the risk analysis may confirm that a standards based or prescriptive response is indeed the right one.

WHAT WILL SUCCESS LOOK LIKE?

The Kennebecasis Valley Fire Department will consider this initiative successful once we are able to identify all event types and their potential for occurrence in the communities based on historical patterns, the equipment used most frequently, when incidents are most likely to occur (season, day, and time) the resources required to effectively and efficiently resolve the incident type, initiatives that might moderate risks, and increased protection to the public by virtue of reducing incidents.

KVFD plans to engage a firefighter or other employee as a part time analyst.

Incident Prevention

Public Protection through education and prevention

WHAT IS PUBLIC EDUCATION AND PREVENTION TO THE KENNEBECASIS VALLEY FIRE DEPARTMENT?

Public education and prevention are the first line of defense against injury and loss of life.

For many years fire departments have committed themselves to rapid response, firefighting, and technical rescue. But the best way to handle emergencies is by preventing them from occurring. This happens in two forms. First, high profile public education which informs the public about the dangers of fire and promotes overall safety. The second is prevention which includes inspection and enforcement, and which is part of the risk prevention strategic priority.

In New Brunswick, the province has historically had responsibility for prevention and education but has now allowed municipalities to take a greater role in this initiative.

In partnership with the province the Kennebecasis Valley Fire Department will

- work with the education system at all levels, community groups, and other stakeholders to promote and improve fire and safety awareness as a way of life;
- work with industry, commercial establishments, landlords and tenants to understand fire and injury risk, change attitudes towards prevention techniques and ensure prevention standards are met or exceeded;
- elevate awareness of fire and emergency services and its wider role in the community;
- maintain the public's awareness of the fire department's response capabilities and promote prevention and protective action that the public can take until the fire

department arrives; and

- promote, directly and with other partners, public and community level safety and first aid training including rescue breathing, cardiac resuscitation, and public access defibrillators.

WHAT WILL SUCCESS LOOK LIKE?

In the short term, the public will have a greater recognition of the efforts and visibility of the KVFD in promoting awareness and safety. On-duty firefighters will systematically cover all neighbourhoods in the communities, going door to door to introduce the fire service and promoting fire safety. Within 12–36 months data gathered from KVFD's analytics efforts will enable the fire and emergency service to target primary risk issues and geographical areas.

KVFD will seek the cooperation of schools and community organizations to offer presentations related to safety and prevention, and seek cooperation with commercial entities to organize in-store safety displays.

In the longer term, the actual impact of these programs will be measured within KVFD's analytics program. Ideally, these programs will work in combination to assist with reducing actual emergencies. The public and communities will experience fewer incidents of a nature that affect lives and livelihoods.

Education and prevention efforts will be supported through in-service training of on-duty firefighters to take on revised responsibilities.

Emergency Response

Emergency response will continue to be our primary purpose

WHAT IS EMERGENCY RESPONSE?

Emergency response includes rapid response to fires, medical emergencies, hazardous materials, car accidents, flood, downed power lines, and almost any other event to which the public isn't sure who else to call. Fire departments have transformed to emergency response agencies rather than just fire departments therefore, even though education, prevention, and other strategic initiatives will be important in the future, emergency response will continue to be our primary purpose.

KVFD will ensure that all response staff have the benefit of technical and safety training that is required to properly fulfill their role.

To ensure timely reaction and the highest standard of firefighting and technical application responding to emergency incidents, the KVFD will work within the bounds of its funding envelope and endeavor to:

- meet recognized standards and requirements such as NFPA, IAFC, and others;
- maintain current certifications;

- ensure the maintenance and replacement of apparatus and equipment in a timely manner; and
- utilize KVFD's analytics programs to ensure that apparatus and other equipment fully matches the needs of the types of incidents and associated activities that take place in the communities.

WHAT WILL SUCCESS LOOK LIKE?

KVFD will, within the bounds of its funding envelope, endeavor to achieve applicable National Fire Protection Association response and resource standards. It will complete the process of becoming an accredited agency through the Commission on Fire Accreditation International to demonstrate to all stakeholders that the foremost level of service and accepted best practice is being provided to the public.

As KVFD transitions to a deductive, fact and risk-based emergency response organization, standards of cover including apparatus type, resources, equipment, and response targets may change but not without a firm understanding of the value or risk that may be experienced by the communities.

Responding to the changing environment

Reshape the Value Proposition

Historically, firefighters have been valued members of the community and recognized for the danger associated with firefighting and rescue. Part of that value has been because of their visibility at emergencies, particular fire scenes. As we have the fortunate circumstances of fires becoming less frequent, firefighters may not seem as visible to the public as they once were.

A reduction in fires does not translate into a reduction in in-service training, or equipment maintenance, or achieving educational standards but firefighters may have an opportunity to fill some of the safety gaps in our communities.

These include

- car seat safety clinics;
- possible welfare checks on the seniors' community and vulnerable groups;
- establishing partnerships with stakeholders and community groups to develop and support safety programs; and
- improving non-traditional emergency service involvement such as CPR training and safety awareness.

Reshaping value includes reinvestment to support initiatives. As examples, KVFD will establish plans to

- implement in-service training to support the initiatives;

- evaluate equipment, training, and human and other resources to meet new emergency services realities;
- acknowledge and work within possible changes to the provincial and local landscape – such as provincial bargaining, possible changes in legislation pertaining to collective agreements, and possible community cost sharing;
- work with neighbouring fire and emergency services to share human and capital assets where possible – for example aerial trucks;
- promote strategic purchasing of equipment and apparatus that serves a purpose of sharing;

WHAT WILL SUCCESS LOOK LIKE?

Success will be apparent when

- it is common practice for the communities and local organizations to reach out to the fire service when seeking safety-related advice or speakers for presentations;
- health and service organizations will partner with the fire service to maintain contact and monitoring of clients or those who have few connections in the community;
- neighbouring emergency services coordinate their major purchases and possibly coverage support both within and outside mutual aid or automatic aid agreements.

Governance and Organization

The Institute on Governance, an international organization headquartered in Ottawa, offers the following statement about governance:

The need for governance exists anytime a group of people come together to accomplish an end. Though the governance literature proposes several definitions, most rest on three dimensions: authority, decision-making and accountability. ...

Governance determines who has power, who makes decisions, how other players make their voice heard and how account is rendered.

To ensure that the Kennebecasis Valley Fire Department continues to operate as a prominent member of the municipalities of Rothesay's and Quispamsis' protective services, the KVFD will

- maintain and endeavor to improve the working relationship between the fire and emergency services corporation, oversight by the Board of Commissioners, and approval mechanisms by elected officials;
- promote a nimble organization and establish a budget envelope within which the fire service can adapt to changing needs and initiatives such as technology, analytics, education, prevention, and response;

- ensure organizational fluidity, supported by applicable training, while maintaining emergency response as the cornerstone of our purpose.

Our **purpose** will influence how we build and manage our organizational capabilities.

Town of Rothesay

General Fund Financial Statements

2021-08-31

Includes:

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

Town of Rothesay

Balance Sheet - Capital General Fund 2021-08-31

ASSETS

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

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

\$ 51,326,366

LIABILITIES AND EQUITY

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

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

2021-08-31

ASSETS

BNS Gas Tax Interest Account	4,521,053
BNS General Operating Reserve #214-15	903,689
BNS General Capital Reserves #2261-14	1,128,039
	<u>\$ 6,552,781</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,100,187
Invest. in General Capital Reserve	959,662
General Gas Tax Funding	420,866
Invest. in General Operating Reserve	903,689
Invest. in Land for Public Purposes Reserve	149,399
Invest. in Town Hall Reserve	18,978
	<u>\$ 6,552,781</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 2021-08-31

CURRENT ASSETS

Cash	2,807,751
Receivables	55,287
HST Receivable	228,493
Inventory	16,268
Gen Operating due to/from Util Operating	<u>(1,079,785)</u>
Total Current Assets	<u>2,028,013</u>
Other Assets:	
Projects	<u>2,616,306</u>
	<u>2,616,306</u>
TOTAL ASSETS	<u>4,644,321</u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	976,340
Other Payables	404,821
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	<u>57,731</u>
TOTAL LIABILITIES	<u>2,354,646</u>

EQUITY

Retained Earnings - General	81,356
Surplus/(Deficit) for the Period	<u>2,208,319</u>
	<u>2,289,675</u>
	<u>4,644,321</u>

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Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 2021-08-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,416,858	1,416,858	11,334,866	11,334,866	0		17,002,299
Sale of Services	32,632	28,450	276,795	281,458	(4,664)		465,600
Services to Province of New Brunswick	5,000	5,000	37,812	40,000	(2,188)		60,000
Other Revenue from Own Sources	8,611	8,213	77,689	76,409	1,280		115,259
Unconditional Grant	10,933	10,933	87,462	87,462	0		131,193
Conditional Transfers	0	12,500	982,651	26,500	956,151		26,500
Other Transfers	0	0	775,022	557,149	217,873		1,082,149
	<u>\$1,474,034</u>	<u>\$1,481,954</u>	<u>\$13,572,296</u>	<u>\$12,403,844</u>	<u>\$1,168,452</u>		<u>\$18,883,000</u>
EXPENSES							
General Government Services	116,210	142,269	1,568,301	1,743,365	175,064		2,416,763
Protective Services	403,557	406,934	3,820,947	3,811,472	(9,475)		5,439,207
Transportation Services	235,802	244,365	2,308,687	2,442,576	133,889		3,687,492
Environmental Health Services	67,654	66,833	573,068	564,667	(8,401)		842,000
Environmental Development	24,718	35,862	356,741	459,924	103,183		649,200
Recreation & Cultural Services	191,332	160,155	1,548,820	1,504,944	(43,876)		2,147,204
Fiscal Services	255	333	1,187,414	488,020	(699,394)		3,701,134
	<u>\$1,039,528</u>	<u>\$1,056,752</u>	<u>\$11,363,978</u>	<u>\$11,014,967</u>	<u>-\$349,011</u>		<u>\$18,883,000</u>
Surplus (Deficit) for the Year	<u>\$434,506</u>	<u>\$425,202</u>	<u>\$2,208,319</u>	<u>\$1,388,877</u>	<u>\$819,442</u>		<u>\$ (0)</u>

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Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 2021-08-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	1,625	1,667	6,335	13,333	(6,998)	1	20,000
Town Hall Rent	6,399	6,083	50,726	48,667	2,060		73,000
Arena Revenue	0	0	124,495	138,192	(13,697)	2	265,200
Community Garden	0	0	600	1,000	(400)		1,000
Fox Farm Rental	1,750	1,700	12,250	13,600	(1,350)		20,400
Recreation Programs	22,858	19,000	82,389	66,667	15,722	3	86,000
	32,632	28,450	276,795	281,458	(4,664)		465,600
Other Revenue from Own Sources							
Licenses & Permits	6,378	6,250	48,680	50,000	(1,320)		75,000
KVFD Admin Penalties	0	0	3,150	0	3,150		0
Recycling Dillies & Lids	57	50	662	400	262		600
Interest & Sundry	1,400	1,167	11,267	9,333	1,933		14,000
Miscellaneous	775	746	3,176	5,967	(2,791)		8,951
Fire Dept. Administration	0	0	6,000	6,000	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
	8,611	8,213	77,689	76,409	1,280		115,259
Conditional Transfers							
Canada Day Grant	0	0	1,600	1,500	100		1,500
Grant - Other	0	12,500	981,051	25,000	956,051	4	25,000
	0	12,500	982,651	26,500	956,151		26,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	250,022	32,149	217,873	5	32,149
Utility Fund Transfer	0	0	525,000	525,000	0		1,050,000
	0	0	775,022	557,149	217,873		1,082,149
EXPENSES							
General Government Services							
Legislative							
Mayor	3,104	4,036	24,000	30,857	6,857		47,000
Councillors	10,821	12,056	81,813	87,876	6,063		136,100
Regional Service Commission 9	0	0	2,613	2,613	0		5,226
Other	175	1,292	1,650	10,333	8,683		13,500
	14,100	17,383	110,076	131,680	21,604		201,826
Administrative							
Office Building							
Solicitor	0	4,167	8,063	33,333	25,270	6	50,000
Administration - Wages & Benefits	75,254	80,477	598,331	683,328	84,998	7	1,107,747
Covid-19 Expenses	1,143	2,083	13,983	16,667	2,684		25,000
Supplies	2,515	11,950	65,776	95,599	29,822	8	143,398
Professional Fees	0	2,500	12,853	20,000	7,147		30,000
Other	9,686	9,458	88,962	88,665	(296)		126,498
	91,896	120,927	912,839	1,072,725	159,887		1,660,143

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Other General Government Services						
Community Communications	0	833	1,231	6,667	5,436	10,000
Civic Relations	0	83	37	667	630	1,000
Insurance	10,000	0	247,058	223,290	(23,768)	223,290
Donations	0	2,833	9,900	22,667	12,767	34,000
Cost of Assessment	0	0	266,004	266,004	(0)	266,004
Property Taxes - L.P.P.	0	0	16,782	18,000	1,218	18,000
Fox Farm Rental Expenses	214	208	4,375	1,667	(2,708)	2,500
	<u>10,214</u>	<u>3,958</u>	<u>545,387</u>	<u>538,960</u>	<u>(6,427)</u>	<u>554,794</u>
	<u>116,210</u>	<u>142,269</u>	<u>1,568,301</u>	<u>1,743,365</u>	<u>175,064</u>	<u>2,416,763</u>
Protective Services						
Police						
Police Protection	233,517	233,517	1,898,488	1,868,136	(30,352)	2,802,204
Crime Stoppers	0	0	2,800	2,800	0	2,800
	<u>233,517</u>	<u>233,517</u>	<u>1,901,288</u>	<u>1,870,936</u>	<u>(30,352)</u>	<u>2,805,004</u>
Fire						
Fire Protection	169,958	169,958	1,576,810	1,582,870	6,060	2,262,703
Water Costs Fire Protection	0	0	330,000	330,000	0	330,000
	<u>169,958</u>	<u>169,958</u>	<u>1,906,810</u>	<u>1,912,870</u>	<u>6,060</u>	<u>2,592,703</u>
Emergency Measures						
EMO Director/Committee	81	1,667	650	13,333	12,683	20,000
	<u>81</u>	<u>1,667</u>	<u>650</u>	<u>13,333</u>	<u>12,683</u>	<u>20,000</u>
Other						
Animal & Pest Control	0	792	1,421	6,333	4,912	9,500
Other	0	1,000	10,779	8,000	(2,779)	12,000
	<u>0</u>	<u>1,792</u>	<u>12,200</u>	<u>14,333</u>	<u>2,134</u>	<u>21,500</u>
Total Protective Services	<u>403,557</u>	<u>406,934</u>	<u>3,820,947</u>	<u>3,811,472</u>	<u>(9,475)</u>	<u>5,439,207</u>

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Transportation Services**Common Services**

Administration (Wages & Benefits)	118,571	141,740	1,150,156	1,201,231	51,075	12	1,835,500
Workshops, Yards & Equipment	55,333	50,750	434,152	451,000	16,848	13	654,000
Engineering	0	625	0	5,000	5,000		7,500
	<u>173,903</u>	<u>193,115</u>	<u>1,584,308</u>	<u>1,657,231</u>	<u>72,923</u>		<u>2,497,000</u>

Street Cleaning & Flushing

Roads & Streets	772	10,000	13,060	40,000	26,940	14	44,000
Crosswalks & Sidewalks	15,004	4,167	40,816	33,333	(7,483)		50,000
Culverts & Drainage Ditches	959	2,333	9,014	12,262	3,248		19,992
Snow & Ice Removal	2,261	12,083	53,145	35,667	(17,479)	15	65,000
Flood Costs	4,960	3,458	376,522	418,667	42,145	16	651,500
	0	0	0	40,000	40,000	17	40,000
	<u>23,956</u>	<u>32,042</u>	<u>492,557</u>	<u>579,928</u>	<u>87,371</u>		<u>870,492</u>

Street Lighting

	12,227	10,833	96,886	86,667	(10,220)	18	130,000
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Traffic Services

Street Signs	0	1,000	8,930	8,000	(930)		12,000
Traffic Lanemarking	21,965	2,000	25,374	26,000	626		30,000
Traffic Signals	2,420	3,333	41,394	26,667	(14,727)	19	40,000
Railway Crossing	1,184	1,833	16,182	14,667	(1,515)		22,000
	<u>25,569</u>	<u>8,167</u>	<u>91,880</u>	<u>75,333</u>	<u>(16,546)</u>		<u>104,000</u>

Public Transit

Public Transit - Comex Service	0	0	41,888	41,750	(138)		83,500
Public Transit - Other	146	208	1,168	1,667	499		2,500
	<u>146</u>	<u>208</u>	<u>43,056</u>	<u>43,417</u>	<u>361</u>		<u>86,000</u>

Total Transportation Services

	<u>235,802</u>	<u>244,365</u>	<u>2,308,687</u>	<u>2,442,576</u>	<u>133,889</u>		<u>3,687,492</u>
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Environmental Health Services

Solid Waste Disposal Land Fill garbage	16,360	16,667	139,290	133,333	(5,956)		200,000
Solid Waste Disposal Landfill Compost	3,716	2,833	22,906	22,667	(240)		34,000
Solid Waste Collection Fero	47,578	47,333	380,639	378,667	(1,972)		568,000
Clean Up Campaign	0	0	30,233	30,000	(233)		40,000
	<u>67,654</u>	<u>66,833</u>	<u>573,068</u>	<u>564,667</u>	<u>(8,401)</u>		<u>842,000</u>

Environmental Development Services**Planning & Zoning**

Administration	22,951	33,571	245,741	324,391	78,650	20/21	466,500
Planning Projects	1,767	2,083	0	16,667	16,667	22	25,000
Heritage Committee	0	208	0	1,667	1,667		2,500
	<u>24,718</u>	<u>35,862</u>	<u>245,741</u>	<u>342,724</u>	<u>96,983</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>24,718</u>	<u>35,862</u>	<u>356,741</u>	<u>459,924</u>	<u>103,183</u>		<u>649,200</u>

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Recreation & Cultural Services

Administration	31,300	24,129	222,602	224,408	1,805	23	332,300
Beaches	17,770	14,291	40,383	50,636	10,253	24	50,636
Rothsay Arena	12,105	14,750	215,944	202,600	(13,344)	25	315,000
Memorial Centre	4,317	5,667	55,036	53,333	(1,703)		76,000
Summer Programs	19,421	15,652	48,881	60,216	11,335	26	62,824
Parks & Gardens	73,968	58,212	437,521	414,551	(22,970)	27	613,500
Rothsay Common Rink	928	2,218	56,779	27,960	(28,819)	28	43,976
Playgrounds and Fields	20,009	10,333	89,890	82,667	(7,223)	29	124,000
Regional Facilities Commission	0	0	311,822	294,844	(16,978)	30	393,125
Kennebecasis Public Library	7,404	7,404	59,229	59,229	0		88,843
Special Events	4,109	7,500	10,733	34,500	23,767	31	39,500
PRO Kids	0	0	0	0	0		7,500
	191,332	160,155	1,548,820	1,504,944	(43,876)		2,147,204

Fiscal Services

Debt Charges

Interest	255	333	93,414	94,020	606		182,134
Debenture Payments	0	0	394,000	394,000	0		804,000
	255	333	487,414	488,020	606		986,134

Transfers To:

Capital Fund for Capital Expenditures

Reserve Funds	0	0	0	0	0		2,715,000
	0	0	700,000	0	(700,000)	32	0
	0	0	700,000	0	(700,000)		2,715,000
	255	333	1,187,414	488,020	(699,394)		3,701,134

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Town of Rothesay

Variance Report - General Fund

8 months ending August 31, 2021

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 6,335	\$ 13,333	\$ (6,998)	Closed
2	Arena Revenue	\$ 124,495	\$ 138,192	\$ (13,697)	Arena closed due to covid
3	Recreation Programs	\$ 82,389	\$ 66,667	\$ 15,722	Soccer and Playground revenue greater than expected
4	Conditional Transfers	\$ 981,051	\$ 25,000	\$ 956,051	Safe Restart Covid funding, \$12500 budgeted for 2021?
5	Other Transfers	\$ 250,022	\$ 32,149	\$ 217,873	P-Gap transfer
Total		\$	\$	\$ 1,168,950.79	
Variance per Statement		\$	\$	\$ 1,168,452.48	
Explained				100%	

Expenses

General Government

6	Solicitor	\$ 8,063	\$ 33,333	\$ 25,270	fewer services required to date	
7	Admin wages and benefits	\$ 595,269	\$ 683,328	\$ 88,059	one staff short	
8	Supplies - Information systems	\$ 65,776	\$ 95,599	\$ 29,823	timing, to be spent later	
9	Insurance	\$ 247,058	\$ 223,290	\$ (23,768)	Increase in premiums	\$ 119,384

Protective Services

10	Police Protection	\$ 1,898,488	\$ 1,868,136	\$ (30,352)	Extraneous costs	
11	EMO Director/Committee	\$ 650.00	\$ 13,333	\$ 12,683	Timing	\$ 17,669.00

Transportation

12	Administration	\$ 1,150,156	\$ 1,201,231	\$ 51,075	Wages and benefits lower than budget + less OT	
13	Workshops, Yards & Equipment	\$ 434,152	\$ 451,000	\$ 16,848	Timing	
14	Street Cleaning & Flushing	\$ 13,060	\$ 40,000	\$ 26,940	timing	
15	Culverts & Drainage Ditches	\$ 53,145	\$ 35,667	\$ (17,478)	Stockpiling pipe & rock due to price increases	
16	Snow & Ice Removal	\$ 376,522	\$ 418,667	\$ 42,145	minimal snow/ice for early 2021	
17	Flood 2020	\$	\$ 40,000	\$ 40,000	no flood	
18	Street Lighting	\$ 96,886	\$ 86,667	\$ (10,219)		
19	Traffic signals	\$ 41,394	\$ 26,667	\$ (14,727)		\$ 134,584

Environmental Health

Environmental Development

20	Software and Equipment	\$ 47,260	\$ 84,000	\$ 36,740	software budget may be high	
21	Planning bylaw enforcement	\$ 1,439	\$ 23,333	\$ 21,894	timing, expected to be spent	
22	Planning Projects	\$	\$ 16,667	\$ 16,667		\$ 75,301

Recreation & Cultural Services

23	Recreation Administration	\$ 222,602	\$ 224,408	\$ 1,806	Salaries lower than budgeted	
24	Beaches	\$ 40,383	\$ 50,636	\$ 10,253	Salaries budget allocation timing	
25	Rothesay Arena	\$ 215,944	\$ 202,600	\$ (13,344)	Zamboni \$10K	
26	Summer Programs	\$ 48,881	\$ 60,216	\$ 11,335	Salaries budget allocation timing	
27	Parks & Gardens	\$ 437,521	\$ 414,551	\$ (22,970)	Salaries higher than budgeted	
28	Rothesay Common	\$ 56,779	\$ 27,960	\$ (28,819)	Wages allocation of \$11k & \$15k zamboni repair	
29	Playground & Fields	\$ 89,890	\$ 82,667	\$ (7,223)	Repairs to washrooms, fencing and lumber	
30	Regional Facilities Commission	\$ 311,822	\$ 294,844	\$ (16,978)	Adjustment for 2021	
31	Special Events	\$ 10,733	\$ 34,500	\$ 23,767	Canada Day cancelled	\$ (42,173)

Fiscal Services

32	Transfer to reserve	\$ 700,000	\$	\$ (700,000)	Transferred money to reserve	
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ull machine look over

Total \$ (430,573)
 Variance per Statement \$ (349,011)
 Explained 123%

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Town of Rothesay

Capital Projects 2021
General Fund
8 Months Ended 2021-08-31

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	
General Government				
12021860 Town Hall Improvements G-2020-009	120,000	43,656	76,344	
12010560 Town Hall Improvements G-2020-009	120,000	256	119,745	
12010660 IT 2020 G-2020-008	38,000	0	38,000	
12010060 General Projects from Reserves		96,653	-96,653	
Total General Government	278,000	140,565	137,435	
Protective Services				
12011560 Protective Serv. Equipment Purchases P-20	136,000	21,423	114,577	
Total Protective Services	136,000	21,423	114,577	
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	61,546	138,454	
12027960 Intersection Improvement Spruce/Clark T-	300,000	612	299,388	
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	2,091,180	2,128,820	
Recreation				
12020860 Recreation Equipment Purchases R-2020-01	25,000	22,317	2,683	
12027160 Wells Field Replacement R-2020-002	250,000	121,571	128,429	
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	163,504	436,496	
Total Recreation	986,000	323,761	662,239	
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	\$ 5,620,000	\$ 2,616,306	\$ 3,003,694	

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	278,000	278,000				
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	\$ 5,620,000	\$ 2,835,000	\$ 450,000	\$ 300,000	\$ 1,210,000	\$ 825,000

Town of Rothesay

Utility Fund Financial Statements

August 31, 2021

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Capital Summary

U6

Town of Rothesay

Capital Balance Sheet

As at 2021-08-31

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	1,523,835
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	803,922
Capital Assets Utilities Water System	27,756,293
Capital Assets Utilities Sewer System	24,095,854
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<u>56,628,657</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><u>38,409,697</u></u>
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	<u>9,006,548</u>
Total Liabilities	<u>8,156,548</u>

EQUITY

Investments:

Investment in Fixed Assets	<u>30,253,149</u>
Total Equity	<u>30,253,149</u>

TOTAL LIABILITIES & EQUITY	<u><u>38,409,697</u></u>
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Town of Rothesay

Balance Sheet - Utilities Fund Reserves

2021-08-31

ASSETS

BNS Utility Capital Reserve # 00241 12	1,282,242
	<u>\$ 1,282,242</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	881,404
Invest. in Utility Operating Reserve	105,730
Invest. in Sewerage Outfall Reserve	295,109
	<u>\$ 1,282,242</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 2021-08-31

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	733,220
Total Current Assets	<u>733,220</u>
Other Assets:	
Projects	963,781
	<u>963,781</u>
 TOTAL ASSETS	 <u>\$ 1,697,001</u>

LIABILITIES

Accrued Payables	41,133
Due from General Fund	(1,079,785)
Due from (to) Capital Fund	850,000
Deferred Revenue	13,346
Total Liabilities	<u>(175,305)</u>

EQUITY

Surplus:	
Opening Retained Earnings	48,220
Profit (Loss) to Date	1,824,086
	<u>1,872,306</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 1,697,001</u>

Town of Rothesay
 (Utilities Operating Income Statement)
 8 Months Ended 2021-08-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	(151)	0	610,795	568,961	41,835	1	1,127,500
Meter and non-hookup fees	0	0	27,673	23,600	4,073		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	0	0	1,804,468	1,800,000	4,468		1,800,000
Connection Fees	2,800	5,833	51,050	46,667	4,383		70,000
Interest Earned	9,543	6,667	73,399	53,333	20,066	2	80,000
Misc. Revenue	900	561	5,125	4,485	640		6,727
Infrastructure Grants	0	0	1,000	0	1,000	3	0
Surplus - Previous Years	0	0	34,573	34,573	0		34,573
TOTAL RECEIPTS	13,092	13,061	2,999,942	2,923,618	76,324		3,558,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	210,000	210,000	0		420,000
Audit/Legal/Training	0	792	6,256	9,333	3,077		12,500
Purification & Treatment	40,968	33,333	291,706	286,667	(5,039)		420,000
Transmission & Distribution	6,521	10,833	34,361	86,667	52,305	4	130,000
Power & Pumping	1,506	3,500	30,168	28,000	(2,168)		42,000
Billing/Collections	106	0	4,415	0	(4,415)	5	0
Water Purchased	104	63	740	500	(240)		750
Misc. Expenses	874	1,250	4,856	10,000	5,144		15,000
TOTAL WATER SUPPLY	50,078	49,771	582,502	631,167	48,665		1,040,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	315,000	315,000	0		630,000
Audit/Legal/Training	0	625	7,089	12,000	4,911		14,500
Collection System Maintenance	14,225	2,667	30,029	21,333	(8,696)	6	64,000
Sewer Claims	0	1,667	14,783	13,333	(1,449)		20,000
Lift Stations	2,053	5,833	27,894	46,667	18,773	7	70,000
Treatment/Disposal	3,096	6,417	57,504	66,333	8,829		92,000
McGuire Road Operating	156	1,583	3,831	12,667	8,836		19,000
Misc. Expenses	1,096	1,167	6,317	9,333	3,016		14,000
TOTAL SWGE COLLECTION & DISPOSAL	20,627	19,958	462,446	496,667	34,221		923,500
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	112,222	115,536	3,314		300,617
Principal Repayment	0	0	13,000	13,000	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	0	0	130,908	128,536	(2,372)		1,594,250
TOTAL EXPENSES	70,705	69,729	1,175,856	1,256,369	80,514		3,558,000
NET INCOME (LOSS) FOR THE PERIOD	(57,613)	(56,669)	1,824,086	1,667,249	156,837		(0)

Town of Rothesay

Variance Report - Utility Operating
8 Months Ended August 31, 2021

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	610,795	568,961	41,835	Covid grant revenue in Jan
2	Interest Earned	73,399	53,333	20,066	Conservative budget estimate
3	Infrastructure Grants	1,000	-	1,000	Balance of contribution from 2020
Expenditures					
Water					
4	Transmission / Distribution	34,361	86,667	52,305	Timing of exepnditures
5	Billing/Collection	4,415	-	(4,415)	Budget error
Sewer					
6	Sewer Collection Maintenance	44,812	34,667	(10,145)	
7	Lift Stations	\$ 27,894	\$ 46,667	\$ 18,773	Timing of expenditures
Fiscal Services					

2021October12OpenSessionFINAL_115

Town of Rothesay

Capital Projects 2021

Utility Fund

8 Months Ended 2021-08-31

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget
WATER				
12045330 Station Road Water Line Replacement W-2020-003	400,000		0	400,000
12044330 Shadow Hill Watermain W-2020-002	250,000		0	250,000
12043430 Well Development - Quality W-2021-004	290,000		34,957	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
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>\$ 183,361</u>	<u>\$ 1,524,639</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	1,500,000		32,891	1,467,109
12045930 Seville Sewer Repair S-2021-007	100,000		0	0
	<u>2,730,000</u>	<u>-</u>	<u>42,152</u>	<u>2,587,848</u>
Total Approved	<u>4,438,000</u>	<u>-</u>	<u>225,513</u>	<u>4,112,487</u>
Carryovers				
Funded from Reserves				
12042330 Wastewater Treatment Plant - S-2014-016-A	-		5,063	-5,063
12045030 Turnbull Court Design S-2020-001	-		716,993	-716,993
12045630 Brock Court/Goldie Court Service Renewal W-2020	-		16,213	-16,213
	<u>0</u>	<u>0</u>	<u>738,268</u>	<u>-738,268</u>
	<u>4,438,000</u>	<u>-</u>	<u>963,781</u>	<u>3,374,219</u>

Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	1,708,000	240,000	603,000	115,000	60,000	470,000
Sewer	2,730,000		150,000	710,000	1,640,000	230,000
	<u>\$ 4,438,000</u>	<u>\$ 240,000</u>	<u>\$ 753,000</u>	<u>\$ 825,000</u>	<u>\$ 1,700,000</u>	<u>\$ 700,000</u>

TOWN OF ROTHESAY

FINANCE COMMITTEE

September 23, 2021

Open Session

In attendance:

Deputy Mayor Matt Alexander, Chairman

Mayor Nancy Grant

Councillor Helen Boyle

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

The meeting was called to order at 8:32. The agenda and minutes of August 27, 2020 were accepted as presented.

August Financial Statements

General Fund – Treasurer MacDonald reviewed the variance report and noted not much different than July's variances with the projection of a surplus at the end of the year.

Utilities Fund – Treasurer MacDonald reviewed the variance report and noted the following; Capital Project for Turnbull Court has two Phases. Turnbull Court Phase I is complete and is a carryover with funding secured in 2020. Turnbull Court Phase II debt application has been sent and project will start once confirmation is received.

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

Donations

The donations summary was accepted as presented.

SJ Cycling Club – The request for funding was referred to the 2022 budget process with recommendation letter that SJ Cycling Club seek funding from Envision Saint John so all municipalities can contribute. (NG/DS)

Compliance - For information.

Budget Review

Draft budget submissions were reviewed to provide guidance to committee members prior to the Joint Finance meeting with Quispamsis.

KVFD – Consensus the budget request of 4.5% be denied and no more than 4% would be offered considering a large capital budget commitment. The increase in funding is due to two new positions; a Fire Prevention Firefighter and IT position (shared with Police Department.) The committee noted retroactive salary costs is not included in the current budget. Treasurer MacDonald noted the department benefits from a \$213,454 surplus from 2020.

KRJBPC – There was an extended discussion on the large 10% increase in this budget relating to staff requirements, and building renovations. The committee agreed the requested increase may not be affordable.

KV Library – it was agreed to recommend acceptance of their budget as presented.

These budgets will be discussed at a joint finance meeting with Quispamsis scheduled for September 23, 2021.

Compliance Report

Accepted as presented.

Next Meetings

October 21, 2021

Meeting adjourned at 9:18. (MA/HB)

Deputy Mayor Matt Alexander, Chairman

Laura Adair, Recording Secretary

Town of Rothesay – Town of Quispamsis
Joint Finance Committee Meeting
September 23 2021, 9:30am
Rothesay Town Hall

Open Session

In attendance:

Rothesay

Mayor Nancy Grant, Chairperson

Deputy Mayor Matt Alexander

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

Recording Secretary

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 9:30 and welcomed everyone. Motion to approve the agenda by DM O'Hara seconded by DM Alexander with modification to add 3.1 & 4.1 in Camera. Carried.

Mayor Grant said while we have no legal authority, we will be making recommendations to our respective councils.

Kennebecasis Public Library

Mayor Grant welcomed Norah Emmerson, Director and Amy Watling, Treasurer to the meeting. Ms. Emmerson reviewed their Mission Statement, and the traffic numbers for the year, which are increasing. She reviewed the changes made during the pandemic and innovative programs online added. She then turned the presentation over to Ms. Watling. Ms. Watling reviewed the budget presentation; said there was not much different from previous years with the exception of the increases to insurance and replacement of a few old computers. Power costs are up. Wages are up for four extra weeks not covered by grants, but overall a 6% decrease over 2022. KV has the highest rate of literacy in NB and KPL is the second busiest library in the region, after Market Square. She will clarify the insurance coverage (building, contents, liability). She thanked the Towns for their support.

Mayor Grant thanked Ms. Emmerson and Ms. Watling and they left the meeting.

Motion to recommend to respective Councils to accept the budget as presented, by Deputy Mayor O'Hara , seconded by Deputy Mayor Alexander Carried unanimously.

Kennebecasis Valley Fire Department Inc.

Mayor Grant welcomed Chief Bill Ireland and Treasurer Ron Catchick to the meeting. Chief Ireland reviewed their strategic plan, which identified the changing risk profile compared to 10 years ago. The community has grown which has resulted higher density with larger buildings both residential and commercial. The Operating budget has an increase of 5.65%, one material change related to salaries and benefits. KVFD budget reflects a fulltime position for a Community risk reduction specialist. The contribution by the town's is projected to increase by 4.5% due to a surplus carried forward from 2020.

Chief Ireland then reviewed the Capital budget. \$3M Budgets consists of renovations to Fire Station 2 to convert it to a 3 bay fire station. Otherwise no changes to its fleet or equipment. Various line items were also discussed.

The Open session adjourned at 10:15 to move to an in-camera session. The meeting reconvened at 10:30.

Again, Mayor Grant thanked Chief Ireland and Treasurer Catchick and they left the meeting.

Motion to recommend to respective Councils to accept a maximum 4% increase in the Municipal contribution rather than 4.5% as presented, by Mayor O'Hara , seconded by Deputy Mayor Alexander Carried, with one nay vote by Councillor Miller.

Kennebecasis Regional Joint Board of Police Commissioners

Mayor Grant welcomed Chief Wayne Gallant, Inspectors Anika Becker, Board member Tiffany McKay-French and Accountant Cherie Madill. Chief Gallant reviewed the Operating budget with an increase overall increase of 9.97%. Material changes are:

- Salary and benefits – 4 additional officers, (budget includes a starting date of April or May 2021). No change since 1998, although increasing level of service provided to a growing community. Additional officers will increase minimum 3/shift on a platoon to 4/shift which would allow for more coverage for traffic violations.
- Insurance cost increased
- Hire a FT IT support (position to be shared with KVFD). Contract expired with consultant
- Equipment cost are to renovate and upgrade interview room
- Telecom/dispatch decrease since cost to 2020 was a one time start up cost

KRPF has the highest clearance rates in the province and a low per capita cost. Chief Wayne Gallant discussed future capital requirements like new roof, bigger building and perimeter security for police cars.

The Open session adjourned at 11:15 to move to an in-camera session. The meeting reconvened at 12:30 (absent Councillors Miller, Boyle, and Thompson).

Mayor O'Hara thanked the Chief for the presentation and the force for its service to the community. After a discussion regarding KRPF presentation, an impasse was declared as no consensus regarding level of funding was achieved. Both Towns agreed to continue conversation with Police Chief to see if revisions to the budget can be made.

Councillor O'Hara moved to adjourn the meeting at 1pm.

Mayor Nancy Grant, Chairperson

Laura Adair, Recording Secretary

Town of Rothesay

2021-08-31

219500-60

Donations/Cultural Support

Budget
2021

Paid to date

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

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: Sept 17, 2021

Applicant: Saint John Cycling Club
Address: 164 Mount Pleasant Ave Saint John
Contact: Dean Price Tel. 349-5403
Email: sjc-vicepresident@outlook.com

Organization Description: SJCC is a non-profit group that promotes cycling of all types in the Saint John Region.

Amount Requested: \$ 15,000 two years in a row.

Descriptions of proposed event or activity: Construction of six high quality mountain bike trails by pro builders to create a regional destination that will attract cyclist from around the nation.

Project costs: Total Cost for the 3 phases is in the range of 500,000-600,000. Phase 2 is about \$150,000⁰⁰

Benefits to town of Rothesay: ① Many of the cyclists who use Rockwood Park are Rothesay Residents.

② Rockwood is a Regional Asset that is used by all.

③ The owners of a local bike shop are residents.

④ When economic activity increases in the region, many of the business owners are Rothesay residents.

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

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

**Please see letter attached to the email*

Honourable Dr. Nancy Grant

Mayor of Rothesay and Councillors Town of Rothesay

Saint John Cycling Club (SJCC) is a volunteer community organization that promotes and encourages cycling in the Great Saint John area. Its focus includes advocacy for safe cycling, promoting active transportation, advancing the sport of cycling, encouraging and introducing cycling for families, and building and maintaining multipurpose trails in our region. In 2020, SJCC embarked on an ambitious trail building project in Rockwood Park. The project involves the establishment of an Enduro (downhill) Mountain Bike Park trails on the area of the old ski hill/water tower area in Rockwood Park. There were multiple reason for embarking on this project. The primary reason was to continue to build and develop the sport of mountain biking in Great Saint John and to establish our region as a mountain bike destination. Rockwood Park has had an established multipurpose trail system for many years.

Over the last 10 years, SJCC has established an experienced team of trail builders who have built, updated, and maintained a large portion of the trails in Rockwood Park. This new project will bring a new type of trail our region and include features usually only seen in private, larger mountain bike parks. These trails would be designed and built so that mountain bikes of all skill levels could use and enjoy. The benefits of this project are multiple. It will introduce children and families to the sport, encourage active and healthy lifestyles, promote our region as an outdoor destination, and help develop our tourism industry and support local business. The project has the potential to attract and host regional and national races, cycling events, and Saint John Cycling Club has been successful in obtaining funding for phase 1&2 of this project from multiple sources including:

- City of Saint John Land for Public Purpose Trust - \$65,000
- Province of New Brunswick Trail Infrastructure Fund - \$67,500
- Support from local businesses and private donations - \$87,700

We are looking for sponsors to help fund our project of an Enduro Mountain Bike Park at the Old Ski Hill/ Water Tower in Rockwood Park. Our three-year goal is to build six gravity fed mountain bike trails from the water tower, through the Old Ski Hill and down to the pipeline that runs through the Park. These trails will be professionally built by professional builders and the total cost for the enduro project is approximately \$500,000. In return for sponsorship, we are offering good karma and multiple recognition opportunities on site signage, our website and on our social media platforms.

- Funding request for Phase 2 in 2022 - \$15,000
- Funding request for Phase 3 in 2023 - \$15,000

Would your Town consider sponsoring a small percentage of our vision of putting Rockwood Park on the map as a true Mountain Bike Destination? This will also increase tourism and economic activity.

So why should the Town of Rothesay contribute to a recreation and tourism project in Rockwood? See below:

1. Many of the club members are from Rothesay.
2. Many of the cyclists that use Rockwood are residents of Rothesay.

3. Rockwood Park is a regional asset that is enjoyed by many people from Greater SJ.
4. When economic activity increases in central SJ, many of the business owners who benefit are residents of Rothesay.
5. The owners of one of the local bike shops are residents of Rothesay.
6. The regionalization of common recreational assets is an important concept moving forward.

We hope you are able to contribute to help us reach our goal of matching the other government funding.

Thank you for your consideration!

Sincerely,

Greg Bosence – President, Saint John Cycling Club

Dean Price – Vice President, Saint John Cycling Club

Amy McGraw – Treasurer, Saint John Cycling Club

Jarred Crawford – Secretary, Saint John Cycling Club

Colin Barry - Rothesay resident

Robert Hayes - Rothesay Resident



ROTHESAY

AGE FRIENDLY ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, September 21, 2021 at 10:00 a.m.



DRAFT

PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNCILLOR HELEN BOYLE
ANGELA CAMPBELL
JEAN PORTER MOWATT
DIANE O'CONNOR, VICE-CHAIRPERSON
NEA STEPHENSON
ROBERT TAYLOR
MIRIAM WELLS, CHAIRPERSON

TOWN MANAGER JOHN JARVIE (*joined the meeting at 10:35 a.m.*)
RECREATION COORDINATOR KERI FLOOD
AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ HAZLETT

ABSENT: JULIE ATKINSON
CHRISTINA BARRINGTON
JILL JENNINGS
DR. SHAWN JENNINGS
NANCY HASLETT
WILLA MAVIS

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

1. APPROVAL OF AGENDA

MOVED by R. Taylor and seconded by J. Porter Mowatt the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of August 17, 2021.

MOVED by Counc. Boyle and seconded by D. O'Connor the Age Friendly Advisory Committee meeting minutes of August 17, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Age Friendly Community Designation

Draft Application

The Committee commended K. Duffley and K. Flood for preparing such a thorough application. D. O'Connor noted she is amazed with how much Rothesay is doing to be an age friendly community. Mayor Grant suggested, a letter be written to the Minister of Social Development if the new application is unsuccessful.

K. Duffley asked Committee members to send her any suggestions for edits. She referenced the Rothesay Age Friendly Community Action Plan (2021-2023), noting a community survey – with questions pertaining to the action plan (6 items) – must accompany submission of the application. It was noted: the length of the survey will be minimal (6 questions – one for each action item: transportation, intergenerational activities, etc.); participants will be encouraged to submit the survey digitally unless a hard copy is requested; and the catchment area for the survey is yet to be determined.

J. Porter Mowatt commented on the demographic of very elderly persons, including those with Alzheimer's. She noted, more than often, this group is overlooked when discussing activities. Chairperson Wells explained, the Committee briefly discussed hosting an "Adult Daycare" program however it would require specialized training. J. Porter Mowatt mentioned a similar program available in Saint John but sometimes these offerings report difficulties with financial sustainability. Chairperson Wells suggested incorporating the Art4Life Program into the Rothesay Hive. She noted the purpose of the program was intended to showcase the benefits of art for such a demographic. The program coordinator will be relocating overseas but since it is a research program it is likely there will be a knowledge transfer plan to help other groups establish a similar program. K. Duffley agreed to follow up with the coordinator of the Art4Life Program to inquire about a knowledge transfer plan.

J. Porter Mowatt spoke of the growing international community in the region. She noted language, and cultural customs must be considered when offering elder care for these individuals. She suggested proactively addressing these issues as they relate to the Rothesay Hive. Chairperson Wells stated the Committee had an interest in partnering with the Saint John Newcomers Centre but was unable to at the time owing to a conflict with a similar YMCA program. The Committee was amenable to inviting a member of the Saint John Newcomers Centre, the Multicultural Association, or a similar organization, to submit an application to fill a vacant position on the Committee. Mayor Grant agreed to reach out to a resident that may be suitable. In the event the candidate is unavailable, Chairperson Wells, N. Stephenson and J. Porter Mowatt will reach out to their contacts that are also suitable for the position. It was further suggested the Nominating Committee consider securing representation from a multicultural organization in its guidelines for appointing members to the Age Friendly Advisory Committee. K. Duffley advised this aligns with the proposed Age Friendly Action Plan (2021-2023). The Committee added it would be beneficial if the vacant position could be filled before the new year.

Mayor Grant suggested phrases be added to the draft application that demonstrate the intent to provide age friendly opportunities beyond the Rothesay Hive facility.

When questioned, K. Flood explained the survey must be completed before the application is reviewed by Council. She noted the survey does not have to be an elaborate undertaking, noting a small focus group would suffice. She proposed the survey be distributed early October, followed by a discussion of the results at the October Committee meeting, a recommendation to Council at its November meeting, and final submission before the November deadline. The Committee suggested the distribution plan for the survey include Rothesay Hive members, the Alzheimer's Society, participants of the Bill McGuire Centre fitness class, and other community events (Bingo and card games at the Fairvale Outing Association).

6. NEW BUSINESS**6.1** Rothesay Hive Programming Update

Verbal Update (K. Duffley)

K. Duffley reported the following:

- Fall programs:
 - Registration has increased from the summer months
 - Programs such as Chair Yoga return from their summer hiatus
 - Social events (Coffee & Chat, Board Games, Crosswords and Puzzles) will return to follow fitness programs
- Members expressed appreciation for instructors, and the return of social activities following fitness programs
- October schedule will be similar to September subject to pandemic regulations
- Beginning September 22nd, proof of vaccination, or medical exemption, is required
 - Regulations are unclear so staff will confirm, and notify members, if masks are required for fitness programs
- Email distribution list: 111 members
- Facebook group: 288 members
- Book Club: 11 members now reading “Amazing Grace” by Lesley Crewe
- October newsletter to be released October 4th
 - Suggestions for content can be sent to K. Duffley

Chairperson Wells, and D. O’Connor suggested the upcoming Age Friendly survey, and the Fall Speaker Series be announced in the October newsletter.

6.2 Rothesay Hive Membership

After some discussion, the Committee agreed a \$25 annual membership fee is reasonable to reduce expenses without creating a financial barrier for participation. Following staff’s recommendation, the Committee was amenable to deferring membership fees until the start of the new calendar year (January). This reduces the risk of creating a financial barrier while pandemic restrictions are still evolving. J. Porter Mowatt suggested membership fees be included in the survey. It was noted a membership fee promotes a sense of belonging for members, and demonstrates an interest in creating a self-sufficient facility as advertised to potential sponsors. Staff advised potlucks, Coffee and Chat, and other social programs will be funded by membership fees however individual fees for fitness and art programs will continue.

Counc. Boyle asked about membership cards. K. Flood advised staff are exploring potential software, but for the immediate future, staff will continue to manually admit members to the facility. K. Duffley explained she has a spreadsheet to track membership.

6.3 Age-Friendly Transportation

K. Duffley reported the item was included for information. She advised, since Comex bus routes were reduced, Rothesay, Hampton, Quispamsis, and Grand Bay-Westfield are exploring ways to improve public transportation in the region. The Rural Transit Solutions Fund provides federal funding to support such a goal. Town staff are discussing an application which will highlight age friendly needs. Committee members interested in helping can let K. Duffley know.

There was a brief discussion regarding the Dial-A-Ride program. K. Duffley agreed to follow up regarding Committee inquiries with respect to insurance. Concern was expressed individuals may be deterred from volunteering because of liability and the additional cost to increase their personal insurance policies.

The Committee discussed a previous suggestion to provide taxi chits to Rothesay Hive members. K. Duffley advised staff will explore various options, including taxi chits and the Dial-A-Ride program, to determine the best solution.

Town Manager Jarvie arrived at the meeting.

Meeting Addenda:

Speaker Series

D. O'Connor listed the upcoming Speaker Series events:

- Brian Pike (Halifax Seed) – Gardening
- Leslie Oland – Dyslexia in Adults
- Becky McKay – Rothesay Elementary School Greenhouse (Intergenerational activity with the Rothesay Hive)
- Mike Boyle and Eugene Belliveau – File of Life Program
- Lori Patterson – Fall Prevention (November is Fall Prevention month)

She is waiting for a response from Java Moose for a Speaker Series interview. She explained many community members attend the establishment for social interactions. She added most events will be held online.

2022 Budget

Committee members were encouraged to identify potential items for the budget to be discussed at the October meeting. D. O'Connor mentioned she will confirm if GoAhead Seniors will continue their financial support. Counc. Boyle suggested structured art classes be added to the schedule – for instance, sculpting or other guided classes. These classes may be preferable to unstructured personal choice art sessions. Chairperson Wells noted this aligns with incorporating the Art4Life program into the schedule. Before COVID-19, results from a study, completed by the YMCA, prioritized fitness above other programs.

Committee Vacancy

Chairperson Wells notified the Committee of J. Atkinson's resignation from the Committee. She noted a thank you was extended to Ms. Atkinson for her dedication and contributions to the Committee.

7. CORRESPONDENCE FOR INFORMATION

N/A

8. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, October 19, 2021 at 10:00 a.m. at Rothesay Town Hall.

9. ADJOURNMENT

MOVED by N. Stephenson and seconded by Counc. Boyle the meeting be adjourned.

CARRIED.

The meeting adjourned at 10:45 a.m.

CHAIRPERSON

RECORDING SECRETARY



2021 October 12 Open Session FINAL_130

ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING Rothesay Town Hall Common Room Tuesday, September 21, 2021 at 6:30 p.m.



DRAFT

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

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

ABSENT: DR. SHAWN JENNINGS

Chairperson Gallagher called the meeting to order at 6:32 p.m. Counc. McGuire was connected remotely.

1. APPROVAL OF AGENDA

MOVED by H. Young and seconded by G. Myles the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of August 17, 2021

MOVED by G. Myles and seconded by H. Young the meeting minutes of August 17, 2021 be approved as circulated.

ON THE QUESTION:

Counc. McGuire noted the Committee's recommendation to Council, regarding a public open house/presentation for the Rothesay arena, was tabled at the last Council meeting, pending Council priorities, determination of the effects of Local Government reform, and a special session for discussion.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS:**6.1 Water-based businesses in Rothesay***Verbal Update Director Jensen*

DRP Jensen reported Oromocto, Hampton, and Grand Bay-Westfield offer opportunities to rent space on the waterfront to operate water-based businesses. He explained there is a plan to take aerial photographs along the waterfront to determine if there is a suitable location for water-based businesses. The Renforth Wharf may not be suitable because of parking, and limited space – safety risks are high due to its popularity for recreational activities. The railroad tracks near East Riverside-Kingshurst beach pose a challenge for renting the space.

Counc. Boyle joined the meeting.

The Committee discussed safety, liability, ice-fishing shacks (safety risks are not comparable), and Jordan Miller Park (less suitable than Renforth Wharf).

MOVED by G. Myles and seconded by Counc. McGuire the Parks and Recreation Committee recommends the Town not permit commercial business off the Renforth Wharf until a decision is made by Council.

CARRIED.

7. CORRESPONDENCE FOR ACTION**7.1 Various** Emails from/to resident RE: Kennebecasis Park – Hastings Cove

DRP Jensen advised staff will attend to the pathway between Kennebecasis Park School and Partridge Road, as requested.

The author's second item pertains to a water access point between 31 and 33 Elizabeth Parkway. Town Manager Jarvie explained the pathway was created by a property owner roughly 15 years ago without approval, and removal was requested by Council at the time. When Hastings Cove was subdivided, the parcel of land was provided to the municipality for public purposes (LPP). He clarified, the property is publicly owned but, subject to a resolution of Council, the Town is not obligated to maintain the land as a public pathway. He noted this differs from other pathways in Kennebecasis Park – marked with public access signage – as ownership to these areas was transferred to the village of Renforth (and assumed by the Town following amalgamation), with conditions. One condition is that access be available to all property owners with deeded rights.

The Committee discussed other nearby areas of LPP. When questioned, staff advised public access to the pathways in Kennebecasis Park is available to all community members; and is not impeded by vegetation unless improperly planted by private property owners. Members of the public can make improvements to public land subject to approval from the Town. In response to an inquiry, DRP Jensen advised he does not usually receive requests for more public access points in the area. The Committee suggested the existing pathways may be sufficient.

As mentioned previously, aerial photographs will be taken of waterfront areas in Rothesay. Staff proposed including the area as a location of interest for further consideration. DRP Jensen advised he will contact the author advising of impending work to the pathway near the school, and explain that the Town will be undertaking a project to review waterfront areas in Rothesay.

8. NEW BUSINESS**8.1 Parks and Recreation Update***Parks Update**Director Jensen*

DRP Jensen reported the following:

- Students have completed their terms – regular fulltime/casual staff will assume the workload
- Soccer and ball fields are busy
- Rothesay Arena is scheduled to open for the season on October 4th
 - The roof renovation is substantially complete
- Ongoing standard playground maintenance (ex. painting, monthly inspections)
- Wells ball field:
 - Completion of seeding
 - Installation of fencing to be completed by the end of the month
 - Scribner ball field will continue to be used until the Wells ball field has experienced sufficient grass growth (potential opening – fall 2022)

In response to an inquiry, DRP Jensen advised bleachers for the arena were ordered but have not arrived. Chairperson Gallagher inquired about capacity following the recent changes to pandemic regulations. Staff advised the facility will continue to operate in accordance with current capacity limits (Green Phase), unless instructed otherwise by the Province. User groups will be responsible for ensuring participants provide proof of full vaccination or medical exemption. Town staff will do the same for Town programs such as public skating, and scrimmage hockey.

*Recreation Update**K. Flood*

K. Flood noted:

- September 21 was the last day for Summer Yoga Sessions
- Planning is underway for:
 - a Halloween Public Skate event – costumes encouraged
 - The Kennebecasis Valley Santa Claus Parade (Saturday, November 27th)
 - Winterfest 2022 (virtual and in-person events)
 - Special public skating events on the Rothesay Common
 - The Mayor's Tree Lighting
- Staff plan to follow up regarding the proposed volleyball court in Kennebecasis Park
 - If approved, it could be constructed as early as June 2022

*Age-Friendly Update**K. Duffley*

K. Duffley reported:

- The Rothesay Hive:
 - Social events (Coffee & Chat, Board Games, Crosswords and Puzzles) will return to follow fitness programs
 - Rothesay Hive Members expressed appreciation for instructors, and the return of social activities following fitness programs
 - Registration has increased from the summer months (active waitlists)
 - The October schedule will be similar to September subject to pandemic regulations
 - Beginning September 22nd, proof of vaccination, or medical exemption, is required
 - Masks are mandatory unless performing fitness activities or consuming food or drinks

- Upcoming Fall Speaker Series events (virtual):
 - Age Friendly Community
 - Putting Your Garden to Bed
 - File of Life Program
 - Dyslexia in Adults
 - Fall Prevention
 - Java Moose was invited to participate in an interview for the Speaker Series, but has not responded at this time
- Work is ongoing for Rothesay's Age Friendly Recognition application

8.2 Draft 2022 Parks and Recreation Budgets

➤ *Operating Budget*

DRP Jensen advised, typically, there are only minor changes to the annual operating budget. He noted fuel costs are expected to increase and will be reflected in the operating budget. He reported cost savings last year from using Town resources for tasks such as fertilizing and hydro-seeding instead of engaging a contractor.

➤ *Capital Budget (list of items)*

DRP Jensen reviewed the proposed items for the Capital budget: Rothesay Arena (ongoing project), Parks Equipment (new mower), Parks Dept. Truck (to replace a vehicle that has reached the standard 10 year lifespan for Town vehicles), Wells New Building (Town portion subject to external funding), and Recreation Facility/Program Booking Software.

Staff are exploring use of the lower Arthur Miller Field parking lot for 2 – 3 pickle ball courts. He noted the popularity of the sport continues to grow, especially as an intergenerational activity. This location is suitable in terms of space, opportunity for parking, and walkability to nearby multi-unit residential properties. When questioned, DRP Jensen advised the pickle ball courts are utilized at the Wells Recreation Park. Staff suspect the proposed courts will be popular since they will be specialized courts, as opposed to modified tennis courts (Wells Park).

DRP Jensen encouraged Committee members to submit ideas for the budget to Town staff. Chairperson Gallagher supported the proposal for pickle ball courts commenting on the ease and inclusivity of the sport.

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, October 19, 2021.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:28 p.m.

CHAIRPERSON

RECORDING SECRETARY



2021 October 12 Open Session FINAL_134

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Parks and Recreation Committee
DATE : September 22, 2021
RE : Water-based businesses

Background:

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, September 21, 2021:

MOVED ... and seconded ... the Parks and Recreation Committee recommends the Town not permit commercial business off the Renforth Wharf until a decision is made by Council.

CARRIED.



ROTHESAY
~~2021 October 12 Open Session FINAL 135~~
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, September 22, 2021
Immediately following bus tour (4:45 p.m.)



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
COUNCILLOR DAVE BROWN
SHAWN CARTER
ANN McALLISTER
MARK McALOON
CYNTHIA VANBUSKIRK

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

ABSENT: PETER GRAHAM, VICE CHAIRPERSON

Chairperson Alexander called the meeting to order at 6:45 p.m.

1. APPROVAL OF AGENDA

MOVED by S. Carter and seconded by M. McAloon the agenda be approved as circulated.

ON THE QUESTION:

In the interest of time, the Committee agreed to defer Item 6.3 Private Lanes Policy to the next meeting.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of August 18, 2021.

MOVED by A. McAllister and seconded by Counc. Brown the minutes of August 18, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

A. McAllister declared a conflict of interest with respect to Item 9.4 Elizabeth Parkway Emergency Watermain Repair.

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS:

6.1 Capital Projects Summary

A. McAllister noted the report mentions arena renovations are substantially complete. She asked if an energy efficient ice plant was installed. Chairperson Alexander clarified the project will be completed in phases – currently a renovation of the roof is underway. DO McLean suggested the report should read the *current phase* of arena renovations is substantially complete.

6.2 Solid Waste Tonnage Report

Chairperson Alexander referenced a recent news article where the landfill in Fredericton is urging proper battery disposal after a battery explodes and injures an employee. He explained batteries can be deposited at designated recycling depots.

6.3 Discussion on Private Lanes Policy

- Revised Spreadsheet

Deferred to the next meeting.

6.4 Update on “Welcome to Rothesay” signage

- Proposed locations (map)

Chairperson Alexander noted the proposed locations, outside of the clear recovery zone are: eastbound on the highway near the water tower, and westbound near Kent Building Supplies. The Committee was amenable to these locations. There was a brief discussion regarding design. DO McLean noted the Committee’s comments align with Council’s interest in a simple design similar to the existing blue, sandblasted wood, Rothesay signs – but on a larger scale. He relayed Council requests for a low-key, visible sign with greenery around it, and possibly lights. C. VanBuskirk asked if it would be advantageous, for durability, to construct the sign out of compressed styrofoam (high density urethane), rather than wood. A. McAllister explained the lifespan of this material is astronomical – it can turn into micro-plastics which are harmful to the environment. She stated her preference for a wooden sign. C. VanBuskirk asked if rot is a concern. It was noted wooden signs have a “good shelf life” especially if properly maintained. A report will be provided to Council for approval.

7. CORRESPONDENCE FOR ACTION

7.1 18 August 2021 Email from resident RE: Request for speed bumps on Sierra Avenue
With respect to Sierra Avenue, Town Manager Jarvie reported he also received a request from another resident for streetlights. Typically, it is standard practice to install streetlights at intersections, in which case Sierra Avenue would not be eligible. However, because of the large number of multi-unit residential buildings, and the sidewalk, trees, and sharp turns, the request is reasonable from a safety standpoint. Following a brief discussion on solar lights, Town Manager Jarvie cautioned this option may not provide consistent lighting during the winter because of shorter daylight hours.

Regarding the request for speed bumps, the Committee thought it best to explore other traffic calming measures, especially the effects of the new depressed brick sections on James Renforth Drive.

MOVED by S. Carter and seconded by Counc. Brown:

- 1) the Works and Utilities Committee recommends the installation of streetlights on Sierra Avenue;
- 2) the email from resident RE: Request for speed bumps on Sierra Avenue dated 18 August 2021 be forwarded to the Kennebecasis Regional Police Force (KRPF);
- 3) the new depressed brick sections on James Renforth Drive be monitored for effects on traffic behaviour; and
- 4) Sierra Avenue be added to the list for placement of the flashing speed radar signs.

ON THE QUESTION:

In response to a request, DO McLean confirmed a spreadsheet was created to track the locations of the flashing speed radar signs, and can be included as a regular item on the agenda. Counc. Brown noted speeding is a police matter, suggesting there should be police presence in problematic areas. S. Carter praised the KRPF online traffic complaint form for its effectiveness. He added, and DO McLean agreed, the flashing speed radar signs are effective but only for the duration of their placement.

CARRIED.

7.2 26 August 2021 Email from resident RE: Speeding on Charles Crescent
MOVED by M. McAloon and seconded by Counc. Brown the email from resident RE: Speeding on Charles Crescent be forwarded to the Kennebecasis Regional Police Force.

CARRIED.

7.3 1 September 2021 Letter from resident RE: Request for stop sign at Riverside Country Club
Town Manager Jarvie advised staff have not yet discussed the concern with the Riverside Country Club. He proposed adding concrete to extend the sidewalk into the mouth of the driveway (on Rothesay Road) within the Town right-of-way. This will alert drivers sooner of the impending sidewalk. He suggested this could be done next year and he can speak to the Club about a request for signage.

MOVED by S. Carter and seconded by C. VanBuskirk Riverside Country Club be contacted to discuss options.

CARRIED.

8. NEW BUSINESS:

8.1 Fall Clean-up: November 8 – 12, 2021

Chairperson Alexander noted this year organic material collected in plastic bags will not be accepted.

9. CORRESPONDENCE FOR INFORMATION

9.1 Contract S-2021-007 Seville Row Sewer Replacement

8 September 2021 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

9.2 Contract T-2021-004 Spruce Street Extension and Intersection Improvements

8 September 2021 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

9.3 Geo Stackhouse – Winter Maintenance Contract Extension

8 September 2021 Report prepared by DO McLean

In response to an inquiry, Chairperson Alexander suggested the rationale behind the 10% increase is owing to increasing fuel costs. DO McLean added it is expected general market conditions may also play a factor. He noted materials are difficult to acquire due to supply shortages during the pandemic. Staff believe it is more cost efficient to extend the contract as opposed to issuing a new tender. Counc. Brown commented on the difficulty acquiring materials, especially parts for vehicles and equipment. It was noted it will be an accumulated increase of 10% over the period of the contract.

9.4 Elizabeth Parkway Emergency Watermain Repair

8 September 2021

Report prepared by DO McLean

RECEIVED FOR INFORMATION.

10. DATE OF NEXT MEETING:

The next meeting is scheduled for Wednesday, October 20, 2021.

Counc. Brown raised an issue with weeds growing between curbs and sidewalks throughout the Town. He noted he spoke with Town staff about a tool (roughly \$11,000 – 12,000) that can attach to Town equipment for the purpose of removing weeds from these areas. Chairperson Alexander suggested the item can be discussed during budget deliberations. Town Manager Jarvie noted, if purchased, further information is required regarding the logistics of its operation, and implications to regular Town maintenance. DO McLean added it must also be confirmed that the tool will not degrade concrete.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:11 p.m.

CHAIRPERSON

RECORDING SECRETARY



2021 October 12 Open Session FINAL_139

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : September 23, 2021
RE : Sierra Avenue Streetlights

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 22, 2021:

MOVED ... and seconded ...:

- 1) the Works and Utilities Committee recommends the installation of streetlights on Sierra Avenue;
- 2) the email from resident RE: Request for speed bumps on Sierra Avenue dated 18 August 2021 be forwarded to the Kennebecasis Regional Police Force (KRPF);
- 3) the new depressed brick sections on James Renforth Drive be monitored for effects on traffic behaviour; and
- 4) Sierra Avenue be added to the list for placement of the flashing speed radar signs.

CARRIED.



ROTHESAY
2021 October 12 Open Session FINAL_140
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, October 4, 2021 at 5:30 p.m.



DRAFT

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

TOWN MANAGER JOHN JARVIE (*arrived at 5:50 p.m.*)
TOWN CLERK MARY JANE BANKS
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
RECORDING SECRETARY LIZ HAZLETT

ABSENT: JOHN BUCHANAN

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

1. APPROVAL OF THE AGENDA

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

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of September 7, 2021

MOVED by T. Brittain and seconded by K. Adams the Minutes of September 7, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

4.1 Lambert Court

OWNER:

PID:

PROPOSAL:

Joseph & Lorraine Lambert, and Christopher Nagle

Joseph & Lorraine Lambert, and Christopher Nagle

30282891, 30282909

Discharge Agreement

Mr. and Mrs. Lambert, and Mr. Nagle were unable to attend the meeting. DPDS White summarized the report, highlighting staff support the request for a discharge agreement as the creation of a small dead end public street would place an infrastructure burden on the Town. The property owners now wish to subdivide the property by utilizing the existing private driveway right-of-way pursuant to Municipal Plan Policy PS-2 – no more than three flag lots are contiguous to each other with all access through a common right-of-way. The property owners are required to sign their requests for discharge so it is entered into the public record that the maintenance of the common right-of-way shall be attributed to all properties, and documented through a private driveway agreement registered on the property title. DPDS White added the matter will return to the Committee through a subdivision application.

MOVED by Counc. Shea and seconded by T. Brittain the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into a discharge agreement of a development agreement registered in Kings County as Document Number 29590669 on December 13, 2010 and registered on Title of PIDs 30282891 and 30282909 being properties located off Lambert Court.

ON THE QUESTION:

Counc. Mackay French asked if the recommendation is the outcome the applicants are expecting. DPDS White advised the recommendation is what the applicants have requested.

CARRIED.

5. OLD BUSINESS

TABLED ITEMS

Tabled February 5, 2018 – no action at this time

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

Tabled September 8, 2020 – no action at this time

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

5.3 Holland Drive

Andrew Baskin

OWNER:

A.C. Baskin Investments Inc.

PID:

00056614, 00065094, 00056598

PROPOSAL:

2 – 6 story (48 Unit) Apartment Buildings

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee removes from the table the application from Mr. Andrew Baskin, Director of A.C. Baskin Investments Inc. to develop two six story (48 unit) apartment buildings on three parcels of land off Holland Drive.

CARRIED.

The applicant, Mr. Andrew Baskin, was in attendance. DPDS White highlighted the following:

- An application to develop two six story (48 unit) apartment buildings on three parcels of land off Holland Drive
- The area is suitable due to its close proximity to several major commercial uses (Canadian Tire and Sobeys), Hampton Road, and its designation for high density in the Municipal Plan
- The proposal will include 14 affordable units in accordance with density bonus incentives in the Municipal Plan (standard of 40 units total per 1 acre lot)
 - Affordable housing units:
 - 20 year commitment
 - Base monthly rental rate at or below 30% of the median total income of lone-parent family households
 - Rent increases are linked to the Consumer Price Index (CPI)
- The Development Agreement includes:
 - Renderings to show Council and the public the overall design (ex. materials)
 - A commitment to extend Chapel Road (without a full connection to Hampton Road) complete with sidewalk connections to Scribner Crescent and Parkdale Avenue, and a crosswalk across Chapel Road

- A financial contribution for 40% of the cost of intersection improvements at Marr Road and Chapel Road
- Concerns from the Kennebecasis Valley Fire Department (KVFD) regarding challenges six story buildings would present based on current equipment and resources
 - If a public hearing is scheduled, the Fire Chief will be invited to speak to these concerns
 - To comply with the National Building Code, buildings whose top floor level is more than 60 feet above grade, must have additional fire protection requirements. Although six story buildings fall below this criteria, it is recommended these requirements be imposed on the apartment buildings to mitigate risks.

Town Manager Jarvie arrived at the meeting.

DPDS White clarified, the recommendation to schedule a public hearing is not an endorsement of the application.

Counc. Shea inquired about stormwater management. DPDS White advised the developer is required to prepare a stormwater management plan. In accordance with the Zoning By-law, there is a requirement for a net zero discharge on the property. Mr. Daniel Houghton, Project Engineer (President of Engineering by Houghton), noted the project will connect to existing municipal infrastructure near Hampton Road. Stormwater retention will be implemented on site with the focus that the post development discharge will not exceed pre-development conditions. Counc. Shea asked when a stormwater management plan will be provided to Council. DPDS White advised staff have reviewed a preliminary plan but a detailed plan is typically provided during the development stage. He added details can be requested sooner if desired. Given the magnitude of the development, Counc. Shea requested the stormwater management plan be provided to Council prior to the development stage. DPDS White reiterated, the stormwater system will be constructed in accordance with Town specifications, more specifically, a net zero discharge is required to prevent adverse impacts to the surrounding area. Mr. Houghton noted this commitment is outlined in the development agreement. He added it would be premature to submit a detailed stormwater management plan until the size of the buildings and parking lot is confirmed. He further noted stormwater will be retained in either underground, aboveground, root storage, or a combination of these options.

Counc. Mackay French asked if it would be possible to create a connection to either the Canadian Tire or Sobeys parking lots. This would divert traffic from Chapel Road to a route with traffic lights. DPDS White advised he will discuss the suggestion with the Town Engineer and the Project Engineer. Counc. Mackay French noted Quispamsis and Rothesay share a fire protection service. She asked if Rothesay can make a decision that, as noted by the Fire Chief, will add a building to their coverage area that changes their risk profile and requires training and resources (firefighters) that go beyond the Department's current capacity. Town Manager Jarvie advised while it may be considerate to do so, the Town is not obliged to consult with Quispamsis regarding development agreements.

Chairperson McMackin asked if the applicant had anything to add. Mr. Baskin noted the land was purchased a year ago and significant time and careful consideration was given to the height of the buildings and the design. He listed his prior projects in Rothesay, noting he is committed to quality. He acknowledged it is a big jump from four- to six-story buildings, but noted the buildings will not be widely visible like those on Millennium Drive.

Ann McAllister, a member of the Works and Utilities Committee, inquired about energy efficiency standards for construction of the buildings. DPDS White advised the developer is not obliged to incorporate energy efficient elements beyond the standards in the National Building Code. A policy exists in the Municipal Plan to allow for an additional density bonus should the developer wish to apply for LEED certification. Mr. Baskin advised he is looking into solar hot water systems and geothermal heating but this is contingent upon approval and a more in-depth look at feasibility. He noted he has incorporated energy efficient elements in past projects, and will continue to do so citing lower operating costs and building “better” for the future, as long as it is feasible to do so. He added government grants are available, but approval is required beforehand.

Mayor Grant appreciated the desire for increased density in the Town, and the project’s use of incentives available in the Municipal Plan. She noted traffic concerns are being addressed with discussion about the Chapel Road/Marr Road intersection. With respect to fire safety concerns, she asked if this would be the first six story buildings in the Kennebecasis Valley. DPDS White advised he would have to investigate and report back. Mayor Grant commented on the importance of input from the Fire Chief, noting she is glad an invitation to the public hearing will be extended to him.

Mr. Houten briefly commented on his experience with Mr. Baskin, noting they have worked together on multiple projects over the course of several years. He vouched for the quality of Mr. Baskin’s work in both his personal houses, and apartment buildings, in Grand Bay-Westfield, Quispamsis, and Rothesay. He noted the project site is unique as it provides access to municipal infrastructure, reduced visibility, and the slope of the land provides opportunity for multiple layers of underground parking. He extended appreciation for the Committee’s time and interest in the proposal.

Casey Hoogeveen, 26 Chapel Road, noted he does not have an issue with the development, but expressed concern regarding the intent to add more traffic to Chapel Road. He inquired as to why access to the land will be from Chapel Road rather than Holland Drive. On a visit to Holland Drive he reported a minimal wait time to exit left onto Hampton Road (roughly 17 seconds). He noted Chapel Road is used as a route for residents of Scribner Crescent, Hillsvie Crescent, and Parkdale Avenue, as well as shortcut between Hampton Road and Marr Road for commuters. He added the area is also frequented by school bus routes. He acknowledged a traffic report was conducted, but cautioned the traffic generated from the development (tenants, visitors, and deliveries) will add a significant number of vehicles to an already very active route. He noted he would prefer to see townhouses developed on the land, but if the apartment buildings are approved, he encouraged traffic to be directed down Holland Drive to Hampton Road.

DPDS White advised Mr. Hoogeveen’s comments will be discussed with the Town Engineer and the applicant.

MOVED by T. Brittain and seconded by Counc. Shea the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider rezoning 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 in accordance with the Community Planning Act.

CARRIED.

6. CORRESPONDENCE FOR INFORMATION
N/A

7. DATE OF NEXT MEETING(S)

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

8. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:12 p.m.

CHAIRPERSON

RECORDING SECRETARY



2021 October 12 Open Session FINAL_145

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Planning Advisory Committee
DATE : October 6, 2021
RE : Lambert Court (PID 30282891 & 30282909)

The Planning Advisory Committee passed the following motion at its regular meeting on Monday, October 4, 2021:

MOVED ... and seconded ... the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into a discharge agreement of a development agreement registered in Kings County as Document Number 29590669 on December 13, 2010 and registered on Title of PIDs 30282891 and 30282909 being properties located off Lambert Court.

CARRIED.



To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
Director of Planning and Development Services
Date: Thursday, September 09, 2021
Subject: Discharge Agreement - Lambert Court (PIDs 30282891 30282909)

Applicant:	Joseph & Lorraine Lambert	Co-Applicant:	Christopher Nagle
Mailing Address:	166 Gondola Point Road Rothesay NB E2E 2C3	Mailing Address:	11 Lambert Court Rothesay NB E2S 1A5
Property Location:	42 Marr Road	PID:	30282891 30282909
Plan Designation:	Rural	Zone:	R1C - Single Family Residential – Unserved Zone
Application For:	Discharge of existing development agreement		
Input from Other Sources:	Director of Operations		

ORIGIN:

An application from Joseph and Lorraine Lambert and Christopher Nagle requesting that Council consent to the discharge of a 2010 development agreement on their properties located off Lambert Court (PIDs 30282891 30282909).



Figure 1 – Subject Properties Lambert Court

BACKGROUND:

The subject lands consist of two separately owned parcels of land. The largest parcel is owned by Lorraine and Joseph Lambert being a 8 acre vacant parcel of land (PID 30282909) and Mr. Nagel owns 11 Lambert Court (PID 30282891) a 2.5-acre parcel with an existing single family home.

Since 2003 the original property owner Mr. Henry Lambert, President of Lambert Home Improvements Ltd. attempted to develop the subject property as a small subdivision of residential single family homes. In 2010 Council entered into an agreement with the developer that included a clause that obligates the construction of a public road, as follows:

1. The Town agrees to allow the Developer to access the single residential home on Lot 10-01 by way of a right of way until such time as either Parcel A or Lot 10-01 are further subdivided or developed. The Developer agrees that when Parcel A or Lot 10-01 are further subdivided or developed, a public road shall be constructed and the right of way will be extinguished when the road is complete.

However, due to the cost of constructing a public street the subdivision plans were never realized. The property owners now wish to subdivide the property by utilizing the existing private driveway right of way pursuant to Municipal Plan Policy PS-2, as follows:

Council Shall

Restrict the design of flag lots in new subdivisions such that no more than three flag lots are contiguous to each other with all access through a common right-of-way. The maintenance of the common right-of-way shall be attributed to all properties and documented through a private driveway agreement registered on the property title.

A development agreement is a two party contract between Rothesay and the property owners (typically a land developer). The development agreement sets out the requirements and conditions that govern the development of the property. It provides certainty to the developer, but it also obligates the developer to provide benefits to the municipality, such as building a public street. Staff are supportive of this request to discharge the development agreement, as the creation of a small dead end public street (Lambert Court) would place an infrastructure burden on the Town. Should the agreement be discharged the subdivision of the vacant land (PID 30282909) would still require PAC approval of variances and Council acceptance of Land for Public Purpose.

Staff are supportive of the application however, PAC should be aware that private lanes throughout Rothesay have several issues in that subsequent property owners often turn to the Town to pay for major capital improvements to these private driveways when maintenance and repair costs escalate. For that reason, Staff required that both property owners sign their requests for discharge and that these documents be entered into the public record. The applicants and future owners should be aware that Rothesay Policy PS-2 requires that the maintenance of the common right-of-way shall be attributed to all properties and documented through a private driveway agreement registered on the property title.

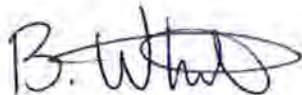
RECOMMENDATION:

It is recommended THAT the Planning Advisory Committee consider the following Motion:

PAC HEREBY recommends that Council authorize the Mayor and Clerk to enter into a discharge agreement of a development agreement registered in Kings County as Document Number 29590669 on December 13, 2010 and registered on Title of PIDs 30282891 and 30282909 being properties located off Lambert Court.

ATTACHMENTS:

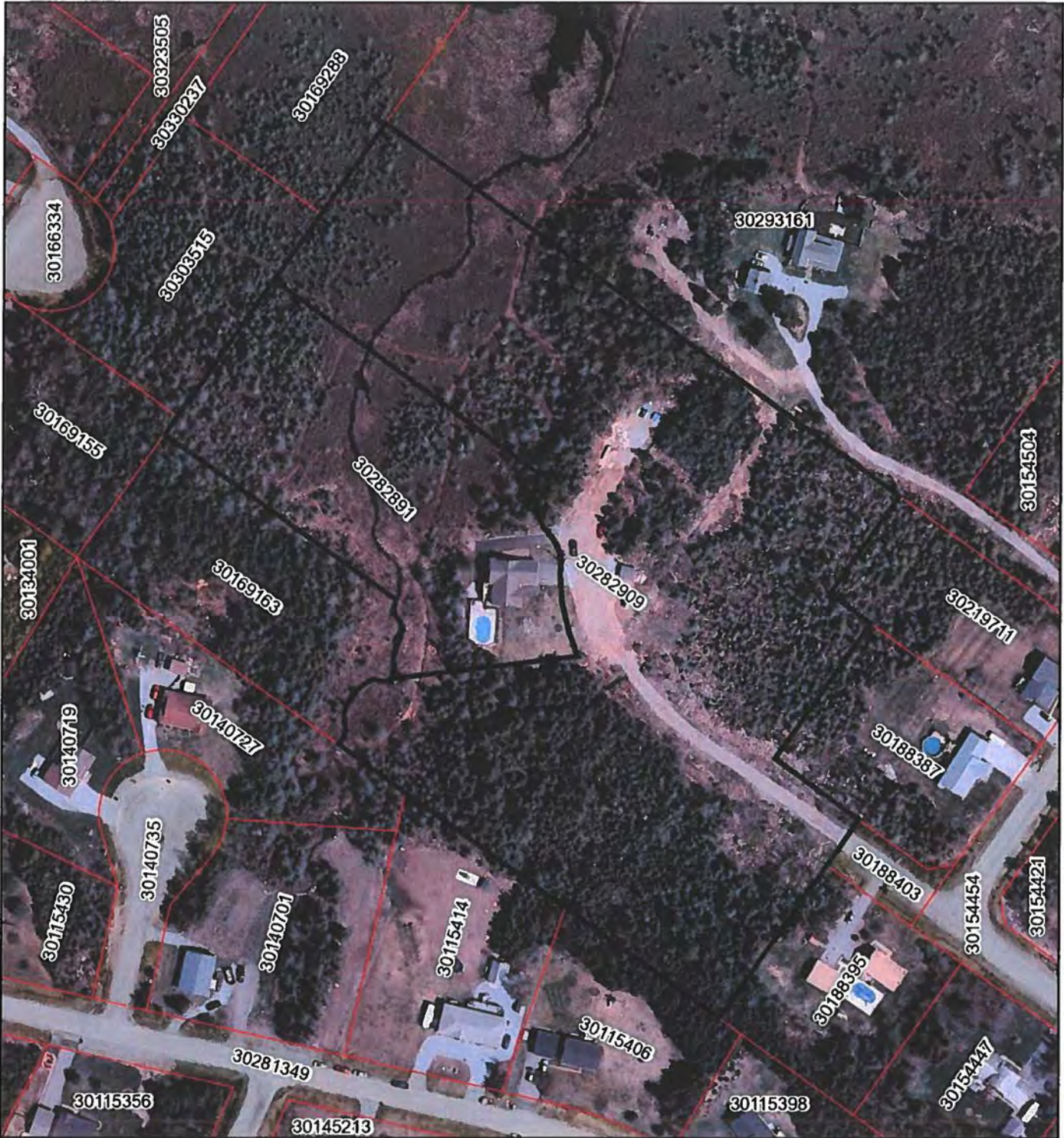
Attachment A	Location Map
Attachment B	Original 2010 Agreement
Attachment C	Applicants Signed Requests and Proposed Discharge Agreement



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

Date: Thursday, September 09, 2021

Map 1 Subject Parcels PIDs 30282891 30282909



Map 1 Subject Parcels PIDs
30282891 30282909

Map Scale 1:2000

Date: 2021/09/08 15:04:27



While this map may not be free from error or omission, care has been taken to ensure the best possible quality. This map is a graphical representation of property boundaries which approximates the size, configuration and location of properties. It is not a survey and is not intended to be used for legal description or to calculate exact dimensions or area.

29590669

Rothsay

DEC 13 2010
12:34:55

DEVELOPMENT AGREEMENT

Parcel Identifier
of Parcel Burdened
by Agreement:

00440479

Owner of Land Parcel:

Lambert Home Improvements Ltd

11 Lambert Ct.
Rothsay, NB
E2S 1A5

Agreement with:

Rothsay

70 Hampton Road
Rothsay, N.B.
E2E 5L5

a body corporate under and by virtue of the
Municipalities Act, RSNB 1973, Chapter M-22,
located in the County of Kings and Province of New
Brunswick

Purposes of Agreement:

Lambert Home Improvements, owned by Henry
Lambert (hereinafter called the "Developer") and
Rothsay are desirous of entering into an
Agreement with respect to the use of a right of way
as a temporary access to a parcel of land;

NOW THEREFORE THIS AGREEMENT WITNESSETH that for mutual
covenants and agreements herein expressed and contained, the parties hereto
covenant and agree as follows:

Development

1. The Town agrees to allow the Developer to access the single residential home on Lot 10-01 by way of a right of way until such time as either Parcel A or Lot 10-01 are further subdivided or developed. The Developer agrees that when Parcel A or Lot 10-01 are further subdivided or developed, a public road shall be constructed and the right of way will be extinguished when the road is complete.
2. The Developer agrees that when Parcel A or Lot 10-01 are further subdivided or developed, a public road designed and built to Town standards will be constructed that provides access to Lot 10-01 and all lots or homes created by the subdivision or development of Parcel A or Lot 10-01.
3. The Developer agrees that any further subdivision or development of Parcel A or Lot 10-01 will be governed by an amended Development Agreement that ensures a public road is developed to the satisfaction of the Town Engineer. Further, the Developer agrees that no development, subdivision or road construction will be permitted that precludes, either at the time of development or at any point in the future, the extension of said public road to Lot 09-1 and Lot 09-2.
4. The Developer agrees that no building permits will be issued for any development until such time as a road is developed to the satisfaction of the Town Engineer.
5. The Developer agrees that when municipal services are available in the area of Chantale Street that the lands will be connected to the services. The cost of the connection will be borne by the Developer.

Development Agreement

6. The Developer shall ensure that all watercourse crossings and any potential infringements on wetlands are executed in accordance with the Watercourse and Wetland Alteration Regulation administered by the Department of Environment.

Notice

7. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to Henry Lambert, 11 Lambert Ct., Rothesay, NEW BRUNSWICK, E2S 1A5 and to the Town if delivered personally or by prepaid mail addressed to the Town of ROTHESAY, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-Laws

8. The Developers agree to be bound by and to act in accordance with the By-laws of the Town and such other laws and regulations that apply or may apply in future to the site and to activities carried out thereon.

Severability

9. If any paragraph or part of this agreement is found to be illegal or beyond the power of the Town to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent there from and to be agreed as such.

Reasonableness

10. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

Development Agreement

This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, administrators, successors and assigns.

IN WITNESS HEREOF the parties have duly executed these presents the day and year first above written.

Date: Sept 22, 2010.

Witness:

Witness:

Levi Côté

Levi Côté

Lambert Home Improvements

[Signature]

Rothesay:

W. V. B...
Mayor

[Signature]
Clerk



[illegible]

Form 45
AFFIDAVIT OF CORPORATE EXECUTION
Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: Henry Lambert
11 Lambert Court
Rothesay, NB
E2S 0A7

Office Held by Deponent: President

Corporation: Lambert Home Improvements Ltd.
11 Lambert Court
Rothesay, NB
E2S 0A7

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: March 22, 2010.

I, Henry Lambert, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me, Henry Lambert, and as President I am duly authorized to execute the instrument on behalf of the corporation;
3. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Saint John,
in the County of Saint John and
Province of New Brunswick, on
This 22 day of March, 2010.

BEFORE ME:


Commissioner of Oaths,
Being a Solicitor


Henry Lambert
Lambert Home Improvements Ltd.

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Deponent: **MARY JANE E. BANKS**

Rothsay
70 Hampton Road
Rothsay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothsay**

Other Officer Who Executed the Instrument: **WILLIAM J. BISHOP**

Rothsay
70 Hampton Road
Rothsay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothsay, Province of New Brunswick.

Date of Execution: 2 December, 2010.

I, **MARY JANE E. BANKS**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me and **WILLIAM J. BISHOP**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "**William J. Bishop**" subscribed to the within instrument is the signature of William J. Bishop, who is the Mayor of Rothsay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
4. the Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothsay,
in the County of Kings,
and Province of New Brunswick,
This 2 day of December, 2010.

BEFORE ME:


Commissioner of Oaths

S.M. HATCHER
Commissioner of Oaths
My Commission Expires
December 31, 2011.


MARY JANE E. BANKS

CERTIFICATE OF EFFECT

PID: 440479

Owner: LAMBERT HOME IMPROVEMENTS LTD.

THIS IS TO CERTIFY THAT the intended effect of the registration of the attached **DEVELOPER'S AGREEMENT** on the current Certificate of Registered Ownership for the specified parcel is as follows:

**Add to Encumbrance: ROTHESAY
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5
Instrument: Developer's Agreement**

Date: December 7, 2010

Subscriber:



W. S. REID CHEDORE
Mosher Chedore
The Red Rose Tea Building
12 Smythe Street, 5th Floor
Saint John, New Brunswick
E2L 5G5

OUR FILE NO. : C 18494-02

REQUEST FOR DISCHARGE OF AGREEMENT

We, Lorraine Lambert and Henri Lambert hereby respectfully request that the agreement registered against our property referenced in the attached draft document be discharged by the Town of Rothesay.


Lorraine Lambert


Henri Lambert

Dated July 30, 2021 Dated July 30, 2021

I, Christopher Nagle, owner of one of the properties referenced in the attached draft document hereby confirm that I am in agreement in principal with the proposal to have the Town of Rothesay discharge my property from the terms of the agreement.


Christopher Nagle

Dated 08/25/2021

Rothesay

DICHARGING AGREEMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.24

Parcel Identifier
of Parcels Burdened
by Agreement: 30282891, 30282909

Owners of Land Parcels: NAGLE, CHRISTOPHER MICHAEL
11 LAMBERT COURT
ROTHESAY NB
E2S 1A5

LAMBERT, LORRAINE MARY & JOSEPH HENRI
166 GONDOLA POINT ROAD
ROTHESAY NB
E2E 2C3
(Hereinafter called the "Developers")

Agreement with: **ROTHESAY**
70 Hampton Road
Rothesay, N.B.
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the Local
Governance Act, RSNB 2017, Chapter 18, located
in the County of Kings and Province of New
Brunswick

WHEREAS the Developers are the registered owner of certain lands located at
Lambert Court, Rothesay (PIDs 30282891, 30282909) and which said lands are
more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Town entered into a Development Agreement with Lambert
Home Improvements Ltd. to allow for the subdivision of residential building lots and
the creation of a public road which was registered in Kings County as Document
Number 29590669 on December 13, 2010 (hereinafter called the "Existing
Agreement");

AND WHEREAS the Developers have requested that the Existing Agreement be
discharged;

AND WHEREAS, pursuant to the procedures and requirements contained in the
Community Planning Act, Rothesay Council approved this request by resolution at
a meeting held on **[INSERT - date]**;

WITNESS that it is agreed that the Lands are HEREBY discharged from the
Agreement.

This Agreement shall be binding upon and endure to the benefit of the parties
hereto and their respective heirs, administrators, successors and assigns.

IN WITNESS WHEREOF, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer as of _____, 2021.

Witness: PID 30282891

NAGLE, CHRISTOPHER MICHAEL

Witness: PID 30282909

LAMBERT, LORRAINE MARY

LAMBERT, JOSEPH HENRI

Witness: ROTHESAY

Nancy E. Grant, Mayor

Mary Jane E. Banks, Clerk

SCHEDULE A

PID: | 30282891, 30282909

DRAFT

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

*Land Titles Act, S.N.B. 1981, c.L-1.1, s.55*Deponent: **MARY JANE E. BANKS**Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothesay**Other Officer Who
Executed the Instrument: **NANCY E. GRANT**Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5Office Held by Other
Officer Who Executed the
Instrument:

Mayor

Place of Execution: **Rothesay, Province of New Brunswick.**

Date of Execution: _____, 2017

I, **MARY JANE E. BANKS**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me and **NANCY E. GRANT**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. The signature "**NANCY E. GRANT**" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
4. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
Rothesay, in the County of Kings,
and Province of New Brunswick,
This ____ day of _____, 2017

BEFORE ME:

Commissioner of Oaths_____
MARY JANE E. BANKS



ROTHESAY

2021October12OpenSessionFINAL_161

BUILDING PERMIT REPORT

9/1/2021 to 9/30/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/21/2021	BP2021-00059	16 RIVER RD	SINGLE FAMILY	\$120,000.00	\$870.00
09/01/2021	BP2021-00101	73 ELIZABETH PKWY	ADDITION	\$19,200.00	\$145.00
09/21/2021	BP2021-00131	16 RIVER ROAD	DETACHED GARAGE	\$20,000.00	\$145.00
09/17/2021	BP2021-00151	3161 ROTHESAY	ADDITION	\$14,500.00	\$108.75
09/03/2021	BP2021-00152	8 CLARK	DECK	\$890.00	\$20.00
09/03/2021	BP2021-00154	3 FRANCES	WINDOWS	\$8,700.00	\$65.25
09/15/2021	BP2021-00155	57 RIVER	ACCESSORY STRUCTURE	\$3,000.00	\$21.75
09/07/2021	BP2021-00156	15 BURPEE	DEMOLITION	\$0.00	\$500.00
09/10/2021	BP2021-00158	46 IONA	DECK	\$2,000.00	\$20.00
09/10/2021	BP2021-00159	2160 ROTHESAY	STORAGE SHED	\$2,000.00	\$20.00
09/28/2021	BP2021-00160	14 SEVILLE	ADDITION	\$27,000.00	\$195.75
09/14/2021	BP2021-00161	52 MARR	WINDOWS	\$3,300.00	\$29.00
09/17/2021	BP2021-00162	125 RIDGEWAY	ACCESSORY STRUCTURE	\$800.00	\$20.00



ROTHESAY

2021 October 12 Open Session FINAL (162)

BUILDING PERMIT REPORT

9/1/2021 to 9/30/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/28/2021	BP2021-00164	19 MAIDEN	STORAGE SHED	\$8,235.00	\$65.25
09/23/2021	BP2021-00166	52 MONACO DR	STORAGE SHED	\$6,000.00	\$43.50
Totals:				\$235,625.00	\$2,269.25
Summary for 2021 to Date:				\$5,737,568.23	\$43,581.00

2020 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$13,424,566.00	\$97,437.00
Summary to Date:	\$18,966,949.00	\$139,664.50



ROTHESAY

INTEROFFICE MEMORANDUM

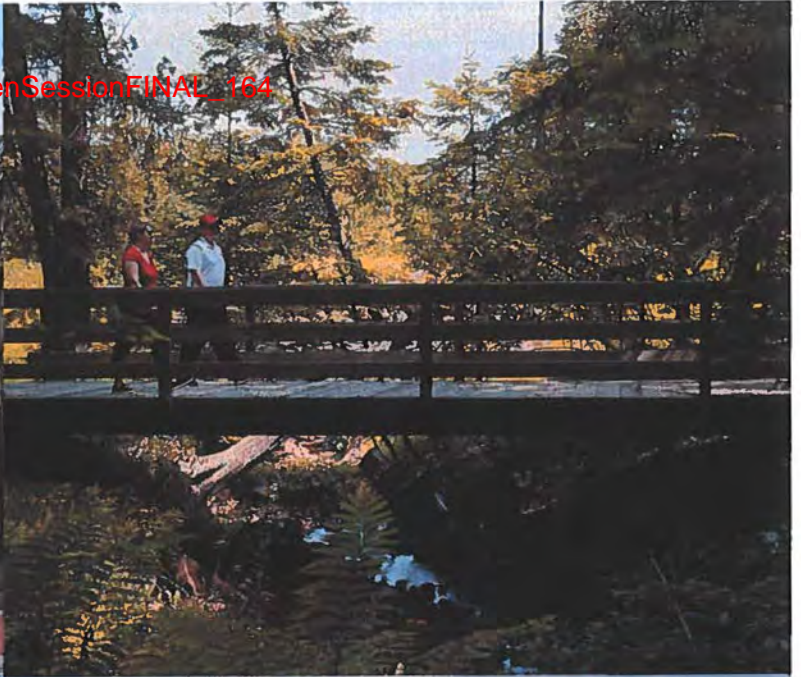


TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 7 October 2021
 RE : Capital Project – Status Report

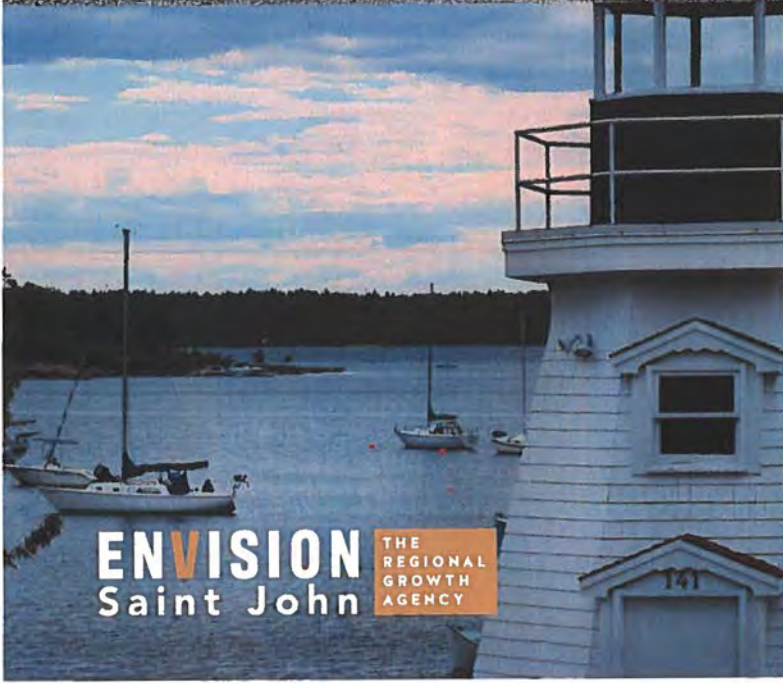
The following is a list of 2021 capital projects, holdover 2019 and 2020 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 30/08/21*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
2019	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Turnbull Ct sewer replacement	\$1.11M	90%	Pipework complete, pump station under construction
2020	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. Supply issues delaying completion of remaining streets.
	2021 Curb & Sidewalk	285,000	80%	Highland Avenue Sidewalk substantially complete
	2021 Designated Highways	1,100,000		Funding denied
	Drainage Study	200,000	30%	Field survey work done, video inspection 90% complete
	Intersection Improve Spruce & Clark	300,000		Work 55% complete
	Fleet/Equipment	600,000	50%	Sweeper and 2 trucks to be tendered.
	Parks Equipment	25,000	100%	Trail groomer received.
	Trails	50,000		Deferred pending land acquisition
	Wells Ballfield	250,000	50%	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%	Funding announced, technical advisor in place. Design services award on October agenda.
2021	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 70% complete
	SCADA	35,000	26%	In design phase
	Asphalt related sewer work	95,000		Included with 2021 tender

* Funds paid to this date.



STRATEGIC VISION



ROADMAP FOR GROWTH

Message from the CEO & Board Chair

Since our inception on January 1, 2021, Envision Saint John: The Regional Growth Agency has embarked on an ambitious mission to build a roadmap for growth for the Saint John region. From our Board of Directors to every member of our team, collectively, we have been hard at work in laying the foundation and setting in motion a framework that sets the strategic direction to accelerate a new model for economic growth in New Brunswick that is being recognized as a game-changer.

We have been moving swiftly and deliberately, setting a pace for the work ahead. With clarity and focus we will drive outcomes that are meaningful by growing the population, increasing the municipal property tax base, and enhancing our regional brand perception. Additionally, we will focus on the intangible outcomes too, like the vitality of our community. Not only will we see the results, but we will feel them.

How we grow matters – environmental and social issues will be part of the conversation. When we talk about growth – it's growth where no one is left behind. We are also not so naive to believe that we have all the answers and are singularly tasked for growing the region. Make no mistake – this will take a collective effort – as we build on the momentum of current successes. Everyone has a role to play and alignment with our partners is critical. This strategic vision outlines how Envision Saint John will play that coordinating role for our region; how we serve our community holistically and authentically. We will be quarterbacking this work while our value proposition and guiding principles will keep us focused. Our strategic vision is a living document that we will evaluate and evolve to meet the needs of the ecosystem. This is not

a traditional economic growth strategy but a strategic visioning tool that will guide our team and Board as we embark on what could be the most important 10 years in our region's history - always asking "who will we be in one generation?"

Our strategic vision will be supported with annual business plans and detailed workplans that outline specific activities that will lead to growth. We will also be linking meaningful Key Performance Indicators (KPIs) to validate and inform the growth opportunities, activities, and outcomes.

Amid a global pandemic, New Brunswick has become highly desirable overnight. This global disruption has created a new context for who we are. And this global reset means we are all at the same starting line.

Our future is ours for the making – ours for the taking.

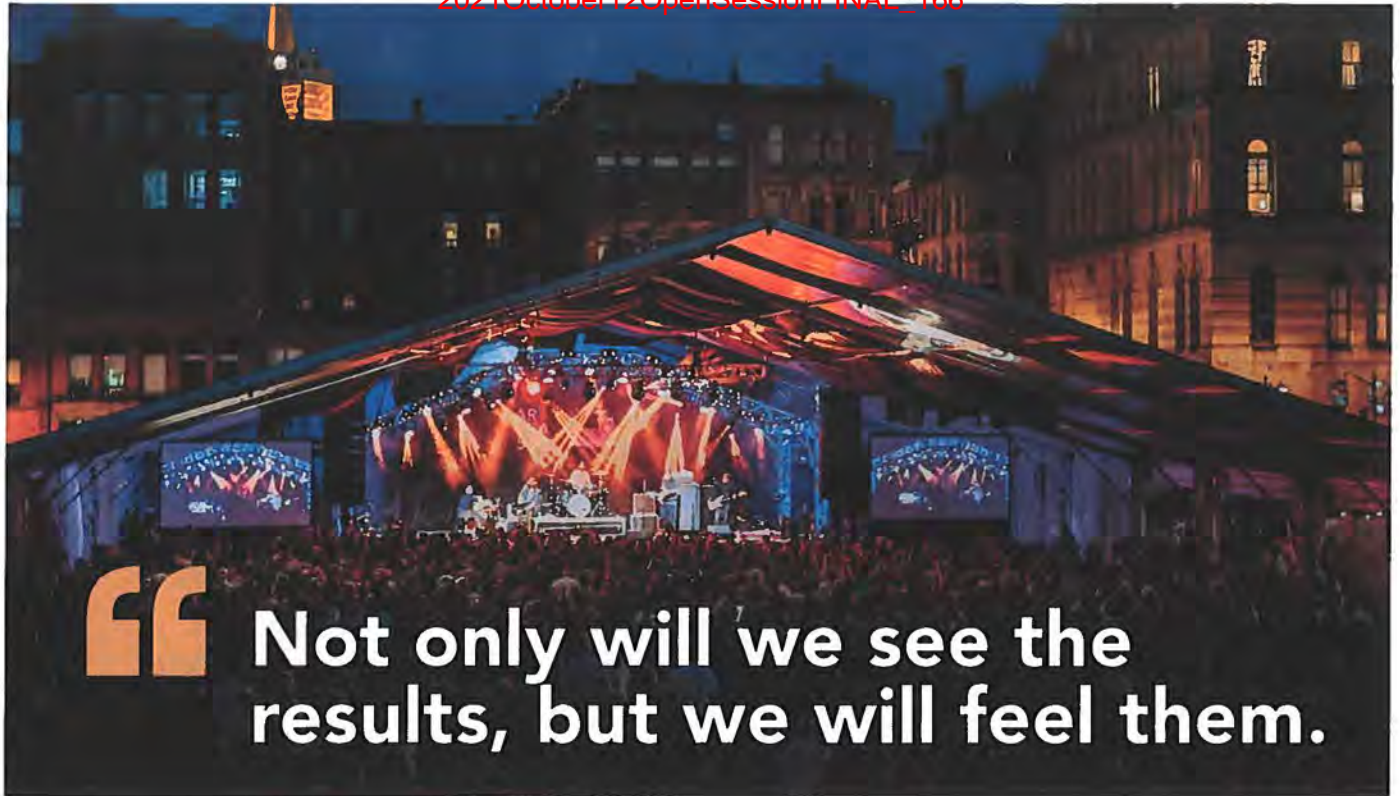
Let's continue to build on a better future, together.



Paulette Hicks
CEO



Al Walker
Board Chair



“ Not only will we see the results, but we will feel them.”

Picture this

A generation from now, the Saint John region's population has soared. People are drawn to the community for the great career opportunities and desired quality of life. We are known as global leaders in key business sectors. The Saint John region is recognized on the global stage – our place brand is strong, and our residents are proud ambassadors. The growth has dramatically boosted municipal property tax revenues, enabling more investment in programs and infrastructure. This creates a virtuous cycle of growth as more and more people want to get in on the good thing we have going here. And ultimately, all of our children and grandchildren, if they so wish, will have the opportunity to choose New Brunswick to live and work.

Envision our potential.

- 1,000,000 people now call New Brunswick home.
- Our region has increased its population by 25,000.
- The City of Saint John is the thriving core with a strong cluster of employment and culture in the heart of our region.
- The skills of our workforce are harmonized with employment opportunities.
- Robust provincial and national talent pipelines align with employment opportunities and the quality of our talent pool is the envy of our neighbours.
- The growing working population is drawn to the abundance of career opportunities and quality of life.
- We are recognized as global leaders in key business sectors - in mature sectors like Energy and Logistics, as well as emerging sectors such as Digital Health.
- Our place brand is strong and distinct, and our residents are demonstrating pride of place.
- New tourism product populates our coastline, from the Fundy Trail to the Kennebecasis River, and attracts visitors from around the world.
- New Brunswick and the Saint John region are recognized on the global stage for our innovation, leadership, and generosity.

Why the Saint John region

The Saint John region is a place for people who want more flexibility to focus on what matters to them – leading to a more authentic and fulsome life where they feel they belong.

The region, with a vibrant city at its core, is a place where you can discover your personal balance with both urban experiences and natural wonders – allowing you to live a life that inspires.

As Canada's first incorporated city, Saint John has the history to understand the importance of acceptance and diversity to the fabric of life - a place where anyone can establish real roots and grow.

Saint John is more than a city. It's truly a unique region. Its bond, steeped in history, bolstered by pride of place, and strengthened in a shared vision for future growth. We know if Saint John succeeds the region succeeds. When the region succeeds, New Brunswick succeeds.



WHO WE ARE

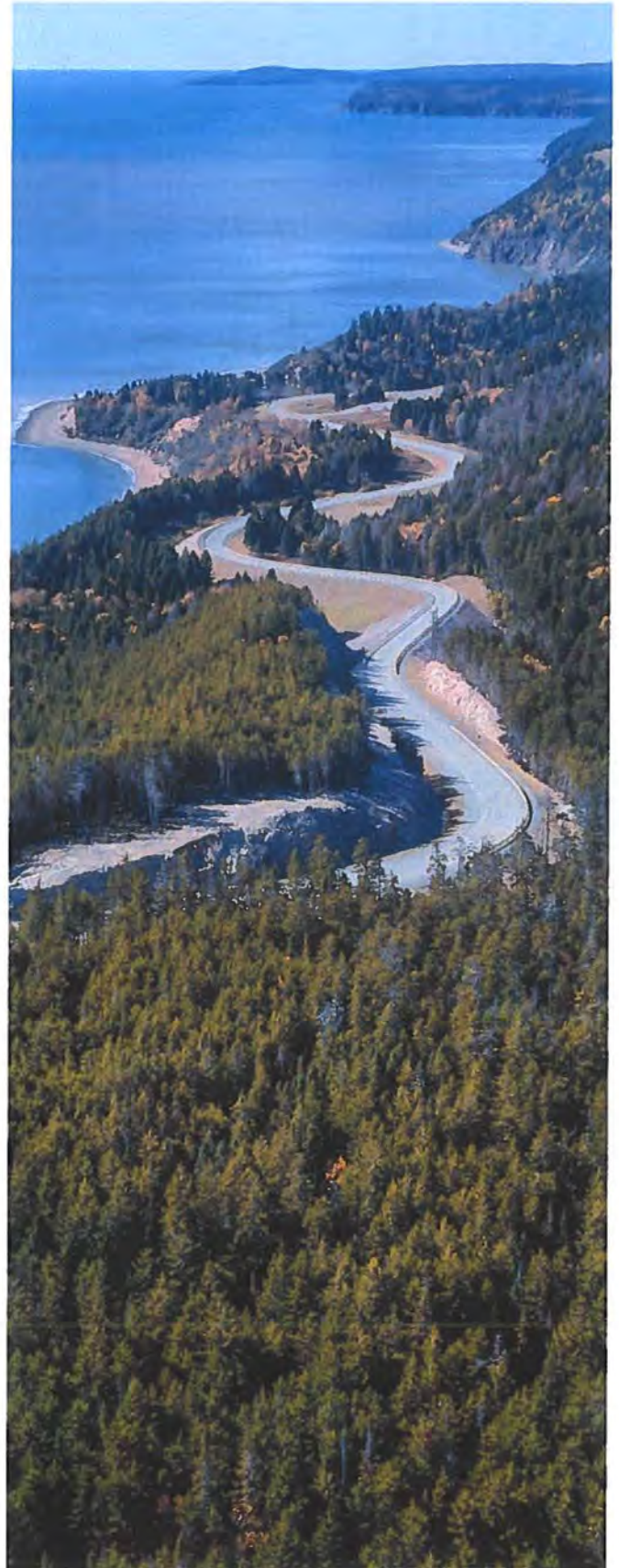
The Regional Growth Agency

Envision Saint John was born from a desire to have a single entity charged with fostering growth in our community and realizing that vision.

Made up of the urban hub of the City of Saint John and the towns of Grand Bay-Westfield, Hampton, Quispamsis, Rothesay, and St. Martins – each with their own identity yet sharing a common desire for sustainable growth. Now, we are working together collectively to attract growth with a singular purpose.

Envision Saint John is strategically led by an independent Board of Directors made up of business and academic leaders along with municipal and provincial investor representatives.

**“ Put simply,
we attract
growth, we
don’t create it.”**





“Our success will be defined by how well we anticipate and prepare for our region’s growth.”

A new type of growth agency

Envision Saint John is an agency of today and tomorrow. We have a unique role to play. Envision Saint John will not directly create the jobs that will fuel the Saint John region’s economic rebirth. Alignment with our partners is our path forward. We will work collaboratively with a range of local, national, and international partners to create platforms for growth that will build an ecosystem that attracts and sustains the investment our community desires.

Put simply, we attract growth, we don’t create it. We leverage the power of our own momentum. We will attract growth by delivering an authentic and substantive place brand for those seeking to invest, to live, or to visit.

As an agency, we are united in our principles. These values animate and inspire us every day.

Our value proposition

ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY

is accelerating regional growth by
connecting innovators, entrepreneurs,
and builders to get stuff done now.

Our guiding principles

In service

Service to others
Create the conditions for success
Atmosphere of trusted space
Attract change rather than force it

Whole-system view

Looks at the larger picture – alignment
Identifies platforms and players
Diversity of participation

Agile

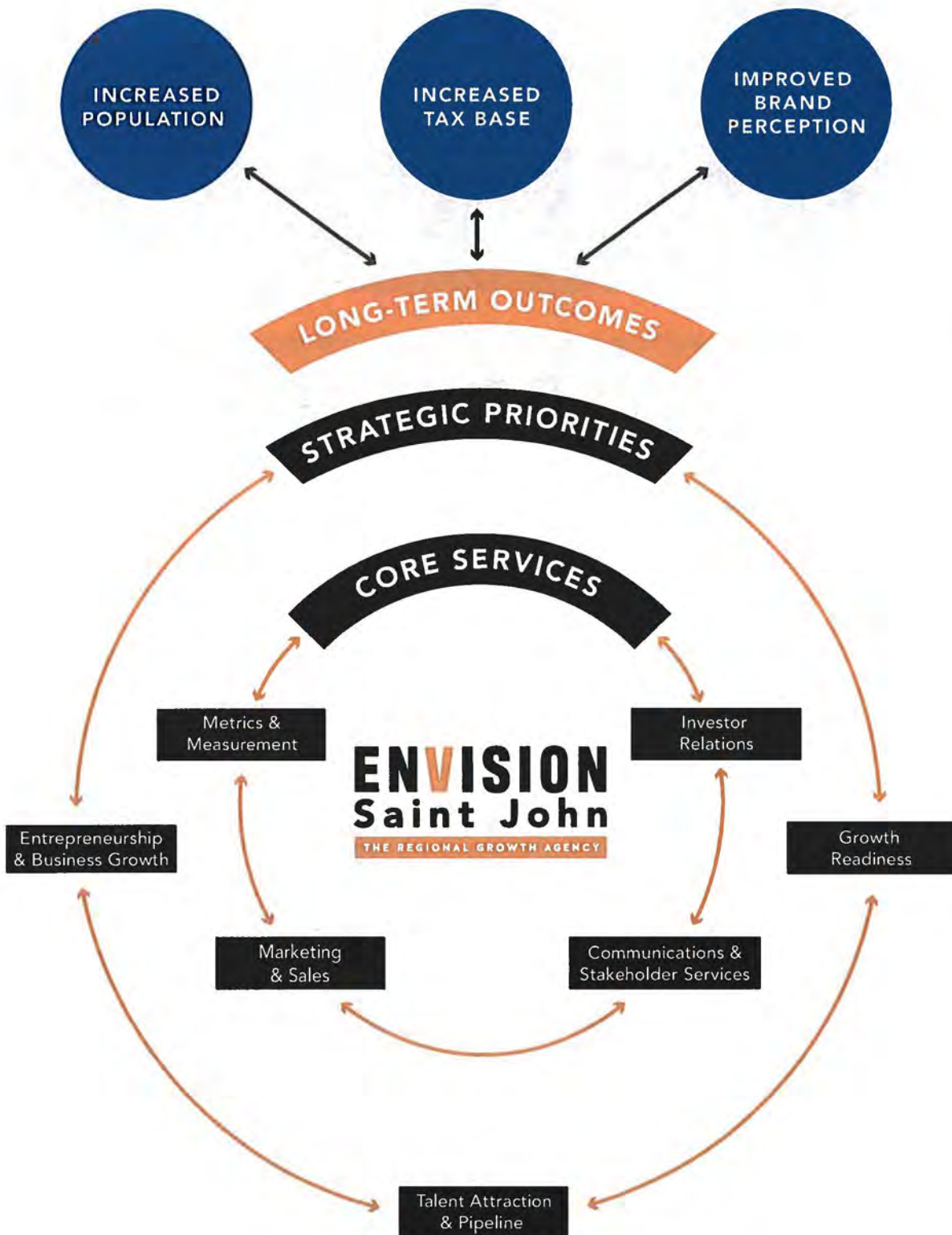
Shared experimentation
Iterative learning and action
Monitors and catalyzes execution

Gratitude

Appreciation of all the good in the region
Recognition and celebration of reaching goals
Highlights other's contributions

Authenticity

Strength-based approach
Lean into natural assets
Growth mindset
Sense of belonging and community



WHAT WE DO

Strategic priorities

While no single entity can be accountable for all growth outcomes, we have identified three strategic priority platforms that will be the focus of Envision Saint John. These are both overlapping and reinforcing and are foundational for our collective success.

GROWTH READINESS

Our success will be defined by how well we anticipate and prepare for our region's growth. As an agency, while we will not be accountable for delivering on the readiness, we have the benefit of a whole-system view to steward our region to support our growth agenda. We believe growth readiness is a strategic priority and a call to action to all our partners. A strong city core will be critical as most growth will be centre-out.

Growth readiness includes future-back strategies to address labour force, housing, strategic real estate development, access to healthcare, schools, and other community amenities. People and investment select places that tick all those boxes.

TALENT ACQUISITION & PIPELINE

While our work will be within the context of achieving population growth for the entire region, Envision Saint John recognizes that a more complex strategy is required to grow the working population including immigration, repatriation, and retention. Based on feedback from employers, finding talent is a universal challenge for our region. Envision Saint John will be a catalyst in ensuring we are graduating, upskilling, and attracting the skills and expertise to provide the labour force that the global economy demands.

ENTREPRENEURSHIP & BUSINESS GROWTH

The City of Saint John is in the enviable position of being home to global headquarters and the birthplace of transformational companies. Envision Saint John, with a view of the whole ecosystem, can foster connections to ensure companies spanning sectors can start up and scale up, obtain access to capital, and build relationships with established businesses.

Our role at Envision Saint John is to engage the ecosystem, listen to the entrepreneurs and leaders doing and facilitating this work, and lead the process of designing a high-potential innovation play for our region.

By solidifying partnerships with industry, business, government, and academia, Envision Saint John is ensuring that the experts are taking the lead in building and nurturing the entrepreneurial ecosystem.

Core services

Envision Saint John will support these Strategic Priorities by providing four Core Services:

METRICS & MEASUREMENT

The Agency will curate data and metrics to support growth activities to:

- Inform decision making
 - Report regional leading and trailing indicators of growth
 - Assess Agency performance
 - Evaluate individual projects and platforms
 - Populate a regional community dashboard
-

MARKETING & SALES

Envision Saint John will institute a marketing and sales strategy that delivers the right messaging into the right hands to increase recognition of the region and its key assets. The Agency will also integrate with efforts performed by partner agencies such as Opportunities New Brunswick, Invest in Canada, Tourism New Brunswick, and Destination Canada.

Envision Saint John will be an ambassador to raise awareness of the region on a global stage by:

- Articulating a clear and positive place brand to differentiate and promote our region
 - Amplifying regional success stories and opportunities
 - Developing a set of turn-key materials that will advance the measures-that-matter for each of the key pillars of attraction - people, visitor, business, and investment
-

INVESTOR RELATIONS

The full capabilities of the Saint John region can best be realized when the municipal investors and provincial and federal partners are appropriately informed and engaged on opportunities, activities, developments, risks, and results. All need to be bought into the mutual benefit that comes from the success of the region. Likewise, clear, and transparent communications will build a working level of trust among all partners.

COMMUNICATIONS & STAKEHOLDER RELATIONS

Envision Saint John will have a lead role in keeping stakeholders, partners, and the public at large aware of the opportunities and activities affecting the economic health and sustainability of the region. Envision Saint John will coordinate knowledge sharing and discussions on important topics of the day, the results of which will help form the foundations of future collaborative action.

Potential areas of opportunity

We will collaborate with our governmental and industry organizations, academia, and private sector partners to anticipate and leverage potential areas of opportunity while at the same time nurture current success.

The sectors below represent areas of opportunity where the Saint John region has either existing industry strength or significant growth potential:

- Logistics and Trade
- Digital Health
- Energy
- Tourism
- Information and Communications Technology (ICT)
- Cybersecurity
- Oceans
- Forestry
- Advanced Manufacturing

We have clear competitive advantages in these sectors with many established companies, yet there is also an opportunity for significant growth. The global pace of change is accelerating, and Envision Saint John needs to be able to pivot to tackle new opportunities when they arise.



HOW WE DO IT

Platform Methodology

Envision Saint John will map ecosystems and convene strategic platforms for each area of opportunity and help set specific growth goals, projects, and timelines. This platform methodology will provide the framework for everything we do.

This is where the magic happens. By bringing the right people to the table and identifying clear objectives, we act as a catalyst and convenor to accelerate the work needed to achieve growth – right now.

We will work jointly with stakeholders throughout the region and beyond to ensure we have the pieces in place to deliver on our collective growth agenda.

Priority platforms will change and need varying levels of Agency support at any given time. What will be consistent is that each platform will begin with a discovery process within the ecosystem to ensure clarity of purpose and the appropriate engagement from the experts, the experienced, and the engaged.

This model in action will demonstrate the power of a collective approach to solving both complex and acute problems and identifying growth opportunities.

Criteria for agency engagement

When evaluating areas of opportunity to determine allocation of resources and influence, Envision Saint John will be using a combination of the following criteria:

- Aligns with our Value Proposition
- Aligns with our Guiding Principles
- Supports our Strategic Priority platforms
- Leverages our Core Services
- Partners with ecosystem(s)
- Adds value and return on investment (financial, time, resource, etc.)
- Reinforced by meaningful data

Defining success

Meaningful and specific KPIs will be established. As an agile agency, our iterative and refining process of measurement and evaluation will include:

- Assessing the validity of the platform model and understanding better what is effective in refining and advancing this model, creating the conditions for its success, and testing alternatives.
- Increasing the precision of 10-year outcome targets and develop proximate and leading indicators that would signal progress or challenges in moving towards these.
- Developing, implementing, and refining a performance monitoring system that includes stage specific KPIs, including establishing a baseline, for the following:
 - Envision Saint John's performance
 - Platform performance and outcomes
 - Regional outcomes

The collaborative efforts of the Agency and our partners is designed to achieve the following in 10 years:

Population Growth | INCREASE BY
25,000

Municipal Property Tax Revenue | INCREASE BY
30-35%

Regional Brand Perception | **Annual increase**



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	5 October 2021
RE	:	Committee Appointment

RECOMMENDATION:

Council approve the appointment of Samah El Maghlawy to the Rothesay Age Friendly Advisory Committee, with her term to expire on 31 December 2023.

Origin:

A resignation letter was received from a member serving on the Rothesay Age Friendly Advisory Committee. The Committee has been actively seeking a partnership with the Saint John Newcomers Centre. Ms. El Maghlawy is an active Board member with the Centre and has volunteered to serve on the Rothesay Age Friendly Advisory Committee.

The Nominating Committee has begun to review Committee appointments for 2022. There are currently vacancies on the Works and Utilities Committee, Heritage Preservation Review Board, the Board of TD Station and the Aquatic Centre Board. Other vacancies may arise if current appointees choose not to re-offer (Planning Advisory Committee and Parks and Recreation Committee).

Town social media messages have been scheduled encouraging residents to apply. The application form is available on the website and completed applications can be sent to the Clerk's office:

<https://www.rothesay.ca/wp-content/uploads/2018/09/Application-to-serve-on-town-committee.pdf>



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	6 October 2021
RE	:	Public Hearing – Holland Drive

RECOMMENDATION:

Council schedule a public hearing for **Monday, November 15, 2021 at 7:00 p.m. to be held by videoconference**, to consider rezoning 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 in accordance with the *Community Planning Act*.

BACKGROUND:

The Planning Advisory Committee passed the following motion at its regular meeting on Monday, October 4, 2021:

MOVED ... and seconded ... the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider rezoning 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 in accordance with the *Community Planning Act*.

CARRIED.

As Council is aware, the province of New Brunswick is currently under a State of Emergency and a Mandatory Order was issued September 24, 2021 (to be reviewed every two weeks).

As well, some areas of the Province are currently under “circuit breakers” until October 15, 2021, while the entire province is under a single household restriction for the time period of October 8, 2021 at 6:00 p.m. until Monday, October 11, 2021 at 11:59 p.m.

Notices for a public hearing must be posted at least 21-30 days prior to the date of the hearing. As a result of the potential uncertainty for Public Health/PNB requirements (ie physical distancing, restricted gatherings, etc) at this time, it is recommended the Public Hearing for Holland Drive be held by videoconference.

Original signed by
Mary Jane Banks

Town Clerk



To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
Director of Planning and Development Services
Date: Tuesday, September 28, 2021
Subject: Rezoning Holland Drive – (PIDs 00056614, 00065094, 00056598)

Applicant:	Andrew Baskin	Property Owner:	A.C. Baskin Investments Inc.
Mailing Address:	63 Jenkins Drive Quispamsis, NB E2E 0J6	Mailing Address:	63 Jenkins Drive Quispamsis, NB E2E 0J6
Property Location:	Holland Drive	PID:	00056614, 00065094, 00056598
Plan Designation:	High Density Residential	Zone:	Single Family Residential R1B
Application For:	2 – 6 story (48 Unit) Apartment Buildings		
Input from Other Sources:	Operations, KVFD		

RECOMMENDATION

PAC removes from the TABLE the application from the application from Mr. Andrew Baskin, Director of A.C. Baskin Investments Inc. to develop two six story (48 unit) apartment buildings on three parcels of land off Holland Drive.

BACKGROUND:

At the July 5, 2021 regular meeting PAC did TABLE tables the application for 2 apartment buildings located off Holland Drive pending the receipt of a supplemental staff report containing the following:

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

The property is currently zoned single family (R1B) and designated for HIGH DENSITY residential uses. The property was designated, as a future High-density residential area because it is located in close proximity to several major commercial uses (Canadian Tire and Sobeys), and the Hampton Road. A high-density residential land use located adjacent to Hampton Road promotes greater access to local shops and services by future residents within a walkable distance. The proximity of high density residential to Rothesay's commercial areas also reduces sprawl by utilizing the existing streets and municipal service utilities (sewer and water).

TRAFFIC

Staff did review the submitted Traffic Impact Statement and noted that the proposed development would generate 522 trips daily, and that delays at the southbound approach of the Marr Road / Chapel Road intersection will increase; however the approach will remain below capacity and the intersection will continue to perform efficiently overall. The study concludes that signal control at the Marr Road / Chapel Road would improve traffic operations at the Chapel Road approach; however, the overall

intersection delay would be higher as traffic signals would also force traffic on Marr Road to stop periodically.

Staff have included a clause within the development agreement (Attachment A) that secures a capital cost contribution toward signalization should Rothesay proceed with a capital project to improve the intersection of Marr and Chapel.

Staff also note that the traffic study recommends a new sidewalk connection along Chapel Road between the proposed development and the existing sidewalk facilities on Chapel Road south of Parkdale Avenue. This could be facilitated with extension of sidewalk along the east side of Chapel from the development to Scribner Crescent, a crosswalk on Chapel Road at Scribner, and sidewalk along the west side of Chapel from Scribner to Parkdale. Staff are recommending that all sidewalk costs be born by the developer including a potential sidewalk connection from the development to the Hampton Road.

POLLING:

Staff sent a polling notification letter to surrounding property owners and did receive several inquiries and written submissions. The primary concern relates to increased traffic and traffic safety. Several specific suggestions to address traffic were made such as the addition of stop signs at Parkdale and Chapel, and traffic lights at Marr and Chapel. Residents did also express some concern regarding the presence of a large building within the view plane of their backyards and the concern of their backyard being overlooked by residents in the top floors of the proposed six-storey building.

KENNEBECASIS VALLEY FIRE DEPARTMENT:

As is required by Municipal Plan Policy FR-7, the KVFD must review proposals for new development projects to ensure that public safety and firefighting concerns are addressed. A memo from KVFD Chief Ireland is attached (Attachment C). KVFD notes that newly constructed mid-rise buildings are inherently safe and have fire protection systems installed in order to comply with the National Building Code (NBC). Chief Ireland also points out that the “risk to firefighters and occupants increases in proportion to the height of a building and the height of the fire above ground level.” The National Building Code (NBC) addresses these risks by imposing additional fire protection requirements on buildings whose top floor level is more than sixty (60) feet above grade. However, a six-storey building falls just below these criteria, which means that a six-storey building is high enough to create additional risk to firefighters and occupants, but not high enough not to require additional fire protection systems to mitigate those risks.

For the above reasons, the KVFD states with regard to this development and more generally, *“Adding more of these types of buildings to our coverage area changes our risk profile and requires training and resources that go beyond our current capacity.”*

Notwithstanding the concerns expressed by the KVFD they do offer that should the project proceed that PAC consider requiring the applicant to include the following additional safety measures found in the National Building Code that are intended for higher buildings. This would help to lessen the impact of a fire on occupant safety and help to improve the operational efficiency of the limited number of responding firefighters. Staff have included these requirements in the DRAFT development agreement (Attachment A).

APPROVAL PROCESS:

The application is to rezone the subject property to the R-4 Multi-Unit Residential Zone to permit a 48-unit apartment building by development agreement. The application is being reviewed pursuant to the policies of Rothesay Municipal Plan 1-20. The standard procedure for a rezoning is that Council receive from PAC a recommendation to hold a Public Hearing and that both the rezoning (by-law amendment) and the development agreement be prepared in advance of the public hearing.

PAC should take note that a recommendation to hold a public hearing is not an endorsement of the proposal but rather is a required step in the administrative process to allow the applicant to address Council and the public. Assuming that Council sets a date for a Public Hearing the PAC will have an opportunity, at a later meeting, to forward a recommendation to Council on the merits of the application prior to the public hearing.

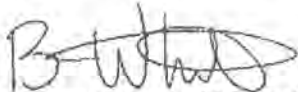
RECOMMENDATION:

Staff recommend the Planning Advisory Committee consider the following MOTION:

The Rothesay Planning Advisory Committee HEREBY recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off 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 in accordance with the Community Planning Act.

ATTACHMENTS:

Map 1	Location Map
Attachment A	Polling Results
Attachment B	DRAFT By-law 2-10-29 & Development Agreement
Attachment C	Memo from Kennebecasis Valley Fire Department
Attachment D	Traffic Study



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

Date: Tuesday, September 28, 2021

ATTACHMENT A - POLLING RESULTS:

Dear Sir,

My wife and I would like to object to the application for two 48 apt. buildings too be built off Holland drive, later to be named Chapel road.

All traffic from the apts. would be channeled up towards the south end of Chapel to intersect with the Marr road. Anyone trying to turn left during peak periods would be backed up without some change to the current system. I cannot believe that having a turn light would slow traffic more than without.

At the north end of Chapel is where it will effect house nos. 19, 22, 21 and 23. There driveways are very close to the existing end of Chapel Rd. (especially Nos. 19 and 22) this will now become a blind hill with cars coming over this hill at speed. Scribner crescent has a stop sign but 90% of people never actually stop. My wife and I will be very fearful of exiting our driveway especially when winter arrives. Our conclusion is that this area is an accident waiting to happen, something would have to be put in place to control this junction.

As for the Pedestrian Crossing we have the same fears as stated above, Dark mornings, blind hill, people rushing to work and school buses.

These are our concerns if this application goes through, personally we feel that there is no need for any more apt. buildings at this time.

Regards,

William and Anne Cummings
Rothsay.

Rothesay August 20 2021.

Submission to the Planning Advisory committee of the Town of Rothesay pertaining to a Request to Re zone a portion of land on Holland Drive and build two Apartment buildings on it. Also, the proposal of extending Chapel Road to Holland Drive, with the vehicle traffic to be directed thru Chapel Road with no access to Holland Drive from the two proposed new buildings.

My wife and I moved to the Village of Fairvale in 1976 when we moved to the Saint John area from the Toronto area. We purchased 26 Chapel Road on the corner of chapel Road and Parkdale. After 45 years we continue to live there and have enjoyed the neighborhood.

Access to Chapel Road in 1976 was either thru Robinson or Parkdale it was a Dead-end North of Robinson and a Dead end just North of where Scribner joins Chapel Road. Scribner Crescent had 3 Apartment buildings on it and the traffic from it flowed in to Chapel Road at two locations, just as it is now.

Since then, one Apartment building burned down and was rebuilt, one other apartment building was added on Scribner. Rumor has it that the Community Garden and the Ballfield will be sold, allowing another Apartment building. As well Scott Bros build the Townhouses on Scribner, Hills view and Shadow Lawn, all traffic continuing to flow into Chapel Road from the two Scribner entrances.

When Scott Bros Build Chapel Hill Estates a request was made, I do not remember if Fairvale was already amalgamated with Rothesay at the time, to extend Chapel Road from Robinson to the Marr Road, this was granted with an understanding that on the North end of Chapel the barrier would stay, eliminating Chapel Road becoming a short cut between the Marr Road and Hampton Road, this has partially worked although the shortcut is now, Hampton Road, Parkdale, Chapel Road, Marr Road and vice versa. There are some 3 way stops at Robinson and Scribner, not at Parkdale and Chapel Road.

The request for nearly 200 more cars and service vehicles to have ONLY access to Chapel Road must be seriously considered. I have studied the Traffic Studie and it looks as there is little or NO concern to be for the continuation of the Road to the development as per the proposal. There are however items that are not covered. I suggest strongly that this Committee visit the site prior to any discussions to get a better understanding of this request.

1. The Cost to the Town of Rothesay extending Chapel Road taking into consideration the difference of the height of the land.
2. The agreement NOT to extend Chapel Road to Holland Drive when Chapel Road was extended to the Marr Road.
3. There is a large amount of water flowing down Scribner during heavy rain and snow melt, some ft this ends up in the Ditch, most of it however flows over the road onto Chapel Road and down, past the barrier, the hill. If Curbs are built it will be even worse as the water will run down the new Portion of Chapel Road down the Hill, during winter lots of ice.
4. There are 5 School busses that stop at the corner of Chapel Road and Parkdale, not sure who plans or approves where School busses should stop, however this is a fact, they stop going North or South on Chapel and East on Parkdale. Stopping on a straight stretch of road would make more sense. Parents that bring their children to the Bus stop park on the West and east side of Chapel Road, there are no curbs there and they are able to be mostly off the road, if curbs installed, they would block the road.
5. Very Few people living on Chapel Road were notified of this proposal although they will all be affected if the request is approved

We have no objection to rezone and build Apartments on the property identified We strongly recommend that the Barrier continues to be at the present location and that Holland Drive or another Service Road be considered

Gwen and Casey Hoogeveen

Map 1 - Holland Drive Site Location

2021 October 12 Open Session FINAL.docx



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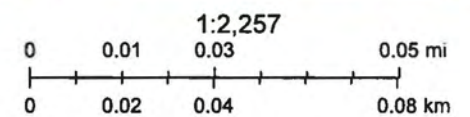


Rothesay Boundary

Civic Address



Property





**BY-LAW 2-10-29
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)**

The Council of the town of Rothesay, under authority vested in it by the Community Planning Act, and amendments thereto, hereby amends By-Law 2-10 "Rothesay Zoning By-law" and enacts as follows:

That Schedule A, entitled "Zoning" as attached to By-Law 2-10 "ROTHESAY ZONING BY-LAW" is hereby amended, as identified on the attached sketch, identified as Attachment "2-10-29".

The purpose of the amendment is to rezone lands located 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 in accordance with the Community Planning Act, supra.

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

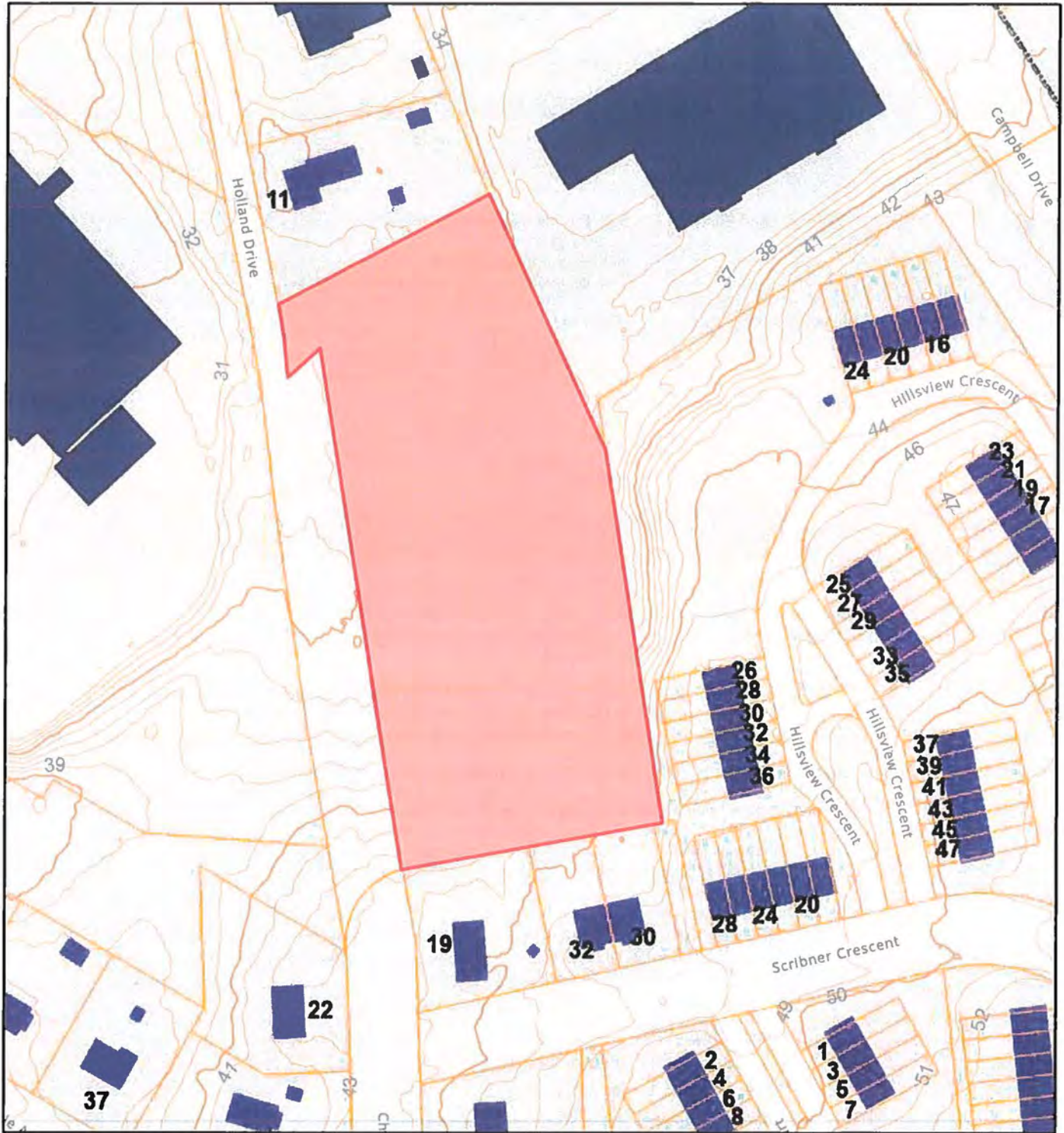
THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK

By-law 2-10-29 Holland Drive (PIDs 00056514, 00065094, 00056598)

2021 October 12 Open Session FINAL 188



8/19/2021, 2:08:50 PM

Building
 Commercial
 Residential
 Rothesay Boundary
 Property
 Civic Address

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

Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodastystelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Rothesay

DEVELOPMENT AGREEMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.24

Parcel Identifier of Parcels Burdened by Agreement: 00056614, 00065094, 00056598
(to be consolidated)

Owner of Land Parcels: **A.C. Baskin Investments Inc.**
ADDRESS 1
Rothesay, New Brunswick
Postal Code (Hereinafter called the "Developer")

Agreement with: **Rothesay**
70 Hampton Road
Rothesay, N.B.
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the Local Governance Act, RSNB 2021, Chapter 18, located in the County of Kings and Province of New Brunswick

WHEREAS the Developer is the registered owner of certain lands located off Holland Drive (PIDs 00056614, 00065094, 00056598) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Developer is now desirous of entering into an development agreement to allow for the development of two (2) forty-eight (48) unit apartment buildings with underground parking on the Lands as described in Schedules B through D. (herein after called the "Project")

AND WHEREAS Rothesay Council did, on **INSERT DATE**, authorize the Mayor and Clerk to enter into a Development Agreement with **CORPORATE NAME** to develop a residential apartment complex on the Lands.

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in the consideration of the mutual covenants and agreements herein expressed and contained, the parties hereto covenant and agree as follows:

1. The Developer agrees that the total number of residential units situated on the Lands shall not exceed ninety six (96) residential apartment units.

Schedules

2. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with the following Schedules attached to this Agreement:
 - a. Schedule A Legal Description of Parcels
 - b. Schedule B Proposed Site Plan and Location of Buildings
 - c. Schedule C Building Elevations (4)
 - d. Schedule D Landscape Plan
 - e. Schedule E Storm Water Management Plan

Site Development

3. The Developer agrees that except as otherwise provided for herein the use of the Lands shall comply with the requirements of the Rothesay Zoning By-law and Subdivision By-law, as may be amended from time to time.
4. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with Schedules B, C, D and E.

Tenant Selection

5. The Town and the Developer agree that prior to Final Occupancy the parties SHALL enter into a Memorandum of Understanding regarding the selection of tenants for the affordable housing and Universal Design Barrier-Free Apartments units that reflects a mutual commitment to housing low-income people and persons with disabilities.

Affordable Housing

6. The Developer agrees to maintain for a period of twenty (20) years, adjusted by the Consumer Price Index based upon initial occupancy at the first day of building occupancy, no fewer than thirteen (13) 'affordable' 2 bedroom apartment units with similar finishes for flooring, trim, bathrooms, paint and kitchen cabinets as the market rental units, with a Base Monthly Rental Rate at or below 30% of the Median Total Income of Lone-Parent economic families in the published 2015 Statistic Canada data, being \$53,376, in Rothesay.
7. The Developer further agrees that once the base rents for the affordable units are established in the first year of occupancy, they shall only be raised by a maximum of the Consumer Price Index (CPI), annual average not seasonally adjusted for Saint John, N.B.
8. The Developer agrees to provide to Rothesay an annual audit or legal affidavit signed by a licensed member in good standing of the Chartered Professional Accountants of New Brunswick that provides reasonable assurance that the rents of the affordable units comply with this agreement.
9. The Developer agrees to bear all costs associated with the annual audit or legal affidavit referenced in the preceding paragraph (8) above and to fully cooperate with Rothesay relating to such audit monitoring and evaluation.
10. The Developer agrees that during the full Term of this Agreement, that any failure by the Developer to maintain the affordability provisions as set out in the preceding paragraphs above (6 to 8) or any other violation of any material term of the affordability principles shall constitute a default under this Agreement.
11. The Developer agrees that upon any such default, Rothesay may demand and the Developer agrees to pay to Rothesay an amount equal to twice the difference of the actual rent received and the maximum amount of rent permitted under clause 7. The Developer agrees to pay interest on any balance in arrears at the rate of 1.25% percent per month compounded monthly.
12. Rothesay and the Developer agree to defer monitoring of the affordable housing aspects of this Agreement should the development become subject to or be monitored under a Federal or Provincial recognized affordable housing program that provides governance, regulation and monitoring. Where no such program is in effect, this agreement shall prevail.
13. Rothesay and the Developer agree that nothing contained in this agreement shall make or be construed to make any tenant or resident of the Project the responsibility of Rothesay.

Architectural Guidelines

14. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development, which exhibits an architectural design that reinforces the community character and that is generally consistent with the existing styles of housing in Rothesay. The Developer agrees to ensure the following:
 - a. The architectural design of the building shall be, in the opinion of the Development Officer, generally in conformance with Schedule C.

- b. All exterior mounted ventilation and related mechanical equipment, including roof mechanical units, shall be concealed by screening in a manner to reduce clutter and negative impacts on the architectural character of the building.
15. The Developer agrees that the six storey buildings shall be constructed to the requirements for "high" buildings as found in subsection 3.2.6. of the National Building Code and more precisely the following sections shall be adhered to:
- a. The building shall be designed to limit the danger to occupants and firefighters from exposure to smoke by complying with sentences 3.2.6.2 (2)-(6);
 - b. The building elevators shall be equipped with manual emergency recall per Article 3.2.6.4;
 - c. At least one elevator shall be designated for use by firefighters per Article 3.2.6.5;
 - d. The building shall be designed to include a means of venting smoke from each floor area to aid firefighting per Article 3.2.6.6.
 - e. The building shall be equipped with a central fire alarm and control facility, which includes a voice communication system per Article 3.2.6.7 and 3.2.6.8.

Storm Water

16. The Developer shall carry out, subject to inspection and approval by Town representatives, the installation of a storm water system as per Schedule E of this agreement. The Developer agrees to accept responsibility for all costs associated such installation including the following:
- a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water from the entire developed portion of the lands to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer; and
 - b. Topsoil and hydro-seeding of shoulders of roadways.
17. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water system such plans, as required by the Town, that shall conform with the design schematics and construction standards of the Town, unless otherwise acceptable to the Town Engineer.
18. The Developer agrees that all roof leaders, down spouts, and other storm water drains from the building, parking lot and landscape features shall not be directed or otherwise connected or discharged directly to the Town's storm water or sanitary collection system.
19. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Municipal Streets

20. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:
- a. surveying and staking of lots and streets;
 - b. rough grading of streets to profiles approved by Rothesay;
 - c. fine grading of streets to profiles approved by Rothesay;
 - d. hard surfacing of the streets as shown on the plan to Rothesay

specifications; sub-grade standards, compaction and finish as approved by Rothesay's Engineer, in writing, before final hard surfacing may be installed;

- e. constructing the proposed connection of Chapel Road to Holland Drive;
 - f. construction of a cul-de-sac as reviewed by the Developer's Engineer and approved by Rothesay's Engineer;
 - g. supply and maintenance of for a period of two (2) years the topsoil, sod, landscaping and the planting of street trees calculated as no more than one tree for each 10 meters measured along the linear centre line of the public street right of way, planted on location(s) approved by Rothesay and where such street trees are as follows:
 - i. Not smaller than six centimeters (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by Rothesay.
 - ii. Inspected by Rothesay 12 months from time of planting and again then at 24 months. The Developer shall replace trees identified for replacement during warranty inspections.
 - h. Engineering design and inspection of those works referred to in clauses b), c) d), e) and f) of this section.
21. The Developer agrees to provide signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick ensuring that applicable codes and standards have been met and that the work was completed and utilizing such materials as in accordance with the terms of this Agreement and approved specifications.
22. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.
23. Rothesay reserves the right to assign or rename public street names, notwithstanding that names may not correspond with existing names.
24. The Developer agrees that all items, materials, pipes, fittings, and other such infrastructure following acceptance of delivery on site by the Developer shall remain the full responsibility of the Developer against their accidental breakage or vandalism until Rothesay accepts the completed works.
25. The Developer agrees to restore all disturbed or damaged areas of the public street and right of way to the satisfaction of Rothesay's Engineer following installation of the required municipal services.

Municipal Sidewalks

26. The Developer shall carry out and pay for the entire actual cost of a public sidewalk and associated barrier curbing as required to comply with Town standards within the Town right-of-way along the entire frontage of the Lands and extending the sidewalk to the intersection of Parkdale Avenue and Chapel Drive, subject to inspection and approval by the Director of Operations, including the following:
- a. supply and maintenance of for a period of one (1) year the topsoil, sod, landscaping and the planting of street trees located every 10 meters, or an equivalent number planted in locations approved by the Town, along the length of the public road right-of-way where such trees are as follows:
 - b. Not smaller than six centimetres (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as

approved by the Development Officer.

Intersection Improvements – Cost Contribution

27. The Developer agrees to pay to Rothesay upon receipt of an invoice an amount not exceeding **forty percent (40%)** of the actual cost incurred and expended by Rothesay for traffic signalization including, curbing, sidewalks, road widening, traffic lights, poles, controllers, accessories, electrical equipment and appurtenances necessary for their installation and initial operation, installed at the intersection of Marr Road and Chapel Drive.
28. Rothesay and the Developer agree that the capital cost contribution obligation shall expire in **ten (10) years** from the date of the execution of this agreement should Rothesay not proceed with the traffic signalization at the intersection of Marr Road and Chapel Drive.
29. The Town and Developer agree that the design and construction of the intersection and related improvements shall be solely determined by the Town.

Water Supply

30. The Developer agrees to connect to the Town's nearest and existing water system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
31. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of forty-eight (48) residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
32. The Developer agrees to pay the Town a fee for connection of the building to the Town water system including sprinkler feed to the Town water system calculated in the manner set out in By-law 1-18, Rothesay Water By-law as amended from time to time, to be paid to the Town twelve (12) months following the issuance of the building permit.
33. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
34. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.
35. The Developer agrees to comply with the Town's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to the Town's water system.
36. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion or if an invoice for water service is more than 90 days in arrears.
37. The Developer agrees to provide, prior to the occupation of the building, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection to the Town water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Sanitary Sewer

38. The Developer agrees to connect to the existing sanitary sewer system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
39. The Developer agrees to pay the Town a fee for connection to the Town sewer system calculated in the manner set out in By-law 1-15 Rothesay Sewage By-law, as amended from time to time, to be paid to the Town twelve (12) months following the issuance of the building permit.
40. The Developer agrees to carry out subject to inspection and approval by Town representatives, and pay for the entire actual costs of Engineering design, supply, installation, inspection and construction of all service lateral(s) necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.
41. The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Town specifications for such development.
42. The Developer agrees that connection to the Town sanitary sewer system shall be supervised by the Developer's engineer and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and shall occur at the sole expense of the Developer.

Retaining Walls

43. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.
44. The Developer agrees to obtain from the Town a Building Permit for any retaining wall, as required on the Lands, in excess of 1.2 meters in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.

Indemnification

45. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.00) including a project wrap-up liability policy (with no less than 24 months coverage after project completion). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

46. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **CORPORATE NAME., ADDRESS, Rothesay NB, E2E 5N9** and to the Town if delivered personally or by prepaid mail addressed to **ROTHESAY, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5**. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

47. The Developer agrees to be bound by and to act in accordance with the By-laws of the Town as amended from time to time and such other laws and regulations that apply or that may apply in the future to the site and to activities carried out thereon.

Termination

48. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed on or before **INSERT DATE** being a date 5 years (60 months) from the date of Council's decision to enter into this Agreement. Accordingly, the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform to the provisions of the Rothesay Zoning By-law.
49. Notwithstanding the preceding paragraph (47) above, the Parties agree that the development shall be deemed to have commenced if within a period of not less than three (3) months prior to **INSERT DATE** the construction of the municipal service infrastructure has begun and that such construction is deemed by the Development Officer in consultation with the Town Engineer as being continued through to completion as continuously and expeditiously as deemed reasonable.
50. The Developer agrees that should the Town terminate this Agreement the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in this Agreement. If there are amounts remaining after the completion of the work in accordance with this Agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this Agreement, the Developer shall promptly on receipt of an invoice pay to the Town the full amount owing as required to complete the work.

Security & Occupancy

51. The Town and Developer agree that Final Occupancy of the proposed building(s), as required in the Building By-law, shall not occur until all conditions above have been met to the satisfaction of the Development Officer and an Occupancy Permit has been issued.
52. Notwithstanding Schedule D and E of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of one hundred twenty percent (120%) of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:
- a. security in the form of an automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay;
 - b. Rothesay may use the security to complete the work as set out in Schedule D and E of this Agreement including landscaping or storm water works not completed within a period not exceeding six (6) months from the date of issuance of the Occupancy Permit;
 - c. all costs exceeding the security necessary to complete the work as set out in Schedule D and E this Agreement shall be reimbursed to Rothesay; and
 - d. any unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

Failure to Comply

53. The Developer agrees that after sixty (60) days written notice by the Town regarding the failure of the Developer to observe or perform any covenant or condition of this Agreement, then in each such case:
- (a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defense based upon the allegation that damages would be an adequate remedy;
 - (b) The Town may enter onto the Lands and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Lands or from the performance of the covenants or remedial action, shall be a first lien on the Lands and be shown on any tax certificate issued under the Assessment Act;
 - (c) The Town may, by resolution of Council, discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; and/or
 - (d) In addition to the above remedies, the Town reserves the right to pursue any other remediation under the *Community Planning Act* or Common Law in order to ensure compliance with this Agreement.

Entire Agreement

54. This Agreement contains the whole agreement between the parties hereto and supersedes any prior agreement as regards the lands outlined in the plan hereto annexed.

Severability

55. If any paragraph or part of this agreement is found to be beyond the powers of the Town Council to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent therefrom and to be agreed as such.

Reasonableness

56. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

This Agreement shall be binding upon and endure to the benefit of the Parties hereto and their respective heirs, administrators, successors and assigns.

IN WITNESS WHEREOF, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer(s) as of _____, 2021.

Witness:

A.C. Baskin Investments Inc.

Andrew Baskin, Director

Witness:

Rothsay:

Witness:

Nancy E. Grant, Mayor

Witness:

Mary Jane E. Banks, Clerk

DRAFT

SCHEDULE A

PID: 00056614, 00065094, 00056598

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **Company Director's Name**
ADDRESS Avenue
Rothsay NB
E2E 5N9

Office Held by Deponent: **Director**

Corporation: **637339 N.B. INC.**

Place of Execution: **Rothsay, Province of New Brunswick.**

Date of Execution: _____, 2021

I, **INSERT NAME**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "**INSERT NAME**" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothsay,
in the County of Kings,
and Province of New Brunswick,
This ____ day of _____, 2021

BEFORE ME:

Commissioner of Oaths

INSERT NAME

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

*Land Titles Act, S.N.B. 1981, c.L-1.1, s.55*Deponent: **MARY JANE E. BANKS**

Rothsay
 70 Hampton Road
 Rothsay, N.B.
 E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothsay**Other Officer Who Executed the Instrument: **NANCY E. GRANT**

Rothsay
 70 Hampton Road
 Rothsay, N.B.
 E2E 5L5

Office Held by Other Officer Who Executed the Instrument:

Mayor

Place of Execution: Rothsay, Province of New Brunswick.

Date of Execution: _____, 2021

I, **MARY JANE E. BANKS**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me and **NANCY E. GRANT**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. The signature "**NANCY E. GRANT**" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of Rothsay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
 Rothsay, in the County of Kings,)
 and Province of New Brunswick,)
 This ____ day of _____, 2021)

BEFORE ME:

Commissioner of Oaths_____
MARY JANE E. BANKS





EAST ELEVATION

1/16" = 1'-0"

MATERIALS:

EXACT MATERIAL COLORS AS PER OWNER

M1 - VERTICAL METAL SIDING
M2 - HORIZONTAL METAL SIDING
M3 - HORIZONTAL METAL SIDING
ST1 - MASONRY STONE

Stamp:	Architectural Designer:	Drawing Title:	Client:
		EAST ELEVATION	Invest in US Inc.
Architectural Consultant:		Project:	Date: September 20th, 2021
		The Hills of Holland Dr.	Checked by:
		6 Storey Apt.	Drawn by:
		Holland Drive, Rothesay, N.B.	Revision: -
			Scale: AS NOTED
			Sheet: A3.1
			Flight no: 4339



WEST ELEVATION

1/16" = 1'-0"

MATERIALS:

EXACT MATERIAL COLORS AS PER OWNER

M1 - VERTICAL METAL SIDING
M2 - HORIZONTAL METAL SIDING
M3 - HORIZONTAL METAL SIDING
ST1 - MASONRY STONE

Stamp:	Architectural Designer:	Drawing Title:	Client:
		WEST ELEVATION	Invest in US Inc.
Architectural Consultant:		Project:	Date: September 20th, 2021
		The Hills of Holland Dr.	Checked by:
		6 Storey Apt.	Drawn by:
		Holland Drive, Rothesay, N.B.	Revision:
			Scale: AS NOTED
			Sheet: A3.2
			Flight no: 4339

$$1/16'' = 1'-0''$$

M1 - VERTICAL METAL SIDING
M2 - HORIZONTAL METAL SIDING
M3 - HORIZONTAL METAL SIDING
ST1 - MASONRY STONE

Stamp:	Architectural Designer:	Drawing Title:	Client:
		NORTH ELEVATION	Invest in US Inc.
			Date: September 20th, 2021
Architectural Consultant:			Checked by:
	Project:	The Hills of Holland Dr.	Drawn by:
		6 Storey Apt.	Revision: -
		Holland Drive, Rothesay, N.B.	Scale: AS NOTED
			Sheet: A3.3
			File no: 4339



SOUTH ELEVATION

1/16" = 1'-0"

MATERIALS:

EXACT MATERIAL COLORS AS PER OWNER

M1 - VERTICAL METAL SIDING
M2 - HORIZONTAL METAL SIDING
M3 - HORIZONTAL METAL SIDING
ST1 - MASONRY STONE

Stamp:	Architectural Designer:	Drawing Title:	Client:
		SOUTH ELEVATION	Invest in US Inc.
Architectural Consultant:		Project:	Date: September 20th, 2021
		The Hills of Holland Dr.	Checked by:
		6 Storey Apt.	Drawn by:
		Holland Drive, Rothesay, N.B.	Revision:
			Scale: AS NOTED
			Sheet: A3.4
			Flight no: 4339



Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Town of Rothesay Director of Development Services Brian White
From: Fire Chief Bill Ireland
Re: Holland Hills – Proposed Six Storey Apartment Building
Date: July 5, 2021

This memo is in response to your request for comment on the height of the proposed six storey apartment building(s) to be located on Holland Drive in Rothesay. My comments are based on the elevation drawings you provided which illustrate a six-storey, multi-unit residential building that would appear to contain approximately 48 dwelling units. I have previously reported to Council through the Board of Fire Commissioners that the increase in newly built or planned multi-unit, multi-storey buildings in our coverage area further exposes an existing gap in our resource/risk equation. My comments in this memo are limited to the additional specific challenges that a six-storey building would present for the Kennebecasis Valley Fire Department based on our current equipment and resources.

As has been previously communicated to Council, the current KVFD staffing levels do not conform to consensus-based industry standards for interior firefighting operations in buildings containing more than two-dwelling units and/or greater than two storeys in building height. The National Fire Protection Association standard for the *Organization and Deployment of Fire Suppression Operations by Career Fire Departments* (NFPA 1710) requires an initial response force of twenty-eight (28) firefighters to a fire in a three-storey, garden style apartment building¹. The KVFD is currently staffed with eight (8) firefighters on-duty. Alternate means of ensuring firefighter and occupant safety have been identified and implemented where possible. An evaluation of further improvements and mitigation strategies is ongoing.

¹ NFPA provides guidelines for deployment to "typical" structures within a fire department coverage area. These include single family dwellings, strip shopping centres, apartment buildings and high-rise buildings. The response recommendations for a "typical" 3-storey apartment building are applicable as the minimum standard for the subject 6-story apartment building.

Newly constructed mid-rise buildings are inherently safe and have fire protection systems installed in order to comply with the National Building Code (NBC). It is generally acknowledged that the risk to firefighters and occupants increases in proportion to the height of a building and the height of the fire above ground level. The NBC addresses these risks by imposing additional fire protection requirements on buildings whose top floor level is more than sixty (60) feet above grade. A six-storey building typically would fall just below these criteria, which means that a six-storey building is high enough to create additional risk to firefighters and occupants, but not high enough not to require additional fire protection systems to mitigate those risks.

At present, the highest building(s) in our coverage area do not exceed four storeys. Based solely on the elevation drawings provided and with no knowledge of the site configuration, building set-backs, etc., I would expect that our ladder truck would be able to reach the fourth floor of the proposed building at a maximum. Our only elevated aerial apparatus has a ladder length of seventy (70) feet and a maximum vertical reach of approximately forty (40) feet depending on site conditions. For occupants of the building and firefighters operating above the reach of aerial devices, the only viable means of access/egress during a fire incident is the interior stairs. The extra protection afforded by laddering the building to provide a secondary means of egress, to move personnel and equipment or to conduct a rescue is not possible.

Moving equipment and firefighters up four or more stories is an arduous task. If it is not properly managed, firefighters may be exhausted and unable to fight the fire or rescue trapped occupants. Additionally, joint use of stairways by firefighters moving upward and occupants attempting to evacuate may increase the overall evacuation time of the occupants, as well as delay the firefighters' efforts to begin critical tasks such as fire suppression or search and rescue operations. In general, occupants being rescued by smaller crew sizes and by crews that used the stairs to access upper floors are potentially exposed to a significantly greater volume of toxins from the fire. While the exact risk exposure for an occupant will depend on many factors including the fire growth rate, their proximity to the fire and the floor on which the fire is located; the building height and on-scene deployment levels can have a dramatic effect in determining the fate of building occupants.

As the level of the fire floor gets higher, reliance on standpipe systems to supply water for fire suppression also increases. In addition to the distance from the fire engine to the upper floors, there is also an elevation-based loss in pressure when using a preconnected hose line attached to a fire engine. As a result, standpipe systems are typically used to fight a fire above the second floor. This requires firefighters to transport fire hose and nozzle appliances and valves up the stairway and make a connection to the standpipe outlet one floor above or below the fire floor. KVFD has recently acquired the necessary hose and appliances required to utilize standpipe

systems but currently lacks the proper training and experience with these systems for suppression tactics to be highly effective. Hands-on training is planned for this fall and the department will be better prepared to use standpipe systems for fire suppression before the proposed building is completed.

Beyond the emergency operations perspective, most of the passive safety systems included in the building design rely on regular testing and maintenance to function as intended. While the National Fire Code (NFC) places the burden to properly maintain building safety systems on the building owner, real world experience has proven that factors such as cost, low prioritization and human intervention can undermine even the best engineered systems. Regular inspections and enforcement of the testing and maintenance requirements in the NFC helps ensure building and occupant safety. Routine fire prevention inspection programs require additional personnel resources beyond the current capacity of the KVFD.

Summary

Key challenges for the KVFD when responding to mid-rise buildings include the lack of deployment resources on the initial response, the sheer scope and scale of conducting search and rescue operations, difficulty moving personnel and equipment vertically to the fire area, the potential for significant fire growth fire based on the time it takes to initiate firefighting operations with limited resources, and logistical management of the significant number of firefighters and equipment required to complete critical tasks. The additional building height associated with this proposal exacerbates these challenges.

The KVFD supports growth and development in our community but it must be measured against our capacity to protect people and property. It should be apparent that suppressing a fire and searching for occupants in a typical single-family dwelling is substantially different than fighting a fire in a six-storey building containing 48 dwelling units and potentially 100+/- occupants. Adding more of these types of buildings to our coverage area changes our risk profile and requires training and resources that go beyond our current capacity.

Recommendations

An effective way to reduce risk is to limit the frequency and impact of an event. The following recommendations are a proactive approach to addressing the increased risk that the additional building height in a six-storey building presents. They would also help shift the financial burden of addressing this risk from the municipality to the building developer.

As part of your development approval process, I would recommend that you consider requiring the applicant to include the following additional safety measures found in subsection 3.2.6. of the NBC specific to "high" buildings:

- The building should be designed to limit the danger to occupants and firefighters from exposure to smoke by complying with Sentences 3.2.6.2 (2)-(6)
- The building elevator(s) should be equipped with manual emergency recall per Article 3.2.6.4.
- At least one elevator should be designated for use by firefighters per Article 3.2.6.5
- The building should be designed to include a means of venting smoke from each floor area to aid firefighting per Article 3.2.6.6.
- The building should be equipped with a central fire alarm and control facility which includes a voice communication system per Article 3.2.6.7 and 3.2.6.8.

These additions to the minimum requirements of the National Building Code are intended to replicate the same safety standards required in higher buildings. This would help to lessen the impact of a fire on occupant safety and help to improve the operational efficiency of the limited number of responding firefighters.



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2021October12OpenSessionFINAL_210

HOLLAND DRIVE APARTMENTS TRAFFIC IMPACT STATEMENT

Traffic Impact Study
Proj. No.2105753

June 4, 2021

Revision No.: 0

Engineering by Houghton



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Appendix B:Traffic Count Data
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1 INTRODUCTION

1.1 PROJECT BACKGROUND

A new residential development has been proposed on Holland Drive in the Town of Rothesay. The development will consist of two 6-storey, 48-unit apartment buildings as well as a surface parking lot. Each building will include four levels of residential dwelling units and two levels of underground parking. The proposed development site plan, which is included in **Appendix A**, shows 184 parking spaces, including 86 surface level spaces and 98 underground spaces (24 spaces per level in each building). The plan also includes 12 barrier free spaces – 4 at surface level and 8 underground. The proposed development will include 4 accesses that will connect to a northern extension of Chapel Road. Two of the accesses will provide access to the surface level parking lot and the bottom level of underground parking in each building, and the two remaining accesses will provide access to the second level of underground parking in each building. Development traffic will be directed from the Chapel Road extension onto Chapel Road, where it's expected that most traffic will continue south to Marr Road, while some traffic will use Parkdale Avenue to connect with Hampton Road. Although the civic address of the development will officially be on Holland Drive, access to Holland Drive will not be permitted from the development site as the road will be cut off immediately north of the development.

As part of the development approval process, the Town of Rothesay requires that a Traffic Impact Statement (TIS) be completed for this development. The primary concern is how the development will impact traffic at the intersection of Marr Road and Chapel Road and whether traffic signals will be warranted at the intersection with the additional development traffic. Engineering by Houghton, the primary engineering consultant representing the developer, has retained Englobe Corp. to complete this TIS. The Study Area for this TIS includes the intersections of Marr Road and Chapel Road, Parkdale Avenue and Chapel Road, as well as the proposed development, as shown in **Figure 1**.

Figure 1 – Study Area



1.2 STUDY TASKS

The main objectives of this TIS were to estimate how much additional traffic the residential development would generate and determine what impact, if any, the development traffic would have on the intersection of Marr Road and Chapel Road. The following activities were undertaken as part of this TIS:

- Englobe staff visited the Study Area to review existing conditions;
- Existing traffic data for the intersection of Marr Road and Chapel Road that were collected by Englobe in April 2021 were reviewed;
 - A 1.0 % annual growth rate was applied to these traffic volumes to estimate the future (2028) background traffic volumes for the intersection. 2028 represents the 5-year horizon period beyond the anticipated full build-out of the development;
- Traffic volumes were collected at the intersection of Parkdale Avenue and Chapel Road to determine existing traffic distributions in the area;
- Level of Service (LOS) analyses were completed for the existing and future traffic conditions at the Chapel Road and Marr Road intersection without the development in place;
- ITE Trip Generation rates were used to estimate the amount of traffic that will be generated by the new development. These were added to the background traffic volumes based on the existing traffic distributions at Parkdale Avenue / Chapel Road to estimate the 2028 traffic volumes with the development in place;
- LOS analyses were completed for the 2028 future conditions at the Chapel Road and Marr Road intersection with full build out of the development. These were completed for the intersection under the existing stop-control and under signal-control;
- A review of pedestrian connectivity in the area of the proposed development was completed; and
- The methodology, findings, and recommendations of the TIS were documented in this written report.

1.3 HORIZON YEAR

A 5-year horizon period was utilized for the analysis. Should all approvals be granted it is expected that the proposed development will be fully operational in 2023, therefore 2028 was chosen as the future horizon year for the analysis.

2 INFORMATION GATHERING

2.1 STREET AND DEVELOPMENT CHARACTERISTICS

Chapel Road is a collector road that is oriented in the north-south direction and has an AADT that ranges between 600 vehicles/day on its north end and 1,500 vehicles/day on its south end. It features one lane in each direction and has a speed limit of 40 km/h. Chapel Road features a sidewalk along the east side of the street from Marr Road to Chapel Hills Boulevard and along the west side of the street from Chapel Hills Boulevard to Parkdale Avenue. North of Parkdale Avenue, no sidewalk is provided. Narrow gravel shoulders extend along the sides of the street where sidewalks are not present.

Marr Road is a collector road with an AADT of approximately 7,000 vehicles/day near Chapel Road. Marr Road is oriented in the east-west direction, has one lane in each direction and a speed limit of 50 km/h. Marr Road features unidirectional bike lanes along both sides of the street and a sidewalk along the north side of the street.

The intersection of **Marr Road and Chapel Road** is a stop-controlled intersection. Marr Road is free flowing and a stop sign is present at the north leg on Chapel Road. The south leg consists of a commercial development access. A crosswalk is present across the Chapel Road approach.

2.2 TRAFFIC DATA AND COVID ADJUSTMENTS

Traffic volumes were collected by the Study Team at the intersection of Marr Road and Chapel Road as part of a separate study on Monday, April 26th 2021. These data, which were collected during the AM and PM peak periods, were used for the analysis in this study. The traffic count data are provided in **Appendix B**.

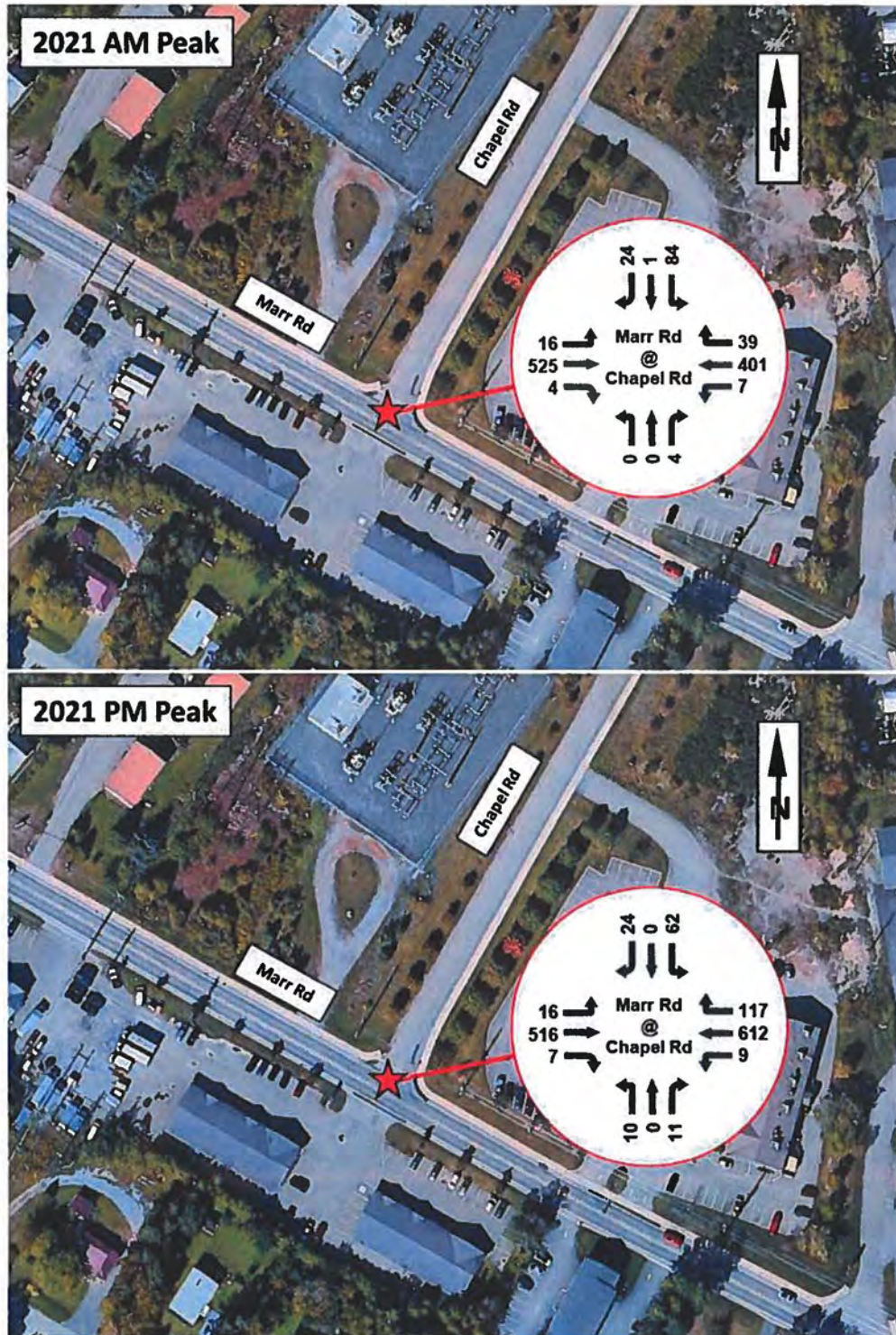
Since traffic patterns have decreased as a result of the current COVID-19 pandemic, the Study Team determined that the traffic count data used in this study should be adjusted to better represent typical traffic volumes under normal conditions. Adjustment factors that were developed by the Study Team as part of a January 2021 study were used. This study compared traffic data that were collected in 2016 at two locations in Fredericton, NB to traffic volumes that were collected during the COVID-19 pandemic. The average AM and PM peak hour adjustment factors were calculated for the two Fredericton locations and applied to the traffic volume data. The adjustment factors are shown in **Table 1**.

Table 1 – COVID-19 Adjustment Factors

Study	Date	AM Peak	PM Peak
Fredericton, NB	January, 2021	1.26	1.20
Fredericton, NB	January, 2021	1.36	1.25
Averages (Applied to This Study)	April, 2021	1.31	1.22

The adjustment factors were applied to the peak hour volumes at the intersection of Marr Road / Chapel Road. The adjusted 2021 AM and PM background traffic volume estimates are shown in **Figure 2**.

Figure 2 – 2021 Background Peak Hour Volumes



3 EXISTING LEVEL OF SERVICE

A Level of Service (LOS) analysis was completed for the existing and future (2028) traffic conditions at the intersection of Marr Road and Chapel Road. The findings are discussed in this section.

3.1 LEVEL OF SERVICE CRITERIA

The LOS analyses were completed with Synchro 10, which is a traffic analysis software that uses the Highway Capacity Manual and Intersection Capacity Utilization procedures.

The intersection performance was evaluated mainly in terms of the level of service (LOS), which is a common performance measure of an intersection. LOS is determined based on vehicle delay and is expressed on a scale of A through F, where LOS A represents very short delay (<10 seconds per vehicle) and LOS F represents very long delay (>50 seconds per vehicle at a stop controlled intersection and >80 seconds per vehicle at a signalized intersection). A LOS D is often considered acceptable in urban locations; however, some communities will accept a LOS E. The LOS criteria for both signalized and stop control intersections are shown in Table 2.

Table 2 – Intersection Level of Service Criteria

LOS	LOS Description	Control Delay (seconds per vehicle)	
		Signalized Intersections	Stop Controlled Intersections
A	Very low delay; most vehicles do not stop (Excellent)	less than 10.0	less than 10.0
B	Higher delay; more vehicles stop (Very Good)	between 10.0 and 20.0	between 10.0 and 15.0
C	Higher level of congestion; number of vehicles stopping is significant, although many still pass through intersection without stopping (Good)	between 20.0 and 35.0	between 15.0 and 25.0
D	Congestion becomes noticeable; vehicles must sometimes wait through more than one red light; many vehicles stop (Satisfactory)	between 35.0 and 55.0	between 25.0 and 35.0
E	Vehicles must often wait through more than one red light; considered by many agencies to be the limit of acceptable delay	between 55.0 and 80.0	between 35.0 and 50.0
F	This level is considered to be unacceptable to most drivers; occurs when arrival flow rates exceed the capacity of the intersection (Unacceptable)	greater than 80.0	greater than 50.0

3.2 EXISTING LOS ANALYSIS

A LOS analysis was completed for the existing traffic conditions at the intersection of Marr Road and Chapel Road. The LOS results are summarized as follows:

- The Marr Road / Chapel Road intersection operates efficiently at an overall LOS A during both peak periods.
- At the Marr Road / Chapel Road intersection, the southbound approach operates at LOS E and F with v/c ratios of 0.50 and 0.58 during the AM and PM peak periods, respectively.
- All other movements operate efficiently at a LOS C or better during both peak periods.

The LOS results indicate that the southbound approach at the Marr Road / Chapel Road intersection experiences delay during both peak periods; however, the approach is well below capacity.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95th percentile queue lengths for the existing conditions are summarized in **Table 3**. Detailed Synchro analysis outputs are included in **Appendix C**.



3.3 FUTURE BACKGROUND LOS ANALYSIS

A LOS analysis was completed for the future 2028 background traffic volumes at the intersection of Marr Road and Chapel Road. The peak hour traffic volumes for the 2028 horizon year were estimated by applying an annual growth rate of 1.0 % to the 2021 background traffic volumes and adding traffic volumes that will be generated by another new development in the area. A traffic study, which was completed by the Study Team in April 2021, reviewed traffic impacts of a new residential development which will be located on Chapel Road. This development will add 10 and 13 vehicles to the intersection of Marr Road / Chapel Road during the AM and PM peak periods, respectively.

The future background LOS results indicate that the delay for the southbound approach at the Marr Road / Chapel Road intersection will increase by 15 – 30 seconds per vehicle as a result of the background traffic growth; however, both movements will remain well below capacity and the intersection will continue to operate efficiently overall.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95th percentile queue lengths for the future background conditions are summarized in **Table 3**. Detailed Synchro analysis outputs are included in **Appendix C**.

Table 3 – Background LOS Results

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 th Percentile Queue (m)											
				Eastbound			Westbound			Northbound			Southbound		
East-West Street @ North-South Street	Traffic Control	Time Period		L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷
2021 Exiting LOS Results															
Marr Road @ Chapel Road		AM Peak	LOS A 3.8	Shared	A 0.4 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	B 11.9 [0.01] <1	Shared	Shared -	E 35.0 [0.50] 20	Shared
		PM Peak	LOS A 4.0	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	C 24.8 [0.11] 3	Shared	Shared	F 52.5 [0.56] 23	Shared
2028 Background LOS Results															
Marr Road @ Chapel Road		AM Peak	LOS A 5.6	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	B 12.3 [0.01] <1	Shared	Shared -	E 49.7 [0.65] 31	Shared
		PM Peak	LOS A 6.3	Shared	A 0.6 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	D 28.2 [0.13] 4	Shared	Shared	F 83.2 [0.74] 35	Shared



4 DEVELOPMENT TRAFFIC GENERATION

4.1 TRAFFIC GENERATION AND ASSIGNMENT

Trip generation rates for the proposed development were estimated using the ITE TripGen Web-based App, which is based on the 10th Edition of the Institute of Transportation Engineer's (ITE) *Trip Generation Manual*. Engineering by Houghton provided information regarding the size and type of development that is planned. The proposed development will consist of two 6-storey buildings with a total of 96 dwelling units (48 per building).

ITE Land Use #221 (Multifamily Housing – Mid-Rise) was used to generate trips for the development. The resulting vehicle trip generation is shown in **Table 4**. It was assumed that all of these trips would be made by motor vehicle as that would represent a conservative approach in estimating traffic generation.

Table 4 - Traffic Generation for the Proposed Development

Development	Size	AM Peak Hour			PM Peak Hour			Daily Total
		In	Out	Total	In	Out	Total	
Multifamily Housing - Mid-Rise (ITE Land Use #221)	96 Dwelling Units	9	26	35	26	16	42	522

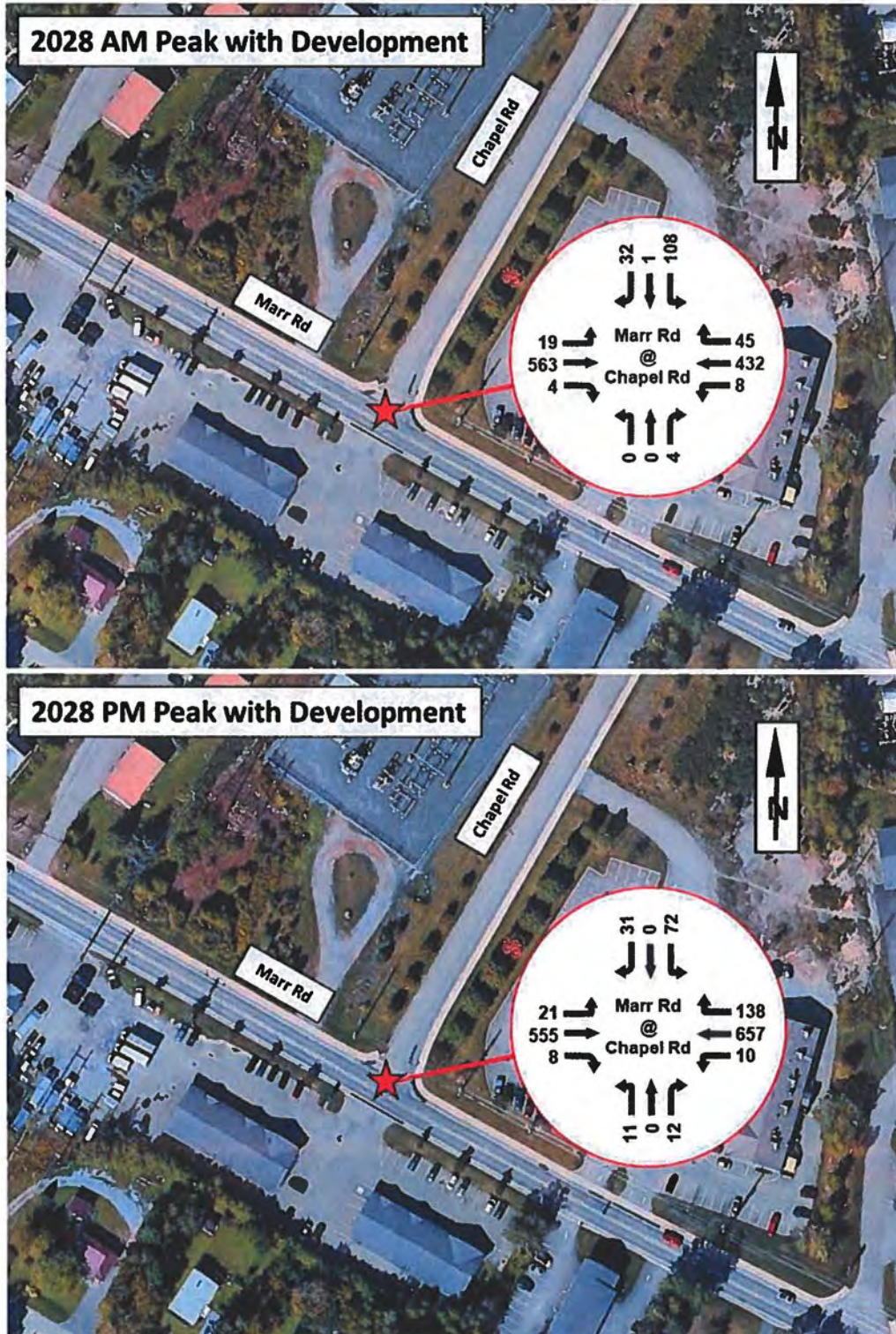
The development traffic was assigned to Chapel Road and to the intersection of Marr Road / Chapel Road based on the existing traffic volume distributions at the Parkdale Avenue / Chapel Road intersection. The traffic assignments are shown in **Figure 3**.

The peak hour traffic volumes for the 2028 horizon year were estimated by adding the traffic generated by the development to the 2028 background traffic volumes discussed in **Section 3**. The 2028 traffic volumes at the intersection of Marr Road / Chapel Road with the development in place are shown in **Figure 4**.

Figure 3 – Development Traffic Assignments



Figure 4 – 2028 Peak Hour Traffic Volumes with Development in Place



5 LOS ANALYSIS WITH DEVELOPMENT

A Level of Service (LOS) analysis was completed for the 2028 traffic conditions at the Marr Road / Chapel Road intersection with the proposed residential development in place. The analysis was performed for the current intersection configuration (i.e. stop controlled) and with traffic signal control.

5.1 2028 STOP CONTROL WITH DEVELOPMENT

The 2028 LOS results for the intersection of Marr Road / Chapel Road under stop-control with the development in place are summarized as follows:

- In 2028, the Marr Road / Chapel Road intersection would operate efficiently at an overall LOS A during both peak periods.
- The southbound approach would operate at LOS F with v/c ratios of 0.74 and 0.79 during the AM and PM peak periods, respectively.
- All other movements at Marr Road / Chapel Road would operate efficiently with a LOS D or better during both peak periods.

The LOS results indicate that, in 2028 with the additional development traffic, the delays at the southbound approach are expected to be approximately 10 seconds higher than the 2028 background condition; however, the approach will remain below capacity. This is not uncommon at stop control intersections where the traffic volumes on the major street are much higher than the volumes on the minor street. The overall intersection delay and LOS are expected to remain acceptable up to 5 years beyond the anticipated full build-out.



The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95th percentile queue lengths for the 2028 traffic conditions with the development in place are summarized in **Table 5**. Detailed Synchro analysis outputs are included in **Appendix C**.

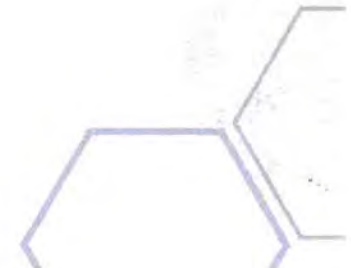
5.2 2028 TRAFFIC SIGNAL WITH DEVELOPMENT

A LOS analysis was completed for the future 2028 traffic condition at the intersection of Marr Road / Chapel Road under traffic signal control with the development in place. The results indicate that adding traffic signals at the intersection would result in higher overall delays when compared to the 2028 LOS results with the intersection under the existing stop control. Traffic at the Marr Road approaches would experience higher delays, while traffic at the Chapel Road approach would experience lower delays.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95th percentile queue lengths for the 2028 traffic conditions with the development in place are summarized in **Table 5**. Detailed Synchro analysis outputs are included in **Appendix C**.

Table 5 – 2028 LOS with Development

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 th Percentile Queue (m)											
				Eastbound			Westbound			Northbound			Southbound		
East-West Street @ North-South Street	Traffic Control	Time Period		L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷	L ↶	T ↑	R ↷
Stop-Controlled															
Marr Road @ Chapel Road		AM Peak	LOS A 7.4	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	B 12.3 [0.01] <1	Shared	Shared	F 60.2 [0.74] 39	Shared
		PM Peak	LOS A 7.2	Shared	A 0.7 [0.03] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	D 30.1 [0.15] 4	Shared	Shared	F 92.4 [0.79] 39	Shared
Signalized															
Marr Road @ Chapel Road		AM Peak	LOS A 8.9	Shared	A 8.4 [0.52] 63	Shared	Shared	A 7.2 [0.43] 47	Shared	Shared	A 0.0 [0.01] <1	Shared	Shared	B 16.7 [0.44] 22	Shared
		PM Peak	LOS A 8.5	Shared	A 6.2 [0.47] 53	Shared	Shared	A 8.8 [0.64] 92	Shared	Shared	A 8.5 [0.09] 5	Shared	Shared	B 18.7 [0.39] 18	Shared



6 TRAFFIC SIGNAL WARRANT

The Study Team completed a traffic signal warrant using the TAC methodology, which is documented in the *Traffic Signal and Pedestrian Signal Head Warrant Handbook (2014)*. The methodology considers the following intersection characteristics:

- Six-hour turning movement and pedestrian volumes covering the AM, Noon, and PM peaks;
- Intersection geometry (lane configurations, spacing, right-turn slip lanes, etc.);
- Adjacent land uses (schools, mobility challenged citizens, senior citizen complexes, etc.);
- Distance of nearest upstream traffic signals;
- Population of community;
- Location within the community (central business district, etc.); and
- Percentage of heavy vehicles.

The TAC methodology determines the need for a traffic signal based on a priority point system using the characteristics described above. Each characteristic contributes toward the justification of a traffic signal. If the signal warrant generates 100 points or more then traffic signals are typically warranted.

Traffic signal warrants were completed for the intersection of Marr Road and Chapel Road for the 2028 background condition without the development in place, the 2028 future condition with the development traffic distributed between Parkdale Avenue and Chapel Road, and the 2028 traffic condition with all of the development traffic travelling south on Chapel Road and through the Marr Road / Chapel Road intersection. The signal warrant results are summarized in **Table 6**.

Table 6 – Traffic Signal Warrant Results

Traffic Condition	Traffic Signal Warrant Score
2028 without Development	51
2028 with Development Traffic, Distributed	58
2028 with Development Traffic, All	63

Warrant scores of 51, 58 and 63 points were achieved for the 2028 horizon year without the development, with the development traffic distributed, and with all the development traffic, respectively. **The signal warrant results show that, in 2028, a traffic signal will not be warranted at the intersection of Marr Road / Chapel Road regardless of the new development and how its traffic is distributed.** The signal warrant worksheets are provided in **Appendix D**.

7 PEDESTRIAN ACCESS

The Study Team completed a review of the existing pedestrian infrastructure near the proposed development site. Chapel Road currently features a 1.7 m wide monolithic concrete sidewalk along the east side of the street from Marr Road to Chapel Hill Boulevard. At Chapel Hill Boulevard, the sidewalk moves to the opposite side of the street. A monolithic sidewalk extends along the west side of the street from Chapel Hill Boulevard to Parkdale Avenue. North of Parkdale Avenue, Chapel Road does not feature sidewalk.

The proposed development site plan shows a 1.5 m wide monolithic sidewalk along the east side of the road directly in front of the development site. To improve pedestrian connectivity, it is recommended that the new sidewalk in front of the development be connected to the existing sidewalk facilities on Chapel Road. Sidewalk could be extended from the development site to the south along the east side of Chapel Road to Scribner Crescent, where a signed and marked crosswalk could be provided to connect with an additional section of sidewalk that would extend along the west side of Chapel Road to Parkdale Avenue. It is also recommended that the new sidewalk be widened to 1.7 m in order to maintain a consistent sidewalk width along Chapel Road.

8 CONCLUSIONS AND RECOMMENDATIONS

The key findings and recommendations of this Traffic Impact Statement are summarized as follows:

1. The proposed development, which would be located along a new section of Chapel Road, consists of two 6-storey apartment complexes with 48 dwelling units each. The proposed development plan shows 184 parking spaces, including 82 regular and 4 barrier-free surface level parking spaces and 90 regular and 8 barrier-free underground parking spaces. The surface level parking facility and bottom level of underground parking would be accessible via two accesses off of the new Chapel Road extension and the second level of underground parking in each building would be accessible via two separate accesses off of the Chapel Road extension.
2. The LOS results for the 2021 existing conditions at the intersection of Marr Road and Chapel Road showed that, although the intersection of Marr Road and Chapel Road currently operates efficiently overall, the southbound approach on Chapel Road experiences some delay.
3. It is expected that the proposed development will generate 35 vehicle trips during the AM Peak hour (9 entering/26 exiting), 42 vehicle trips during the PM Peak hour (26 entering/16 exiting) and a total of 522 trips daily. These trips were added to the Marr Road / Chapel Road intersection based on the existing traffic distributions at the intersection of Parkdale Avenue / Chapel Road.
4. The LOS results for the 2028 horizon period with the development in place indicate that delays at the southbound approach of the Marr Road / Chapel Road intersection will increase; however the approach will remain below capacity and the intersection will continue to perform efficiently overall. The LOS results for the 2028 horizon period with signal control at the Marr Road / Chapel Road intersection indicate that, although signals would improve traffic operations at the Chapel Road approach, the overall intersection delay would be higher as signals would force traffic on Marr Road to stop periodically.
5. The traffic signal warrant analysis concluded that a traffic signal will not be warranted at the intersection of Marr Road / Chapel Road in 2028 with full build-out of the proposed development.
6. Based on a review of the existing pedestrian facilities near the development property, it is recommended that a 1.7 m wide sidewalk connection be provided along Chapel Road between the proposed development and the existing sidewalk facilities on Chapel Road south of Parkdale Avenue. This could be facilitated with extension of sidewalk along the east side of Chapel from the development to Scribner Crescent, a crosswalk on Chapel Road at Scribner, and sidewalk along the west side of Chapel from Scribner to Parkdale. It is also recommended that the proposed sidewalk in front of the development be widened to 1.7m.

Appendix A: Development Site Plans



Client/Owner: A.C.BASKIN INVESTMENTS

Title:	PROPOSED SITE LAYOUT
--------	----------------------

Drawn By: DANIEL H.

Scale: 1:500

Date: 14/5/2021

Figure no.: C1 REVO

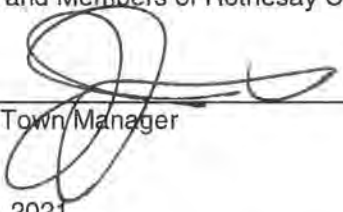


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 12th, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: October 12th, 2021

SUBJECT: Removable Bollard Purchase Renforth Wharf

RECOMMENDATION

It is recommended that Council approve the submission from Fundy Fencing Ltd to supply and install three 6" removable bollards in the amount of \$4491 plus HST to control access to the Renforth Wharf.

BACKGROUND

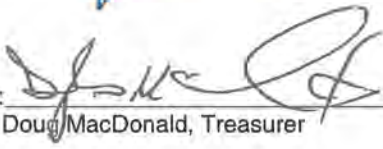
There have been numerous complaints from citizens over the years regarding excess noise, speeding vehicles, squealing tires, and other untoward activities taking place on the Renforth Wharf. The installation of removable bollards will both control access and allow staff to permit activities that are required.

FINANCIAL IMPLICATIONS

The amount of \$4491.00 plus HST will be funded from the 2021 Parks and Recreation operating budget.

Report Prepared by: 

Charles Jensen, Director of Parks and Recreation

Report Reviewed by: 

Doug MacDonald, Treasurer

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

Removable





ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 October 2021
RE	:	Street Lights – Sierra Avenue

Recommendation:

It is recommended this matter be tabled pending a cost estimate from NB Power.

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 which 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. This information is not available at the time this memorandum is being prepared.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 12, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: October 7, 2021

SUBJECT: Master Drive Works Facility – Electrical Upgrade

RECOMMENDATION

It is recommended that Council accept the submission from Morehouse Electrical Ltd. in the amount of \$54,600.00 plus HST to upgrade the electrical system at the Master Drive Works Facility and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2021 General Fund Operating Budget includes funding for upgrades to the Master Drive Works Facility.

BACKGROUND

The Master Drive Works Facility, now in its 18th year, was constructed with a “single phase” electrical system. A building of this size and function would typically be constructed with a “three phase” electrical system. The replacements for many of the building components now reaching the end of their service life require “three phase” power.

DISCUSSION

The cost of a "three phase" electrical upgrade consists of two parts; the contractor costs and the NB Power related costs. NB Power has quoted their costs to the Town at \$26,000. This cost has been added to each contractor quote to determine the total cost of the upgrade project as follows:

- | | | | |
|------------------------------|-------------|---------------------------|----------------------|
| 1. Black and MacDonald | Saint John | $(\$37,740 + \$26,000) =$ | \$63,470.00 plus hst |
| 2. Morehouse Electrical Ltd. | Quispamsis, | $(\$28,600 + \$26,000) =$ | \$54,600.00 plus hst |


FINANCIAL IMPLICATIONS

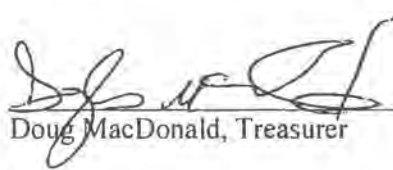
The analysis concludes that a total amount of \$54,000 was provided in the 2021 General Fund Operating Budget.

The anticipated completion cost of the electrical upgrade project, assuming award to the low tenderer, will be \$56,940.15 including the Town's eligible HST.

Budget	Anticipated cost		Difference
\$54,000.00	\$56,940.15		↕\$2,940.15

The difference between the completed cost and the original budget line item will be managed within the approved 2021 General Fund Operating Budget envelope.

Report Prepared by: 
 Brett McLean, Director of Operations

Report Reviewed by: 
 Doug MacDonald, Treasurer

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

TO: Mayor and Council
FROM: Deputy Mayor Alexander
DATE: 1 October 2021
RE: Climate Change Adaptation Committee

Between Spring 2020 and Spring 2021, the Saint John chapter of the Atlantic Coastal Action Program (ACAP Saint John) prepared a Climate Change Adaptation Plan for Rothesay (the Plan; refer to Section 9.1.1 of the 8 March 2021 Council kit for a copy of the report¹). The Plan focuses on specific risks and provides recommendations to reduce the negative impacts of those changes on the natural and built environment. The Plan is intended to be a guide that can aid in development and infrastructure decision making as it relates to climate change.

The Plan includes three strategies:

- 1) advance climate action through municipal leadership;
- 2) preparedness and emergency planning; and
- 3) increase resilience through community education, awareness, and involvement.

The Plan offered 25 specific recommendations for Rothesay Town Council. Recommendation five, which falls under Strategy 1 of the Plan, was to establish a Climate Change Committee (the Committee) to help implement adaptation actions. The Committee would take a lead on adaptation actions. Regular updates from the Committee would inform Town Council about the status of adaptation and successes and barriers to implementation.

At the 8 March 2021 Council meeting, the following two motions were passed unanimously:

- Council refer the Climate Change Adaptation Plan to staff for consideration in the annual budget process and other implementation opportunities; and
- Council consider the establishment of a Climate Change Adaptation Committee following the Municipal Election.

WHEREAS Rothesay Council had ACAP Saint John prepare a Climate Change Adaptation Plan;

WHEREAS recommendation five of the plan was to establish a Climate Change Committee;

AND WHEREAS Rothesay Council endorsed the Plan at the 8 March 2021 Council meeting;

BE IT RESOLVED that Rothesay Council will establish a Climate Change Adaptation Committee to begin work in early 2022.

¹ https://www.rothesay.ca/wp-content/uploads/2020/12/2021March8OpenSessionFINAL_Redacted.pdf