



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, September 13, 2021
7:00 p.m.



Public access to the Live stream will be available online:

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

SPECIAL PRESENTATION

The Honourable Graydon Nicholas

Rothesay Land Acknowledgement

1. APPROVAL OF AGENDA

- | | | |
|-------------------------------|-----------------|----------------|
| 2. APPROVAL OF MINUTES | Regular Meeting | 9 August 2021 |
| | Public Hearing | 16 August 2021 |
| | Special Meeting | 16 August 2021 |

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

PRESENTATION: Through the Lens Photo Contest Winner – Maddy Titus

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- 4.1 Gautreau Road** Nevin Mullin

5. CORRESPONDENCE FOR ACTION

- 5.1 18 August 2021 Email from resident RE: Request for speed bumps on Sierra Avenue

Refer to the Works and Utilities Committee

- 5.2 26 August 2021 Email from resident RE: Speeding on Charles Crescent

Refer to the Works and Utilities Committee

- 5.3 1 September 2021 Letter from resident RE: Request for stop sign at Riverside Country Club

Refer to the Works and Utilities Committee

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 7 August 2021 Email from resident RE: 3188 Rothesay Road and 20 Goldie Court (Maiden Lane/Goldie Court/Brock Court Drainage Study)

- 6.2 17 August 2021 Thank you letter from the Saint John Theatre Company

- 6.3.1 7 September 2021 Email from resident RE: Elizabeth Parkway Water Leak (*see Item 9.5*)

- 6.3.2 7 September 2021 Letter from resident RE: 51 Elizabeth Parkway (*see Item 9.5*)

- 7 April 2021 Letter from resident (*see Item 9.5*)

7. REPORTS

7.0 September 2021 Report from Closed Session

- 7.1.1 28 June 2021 Fundy Regional Service Commission (FRSC) Minutes

- 7.1.2 26 July 2021 FRSC Minutes

- 7.1.3 7 September 2021 2022 FRSC Proposed Operating Budget

- 7.2 21 July 2021 Kennebecasis Public Library (KPL) Board Meeting Minutes

- 7.3 31 July 2021 Draft unaudited Rothesay General Fund Financial Statements
- 31 July 2021 Draft unaudited Rothesay Utility Fund Financial Statements
- 27 August 2021 Draft Finance Committee Meeting Minutes
 - Debt Refinancing
 - Debt Application
- 31 July 2021 Donation Summary
 - Grant applications:
 - St. Joseph's Hospital Foundation
 - Brighten Group
- 7.4 17 August 2021 Draft Age Friendly Advisory Committee Meeting Minutes
- 7.5 17 August 2021 Draft Parks and Recreation Committee Meeting Minutes
 - Rothesay Arena
- 7.6 18 August 2021 Draft Works and Utilities Committee Meeting Minutes
- 7.7 7 September 2021 Draft Planning Advisory Committee Meeting Minutes
 - Chapel Road PID 30206882 (*see item 8.3*)
- 7.8 August 2021 Monthly Building Permit Report
- 7.9 7 September 2021 Capital Projects Summary
- 7.10 Recycle NB 2020 Annual Report
(full report available online at <https://recyclenb.com/publications>)

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 Chapel Road PID 30206882 – 48 Unit Apartment Building

- 9 September 2021 Memorandum from Town Clerk Banks
- 8 September 2021 Recommendation from Planning Advisory Committee
- 7 September 2021 Staff Report to Planning Advisory Committee
- DRAFT By-law 2-10-28
- AMENDED Draft Development Agreement – Chapel Road (PID 30206882)

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

- 9.1.1 *Various* Email thread on behalf of Nevin Mullin RE: Gautreau Road
- Refer to staff**

9.2 Contract S-2021-007 Seville Row Sewer Replacement

- 8 September 2021 Report prepared by DO McLean

ROTHESAY

2021September13OpenSessionFINAL_003

Regular Council Meeting

Agenda

-3-

13 September 2021

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

8 September 2021 Report prepared by DO McLean

9.4 Geo Stackhouse – Winter Maintenance Contract Extension

8 September 2021 Report prepared by DO McLean

9.5 Elizabeth Parkway Emergency Watermain Repair

8 September 2021 Report prepared by DO McLean

10. NEXT MEETING

Regular meeting TUESDAY, October 12, 2021

11. ADJOURNMENT

Liz Hazlett

From: Liz Hazlett
Sent: August 19, 2021 9:06 AM
To: Liz Hazlett
Subject: FW: New message from

From: Town of Rothesay <rothesay@rothesay.ca>
Sent: August 18, 2021 6:01 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: New message from

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

o Whom it may concern,

I live on 8 Sierra Avenue, Rothesay and I would like to request speed bumps on our road. Most recently, I have noticed that there is too much noise due to those speeding through the area. I recorded several instances of noise and attached the images. I think if 2 or 3 road speed bumps are added around the area, the speed (and likely the noise) will be reduced.

Thank you for your consideration.

Sincerely,

- 8 Sierra Ave

Liz Hazlett

From: Liz Hazlett
Sent: August 27, 2021 9:29 AM
To: Liz Hazlett
Subject: FW: Charles Crescent traffic

From:
Date: August 26, 2021 at 2:44:22 PM ADT
To: Matthew Alexander <MatthewAlexander@rothesay.ca>
Subject: RE: Charles Crescent traffic

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

Dear Mayor and Council:

I am a resident at 16 Charles Crescent, and I have concerns regarding the speed of traffic on my street. There are vehicles just flying up and down the street, and we have several young kids on this street. I have a 6 and 8 year old; next door are a 6 and 5 year old; down the hill are a 5 year old, and across from them are 7 year old twins. There are also at least four kids under 8 up the hill. These kids are beginning to venture out in the neighbourhood on their own, and they play at the edge of driveways, so it is sketchy to see and hear cars going 60km/hr up and down the hill. I think it is mainly teenagers hanging out at a house on Lynden Crescent as there have been late night parties happening there all summer long. If we could get a speed bump or a stop sign, or even just some signs to "say slow down-kids playing", it may just save a life.

Thank you for taking the time to address this urgent matter.

2600 Rothesay Road
Rothesay, NB E2H2K7



A Near Miss!

It has come to my attention that the exit driveway for the Riverside Golf and Country Club needs a STOP sign.

This morning while I was on my usual dog walking expedition a man in his black sedan drove down the driveway of the Golf club to Exit and turn left onto the Rothesay Road (heading South). He was not driving down the centre of the driveway but closer to the left side where I was crossing the driveway with our dog. (I was walking North, towards the Town of Rothesay)

His car kept coming towards me and he obviously was so busy looking to the right to watch for on coming cars that his car nearly hit me. I screamed at him to Stop!! If he had not stopped I would have been knocked over by his car. He screeched to a stop just inches from me.

His window was open a crack and he said "Sorry" then, drove off....to town.

This is not the first time I have witnessed careless drivers exiting the Golf Club. Many members are in a hurry to get back to work or they have to be somewhere. They are not required to stop as there is no sign indicating this request.

The Riverside Club needs a "Stop" Sign and it needs to be obeyed.

The Rothesay Road has far more traffic than it had 25 years ago and people drive faster along this route either heading home or heading into the city.

There is a lovely Kingshurst-Riverside Park on the river just beyond the Golf Course. Often cars are driving all too fast past the park that attracts wedding parties, graduates, exercise classes, children and dogs. When pedestrians need to cross two rows of traffic to walk on the East side of the road, they have to cross very quickly! The Town needs to address the speed of drivers with having signs that request them to "Slow for Pedestrians" or "Reduce Speed for Pedestrians"

Our Town is changing and we need to slow the pace with proper signage and warnings of activities.

Thankfully the signage near the Commons has been installed, where there is a playground and school.

I would appreciate action on these matters (Stop signs at Riverside Golf Course exits and a sign saying Reduce speed for Pedestrians near the Kingshurst-Riverside Park) before there are more serious consequences.

I am thankful that I was not injured by the driver this morning.

Yours sincerely,

A copy this letter will be sent to the Town of Rothesay, The Rothesay Police and the Riverside Golf Club.

Liz Hazlett

From: Liz Hazlett
Sent: August 9, 2021 9:33 AM
To: Liz Hazlett
Subject: FW: 3188 Rothesay Road and 20 Goldie Ct subdivided Lots

From:
Sent: Saturday, August 7, 2021 10:48:34 PM
To: nancygrant@rothesay.ca <nancygrant@rothesay.ca>; mattalexander@rothesay.ca <mattalexander@rothesay.ca>; tiffanymackay@rothesay.ca <tiffanymackay@rothesay.ca>; billmcguire@rothesay.ca <billmcguire@rothesay.ca>; davebrown@rothesay.ca <davebrown@rothesay.ca>; helenboyle@rothesay.ca <helenboyle@rothesay.ca>; peterlewis@rothesay.ca <peterlewis@rothesay.ca>; donshae@rothesay.ca <donshae@rothesay.ca>
Subject: 3188 Rothesay Road and 20 Goldie Ct subdivided Lots

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

Good evening Mayor Grant and Town Councillors,

We live on 4 Brock Court and our street was part of the Town of Rothesay commissioned Dillon report that was a drainage study for Maiden lane, Goldie court and Brock court area.

3188 Rothesay Road and 20 Goldie Court were granted permission to be subdivided by the town of Rothesay, the Dillon report indicating these new subdivided lots should not have a negative effect on water drainage if proper storm water management standards are followed. The report also identified areas of Town infrastructure in the area that require upgrading due to increase input of water from changes in weather over the years . The 3188 Rothesay road applicant was amenable to a municipal easement that could help improve drainage in the future as well.

Both new lots have now sold and development on 20 Goldie has occurred so we are writing to request that Council and town staff refer to the Dillon report regularly to ensure adequate progress is maintained in order to alleviate drainage concerns in the area.

Sent from my iPad



SAINT JOHN THEATRE COMPANY



Dear Nancy,

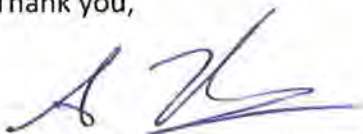
In March of 2020, when so much of our work ground to a halt, it never would have occurred to me that we would now be looking back on the last fifteen months as a highly successful period of growth and renewal. What began as a stressful struggle for organizational survival quickly transformed into an exciting process of developing new systems and new performance styles. It also became a period of facility upgrades that significantly improved the Princess Street production facility and our BMO Studio Theatre.

I'm extremely grateful to be able to say that our 2020-2021 season was remarkably successful by every measureable standard. The reason for our continued success is simple. You, and people like you, have continued to support the SJTC, particularly during these challenging times. On behalf of our entire team, I want to thank you for that.

For the last decade, I have worked hard to ensure that the cultural activities of the SJTC are all managed with an eye for how we can create positive impacts on our community. Community outreach and educational outreach are important to me, and to our SJTC teams. Our projects have supported arts training, literacy, youth, education, seniors, and various multicultural groups supporting diversity. Supporting the SJTC does not simply support our creative work, it supports the entire community who are impacted by what we do.


This last year has been an amazing example of how, with your support, we can continue to benefit our community.

Thank you,




Stephen Tobias, Executive Director

*Hi Nancy
Thanks so much
for all you have done
much appreciated
S.T.*




"Loved the performance [of We Were Here].
Educational. Entertaining. Thought-provoking."

- Claire Roussel, Audience Member




"I watched the SJTC's production of *The Turn of the Screw* and can attest to the fact that the digital platform works and SJTC shows can now be appreciated from the four corners of the Earth. One of the few upsides of COVID..."

- Rebecca Moyes, Canadian Heritage



"How did [Nunsense] resemble a Broadway production in every way? That's the SJTC effect right there! We were blown away and entertained in a way that we had started to think would never happen again. Thank you."

- James Mullinger, Audience Member



"If the Saint John Theatre Company wasn't around, I think there would be a huge part of our community's heart missing."

- Caroline Bell, ARC Cast Member
(*The Turn of the Screw*)

Liz Hazlett

From: Liz Hazlett
Sent: September 8, 2021 9:01 AM
To: Liz Hazlett
Subject: FW: 53 Elizabeth Parkway water leak

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

From:
Sent: September 7, 2021 9:23 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: 53 Elizabeth Parkway water leak

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

Mayor and Council
Town of Rothesay

Re: 53 Elizabeth Parkway water leak

My property at 53 Elizabeth Parkway and my neighbour property at 51 Elizabeth Parkway have been dealing with water leaking from the utility corridor owned by the Town for 3 years now but it seems to have worsened over the past 2 years . Damage to both properties is significant and ongoing . The Town staff have been notified of this existing problem but have not attempted to provide a solution to the problem . There would have been a significant loss of water from town water supply over this long period of time so I would suspect staff would want to prevent further water loss.
Please assess the problem and provide a solution In a timely manner Thank you

136 Chelsea Drive
Quispamsis, NB
E2E 5Z9

September 7, 2021

Mayor and Council
Town of Rothesay

RE: 51 Elizabeth Parkway

On behalf of _____, this is a follow up to correspondence dated April 7th 2021 that was submitted to Council relating to a water emanating from the utility corridor owned by the Town. To date, we have not received a response.

The matter of water flowing onto, under and across the property has not ceased and is actually worsening. It is clear that the source of the water is BOTH ruptured water lines AND ground water traveling within the corridor. The damage to the adjacent properties is significant and ongoing which makes this very troubling that the Town has not conveyed any solution or timeline in addressing this problem.

I would ask that the Town kindly acknowledge and respond to our concerns as soon as possible.


Sincerely; 

Encl: Letter of April 7, 2021

136 Chelsea Drive
Quispamsis, NB
E2E 5Z9

April 7, 2021

Dear Mayor and Council:


lives at 51 Elizabeth Parkway. There is a Town of Rothesay sewer line utility corridor between 51 and 53 Elizabeth Parkway. For many years now, we have been dealing with water flowing onto, under, and across our property. The source of the water appears to be the Town's water line as we have had Town staff on site who have tested the water and it shows signs of chlorine. The water flowing onto, under, and across our property, is causing considerable harm to our property and affecting our enjoyment of our property and the adjacent property.

Below are some issues that have arisen over the years:

- >We can hear water flowing continuously within the lines of the Town's utility corridor
- >We can see water bubbling up from the ground of the utility corridor
- >Our driveway appears to have sunk by several inches and it sounds as though there may be hollow areas under the driveway
- >Our side yard and backyard have become saturated with water as the water flows from the utility corridor across our property to the beach
- >Our side yard and backyard have standing water most of the time and we cannot walk on it without getting our feet wet. Mowing the lawn is next to impossible.
- >Our outbuilding in the backyard has sunk by at least a foot into the backyard

We believe that there may be one or more leaks within the Town's drinking waterline along Elizabeth Parkway and/or within the Town's utility corridor. We would like to once again be able to fully enjoy our property without water flowing onto, under, and across it. The current status prevents us from performing much needed maintenance, which presents the property as a visual eyesore. Could this matter be reviewed by the Town's Works and Utilities Committee to determine if there is a solution to this problem?

If you could please forward this to members of the Works and Utilities Committee, we would greatly appreciate it.

Sincerely



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

Annual General Meeting

June 28, 2021

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, June 28, 2021, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Nancy Grant, called the meeting to order at 11:46 a.m. noting that all COVID-19 regulations have been followed including active screening, physical distancing and the use of masks.

2. Record of Attendance

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

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Assistant Development Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the June 28, 2021 Agenda as presented with the addition of number nine c (9c) "Ashley Perry – pay increase" moved from closed session, the re-numbering of number eleven "Adjournment" to number twelve and the addition of number eleven "PRAC Appointment" moved from closed session.

Moved: Director Cairns
Seconded: Director Bedford

Vote: Motion Carried

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

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

Moved: Director MacCready

Seconded: Director Cairns

Vote: *Motion Carried*

6. Election of Board Officers

Executive Director MacLeod provided recommended procedures for the Election of Board Officers based on the procedural by-law for the Fundy Regional Service Commission, the Act and its regulations and Robert's Rules.

Motion: To accept the election procedures as presented.

Moved: Director Merrifield

Seconded: Director Bedford

Vote: *Motion Carried*

Chair Grant continued to preside over the proceedings and called for nominations for Chairperson from the floor three (3) times. Brittany Merrifield was the only nominee.

Motion: To acclaim Mayor Brittany Merrifield as Chair.

Moved: Director Riddell

Seconded: Director O'Hara

Vote: *Motion Carried*

Chair Grant called for nominations for Vice Chair from the floor three (3) times. Jim Bedford was the only nominee.

Motion: To acclaim Jim Bedford as Vice Chair.

Moved: Director Cairns

Seconded: Director MacKenzie

Vote: *Motion Carried*

Mayor Brittany Merrifield assumed the role of Chair and presided over the remainder of the meeting.

7. Planning – Building Inspection – April & May

Nick Cameron, Assistant Development Officer, FRSC, presented the April and May 2021 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of April, 2021 was \$1,948,240 compared to 2020 which was \$1,027,200.

The year-to-date total estimated cost of construction at the end of May, 2021 was \$3,533,740 compared to 2020 which was \$1,335,600.

Mr. Cameron also provided an update on the changes to the Building Code Administration Act general regulation. Previously, structures under 625 square feet were exempt from the National Building Code and non-graded lumber could be used for structures which met this exemption. Amendments to the regulation after January, 2021 changed this exemption to 215 square feet. The change generated a lot of calls and potential increase in building permit inspections by the Commission. As a result, the exemption changed again to 604 square feet as of May 6, 2021.

Mr. Cameron explained that staff met with the Local Service District Advisory Committee to discuss proposed rezonings and other planning matters in Musquash. The Committee has requested that the rural plan for Musquash be reviewed and updated accordingly. Work on a review is set to begin this summer. Additionally, it was noted that a rural plan review is also underway for the Village of St. Martins.

A short discussion was held regarding the legislative requirement for rural plans. It was noted that a rural plan is not required by legislation unless the area wants one. It was asked what the cost would be for LSDs to obtain a plan. It was explained that there is no set fee, it would depend on the area and the complexity of the plan.

Motion: To receive and file as presented.

Moved:	Director Grant
Seconded:	Director O'Hara
Vote:	<i>Motion Carried</i>

8. 2020 Annual Report

Executive Director MacLeod presented the 2020 Annual Report, noting that this year's report is a brand-new design. Some key factors discussed were the effects of the COVID-19 pandemic and how it affected the operations and revenue of the Commission. Board members expressed a compliment to the staff on the new layout of the Annual Report.

Motion: To receive and file as presented.

Moved:	Director MacKenzie
Seconded:	Director Grant
Vote:	<i>Motion Carried</i>

9. Finance

a. Appointment of Auditors

As per legislation requirements, auditors are typically reappointed in the Annual General Meeting. Teed Saunders Doyle & Co. (TSD) have been the auditor of the Commission since inception in 2013. The vendor service review typically occurs every three years and TSD was completed in 2020 before reappointment at the annual meeting in 2020.

After review of our business relationship and the skill market, it was determined that there is no competitive advantage to changing vendors. Additionally, it was noted that the impact of COVID-

19 on the 2021 year will have irregularities and having an auditor familiar with normal operating years will be beneficial.

Motion: The Commission approve the appointment of Teed Saunders Doyle & Co. to serve as the Auditors for the Fundy Regional Service Commission for the 2021 fiscal year.

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

b. Dozer Rebuild

Executive Director MacLeod explained that the Capital Plan for 2021 included \$387,000 for the 2008 dozer rebuild. At the March, 22, 2021 meeting, the Commission authorized an additional \$25,745.82. The project requires a motion for the withdrawal of \$410,319.07 (includes the non-refundable portion of HST only) from the capital reserve fund.

Motion: The Commission authorize the withdrawal of \$410,319.07 for the dozer rebuild project to be funded from the solid waste capital reserve fund.

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

Chairperson Merrifield left the meeting at 12:02pm for an appointment, leaving Vice Chairperson Bedford to preside over the remainder of the meeting.

c. Ashley Perry – Pay Increase

The merit increase in salary for Ashley Perry was presented.

Motion: The commission authorize the merit increase of 2.5% to Ashley Perry upon completion of the Accounting for Managers III course toward an accounting certificate in 2021 as per the 2016 employment agreement.

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

10. CMEI

a. Financials

The CMEI Financial Statements were discussed for the year ending October 31, 2020.

Motion: To receive and file the CMEI Financial Statements for November, 2019 to October, 2020.

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

b. Operating Fund

The requirement to fund CMEI operations under Order in Council 96-849(I) was discussed.

It was also explained that Section 6.02 of the agreement also states that "In the event that it (CMEI) does not expend its funds allocated by the Commission in any given year such that its annual financial statements indicate cash or near cash assets in excess of Sixty Thousand Dollars (\$60,000.00) (adjusted for inflation...), the annual payment for the upcoming year shall be reduced by the amount shown in excess of Sixty Thousand Dollars (\$60,000.00) (as adjusted)."

That number for 2021 would be approximately \$74,820. Considering CMEI ended the year at \$90,582, the penalty should be considered.

Motion: The 2021 operating grant be paid to Crane Mountain Enhancement (CMEI) in the amount of \$24931 when the financial status of the Fundy Regional Service Commission allows for the payment, but before CMEI's end of October 31, 2021. Additionally, the Executive Director inform CMEI of the exceedance and request that this exceedance be eliminated for 2021 as the penalty will be applied in future years.

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

c. Audit Fee

The financial commitment by the Commission to a "review engagement" of CMEI's financial statements was discussed.

Motion: The Fundy Regional Service Commission immediately pay CMEI \$1000 toward the review engagement of their financial statements by Teed Saunders Doyle.

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

11. PRAC Appointment

Nominations were received for four (4) vacancies for the Planning Review and Adjustment Committee (PRAC).

Motion: To appoint Dwight Allaby, Cindy MacCready, John Cairns and Tina Dealy as PRAC members, each for a four-year term.

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

Vice Chairperson Bedford called for a motion to adjourn.

Motion: To adjourn the meeting at 12:13 p.m.

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

APPROVED (date)

July 26, 2021

Brittany Merrifield, Chairperson

Alicia Raynes
Alicia Raynes, Recording Secretary


**Fundy Regional
Service Commission**

 Commission de Services
Régionaux de Fundy

Regular Monthly Meeting
July 26, 2021

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

1. Call to Order

The Board Chairperson, Brittany Merrifield, called the meeting to order at 10:12 a.m.

2. Record of Attendance

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

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Assistant Development Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

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

Moved: Director Grant
 Seconded: Director Chatterton
 Vote: Motion Carried

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the June 28, 2021 minutes as presented with amendments to number six (6) and corrected spelling of PRAC member Tina Dealy on number 11.

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

6. Planning – Building Inspection – June

Nick Cameron, Assistant Development Officer, FRSC, presented the June 2021 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of June, 2021 was \$6,638,740 compared to 2020 which was \$6,330,000.

Motion: To receive and file as presented.

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

7. Finance – Q2 2021 Financial Statements

Executive Director MacLeod presented the Q2 2021 Financial Statements, explaining that as per the Regional Service Delivery Act, the Fundy Regional Service Commission must receive and file financial statements every three months. This presents board members with an opportunity to ask questions.

The layout of the financial statements was reviewed and several line items were discussed in detail. Director MacLeod explained how the calculations were done and listed some of the items that would be included in the different categories. It was explained the FRSC is currently in a favorable position with a surplus of approximately \$367,951.

Motion: To receive and file as presented.

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

Chairperson Merrifield called for a motion to adjourn.

Motion: To adjourn the meeting at 11:20 a.m.

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

APPROVED (date)

August 23, 2021


Brittany Merrifield, Chairperson


Alicia Raynes, Recording Secretary



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

PO Box / CP 3032, Grand Bay-Westfield NB E5K 4V3

T. 506 738-1212 • F. 506 738-1207
hotline@fundyrecycles.com

September 7, 2021

Mary Jane Banks, Town Clerk
Town of Rothesay
70 Hampton Road
Rothesay NB
E2E 5L5

Subject: Submission of Proposed Operating Budget for the Year 2022

Dear Ms. Banks,

At the August 23, 2021 meeting of the Fundy Regional Service Commission Board, the following motion was adopted.

Motion:

To approve the FRSC 2022 Draft Budget for distribution as per the Regional Service Delivery Act for a 45-day review by the members.

The Regional Service Delivery Act Reads:

Notice to members and Minister

28 A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote.

Accompanying this letter is a draft copy of the 2022 Budget with summary highlights. Any comments or concerns should be brought to the October 25, 2021 meeting by your representative, at which time the vote to approve will take place. If you require any further information or have any questions, please do not hesitate to contact me.

Sincerely,

Marc MacLeod
Executive Director



**Fundy Regional
Service Commission**
Commission de Services
Régionaux de Fundy

PO Box / CP 3032, Grand Bay-Westfield NB E5K 4V3

T. 506 738-1212 • F. 506 738-1207

hotline@fundyrecycles.com

September 7, 2021

Mary Jane Banks, Town Clerk
Town of Rothesay
70 Hampton Road
Rothesay NB
E2E 5L5

Subject: Summary Highlights of the Proposed Operating Budget for the Year 2022

Dear Ms. Banks,

The Fundy Regional Service Commission and staff are pleased to present the following proposed operating budget (attached) for the year 2022. As per our previous summary letter of September 1, 2020, the Commission is holding our landfill tip fees through 2021 but has budgeted for an increase in 2022. This increase will be the first since 2003. The following increases are included in the budget:

1. \$5 per metric tonne (MT) for municipal solid waste from \$108 to \$113.
2. \$2 per MT for construction and demolition waste from \$28 to \$30.

Due to operating surpluses, the depletion of capital and operating reserves will now be delayed to the end of 2022. There is one new borrowing application in 2022 for a landfill compactor based on a 5-year term. The short-term borrowing for cell #9 completion has already been approved and is included in the capital plan. With costs increasing, reserves being depleted and future borrowings being required for short-term capital, a tip fee increase is prudent to offset borrowing costs and to begin a rebuild of reserves. Future increases will depend on the economy, government regulation, and our ability to mitigate increases through operational changes such as recycling collection or cell construction. It is important to note that our cost increases in construction, fuel and equipment have far exceeded CPI projections and our even higher budget projections which can normally be mitigated with operational change.

In local planning, paid for through each of the Local Service Districts and the Village of St. Martins, we have seen an increase in actual member charges due to a significant surplus in 2021, a small deficit carryover in 2022 and an increase in planning consulting costs due to rural plan development.

Actual costs remained flat in Regional and Cooperative Services as no new services have been added by the Board at this time. Slight changes can be seen based on changes in the size of community tax bases. The Regional & Cooperative Service billing for Rothesay in 2022 will be \$5,239.

Below you will find a point form summary of the budget highlights. If you require any further information or have any questions, please do not hesitate to contact me.

Sincerely,



Marc MacLeod
Executive Director

FUNDY REGIONAL SERVICE COMMISSION

2022 BUDGET HIGHLIGHTS

(Numbers approximate and rounded)

1. Corporate Services
 - a. Human Resources Contract increased ~\$10k for union contract negotiations.
2. Regional and Cooperative Services
 - a. Member charges only slightly change due to community tax base changes.
 - b. No new services added.
3. Local Planning Services
 - a. Member charge increase due to 2019 surplus (~\$48k) carried into 2021.
 - b. Member charge increase due to 2020 deficit (~\$17k) carried into 2022.
 - c. ~\$10k contractor increase for rural plan development.
4. Electrical Generation
 - a. Decrease in revenue (~\$17.5k) based on actual production projections.
 - b. Decrease in expenditures (~\$53k) from elimination of 2021 deficit carryover
5. Solid Waste Services
 - a. \$5/MT MSW tip fee increase (~\$340k).
 - b. \$2/MT C&D tip fee increase (~\$12).
 - c. ~\$350k increase in revenue from surplus carryover.
 - d. ~2000 MT of MSW increase based on 3-year average (~\$216k).
 - e. ~\$15k increase in public education with return to HHW remote collection.
 - f. ~\$43k increase in fuel based in landfill on actual projections.
 - g. ~\$71k increase in landfill for union wage increase and a full time cleaner.
 - h. ~\$81k increase in cover material for cell #6 capping expansion.
 - i. ~\$60k increase in leachate trucking personnel based on volume averages.
 - j. ~\$65k for 12 weeks of 4 casuals and 1 full-time promotion in the material recovery facility.
 - k. ~\$162k reduction in recycling collection for blue bin depot closures.
 - l. ~\$85k increase in composting for shredder maintenance and fuel.
 - m. ~\$39k increase for cost of compost cart replacement.
6. Fiscal Services
 - a. Debenture (~\$55k) issued for cell #9 and electrical generation rebuild in 2021.
 - b. ~\$390k increase for capital from operating to avoid debt on short term borrowing.
 - c. Decrease in transfer to electrical generation (~\$37k).

Fundy Regional Service Commission
Operating Fund Budget
Corporate Services

	Budget 2021	Budget 2022
<u>EXPENDITURES</u>		
Governance	\$ 62,340	\$ 64,800
Administration		
Executive Directors Office	61,370	62,880
Human Resources	23,700	33,700
Financial Management	111,510	113,920
Other Administrative Services	35,730	36,370
 Total Corporate Services	 <u>\$ 294,650</u>	 <u>\$ 311,670</u>
 Allocation to Other Funds:		
Cooperative & Regional Planning Services	\$ 55,659	\$ 57,231
Local Planning Service	13,014	13,827
Solid Waste Services	219,976	234,225
Electrical Generation	6,001	6,387
	<u>\$ 294,650</u>	<u>\$ 311,670</u>

Fundy Regional Service Commission**Operating Fund Budget****Cooperative & Regional Planning Services**

	Budget 2021	Budget 2022
REVENUE		
MEMBER CHARGES	\$ 49,366	\$ 48,966
SALE OF SERVICE	-	-
SECOND PREVIOUS YEAR SURPLUS	6,293	8,265
	<u>55,659</u>	<u>57,231</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	55,659	57,231
REGIONAL PLANNING	-	-
REGIONAL POLICING COLLABORATION	-	-
REGIONAL EMERGENCY MEASURES PLANNING	-	-
REGIONAL SPORT, RECREATION AND CULTURE	-	-
OTHER SERVICES PROVIDED TO ALL MEMBERS	-	-
FISCAL SERVICES	-	-
	<u>55,659</u>	<u>57,231</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission**Operating Fund Budget****Local Planning Service**

	Budget 2021	Budget 2022
REVENUE		
MEMBER CHARGES	\$ 252,972	\$ 332,509
FEES AND SERVICES	-	-
SECOND PREVIOUS YEAR SURPLUS	47,772	-
GOVERNMENT TRANSFER	-	-
	<u>300,744</u>	<u>332,509</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	13,014	13,827
OTHER ADMINISTRATION	29,490	29,150
PLANNING SERVICES	134,280	146,400
INSPECTION SERVICES	121,460	124,590
FISCAL SERVICES	2,500	2,000
SECOND PREVIOUS YEAR DEFICIT	-	16,542
	<u>300,744</u>	<u>332,509</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission
Operating Fund Budget
Electrical Generation

	Budget 2021	Budget 2022
REVENUE		
SALE OF SERVICE - SAINT JOHN ENERGY	\$ 176,988	\$ 159,564
SECOND PREVIOUS YEAR SURPLUS	-	-
TRANSFER FROM SOLID WASTE OPERATING FUND	119,372	82,122
TOTAL REVENUE	296,360	\$ 241,686
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	6,001	6,387
OTHER ADMINISTRATION	10,150	10,650
PERSONNEL	94,000	93,220
MACHINERY & EQUIPMENT	62,900	58,900
FISCAL SERVICES	70,200	72,300
SECOND PREVIOUS YEAR DEFICIT	53,109	229
TOTAL ELECTRICAL GENERATION	296,360	241,686
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

Fundy Regional Service Commission**Operating Fund Budget****Solid Waste Services**

	Budget 2021	Budget 2022
REVENUE		
TIPPING FEES		
MEMBERS	\$ 2,140,020	\$ 2,436,845
INDUSTRIAL, COMMERCIAL & INSTITUTIONAL	4,942,080	5,184,100
CONSTRUCTION & DEMOLITION	154,000	182,100
INTERNATIONAL SHIP'S WASTE	1,000	1,800
ASBESTOS	70,000	76,400
RECYCLING	256,000	258,700
OTHER OPERATIONAL REVENUE	293,000	299,160
INVESTMENT INCOME	20,000	20,000
SURPLUS OF SECOND PREVIOUS YEAR	96,096	446,028
TOTAL REVENUE	7,972,196	\$ 8,905,133
EXPENDITURES		
ADMINISTRATION		
ALLOCATION FROM CORPORATE SERVICES	219,976	\$ 234,225
DIRECTORS OFFICE		
PERSONNEL	187,910	192,490
TRAVEL	6,000	11,000
TRAINING & DEVELOPMENT	10,500	10,500
OTHER ADMINISTRATION		
ADVERTISING	-	-
LIABILITY INSURANCE	147,570	193,480
PROFESSIONAL SERVICES	88,000	88,000
LEGAL SERVICES	5,000	5,000
OFFICE BUILDING	20,280	21,170
OFFICE EQUIPMENT & SUPPLIES	29,150	30,850
PRINTING & COPYING	3,300	3,300
TELECOMMUNICATIONS	12,500	12,500
CMEI	90,875	92,511
HOST COMMUNITY ENHANCEMENT FUND	24,931	25,380
PUBLIC EDUCATION		
PERSONNEL	157,450	162,050
ADVERTISING, TOURS & PROMOTIONAL	79,450	95,700
OTHER ADMINISTRATIVE	27,830	25,130
TOTAL ADMINISTRATION	1,110,722	1,203,286

Fundy Regional Service Commission**Operating Fund Budget****Solid Waste Services**

	Budget 2021	Budget 2022
OPERATIONS		
STATION & BUILDINGS		
REPAIRS & MAINTENANCE	15,000	5,000
ELECTRICITY	9,000	9,000
PROPERTY TAXES	230,500	247,750
ENVIRONMENTAL HEALTH & SAFETY	114,400	118,340
MACHINERY & EQUIPMENT		
FUEL	176,580	220,100
REPAIRS & MAINTENANCE	148,750	145,700
LANDFILL OPERATIONS		
PERSONNEL	845,460	916,840
SITE & ROAD MAINTENANCE	48,600	62,600
MONITORING	62,900	61,000
SITE SECURITY AND SAFETY	12,900	12,600
SPECIAL WASTE HANDLING	18,800	20,000
COVER MATERIAL	351,132	433,755
LEACHATE & SILTATION MANAGEMENT	954,550	1,019,930
SAFETY EQUIPMENT & SUPPLIES	26,940	26,660
SCALEHOUSE		
PERSONNEL	175,730	182,830
SUPPLIES	23,400	26,400
WASTE DIVERSION		
PERSONNEL - RECYCLING	912,520	978,300
PERSONNEL - DEPOT COLLECTION	386,030	279,760
RECYCLING FACILITY	156,640	165,430
DEPOT COLLECTION PROGRAM	179,860	124,320
COMPOSTING PROGRAM		
PERSONNEL	271,250	275,220
PROCESSING	437,660	522,690
CART & BIN PURCHASES	118,700	157,400
HAZARDOUS HOUSEHOLD WASTE		
COLLECTION	2,000	2,000
DISPOSAL	27,000	27,000
OTHER	5,000	5,000
TOTAL OPERATIONS	5,711,302	6,045,625

Fundy Regional Service Commission**Operating Fund Budget****Solid Waste Services**

	Budget 2021	Budget 2022
FISCAL SERVICES		
DEBENTURE ISSUE COSTS	-	54,600
BANK SERVICE CHARGES	12,000	16,000
INTEREST - CURRENT OPERATIONS	12,000	73,100
INTEREST - LONG TERM DEBT	24,800	34,600
PRINCIPAL - LONG TERM DEBT	666,000	680,000
CAPITAL EXPENDITURES FROM OPERATIONS	125,000	516,500
TRANSFER TO RESERVE FUNDS	25,000	25,000
TRANSFER TO GENERATION FACILITY FUND	119,372	82,122
CLOSURE & POST-CLOSURE	146,000	154,300
INVESTMENT MANAGEMENT FEES	20,000	20,000
TOTAL FISCAL SERVICES	1,150,172	1,656,222
TOTAL EXPENDITURES	7,972,196	8,905,133
SURPLUS (DEFICIT)	\$ -	\$ -

Fundy Regional Service Commission**CAPITAL PLAN FOR 2022**

	TOTAL COST	CAPITAL FROM OPERATING FUND	LONG TERM DEBT	TRANSFER FROM RESERVE FUND
Solid Waste				
Compactor	1,300,000	380,000	920,000	
Cell #9	3,234,000		3,234,000	
Loader (LF)	245,000	15,000	-	230,000
ZEV - Zero Emmission Vehicle	57,500	57,500	-	
MRF Building	100,000	-	-	100,000
Site Truck (LF)	40,000	40,000	-	
Repeater System	24,000	24,000		
	<u>5,000,500</u>	<u>516,500</u>	<u>4,154,000</u>	<u>330,000</u>

	Total Cost	Capital from Operating Fund	Long Term Debt	Transfer from Reserve Fund
<u>Electrical Generation</u>				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Fundy Regional Service Commission								
	Community Data		Local Planning		Cooperative & Regional Planning		Total Billings	Total Billings
Communities in Fundy	2021 Tax Base	2016 Population	2021	2022	2021	2022	2022	2021
			\$252,972	\$ 332,509	\$ 49,366	\$ 48,966		
Grand Bay-Westfield	\$388,995,100	4,964	\$ -	-	\$ 1,847	\$ 1,837	\$ 1,837	\$ 1,847
Quispamsis	\$1,850,878,750	18,245	\$ -	-	\$ 7,600	\$ 7,602	\$ 7,602	\$ 7,600
Rothsay	\$1,371,153,150	11,659	\$ -	-	\$ 5,226	\$ 5,239	\$ 5,239	\$ 5,226
Saint John	\$7,058,298,819	67,575	\$ -	-	\$ 28,932	\$ 28,567	\$ 28,567	\$ 28,932
St. Martins	\$22,178,950	276	\$ 3,940	\$ 5,162	\$ 105	\$ 103	\$ 5,265	\$ 4,045
Greenwich	\$75,277,250	1,058	\$ 13,143	\$ 17,519	\$ 379	\$ 376	\$ 17,895	\$ 13,522
Westfield East	\$68,101,600	600	\$ 11,647	\$ 15,849	\$ 264	\$ 265	\$ 16,114	\$ 11,911
Westfield West	\$96,691,200	1,362	\$ 16,915	\$ 22,502	\$ 488	\$ 484	\$ 22,986	\$ 17,403
Petersville	\$33,374,050	477	\$ 5,798	\$ 7,767	\$ 169	\$ 168	\$ 7,935	\$ 5,967
Musquash	\$523,451,750	1,194	\$ 92,044	\$ 121,819	\$ 1,327	\$ 1,310	\$ 123,129	\$ 93,371
Kingston	\$307,602,650	2,913	\$ 53,081	\$ 71,586	\$ 1,240	\$ 1,238	\$ 72,824	\$ 54,321
Rothsay	\$24,090,700	325	\$ 4,248	\$ 5,606	\$ 119	\$ 117	\$ 5,723	\$ 4,367
Saint Martins	\$71,626,000	1,132	\$ 12,528	\$ 16,669	\$ 388	\$ 384	\$ 17,053	\$ 12,916
Simonds	\$210,701,000	3,549	\$ 36,486	\$ 49,035	\$ 1,183	\$ 1,177	\$ 50,212	\$ 37,669
Fairfield	\$17,859,000	294	\$ 3,142	\$ 4,156	\$ 99	\$ 98	\$ 4,254	\$ 3,241
Totals	\$12,120,279,969	115,623	\$ 252,972	\$ 337,670	\$ 49,366	\$ 48,965	\$ 386,635	\$ 302,338
LSD Total	\$1,428,775,200							



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 June 16, 2021 at 6:30pm via Zoom.

In Attendance: Mrs. L. Hansen, Chair; Ms. L. Corscadden; Mr. Kevin Winchester; Ms. E. Greer, Vice-Chair; Councilor Mr. D. Shea; Mrs. Amy Watling, Treasurer; Mrs. Susan Webber; Ms. Norah Emerson

Regrets: Mr. Noah Donovan, Mr. Allison Maxwell

Absences: N/A

Call to Order: Mrs. Hansen called the meeting to order at 6:33 pm.

Approval of Agenda

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

Disposition of Minutes

It was moved by Mr. Shea to approve the minutes from the April regular meeting.

Communications

Ms. Emerson has no communications to report.

A new board member has been appointed, Councilor Noah Donovan. They will be in attendance at the next meeting.

Report of the Librarian

Ms. Emerson presented her report to the board, including staff changes that have occurred over the last month. Discussion ensued. Ms. Emerson also outlined work that has been completed by our workplace connections intern, and plans for summer programs. Discussion ensued. The library will have two summer reading club students, and four Canada summer jobs employees this year. Discussion ensued.

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

Financial Statement

Mrs. Watling outlined that due to a change in leadership at the library, financial statements are not ready at this time. Updated financial statements will be ready at the next meeting. Discussion ensued.

Facilities Management

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

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

New and Unfinished Business

Mrs. Hansen outlined the meeting of the regional library forum. She outlined that there is a new catalogue, and spoke about the new provincial strategic plan for libraries. Discussion ensued.

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

Next Meeting: The next meeting is scheduled for July 21, 2021 at 6:30pm via Zoom.

Respectfully submitted,



Norah Emerson
Library Director and Secretary to the Board

Town of Rothesay

General Fund Financial Statements

2021-07-31

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 2021-07-31

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

2021-07-31

ASSETS

BNS Gas Tax Interest Account	4,519,269
BNS General Operating Reserve #214-15	903,333
BNS General Capital Reserves #2261-14	1,127,643
	<u>\$ 6,550,245</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,100,186
Invest. in General Capital Reserve	959,267
General Gas Tax Funding	419,082
Invest. in General Operating Reserve	903,333
Invest. in Land for Public Purposes Reserve	149,399
Invest. in Town Hall Reserve	18,978
	<u>\$ 6,550,245</u>

Town of Rothesay
Balance Sheet - General Operating Fund
2021-07-31

CURRENT ASSETS

Cash	3,262,863
Receivables	40,359
HST Receivable	451,792
Payroll Clearing	(545)
Inventory	16,268
Gen Operating due to/from Util Operating	(1,063,113)
Total Current Assets	<u>2,707,622</u>
Other Assets:	
Projects	<u>2,232,293</u>
	<u>2,232,293</u>
TOTAL ASSETS	<u>4,939,915</u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,729,285
Other Payables	385,989
Gen Operating due to/from Gen Capital	510,000
Accrued Sick Leave	6,600
Accrued Pension Obligation	(4,900)
Accrued Retirement Allowance	404,054
Def. Rev-Quispamsis/Library Share	57,731
TOTAL LIABILITIES	<u>3,088,759</u>

EQUITY

Retained Earnings - General	81,356
Surplus/(Deficit) for the Period	<u>1,769,800</u>
	<u>1,851,156</u>
	<u>4,939,915</u>

2021September13OpenSessionFINAL_056

Town of Rothesay

Statement of Revenue & Expenditure
7 Months Ended 2021-07-31

	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	9,918,008	9,918,008	0		17,002,299
Sale of Services	21,064	28,450	240,150	253,008	(12,858)		465,600
Services to Province of New Brunswick	2,812	5,000	32,812	35,000	(2,188)		60,000
Other Revenue from Own Sources	12,944	11,213	69,078	68,196	882		115,259
Unconditional Grant	10,933	10,933	76,529	76,529	0		131,193
Conditional Transfers	4,571	14,000	982,651	14,000	968,651		26,500
Other Transfers	217,874	0	775,022	557,149	217,873		1,082,149
	<u>\$1,687,056</u>	<u>\$1,486,454</u>	<u>\$12,094,250</u>	<u>\$10,921,890</u>	<u>\$1,172,360</u>		<u>\$18,883,000</u>
EXPENSES							
General Government Services	169,524	182,578	1,452,091	1,601,097	149,005		2,416,763
Protective Services	407,496	406,934	3,417,391	3,404,539	(12,852)		5,439,207
Transportation Services	275,764	236,365	2,072,885	2,198,210	125,325		3,687,492
Environmental Health Services	71,131	66,833	505,414	497,833	(7,580)		842,000
Environmental Development	54,253	84,689	332,022	424,062	92,040		649,200
Recreation & Cultural Services	354,887	325,630	1,357,488	1,344,789	(12,700)		2,147,204
Fiscal Services	229	333	1,187,159	487,686	(699,472)		3,701,134
	<u>\$1,333,286</u>	<u>\$1,303,362</u>	<u>\$10,324,450</u>	<u>\$9,958,216</u>	<u>-\$366,234</u>		<u>\$18,883,000</u>
Surplus (Deficit) for the Year	<u>\$353,770</u>	<u>\$183,091</u>	<u>\$1,769,800</u>	<u>\$963,675</u>	<u>\$806,125</u>		<u>\$ (0)</u>

2021September13OpenSessionFINAL_057

Town of Rothesay

Statement of Revenue & Expenditure
7 Months Ended 2021-07-31

	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	1,615	1,667	4,710	11,667	(6,957)	1	20,000
Town Hall Rent	6,399	6,083	44,327	42,583	1,744		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	10,500	11,900	(1,400)		20,400
Recreation Programs	11,300	19,000	55,518	47,667	7,851	3	86,000
	21,064	28,450	240,150	253,008	(12,858)		465,600
Other Revenue from Own Sources							
Licenses & Permits	8,141	6,250	42,302	43,750	(1,448)		75,000
KVFD Admin Penalties	0	0	3,150	0	3,150		0
Recycling Dollies & Lids	188	50	605	350	255		600
Interest & Sundry	1,405	1,167	9,866	8,167	1,700		14,000
Miscellaneous	210	746	2,401	5,221	(2,820)		8,951
Fire Dept. Administration	3,000	3,000	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
	12,944	11,213	69,078	68,196	882		115,259
Conditional Transfers							
Canada Day Grant	0	1,500	1,600	1,500	100		1,500
Grant - Other	4,571	12,500	981,051	12,500	968,551	4	25,000
	4,571	14,000	982,651	14,000	968,651		26,500
Other Transfers							
Surplus of 2nd Previous Year	217,874	0	250,022	32,149	217,873		32,149
Utility Fund Transfer	0	0	525,000	525,000	0		1,050,000
	217,874	0	775,022	557,149	217,873	5	1,082,149
EXPENSES							
General Government Services							
Legislative							
Mayor	3,104	4,036	20,896	26,821	5,925		47,000
Councillors	10,821	12,056	70,992	75,820	4,829		136,100
Regional Service Commission 9	0	0	2,613	2,613	0		5,226
Other	200	1,292	1,475	9,042	7,567		13,500
	14,125	17,383	95,976	114,296	18,321		201,826
Administrative							
Office Building	6,728	11,092	121,573	124,842	3,269		177,500
Solicitor	6,712	4,167	8,063	29,167	21,104	6	50,000
Administration - Wages & Benefits	104,021	119,987	523,077	602,851	79,774	7	1,107,747
Covid-19 Expenses	0	2,083	12,840	14,583	1,744		25,000
Supplies	24,312	11,950	63,261	83,649	20,387	8	143,398
Professional Fees	0	2,500	12,853	17,500	4,647		30,000
Other	10,819	9,458	79,276	79,207	(69)		126,498
	152,592	161,236	820,943	951,798	130,856		1,660,143

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Other General Government Services						
Community Communications	0	833	1,231	5,833	4,603	10,000
Civic Relations	0	83	37	583	546	1,000
Insurance	0	0	237,058	223,290	(13,768)	223,290
Donations	2,500	2,833	9,900	19,833	9,933	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	307	208	4,161	1,458	(2,702)	2,500
	<u>2,807</u>	<u>3,958</u>	<u>535,173</u>	<u>535,002</u>	<u>(171)</u>	<u>554,794</u>
	<u>169,524</u>	<u>182,578</u>	<u>1,452,091</u>	<u>1,601,097</u>	<u>149,005</u>	<u>2,416,763</u>
Protective Services						
Police						
Police Protection	233,517	233,517	1,664,971	1,634,619	(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>1,667,771</u>	<u>1,637,419</u>	<u>(30,352)</u>	<u>2,805,004</u>
Fire						
Fire Protection	169,958	169,958	1,406,851	1,412,911	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>1,736,851</u>	<u>1,742,911</u>	<u>6,060</u>	<u>2,592,703</u>
Emergency Measures						
EMO Director/Committee	81	1,667	569	11,667	11,098	20,000
	<u>81</u>	<u>1,667</u>	<u>569</u>	<u>11,667</u>	<u>11,098</u>	<u>20,000</u>
Other						
Animal & Pest Control	0	792	1,421	5,542	4,121	9,500
Other	3,940	1,000	10,779	7,000	(3,779)	12,000
	<u>3,940</u>	<u>1,792</u>	<u>12,200</u>	<u>12,542</u>	<u>342</u>	<u>21,500</u>
Total Protective Services	<u>407,496</u>	<u>406,934</u>	<u>3,417,391</u>	<u>3,404,539</u>	<u>(12,852)</u>	<u>5,439,207</u>

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Transportation Services**Common Services**

Administration (Wages & Benefits)	186,920	141,740	1,031,585	1,059,490	27,905	12	1,835,500
Workshops, Yards & Equipment	40,933	50,750	378,819	400,250	21,431	13	654,000
Engineering	0	625	0	4,375	4,375		7,500
	<u>227,853</u>	<u>193,115</u>	<u>1,410,404</u>	<u>1,464,115</u>	<u>53,711</u>		<u>2,497,000</u>

Street Cleaning & Flushing	1,453	10,000	12,288	30,000	17,712	14	44,000
Roads & Streets	10,863	4,167	25,812	29,167	3,355		50,000
Crosswalks & Sidewalks	307	2,333	8,054	9,929	1,874		19,992
Culverts & Drainage Ditches	0	4,083	50,885	23,583	(27,301)	15	65,000
Snow & Ice Removal	3,426	3,458	371,562	415,208	43,646	16	651,500
Flood Costs	0	0	0	40,000	40,000	17	40,000
	<u>16,048</u>	<u>24,042</u>	<u>468,601</u>	<u>547,887</u>	<u>79,286</u>		<u>870,492</u>

Street Lighting	11,839	10,833	84,659	75,833	(8,826)		130,000
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Traffic Services

Street Signs	0	1,000	8,930	7,000	(1,930)		12,000
Traffic Lanemarking	130	2,000	3,409	24,000	20,591	18	30,000
Traffic Signals	764	3,333	38,973	23,333	(15,640)	19	40,000
Railway Crossing	1,184	1,833	14,998	12,833	(2,165)		22,000
	<u>2,078</u>	<u>8,167</u>	<u>66,311</u>	<u>67,167</u>	<u>856</u>		<u>104,000</u>

Public Transit

Public Transit - Comex Service	17,800	0	41,888	41,750	(138)		83,500
Public Transit - Other	146	208	1,022	1,458	436		2,500
	<u>17,946</u>	<u>208</u>	<u>42,910</u>	<u>43,208</u>	<u>298</u>		<u>86,000</u>

Total Transportation Services	<u>275,764</u>	<u>236,365</u>	<u>2,072,885</u>	<u>2,198,210</u>	<u>125,325</u>		<u>3,687,492</u>
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Environmental Health Services

Solid Waste Disposal Land Fill garbage	20,538	16,667	122,930	116,667	(6,263)		200,000
Solid Waste Disposal Landfill Compost	3,014	2,833	19,191	19,833	643		34,000
Solid Waste Collection Fero	47,578	47,333	333,061	331,333	(1,727)		568,000
Clean Up Campaign	0	0	30,233	30,000	(233)		40,000
	<u>71,131</u>	<u>66,833</u>	<u>505,414</u>	<u>497,833</u>	<u>(7,580)</u>		<u>842,000</u>

Environmental Development Services**Planning & Zoning**

Administration	36,219	44,397	222,789	290,820	68,031	20	466,500
Planning Projects	(18,966)	2,083	(1,767)	14,583	16,350	21	25,000
Heritage Committee	0	208	0	1,458	1,458		2,500
	<u>17,253</u>	<u>46,689</u>	<u>221,022</u>	<u>306,862</u>	<u>85,840</u>		<u>494,000</u>

Economic Development Comm.

Tourism	37,000	38,000	111,000	114,000	3,000		152,000
	0	0	0	3,200	3,200		3,200
	<u>37,000</u>	<u>38,000</u>	<u>111,000</u>	<u>117,200</u>	<u>6,200</u>		<u>155,200</u>
	<u>54,253</u>	<u>84,689</u>	<u>332,022</u>	<u>424,062</u>	<u>92,040</u>		<u>649,200</u>

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Recreation & Cultural Services

Administration	36,668	35,506	191,302	200,279	8,976 22	332,300
Beaches	21,583	24,818	22,613	36,345	13,733 23	50,636
Rothesay Arena	31,728	14,808	203,839	187,850	(15,989) 24	315,000
Memorial Centre	5,455	5,667	50,719	47,667	(3,052)	76,000
Summer Programs	23,133	27,652	29,460	44,564	15,104 25	62,824
Parks & Gardens	115,163	84,942	363,553	356,340	(7,213)	613,500
Rothesay Common Rink	236	2,218	55,851	25,742	(30,109) 26	43,976
Playgrounds and Fields	11,281	11,833	69,880	72,333	2,453	124,000
Regional Facilities Commission	98,281	98,281	311,822	294,844	(16,978) 27	393,125
Kennebecasis Public Library	7,404	7,404	51,825	51,825	0	88,843
Special Events	3,956	12,500	6,624	27,000	20,376 28	39,500
PRO Kids	0	0	0	0	0	7,500
	354,887	325,630	1,357,488	1,344,789	(12,700)	2,147,204

Fiscal Services

Debt Charges

Interest	229	333	93,159	93,686	528	182,134
Debt Payments	0	0	394,000	394,000	0	804,000
	229	333	487,159	487,686	528	986,134

Transfers To:

Capital Fund for Capital Expenditures	0	0	0	0	0	2,715,000
Reserve Funds	0	0	700,000	0	(700,000) 29	0
	0	0	700,000	0	(700,000)	2,715,000
	229	333	1,187,159	487,686	(699,472)	3,701,134

Town of Rothesay

Variance Report - General Fund

7 months ending

July 31, 2021

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 4,710	\$ 11,667	\$ (6,957)	Closed
2	Arena Revenue	\$ 124,495	\$ 138,192	\$ (13,697)	Arena closed due to covid
3	Recreation Programs	\$ 55,518	\$ 47,667	\$ 7,851	Soccer and Playground revenue greater than expected
4	Conditional Transfers	\$ 976,480	\$ -	\$ 976,480	Safe Restart Covid funding
5	Other Transfers	\$ 775,022	\$ 557,149	\$ 217,873	P-Gap transfer

Total \$ 1,181,550.00
Variance per Statement \$ 1,172,360.00
Explained 101%

Expenses*General Government*

6	Solicitor	\$ 8,063	\$ 29,167	\$ 21,104	fewer services required to date
7	Admin wages and benefits	\$ 523,077	\$ 602,851	\$ 79,774	one staff short
8	Supplies - Information systems	\$ 63,261	\$ 83,649	\$ 20,388	timing, to be spent later
9	Insurance	\$ 237,058	\$ 223,290	\$ (13,768)	Increase in premiums

Protective Services

10	Police Protection	\$ 1,434,254	\$ 1,403,902	\$ (30,352)	Extraneous costs
11	EMO Director/Committee	\$ 569.00	\$ 11,667	\$ 11,098	Timing

Transportation

12	Administration	\$ 1,031,585	\$ 1,059,490	\$ 27,905	Wages and benefits lower than budget + less OT
13	Workshops, Yards & Equipment	\$ 378,819	\$ 400,250	\$ 21,431	Timing
14	Street Cleaning & Flushing	\$ 12,288	\$ 30,000	\$ 17,712	timing
15	Culverts & Drainage Ditches	\$ 50,885	\$ 23,583	\$ (27,302)	Stockpiling pipe & rock due to price increases
16	Snow & Ice Removal	\$ 371,562	\$ 415,208	\$ 43,646	minimal snow/ice for early 2021
17	Flood 2020	\$ -	\$ 40,000	\$ 40,000	no flood
18	Traffic Lanemarking	\$ 3,409	\$ 24,000	\$ 20,591	Timing, delayed start due to procurement of paint
19	Traffic signals	\$ 38,973	\$ 23,333	\$ (15,640)	

*Environmental Health**Environmental Development*

20	Software and Equipment	\$ 47,260	\$ 79,000	\$ 31,740	software budget may be high
21	Planning bylaw enforcement	\$ 187	\$ 20,417	\$ 20,230	timing, expected to be spent

Recreation & Cultural Services

22	Recreation Administration	\$ 191,302	\$ 200,279	\$ 8,977	Salaries lower than budgeted
23	Beaches	\$ 22,613	\$ 36,345	\$ 13,732	Salaries budget allocation timing
24	Rothesay Arena	\$ 203,839	\$ 187,850	\$ (15,989)	Zamboni \$10K
25	Summer Programs	\$ 29,460	\$ 44,564	\$ 15,104	Salaries budget allocation timing
26	Rothesay Common	\$ 55,851	\$ 25,742	\$ (30,109)	Wages allocation of \$11k & \$15k zamboni repair
27	Regional Facilities Commission	\$ 311,822	\$ 294,844	\$ (16,978)	Adjustment for 2021
28	Special Events	\$ 6,624	\$ 27,000	\$ 20,376	Canada Day cancelled

Fiscal Services

23	Transfer to reserve	\$ 700,000	\$ -	\$ (700,000)	Transferred money to reserve
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bill machine look over

Total \$ (436,330)
Variance per Statement \$ (366,234)
Explained 119%

Town of Rothesay

Capital Projects 2021

General Fund

7 Months Ended 2021-07-31

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
12021860 Town Hall Improvements G-2020-009	120,000	36,898	83,102
12010660 IT 2020 G-2020-008	38,000	0	38,000
12010060 General Projects from Reserves		96,653	<u>96,653</u>
Total General Government	<u>158,000</u>	<u>133,551</u>	<u>24,449</u>
Protective Services			
12011560 Protective Serv. Equipment Purchases P-20	136,000	1,308	134,692
Total Protective Services	<u>136,000</u>	<u>1,308</u>	<u>134,692</u>
Transportation			
12021360 Transportation Equipment Purchases T-202	600,000	295,481	304,519
12024360 Floating Dock T-2021-014	0	132,173	<u>132,173</u>
12027560 Stormwater Master Plan T-2020-013	200,000	61,546	138,454
12027960 Intersection Improvement Spruce/Clark T-	300,000	0	300,000
12027760 2021 Asphalt Engineering T-2021-001	2,020,000	1,279,465	740,535
Unassigned:			
12027460 Designated Highway	1,100,000	19,454	1,080,547
Total Transportation	<u>4,220,000</u>	<u>1,788,119</u>	<u>2,431,881</u>
Recreation			
12020860 Recreation Equipment Purchases R-2020-01	25,000	20,024	4,976
12027160 Wells Field Replacement R-2020-002	250,000	86,766	163,234
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	160,294	439,706
Total Recreation	<u>986,000</u>	<u>283,453</u>	<u>702,547</u>
Carryovers			
12027660 Traffic Study T-2020-014	0	21,104	<u>21,104</u>
12026860 Church Avenue Reconstruction T-2019-002	0	4,759	<u>4,759</u>
	<u>0</u>	<u>25,863</u>	<u>25,863</u>
Total	<u>\$ 5,500,000</u>	<u>\$ 2,232,293</u>	<u>\$ 3,267,707</u>

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

600,000

2021 Budget and Funding Allocation

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

Town of Rothesay

Utility Fund Financial Statements

July 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 2021-07-31

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	9,006,548
Total Liabilities	<u>8,156,548</u>

EQUITY

Investments:

Investment in Fixed Assets	30,253,149
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
2021-07-31

ASSETS

BNS Utility Capital Reserve # 00241 12	1,264,911
	<u>\$ 1,264,911</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	864,073
Invest. in Utility Operating Reserve	105,730
Invest. in Sewerage Outfall Reserve	295,109
	<u>\$ 1,264,911</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 2021-07-31

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	809,739
Total Current Assets	<u>809,739</u>
Other Assets:	
Projects	961,546
	<u>961,546</u>
 TOTAL ASSETS	 <u>\$ 1,771,285</u>

LIABILITIES

Accrued Payables	41,133
Due from General Fund	(1,063,113)
Due from (to) Capital Fund	850,000
Deferred Revenue	13,346
Total Liabilities	<u>(158,633)</u>

EQUITY

Surplus:	
Opening Retained Earnings	48,220
Profit (Loss) to Date	1,881,699
	<u>1,929,919</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 1,771,285</u>

Town of Rothesay
Utilities Operating Income Statement
7 Months Ended 2021-07-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	6,809	0	610,946	568,961	41,986	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	10,000	5,833	48,250	40,833	7,417		70,000
Interest Earned	9,734	6,667	63,855	46,667	17,189	2	80,000
Misc. Revenue	975	561	4,225	3,924	301		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	27,518	13,061	2,986,850	2,910,558	76,292		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	8,542	2,285		12,500
Purification & Treatment	21,186	33,333	250,738	253,333	2,596		420,000
Transmission & Distribution	628	10,833	27,841	75,833	47,993	4	130,000
Power & Pumping	3,851	3,500	28,662	24,500	(4,162)		42,000
Billing/Collections	103	0	4,309	0	(4,309)	5	0
Water Purchased	0	63	636	438	(199)		750
Misc. Expenses	719	1,250	3,982	8,750	4,768		15,000
TOTAL WATER SUPPLY	26,487	49,771	532,424	581,396	48,972		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	11,375	4,286		14,500
Collection System Maintenance	1,780	2,667	15,804	18,667	2,863		64,000
Sewer Claims	4,779	1,667	14,783	11,667	(3,116)		20,000
Lift Stations	2,898	5,833	25,841	40,833	14,993	6	70,000
Treatment/Disposal	5,240	6,417	54,408	59,917	5,509		92,000
McGuire Road Operating	131	1,583	3,674	11,083	7,409		19,000
Misc. Expenses	831	1,167	5,222	8,167	2,945		14,000
TOTAL SWGE COLLECTION & DISPOSAL	15,658	19,958	441,819	476,708	34,889		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	42,146	69,729	1,105,150	1,186,640	81,490		3,558,000
NET INCOME (LOSS) FOR THE PERIOD	(14,628)	(56,669)	1,881,699	1,723,918	157,782		(0)

Town of Rothesay

Variance Report - Utility Operating
7 Months Ended July 31, 2021

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	610,946	568,961	41,985	Covid grant revenue in Jan
2	Interest Earned	68,080	50,591	17,489	Conservative budget estimate
3	Infrastructure Grants	1,000	-	1,000	Balance of contribution from 2020
Expenditures					
Water					
4	Transmission / Distribution	27,841	75,833	47,992	Timing of exepnditures
6	Billing/Collection	4,309	-	(4,309)	Budget error
Sewer					
7	Lift Stations	\$ 25,841	\$ 40,833	\$ 14,992	Timing of expenditures
Fiscal Services					

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Town of Rothesay

Capital Projects 2021

Utility Fund

7 Months Ended 2021-07-31

	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
	\$ 1,708,000	\$ -	\$ 183,361	\$ 1,524,639

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		32,850	1,467,150
12045930 Seville Sewer Repair S-2021-007	100,000		0	0
	2,730,000	-	42,110	2,587,890

Total Approved

4,438,000	-	225,471	4,112,529
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Carryovers

Funded from Reserves

12042330 Wastewater Treatment Plant - S-2014-016-A	-		5,063	-5,063
12045030 Turnbull Court Design S-2020-001	-		714,799	-714,799
12045630 Brock Court/Goldie Court Service Renewal W-2020	-		16,213	-16,213
	0	0	736,075	-736,075
	4,438,000	-	961,546	3,376,454

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
\$	4,438,000	\$ 240,000	\$ 753,000	\$ 825,000	\$ 1,700,000	\$ 700,000

TOWN OF ROTHESAY

FINANCE COMMITTEE

August 27, 2021

Open Session

In attendance:

Deputy Mayor Matt Alexander, Chairman

Mayor Nancy Grant

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

The meeting called to order at 8:31.

The agenda amended to include 3(b) Brighten Group Donation Request and 8(a) cell tower lease (NG/DS).

Review of Minutes

The minutes of June 23, 2021 accepted as presented. (DS/HB)

July Financial Statements

General Fund – Treasurer MacDonald reviewed the financial statements including discussion of budget variances and capital allocations. Most variances are consistent with prior reporting.

- Other transfers increased due to the receipt of funds from the Provincial Government relating to assessment changes (P-Gap funding). The revenue was not expected when the budget was drafted therefore represents a positive variance.
- Insurance expense has increased due to a vehicle claim in the amount of \$10,000.
- Special Events expense is lower than budgeted is primarily due to the cancellation of Canada Day activities.
- Capital expenditures include the cost of technology upgrades in the Common Room to allow video and audio presentations and broadcasting.

Utility Fund – Treasurer MacDonald reviewed the financial statements including discussion of budget variances and capital allocations. There are no new significant changes to report. Expenditure variances are primarily due to timing as the department holds off on some work until later in the year to ensure funds are available.

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

Donation Requests

- a) St Joseph's Hospital Foundation (\$1000) - it was agreed to **recommend the Mayor authorize funding in the amount of \$1,000 (DS/HB)**
- b) Brighten Group (\$1000) – it was agreed to recommend the Mayor authorize funding in the amount of \$500 (DS/HB)

Compliance Report

Accepted as presented.

Debt refinancing

Debenture funding received in December 2011 with a 20 year amortization period but a 10 year term. The debenture needs to be refinanced to establish the payment plan for 2022 through 2031. Motion approved (DS/HB)

Gas Tax Funding

Confirmation received correspondence regarding a top-up to the program, now known as Canada Community Building Fund. A revised five-year spending plan must be submitted prior to December 31, 2021 to allocate the additional funding and possibly amend the previous spending plans.

Debt application

The approved 2021 Utility Capital Budget includes Phase 2 construction of the “Turnbull Court” sewer line. The capital budget anticipated the need for debt financing related to this project. Therefore, a debt application is required by the MCBB which includes the projected effect upon future utility rates. Motion approved (DS/NG)

Regional facility committee update

The Mayor provided an update as to the process and communication received. To date presentations have been received and budgets approved relating to TD Station and the Imperial Theatre. Additional information and presentations are expected on behalf of the Trade Centre, Arts centre and Aquatic Centre. There are outstanding questions as to the nature of a portion of the entity budgets.

Land Lease Agreement

The Town Manager reviewed the proposed lease agreement. In addition to some minor revenue, the agreement should result in additional benefits such as a location for Town radio and security equipment and possibly improved wifi service to Sagamore point. Move to recommend Council approve the proposed lease arrangement. (DS/HB) Carried.

Next Meetings

September 23, 2021. (Joint Finance committee)

Meeting adjourned at 9:31. (DS)

Deputy Mayor, Matt Alexander, Chairman

Douglas MacDonald, Treasurer



ROTHESAY

MEMORANDUM



TO	:	Finance Committee
FROM	:	Doug MacDonald
DATE	:	August 12, 2021
RE	:	Application for Financing

Recommendation

I recommend the committee recommend Council adopt the following motion:

Resolved that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of \$956,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

Background

A principal payment of \$1,042,000 is to be remitted in December 2021 related to bond issue BF-23 in the Utility Fund. Of this payment, \$956,000 can be refinanced for a period not to exceed 10 years. We have also received the canvassing for the fall debenture issue from NBMFC.

I recommend the refinancing of this debenture in the full amount available with the fall debenture issue. The term of the debt is mandated by the MCBB when the borrowing authority is received depending upon the nature of the project. Different components of the project are amortized over different periods depending upon the expected useful life of the assets acquired.

Access to the funds is only available twice a year (normally late spring and early fall) via the Provincial Government Bond issuance process and the New Brunswick Municipal Finance Corporation ("NBMFC"). The deadline for submissions to the NBMFC for consideration in the current cycle is September 17, 2021.



ROTHESAY

MEMORANDUM



TO	:	Finance Committee
FROM	:	Doug MacDonald
DATE	:	August 20, 2021
RE	:	MCBB Application

Recommendation:

The Finance Committee recommends Council approve the following motion:

RESOLUTION FOR APPLICATION TO MCBB

Be it resolved that the Municipality of ROTHESAY submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed \$800,000 for the following:

Purpose	Term	Amount
NAME OF FUND: Utility		
"Turnbull Court" Sewer project	30 YRS	\$800,000

Background

The purpose of the borrowing application is to demonstrate to the Municipal Capital Borrowing Board ("MCBB") that the town has the financial capacity to finance the second phase of the Turnbull Court capital project

As part of the application process we must submit our financial projections for the next five years indicating the effect on Town expenditures, debt levels, utility rates, etc. assuming all items in the capital plan proceed. We must demonstrate our capacity to fund the projects as planned.

I have attached the 2021 capital plan summaries as well as the draft "Debt Profile and Budget Projections" that will be submitted in support of the debt application.

The estimates completed for budget purposes are preliminary and will be finalized once construction engineering is completed. Therefore, the debt application provides a contingency should the estimates differ from the preliminary amounts. The Town is not obligated to borrow the full approved amount and we will only incur actual debt based upon the final contract awards.

These estimates will be updated prior to submission of the final debt application.

ROTHESAY

TO: Finance Committee

FROM: Doug MacDonald 2021September13OpenSessionFINAL_075

RE: MCBB Borrowing Application

-2-

August 20, 2021

The longer term capital plan includes a number of major projects over the next five years, including the recently announced sewer treatment plant. The projection includes an estimate relating to borrowing required to finance that project.

The budget projections assume a 2.5% growth in operating expenditures and a 2.5% increase in water usage rates. Again, should the assumptions be incorrect there would be a material impact on the projections and on our ability to fund all the capital plans.

The borrowing application also must refer to the need to obtain interim financing relating to the projects. The debenture proceeds are not received until the project is complete, therefore the MCBB advances the funds during the construction period. The interim financing is then repaid from the debt.

Estimated average aggregate utility fees are projected to be as follows:

	2021	2022	2023	2024	2025
Sewer fee	\$400	\$430	\$445	\$485	\$525
Fixed water charge	205	205	205	205	205
Water usage fee	307	315	320	328	338
Total utility charges	\$912	\$950	\$970	\$1,018	\$1,068

Rothsay

UTILITY CAPITAL PLAN - 2021	REVISED					
	2021	Developer	Grants	Gas Tax Infrastructure	Operating	Borrow
WATER CAPITAL PLAN - 2021						
Production wells (Well 7)	\$ 290,000				290,000	
Station Road cast iron water line replacement	250,000			250,000	-	
Water tower heating system (CFWD)	60,000				60,000	
Filter building inflow pipe replacement						
Hillsview water line replacement	200,000	-		100,000	100,000	- LIL
RNS water line (cfwd) completed in 2020	708,000	220,000	115,000	353,000	20,000	-
	<u>\$ 1,508,000</u>	<u>220,000</u>	<u>115,000</u>	<u>703,000</u>	<u>470,000</u>	<u>-</u>
SEWER CAPITAL PLAN - 2021						
Asphalt related sewer work, same as 2020	\$ 95,000				95,000	
Turnbull Ct sewer replacement -Taylor Brook sewer drill	1,000,000			150,000	-	850,000
Turnbull Ct sewer replacement -Taylor Brook sewer - CFWD	500,000					500,000
Seville Sewer repair	100,000				100,000	
Cell modems - SCADA	35,000				35,000	
WWTF Phase 2 design	1,000,000		700,000		-	300,000
	<u>\$ 2,730,000</u>	<u>-</u>	<u>700,000</u>	<u>150,000</u>	<u>230,000</u>	<u>1,650,000</u>
TOTAL CAPITAL 2020	\$ 4,238,000	220,000	815,000	853,000	700,000	1,650,000

Debt available	CWF from 2020	\$ 850,000
	New application	800,000
		\$ 1,650,000

ROTHESAY		UTILITY FUND: DEBT PROFILE AND BUDGET PROJECTIONS					
Prepared By	DAM	Assumption - capital per existing budget					
						Projections	
		Operating & Maintenance exp.				2.50%	
		Actual	Budget	PROJECTION			
		2020	2021	2022	2023	2024	2025
USER CHARGE RATE		\$612	\$651	\$684	\$702	\$745	\$790
% INCR/ PREV YR			6%	5%	3%	6%	6%
NUMBER OF EQUIV USERS -		4,450	4,500	4,500	4,500	4,500	4,500
REVENUE							
USER CHARGE REVENUE		\$2,716	\$2,928	\$3,078	\$3,157	\$3,355	\$3,557
WATER COST TRANSFER		325	330	338	347	355	364
OTHER TRANSFERS		443	62	62	62	62	62
CONNECTION & SERVICE CHARGES		151	117	75	75	75	75
INTEREST & OTHER REVENUES		110	87	90	90	90	90
SURPLUS OF PREVIOUS YEARS		80	35	-	-	-	-
TOTAL REVENUE		3,825	3,558	3,643	3,731	3,937	4,148
EXPENDITURE							
DEBT COST		\$784	\$824	\$847	\$892	\$1,047	\$1,206
OPERATING & MAINTENANCE		1,905	1,964	2,013	2,063	2,115	2,168
CAPITAL FROM BUDGET		985	700	700	700	700	700
RESERVES		103	70	75	75	75	75
OTHER: DISCOUNTS, LOSS							
DEFICIT OF PREVIOUS YEAR(S)		0	0	0	0	0	0
TOTAL EXPENDITURES		3,777	3,558	3,635	3,731	3,937	4,149
SURPLUS / (DEFICIT)		\$48	(\$0)	\$8	\$0	\$0	(\$0)
DEBT COST PROJECTION							
PRESENT DEBT SERVICE COST		780	819	663	661	663	660
INTERIM FINANCING & OTHER CHARGES		4	5	8	23	13	12
	YEAR	RATE	TERM	AMT			
REFINANCING							
MFC BF23	2021	5.00%	10	\$956	124	124	124
PLANNED BORROWING							
2021 Capital Plan	2021	5.00%	30	\$800	52	52	52
2022 Capital Plan	2022	5.00%	30	\$500	33	33	33
2022 Capital Plan	2023	5.00%	30	\$2,500	0	163	163
2022 Capital Plan	2024	5.00%	30	\$2,500			163
TOTAL DEBT SERVICE COST		784	824	847	892	1,047	1,206
CHANGE OVER PREV YR			5.1%	2.7%	5.4%	17.3%	15.2%
DEBT SERVICE COST TO GROSS EXP		20.76%	23.17%	23.30%	23.92%	26.60%	29.07%
PROPORTION OF USER FEES TO SERVICE DEBT		\$127	\$151	\$159	\$168	\$198	\$230

Town of Rothesay

2021-07-31

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	500.00
Compassionate Grief Centre	1,000.00	1,000.00
YMCA	1,000.00	1,000.00
sub	11,000.00	2,900.00

36,500.00	9,900.00
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G/L Balance

9,900.00

2021-07-31

211200-60

Mayor's Expense
Cell

10,000.00

146.01

10,000.00	146.01
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G/L Balance

146.01

Other:

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

62,300.00	12,846.01
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SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: June 29, 2021

Applicant: St. Joseph's Hospital Foundation

Address: 130 Bayard Drive, Saint John, N.B. E2L 3L6

Contact: Laurie Flood Tel. 506-632-5595

Email: Laurie.Flood@Horizonnb.ca

Organization Description: St. Joseph's Hospital plays an integral role in our region's healthcare continuum: providing fundamental outpatient services, specialized care services and critical diagnostic and medical services. Inspired thoughtful giving through the Foundation provides transformational impact for the patients who call on St. Joseph's for their care.

Amount Requested: \$ 1000

Descriptions of proposed event or activity: September for St. Joe's is a community wide campaign supporting care and comfort for our Health and Aging Patients. Our Geriatric Medicine team has identified the need to update and upgrade furnishings on our Inpatient units.
Project costs: \$179,000

Benefits to town of Rothesay: St. Joseph's Hospital supports the health needs of our community. Please see the attached case for support. Thank you.

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).

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: 27-Jul-21

Applicant: The Brighton Group (Saint John Regional Hospital Auxiliary)

Address: PO Box 2100, Saint John NB E2L 4L2

Contact: Jessica Lundberg Tel. 506-648-6392

Email: jessica.lundberg@nrcanb.ca

Organization Description: The Brighton Group is a not for profit organization within the Saint John Regional Hospital which supports patient comfort needs at the Regional Hospital.

Amount Requested: \$ 1000.00

Descriptions of proposed event or activity: As part of our annual fundraising initiative - Host 100 - we are hosting a kick-off to Host 100 fundraiser at the McLean's Cove Beach House in September 25th 2021

Project costs: The requested amount will assist in covering costs associated with our fundraising event and our Host 100 initiative.

Benefits to town of Rothesay: This last year, adolescent mental health has been greatly impacted in the Saint John area. All proceeds from this year's Host 100 event will be dedicated to improvements for the pediatric department at the Saint John Regional Hospital. Funds raised will be used to provide a more comfortable, private and safe experience for youth inpatients.

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).



The Brighten Group

Supporting Patient Comfort Needs at the Saint John Regional Hospital

The Brighten Group, formerly known as The Auxiliary, is a not for profit organization within the Saint John Regional Hospital. Since our inception in 1919, we have worked to support Patient Comfort needs in a multitude of ways.

Our Mission: To enhance the hospital experience for Patients, Families and Staff at the Saint John Regional Hospital by fulfilling un-met needs for emotional support, physical comfort and medical care.

Vision: The best possible hospital experience supported by a caring, compassionate community.

Values: We value collaboration, caring and courage while honouring our history.

Where do we generate funding for Patient Comfort?

At the Saint John Regional, when you make a purchase at the Gift Shop, Jewellery Counter, Uniform Shop or Hair Salon, purchase Lifeline Services, purchase a BIG 50/50 ticket or use the ATM outside the Gift Shop, all profits are redirected back to the hospital to support Patient Comfort needs.

In addition to our retail operations, The Brighten Group holds one signature fundraising event annually, which is called **HOST100**, and takes place during the month of October.

What is HOST100?

HOST100 isn't your typical fundraiser. It's an opportunity to do what you already do by hosting family and friends while making a contribution to a very worthwhile cause. You can host your gathering your own way. Invite who you want and host where you want - in person or virtually! You can host a potluck, pizza party, BBQ, gourmet dinner, wine & cheese... the choice is yours! Your guests are asked to make a donation as they join you in celebration of good food, friends and family. That is where the fundraising comes into play.

Where do the proceeds from HOST100 2021 go?

This year our fundraising efforts are directed towards mental health. In particular, adolescent mental health, which as you know from the news and perhaps sadly, even personal experience, has been greatly impacted this last year and is in need of support.

All proceeds from this year's HOST100 event will be dedicated to improvements for the pediatric department at the Saint John Regional Hospital that will allow for better care of adolescent mental health patients. We will be working closely with the pediatrics team over the coming months to determine how our funds can best provide a more comfortable, private and safe experience for youth inpatients.



Kick-Off to HOST100

On September 25th at the Meenan's Cove Beach House, We are HOSTING our Kick-Off to Host100. It will be a night filled with food and drink, dancing to live bands and games with great prizes!

Our Goal

Between our kick-off event and the events that our community of generous hosts hold, our goal is to raise \$30,000!

We sincerely thank you for your consideration. To learn more about Host100, the Brighten Group or our sponsorship options, we invite you to reach out to us at 506-648-6292, or host100@brightengroup.ca.

Thank You!

Host100 Organizing Committee

The Brighten Group





2021September13OpenSessionFINAL_083

ROTHESAY

AGE FRIENDLY ADVISORY COMMITTEE MEETING BY WEBEX VIDEOCONFERENCE

Tuesday, August 17, 2021 at 10:00 a.m.



DRAFT

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

TOWN MANAGER JOHN JARVIE (*joined at 10:05 a.m. and left at 10:50 a.m.*)
AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ HAZLETT

ABSENT: JULIE ATKINSON
CHRISTINA BARRINGTON
ANGELA CAMPBELL
JEAN PORTER MOWATT
MIRIAM WELLS, CHAIRPERSON
RECREATION COORDINATOR KERI FLOOD

Vice-Chairperson O'Connor called the videoconference to order at 10:00 a.m. All members were connected remotely.

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Rothesay Hive Advisory Committee (*Dissolved*) meeting minutes of July 20, 2021.

MOVED by N. Haslett and seconded by Counc. Boyle the Rothesay Hive Advisory Committee minutes of July 20, 2021 be adopted as circulated.

ON THE QUESTION:

Mayor Grant asked if the Dial-a-Ride program has a Board of Directors and is established in the region. Vice-Chairperson O'Connor explained not as of yet, but the process is underway. Annie Dunn is using the program in Charlotte County as a model to create a program in the region. She added another invite can be extended to Ms. Dunn to follow up on the progress. N. Haslett asked if passengers are required to fill out a registration form or waiver for liability purposes. Vice-Chairperson O'Connor noted it is unclear but volunteers are vetted and required to have insurance. R. Taylor noted he read an article in a Charlotte County paper that suggests the program is membership based – where members pay a monthly fee for a reduced rate (per kilometer); presumably a waiver is signed.

S. Jennings relayed a misunderstanding under Item 5 of the minutes. He clarified the KV Committee for Disabled Persons does not have two accessible buses; instead, they engage a third party (A2B Transportation Services). J. Jennings added the company is not only a taxi service but a courier service as well, and is known to assist passengers into their houses. K. Duffley added the Dial-a-Ride program does screen clients as well as drivers.

CARRIED.

Town Manager Jarvie joined the videoconference.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

4.1 Rothesay Elementary School Greenhouse Ali McGill

K. Duffley welcomed Ali McGill. Ms. McGill thanked the Committee for the invitation, and noted she is a parent representative on the Rothesay Elementary School (RES) Greenhouse Committee. She explained the purpose of the greenhouse is to provide an opportunity for children to explore gardening and learn about the environment (aligning with the science curriculum). She described the process, noting the RES Greenhouse Committee sought funds from community members and applied for grants, subsequently receiving a New Horizons federal grant of \$25,000 for an intergenerational greenhouse. She briefly described the Reading Buddies program and expressed interest in finding similar volunteer support from the community through groups such as the Rothesay Hive. The arrangement would be of benefit to both the Rothesay Hive and RES in terms of intergenerational opportunities.

Ms. McGill reported a geothermal greenhouse was erected on the property which enables year round programs. However, the greenhouse is not operational yet. Programs will be based on a toolkit available on the Government of New Brunswick webpage. It is anticipated programs will be mutually beneficial to both students and seniors. She indicated it is important for children to socialize with seniors outside of their families as this can reduce ageism. She encouraged the Committee to contact Becky McKay, Teacher and Community Organizer, for more information regarding the formal educational program. She added criminal record checks will be required when working with children. Ms. McGill stated she will be in contact as the greenhouse approaches its operational stage.

As requested by K. Flood (who was unable to attend the meeting), K. Duffley informed Ms. McGill of two community gardens – one operated by the Town, and one is volunteer-led, and the Kennebecasis Valley Gardeners group. She noted she and K. Flood are available to help Ms. McGill connect with these groups. When questioned, K. Duffley advised members of the Rothesay Hive are excited for the opportunity to share knowledge with younger generations. She added many have moved and downsized, and their new residences do not have gardens. Vice-Chairperson O'Connor asked if the greenhouse will be operational by the fall. Ms. McGill noted she hopes it will be but it is unclear as the space is not completed and funding is still being sought (from the community and grants) to cover operational expenses. She will provide an update following the September meeting for the RES Greenhouse Committee.

Vice-Chairperson D. O'Connor noted she and K. Flood are members of the Fundy Wellness Network Board of Directors. She suggested Ms. McGill reach out to this group as well.

Ms. McGill thanked the Committee, and noted the suggestions will be brought back to the RES Greenhouse Committee. She added this is the first group they have spoken to. Vice-Chairperson O'Connor offered to promote the project through the Fall Speaker Series. Ms. McGill was amenable and agreed details can be discussed at a later date. R. Taylor referenced Ms. McGill's comment about meeting with this Committee first, suggesting it is proof the Rothesay Hive is becoming recognized in the community. Ms. McGill confirmed this noting members of the RES Greenhouse Committee were aware of the organization when the opportunity was presented. She thanked the Town for their prompt assistance providing a support letter for the New Horizons grant application. When questioned, Ms. McGill highlighted funding was received at the start of summer, a contractor was engaged and materials were purchased – with no delays from the pandemic, the land was leveled, and the greenhouse was erected. She advised finishing touches will be the addition of benches and more landscaping. It was noted seniors could tend the garden through the summer months when school has ended.

Vice-Chairperson O'Connor noted she and K. Duffley will be in touch with Ms. McGill regarding the Speaker Series and an update on the greenhouse.

Ms. McGill left the videoconference.

5. UNFINISHED BUSINESS

5.1 Age Friendly Community Designation Memo from Council

Mayor Grant reported the Committee's recommendation was approved by Council through an amendment to Schedule B "Standing Committees" of the Rothesay Procedural By-law. K. Duffley added the mandate will be included on the agenda to remind Committee members of the new mandate. Mayor Grant asked for an update on the status of the Age Friendly Community designation. K. Duffley reported a revised application will be presented to the Committee at the next meeting. She added the deadline to resubmit the application is not until November.

MOVED by W. Mavis and seconded by R. Taylor the memorandum from Council be received/filed.

CARRIED.

6. NEW BUSINESS

6.1 Rothesay Hive Programming Update Verbal Update (K. Duffley)

K. Duffley reported the following:

- Expectedly, registration has declined in August due to busy summer schedules
- The email distribution list and Facebook group have increased to 97 and 284 members, respectively
- Book club continues with 11 participants
- Registration will open this week for September programs
 - Staff are working to restore drop-in classes and social programs
- Intent to reintroduce potluck events beginning on October 1st for National Seniors Day
- Registration will be required for fitness classes and potluck events
- Release of the September newsletter is scheduled for September 1st
- The Mindful Moment video "Walking to the Beat" received 966 views
 - The intent is to release another Mindful Moment this week
- Jill Donovan's fitness class at the Bill McGuire Centre will resume September 8th

Vice-Chairperson O'Connor reported Java Moose has agreed to provide more in-kind sponsorship donations of coffee.

Counc. Boyle noted she spoke with Counc. Brown inquiring about his transportation business. She relayed the business has a sixteen passenger accessible vehicle available for use, and rates are comparable to other transportation services. She added she was informed some trips are eligible for funding from the Department of Social Development. Examples were provided of other transportation services available in the community. The Committee agreed it would be beneficial to investigate all available options.

Vice-Chairperson O'Connor commented on a recent barbeque held in support of the Elizabeth Fry Society. She noted Mayor Grant and other politicians were in attendance. She received interest from a candidate in the upcoming election for more information regarding the progress of the Rothesay Hive and how the concerns of seniors are being addressed in the community. She encouraged Committee members to take advantage of opportunities to keep politicians updated on what is happening in Rothesay.

Vice-Chairperson O'Connor informed the Committee Jean-Claude Cormier's brother passed away. She suggested a card be sent from the Committee since Mr. Cormier is the Program Director of Go Ahead Seniors – a regular contributor to the Rothesay Hive. K. Duffley agreed to draft a message and circulate it to the Committee for approval.

Counc. Boyle noted she also attended the Elizabeth Fry Society barbeque and spoke to Judy Murphy, Executive Director of the Elizabeth Fry Society of Saint John. She was told of the Mother/Child Read Aloud program where incarcerated mothers are recorded reading children's books, and the books and videos are sent to their children. She suggested collecting donations of children's books could be an opportunity for the Rothesay Hive. She added she contacted a local author to see if they might be interested. Vice-Chairperson O'Connor advised the program: is nationwide, was operational for a number of years but was temporarily suspended during the pandemic, and received an award from the Literacy Coalition of New Brunswick. She invited the Committee to contact her if they are interested in more information about the program. N. Stephenson asked about a formal plan for donations. Vice-Chairperson O'Connor suggested this could be an item for the next agenda.

There was further discussion with respect to reaching out to politicians. It was noted some may not be aware of the steps Rothesay has taken to become an age friendly community. Those that are familiar, may not be informed of recent changes to the Committee's name and mandate.

N. Haslett requested an update on the File of Life program. She suggested the informational fridge magnets be promoted in the Rothesay Hive newsletter. K. Duffley reported an order was submitted but has not been received at this time. She added the magnets will be promoted once they are received and available for distribution.

In response to an inquiry, K. Duffley advised registrations are submitted to the Rothesay Hive for the fitness program at the Bill McGuire Centre. She added regular members of the program were instructed to do so at the last class before summer break. Town staff have a list of participants and they will be sent a reminder to register for the program once it resumes in September. In response to an inquiry, K. Duffley advised individuals will be able to register for a full month of programs.

When questioned, K. Duffley added more fitness programs will resume as instructors return from summer break.

Vice-Chairperson O'Connor encouraged the Committee to submit ideas for the Fall Speaker Series. She listed some ideas such as: the File of Life program (fridge magnets), "Putting Gardens to Bed", dyslexia in adults, fall prevention, the RES Greenhouse project, volunteer services in the Kennebecasis Valley, and estate planning. The Committee suggested topics on the Extramural Program, what it means to be an age friendly community, and food banks.

Town Manager Jarvie left the videoconference.

7. CORRESPONDENCE FOR INFORMATION

N/A

8. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, September 21, 2021 at 10:00 a.m. in person at Rothesay Town Hall.

9. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:55 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, August 17, 2021 at 6:30 p.m.



DRAFT

PRESENT: COUNCILLOR HELEN BOYLE
COUNCILLOR BILL McGUIRE (*via Webex*)
MARY ANN GALLAGHER, CHAIRPERSON
DR. SHAWN JENNINGS
GARY MYLES, VICE CHAIRPERSON
HOLLY YOUNG (*via Webex*)

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: ANNIKA BAGNELL
JON McEACHERN

Chairperson Gallagher called the meeting to order at 6:35 p.m. Counc. McGuire and H. Young were connected remotely.

1. APPROVAL OF AGENDA

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

CARRIED.

2. SESSION NOTES:

2.1 Meeting notes of June 29, 2021

MOVED by Counc. Boyle and seconded by S. Jennings the meeting notes of June 29, 2021 be received/filed.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

Counc. Boyle declared a conflict of interest with respect to Item 6.1 Proposal for Rothesay Farmers Market.

5. REPORTS & PRESENTATIONS

N/A

Counc. Boyle declared a conflict of interest and left the meeting.

6. UNFINISHED BUSINESS:

6.1 Proposal for Rothesay Farmers Market

Verbal Report

Director Jensen

DRP Jensen advised he spoke with Mr. Ryder to relay the interest in a different location. He noted Mr. Ryder indicated he prefers the greenspace near the Rothesay arena to a space in Wells, and understood renovations would prevent use of the arena during the summer – he is amenable to portable washrooms. DRP Jensen reported vendors operate with use of generators and propane, and are required to clean up their site.

The Committee acknowledged the time crunch before the end of the season, and discussed the possibility of a month-long trial period. The Committee agreed it would be better to iron out details regarding an agreement pertaining to a schedule, number of vendors, insurance, maintenance, and role of the Town (in-kind use of land or rental fees?). DRP Jensen agreed to reach out to Quispamsis staff to find out more information about their arrangement with Mr. Ryder. There was a brief discussion on the arena parking lot. Staff advised the Town leases the parking lot but owns the adjacent greenspace. If approved, vendors will be required to set up their stalls on the greenspace leaving the asphalt solely for parking – to avoid damages.

The Committee recommended a response be sent to Mr. Ryder requesting he coordinate with staff to start in spring of 2022.

Counc. Boyle returned to the meeting.

6.2 Rothesay Arena Discussion

Verbal Report

G. Myles

G. Myles provided background noting Council allocated funds in the budget for arena renovations. He expressed concern that the public is unaware of the significant cost for renovations, citing roughly \$400,000 was estimated for roof repairs, however the actual cost was closer to \$800,000. He noted the overall budget, in the area of \$7 – 8 million dollars, is comparable to the cost of a new arena. He expressed interest in seeing more input from the public. He explained, his profession deals with building codes and fire regulations, and it appears there is substantial work to be done. He added he is bothered by the decision to renovate the arena only for a minimal extension to its lifespan. He reiterated his desire to see public opinion on the matter.

Counc. McGuire clarified roughly \$6.4 million dollars was projected for a renovation of the arena. He expressed concern the roof repair costs (which are almost double the estimate) are evidence it will be difficult to predict the overall cost. He spoke of provincial funding recently provided to four municipalities for arena projects. He noted, Rothesay was informed, at the time, provincial funding was not available for arena projects. Rothesay has sought funding for renovations but none has been received at this time.

MOVED by Counc. McGuire and seconded by G. Myles the Parks and Recreation Committee recommend to Council that a public open house/presentation be scheduled to show appropriate financials and plans on a renovated vs. new arena in order to allow the public and stakeholders to provide meaningful and direct input on how they would like the Town to proceed regarding the arena

ON THE QUESTION:

Counc. McGuire reiterated the importance of receiving public feedback on a project of such a magnitude.

CARRIED.

Chairperson Gallagher questioned if sponsorship was considered (ex. JK Irving Centre in Bouctouche), or a sponsorship sub-committee. DRP Jensen advised there were discussions with some companies but nothing materialized.

7. CORRESPONDENCE FOR ACTION

- 7.1 4 August 2021 Emails from/to resident RE: Proper connected cycling/walking trails
29 July 2021 Email from resident

Counc. McGuire stated it is difficult to compare Rothesay to Fredericton because Rothesay has active rail lines, and one was decommissioned in Fredericton for a pedestrian bridge. He noted the points are valid and the Town is working on a connection to the Quispamsis trail, but there have been some roadblocks. When questioned, DRP Jensen advised land must be acquired for completion. Staff are monitoring the situation as it is possible land may be released through a provincial tax sale. He cautioned there are other sections of land that must be acquired as well.

Chairperson Gallagher inquired about the painting of bike lanes. DRP Jensen advised painting was completed, but delays occurred due to supply issues resulting from the pandemic.

The Committee discussed the request for lighting on the Wells trail for evening skiing. Comments were made highlighting the substantial cost, if there is a demand, and the ineffectiveness of solar lights at the dog park. DRP Jensen advised budget time is upcoming and Council will be setting priorities for the term. He noted depending on Council priorities this could be a line item for the capital budget. Counc. Boyle suggested grants may be available for environmentally friendly options such as solar lights. DRP Jensen agreed to send a response.

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

Verbal Update

Director Jensen

DRP Jensen provided the following Parks update:

- Grass has required more maintenance this year than years prior
- Greenhouse is full of fall plant material
- Student terms expire at the end of August
- A boardwalk is under construction for the McKeever Lake Loop trail (Wells)
 - Lumber was sourced from a local mill and staff are building the boardwalk
 - Once completed the Wells trail network will be finished and only require maintenance
- Arena renovations will conclude for the season at the end of August in preparation for ice-season (October 1st opening)
 - Fire Marshall approval was received for 4 sets of temporary bleachers (50 people per bleacher)
- Anticipated completion of the Wells ball field is the end of August
 - Supplier reported difficulty obtaining infield seed mix

DRP Jensen encouraged the Committee to bring forward any items they feel should be in the budget at the September meeting.

K. Flood provided the following Recreation update:

- Day camp and lifeguard programs will conclude at the end of August (27th)
 - Changes were made in response to the pandemic but the intent is to reintroduce “drop in” sessions and return to hosting programs from Rothesay Park Elementary school
- Summer Yoga Sessions are coming to an end on September 21st
- Due to unforeseen circumstances the last Concert on the Common will be on August 19th with Sean Roach
- Submissions are encouraged for the annual Through the Lens Photo Contest (deadline August 25th)
- Community gardens will wrap up at the end of October
- Planning is underway for Halloween activities and the annual Santa Claus Parade

K. Duffley provided the following Age Friendly update:

- The Rothesay Hive Advisory Committee was dissolved and replaced by the Age Friendly Advisory Committee
 - the new mandate focuses on the eight domains of an Age Friendly community
- Registration has been expectedly slower in August because of busy summer schedules
- Membership for the email distribution list and Facebook group have increased
- Development of the September calendar is underway
 - There is intent to reintroduce “drop in” programs
 - Registration will be required for fitness programs
 - The September newsletter will be released September 1st
- The Mindful Moment “Walking to the Beat” received 966 views
 - Another Mindful Moment is expected to be released possibly at the end of the week
- Jill Donovan’s fitness classes will return in September with the Town taking on an administrative role
 - Registration is accepted through the Rothesay Hive
- File of Life magnets were received today – after the Age Friendly Advisory Committee meeting
 - The magnets were funded by the Kennebecasis Regional Police Force and the Kennebecasis Valley Fire Department, and enable first responders to easily locate pertinent medical information when responding to calls
 - Magnets will be available at the Rothesay Hive and promoted in the newsletter
- Preparations are underway for the Fall Speaker Series
 - Likely to remain virtual for the time being but could move to in-person events
 - Electronic participation may be preferable as some individuals may still be housebound
- The Rothesay Elementary School greenhouse was constructed
 - Intergenerational opportunities will be sought once the greenhouse is operational

Chairperson Gallagher requested a status update on the Wells Building, and the second bike repair station. DRP Jensen advised funding applications were submitted for the Wells Building and staff are waiting for a response. There has been no further development on the location of the second bike repair station. Installing a unit in Wells was discussed but it is unclear if there is enough demand – this could change if there is movement on the Wells Trail highway connector project.

ROTHESAYParks and Recreation Committee ~~2021 September 13~~ Open Session FINAL_092

Minutes

-5-

17 August 2021

Chairperson Gallagher asked why the Town's Day Camp program is so heavily subsidized. DRP Jensen advised, in response to the pandemic the format of the program changed from "punch passes" to a day camp model. It is anticipated the program will return to the pre-COVID model next year. K. Flood advised punch passes were \$5 per three hour session. DRP Jensen advised the cost can be reviewed at budget time but the Town should determine what a reasonable cost increase would be and how often. It was noted the program is more cost efficient than most, if not all, similar programs in the area.

Chairperson Gallagher praised the Envision Saint John video featuring Rothesay. K. Flood advised the video was shared on the Town's social media.

G. Myles noted there is a fenced-in garden behind Fairvale Elementary school that does not appear to get much use. He suggested perhaps the facility could be used as a community garden. Counc. Boyle advised the garden was built by the school, for the children, but once school is out for the summer it does not receive much attention. She added community members are invited to help themselves to vegetables.

8.2 Water-based businesses in Rothesay*Verbal Report**Director Jensen*

DRP Jensen explained there has been activity at the Renforth Wharf regarding a jet ski rental business. Council requested the Committee discuss if it would be advantageous to designate an area for water-based businesses in Rothesay. Staff intend to acquire aerial photographs of areas that may be suitable.

The Committee discussed parking, access, impediments (ex. railway), safety, and liability for the Renforth Wharf, or East Riverside-Kingshurst beach. S. Jennings suggested staff research best practices used by neighbouring municipalities, if they have such arrangements. DRP Jensen agreed, and noted staff will also contact provincial representatives for their input. Town Manager Jarvie added it is important to note other levels of government have jurisdiction regarding activities on the Kennebecasis River.

9. CORRESPONDENCE FOR INFORMATION**N/A****10. DATE OF NEXT MEETING**

The next meeting is scheduled for Tuesday, September 21, 2021.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:33 p.m.

CHAIRPERSON

RECORDING SECRETARY



2021 September 13 Open Session FINAL_093

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Parks and Recreation Committee
DATE : August 17, 2021
RE : Rothesay Arena

Background:

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, August 17, 2021:

MOVED ... and seconded ... the Parks and Recreation Committee recommend to Council that a public open house/presentation be scheduled to show appropriate financials and plans on a renovated vs. new arena in order to allow the public and stakeholders to provide meaningful and direct input on how they would like the Town to proceed regarding the arena

CARRIED.



WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, August 18, 2021 at 5:30 p.m.



DRAFT

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

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

ABSENT: SHAWN CARTER
MARK McALOON

Chairperson Alexander called the meeting to order at 5:37 p.m.

1. APPROVAL OF AGENDA

MOVED by A. McAllister and seconded by Counc. Brown the agenda be approved as circulated.
CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of July 28, 2021.

MOVED by Counc. Brown and seconded by C. VanBuskirk the minutes of July 28, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS:

6.1 Capital Projects Summary

RECEIVED FOR INFORMATION.

6.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION.

6.3 Discussion on Private Lanes Policy

- 28 July 2021 Private Lanes Comparison by C. VanBuskirk (*previously distributed*)
- Aerial Photographs of Private Lanes

The Committee compared the list of private lanes based on service provision (no service, winter service, garbage service, and winter/garbage service), number and type of buildings, historical arrangements, road condition, and ownership (single or shared). There was a lengthy discussion highlighting the following:

- status quo was maintained on some private lanes following amalgamation
 - services are not provided to private lanes constructed after amalgamation unless they meet Town standards and the Town has assumed ownership of the road
- some private lanes are considered driveways (single or shared)
- there are unique circumstances for some roads, for instance:
 - Summer Rose Lane (not serviced) was donated to the Town with the parcel for Steele-Kennedy Park – for access. The lane houses one residence, and access to the park through this route is hindered by a drainage pond.
 - Lacey Drive receives snow removal as a portion of the road is owned by the Town
- current cost for service provision to private lanes is minimal but the purpose of the policy is not cost reduction, but to establish equitable treatment of private lanes
- property owners on private lanes may be opposed to the discontinuation of services as “they pay taxes too”
- garbage collection is available to residents of private lanes if materials are brought to the interface of a public and private road intersection; or they can contact FERO to make arrangements for an “enhanced service” at their cost
- the purpose of naming private roads is to help emergency services with navigation but does not mean they receive municipal services
- there are some occurrences where land titles are unclear and the Town may have a vested interest in a property
- poor road conditions hinder service provision – garbage trucks, snow plows, fire trucks, ambulances etc. must be able to access areas to respond to calls
- the Municipal Plan permits private driveways with up to three residences thus it may be reasonable to continue service provision on private lanes with more than 4 or 5 residences
- some private lanes do not have road right of way – they are constructed over several private properties (ex. the ends of Sheryl Drive, and Dofred Road)
- Town staff can discuss options to upgrade roads to Town standards but the onus is on the property owner(s) to initiate action

The following suggestions were made:

- services be discontinued to:
 - private lanes with apartment buildings or institutions (comparable to businesses)
 - private lanes that are considered driveways (less than 4 dwellings)
- service provision continue on private lanes with existing agreements
- consideration of service provision to private lanes currently serviced by municipal water and/or sewer (to ensure access to Town infrastructure), and private lanes where the Town may have a vested interest in the land
- residents be notified that discontinued services can resume if roads are upgraded to Town standards by the owner(s)
- the entirety of Maiden Lane receive garbage collection (more than five dwellings and is serviced by municipal sewer)
 - a letter be sent to the owners, of the privately owned portion of Maiden Lane, to inform them of discussion on a Private Lane Policy; and to inquire if there are future plans to develop the area since it could be mutually beneficial for service provision

Staff agreed to prepare a list identifying private lanes currently serviced by municipal water and/or sewer, and private lanes where the Town may have a vested interest in the property. The Committee will discuss the matter further at the next meeting.

6.4 Update on “Welcome to Rothesay” signage

DO McLean advised following discussions with the Department of Transportation and Infrastructure (DTI) and Gateway Operations, “welcome to” signs – not to be confused with “highway” signs – require a Highway Usage Permit (HUP) but are exempt from fees. Other requirements include an agreement outlining maintenance and access, and the sign must be situated behind a guardrail or outside of the Clear Recovery Zone (CRZ). The CRZ is an unobstructed, traversable roadside area that allows a vehicle to stop safely, or to regain control of a vehicle that has left the roadway. Signs inside the CRZ, or highway right-of-way, are expensive and the approval process is tedious, as they require specific structures such as “breakaway” bases, insurance, and annual fees. Materials for “Welcome to” signs are chosen by the municipality, however the design must be approved by DTI and Gateway Operations to prevent distractions to drivers (ex. inadequate text size).

The Committee discussed the following: Council’s suggestion to mirror the design of the blue “Rothesay” sandblasted cedar signs but on a larger scale; pros and cons of potential locations along the highway near – the Quispamsis sign (east but opposite side), Millennium Drive (near OK Tire or Kent), Fox Farm Road, the Hillside trail, or Rothesay Road (the Saint John boundary – challenging with CRZ and requires City approval); restrictions against placing signs in the median of the highway; and an interest in simplicity (ex. no promotion of local organizations – just “Welcome to Rothesay”).

Town Manager Jarvie advised staff will prepare a report for a recommendation to Council at the next meeting.

7. CORRESPONDENCE FOR ACTION

7.1 9 July 2021 Email from resident RE: Oakville Acres Detention Pond walking path
Photographs (12) of walkway

DO McLean explained the walkway was created as a path to access the detention pond but has become utilized by the public as a walking path. The detention pond is designed to fill up quickly during rain events. He recommended against constructing bridges, or extending the walkway, through the pond or the weir, as this could compromise the structure of the weir and its ability to function properly. It could also raise issues regarding liability. He briefly explained the purpose of the weir – to direct overflow into proper channels in the Oakville Acres area. He added it also may not be worthwhile if bridges, or the path, are at risk of being washed out.

When questioned, DO McLean noted the path cannot be extended around the weir as this encroaches on private property. Questions were raised regarding if the walkway is considered a part of the Town’s trail system, and if maintenance is required following all rain events. In response to suggestions, DO McLean advised the existing path could be tidied up, and a sign erected indicating the path does not continue for safety reasons.

8. NEW BUSINESS:**8.1 Tour of Town Facilities**

Committee to confirm interest (potential date: September 22, 2021 before regular meeting)

The Committee was amenable to a bus tour of Town facilities tentatively scheduled for September 22, 2021. Staff will poll members that are not in attendance and confirm the date and time.

9. CORRESPONDENCE FOR INFORMATION:**9.1 Wastewater Treatment Plant Upgrade**

12 August 2021

Regional Development Corporation News Release

DO McLean explained new regulations were enacted but the Town was granted permission to operate outside these new standards until the new facility is operational. He added water discharged from the new facility will be cleaner than the river it is discharged into. Town Manager Jarvie advised, because of this, the project will benefit all communities that utilize the Kennebecasis River. The Committee will be apprised of the progress as the project evolves. Additionally, the intent is to maintain reasonable utility rates, comparable – if not lower – than neighbouring municipalities. In response to an inquiry, Town Manager Jarvie advised, barring any unforeseen circumstances, the upcoming election will not have an impact on the funding commitment received from other levels of government.

10. DATE OF NEXT MEETING

The next meeting is scheduled for Wednesday, September 22, 2021.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:38 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2021 September 13 Open Session FINAL_098
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, September 7, 2021 at 5:30 p.m.



DRAFT

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

TOWN CLERK MARY JANE BANKS
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
RECORDING SECRETARY LIZ HAZLETT

ABSENT: JOHN BUCHANAN
MATTHEW GRAHAM
TOWN MANAGER JOHN JARVIE

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 July 5, 2021

MOVED by Counc. Mackay French and seconded by T. Brittain the Minutes of July 5, 2021 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

Chairperson McMackin declared a conflict of interest for Item 4.1 – 36 Marr Road.

Chairperson McMackin declared a conflict of interest and left the meeting. Vice-Chairperson Brittain remained in her seat but “assumed the Chair”.

4. NEW BUSINESS

4.1 **36 Marr Road**

OWNER:

PID:

PROPOSAL:

Bob Milne

MILNECO LTD.

00064840

Temporary Use (Parking)

Mr. Milne was in attendance. DPDS White advised the request is to construct a commercial parking lot on the applicant’s property located at 36 Marr Road to provide additional parking for his office located at 34 Marr Road. He explained 36 Marr Road is zoned for single family residential uses and cannot be used for commercial parking. However, the Committee can grant a temporary use permit, not exceeding one year. During this time the Zoning By-law will be under review and consideration will be given to rezoning the property to commercial.

Subject to compliance with parking lot design requirements of the Zoning By-law, staff support the proposal as the property abuts two commercial properties, and aligns with the intent of the Municipal Plan.

Counc. Shea asked about access to the additional parking lot. DPDS White advised a driveway would be constructed on 36 Marr Road which would act as an expansion of the existing access point to 38 Marr Road. Mr. Milne reported the property was resurveyed and the boundary line of 36 Marr Road – abutting the existing driveway to 38 Marr Road – is slightly closer to the building on 36 Marr Road than identified on the site plans. Mr. Milne noted 34 and 36 Marr Road share a similar elevation so individuals will be able to walk on a gravel walkway from the new parking lot to the rear of the Milneco building. Currently, parking is insufficient and the new parking lot will resolve the issue.

MOVED by Counc. Mackay French and seconded by Counc. Shea the Planning Advisory Committee hereby authorizes, for a temporary period not exceeding one year, a parking lot at 36 Marr Road (PID 00064840) to accommodate employee parking at 34 Marr Road; subject to the following:

- a) compliance with parking lot design requirements of Section 5.6 of the zoning by-law; and
- b) compliance with Schedule “D” – Stormwater Standards of the zoning by-law.

CARRIED.

Mr. Milne thanked the Committee and left the meeting.

Chairperson McMackin returned to the meeting and assumed the Chair.

5. OLD BUSINESS

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

Mr. Sean Hall and Mr. Luke Moffett were not in attendance. DPDS White highlighted the following:

- A public hearing was held on August 16, 2021
- Proposal: to rezone a parcel off Chapel Road from General Commercial to Multi-unit Residential
- Size: 1 ½ acres
- Municipal Plan permits Council to consider multi-unit dwellings in commercially designated areas through rezoning and development agreement process
- Key features:
 - 48 Unit – 4 storey apartment building
 - 8 Affordable Housing Units
 - 2 Age Friendly Accessible Units
 - 2 Barrier-Free Units
 - 61 Parking Spaces (37 underground)
 - Developer contribution toward cost of intersection improvements at Chapel Road and Marr Road
 - Landscaping and Stormwater Management Plans
- Renderings, site plans, and the development agreement will be used during inspections to ensure the final product matches the proposal

- The proposal was review by the Police and Fire Departments:
 - the Kennebecasis Valley Fire Department is satisfied the proposal fulfills their requirements
 - the Kennebecasis Regional Police Force supports signalization of the Marr/Chapel Road intersection as it will reduce congestion and improve safety
- The Traffic Impact Study indicates traffic delays are expected but not enough to warrant signalization of the Marr/Chapel Road intersection
 - Staff reviewed the study but believe full signalization will be required
- Utilization of Municipal Plan incentives permit a density bonus of 8 apartment units – an increase over the policy limit (40 units) for affordable and accessible units
 - Affordable units: 20 year commitment for no fewer than 8 (2 bedroom) apartment units with a 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)
- Staff recommend the Committee make a recommendation to Council that By-law 2-10-28 be enacted.

Counc. Shea asked if the developer contribution would change if a decision was made to install a roundabout instead of installing traffic lights. DPDS White advised the developer contribution will be 20% of the total cost of whatever improvements are deemed suitable. Counc. Shea commented on the accessible or affordable units, suggesting some units should be offered as both. He noted there may be some tenants that require an accessible unit that is also affordable. DPDS White advised the intent is to clarify such issues in a memorandum of understanding (MOU). He explained it is a learning opportunity as this is the Town's introduction into affordable housing policies.

Counc. Mackay French referenced a suggestion to install a roundabout from correspondence received prior to the meeting. She asked if a crosswalk would be installed. DPDS White advised crosswalks can be installed in roundabouts. In response to an inquiry, DPDS White recommended against stipulating signalization of the Marr Road/Chapel Road intersection in the development agreement. He explained it is a capital project that requires Council approval and a contribution from the developer is available should the project proceed.

Mr. Moffett and Mr. Hall arrived at the meeting.

T. Brittain asked if the developer is required to maintain vacant units if no suitable candidates make tenancy applications for the accessible or affordable units. DPDS White advised the intent of a supplemental agreement (i.e. MOU) on tenant selection is to provide an opportunity to bargain in good faith with the developer to come to a mutual agreement without delaying the project.

There was a brief discussion regarding parking. Mr. Moffett advised of a universal parking space underground near the elevator; fees for underground parking; and an assumption tenants of the affordable units will park aboveground at no charge as there are no parking spaces specifically allocated to these units.

Mr. Moffett apologized for being late. He began by providing clarification regarding a misunderstanding at the public hearing suggesting he and Mr. Hall *volunteered* a contribution for the Marr Road/Chapel Road intersection. He noted it was a negotiation at which time they agreed to a contribution to expedite the length of the project.

Mr. Moffett referenced the findings of the traffic study, highlighting signalization may not be appropriate, and this project would not be the driving force that warrants traffic lights according to experts.

With respect to occupancy of accessible or affordable units, Mr. Moffett explained it would not be feasible, nor would it align with practices of other apartment buildings, to commit to vacant units. He offered to commit to a mechanism that will give preference to low to moderate income people or persons with disabilities, but under no circumstances should he be required to maintain vacant units. He explained time and care has been taken to design the project with Municipal Plan policies and Canada Mortgage and Housing Corporation (CMHC) standards in mind. He acknowledged the project is a learning curve for both the developers and the Town, noting the process will not be perfect. Should financing be approved from CMHC or the Province, CMHC or provincial standards regarding accessible and affordable units would take precedence. However, Provincial funding is not available at this time but could be announced in the spring, and a response from CMHC may take 3-4 months. Mr. Moffett provided an overview of the differences between accessible and affordable standards of CMHC, the Town, and the Province in terms of unit finishes, tenant selection, term length, and rental rate. Rothesay's standards for accessible and affordable units are more stringent than those of CMHC or the Province – rent is lower, the term is twice as long, high end finishes are required, and power is not delegated to landlords to determine tenant selection.

Mr. Moffett noted the agreement was forwarded to CMHC and they are supportive of Town requirements. He requested requirements for tenant selection reflect the standards of CMHC to avoid maintaining vacant units.

DPDS White advised the objectives of Town staff and the applicants are similar in that both parties want to see the building fully occupied. He explained the density bonus policy is intended to act as an incentive to improve accessibility and affordability in the Town. To reach these goals it is important for these units to be occupied by low to moderate income people or persons with disabilities. Discussing methodology for tenant selection requires more time than what is afforded at this meeting. He noted the item can be tabled to allow Town staff and the developers to work out the details.

Mr. Moffett noted the developers and Town staff have come this far on good faith. He reiterated the intent is to give preference to tenants that require accessible or affordable units but under no circumstances should there be a requirement to maintain vacant units if such individuals do not apply. He noted delaying the project would not be in the best interest for either party.

Counc. Shea asked when tenancy applications would be accepted, if the project is approved. Mr. Moffett advised the intent is to advertise once construction begins, thus there is ample time to flush out details regarding tenant selection before leases are signed.

T. Brittain inquired about property management. Mr. Moffett advised there will be a superintendent or property manager for the property. He relayed his interest in meeting the tenants personally, and working with real estate professionals.

There was a lengthy debate about the best way to meet the objectives of both parties. Council. Shea noted the developers should have no problem finding low to moderate income people or persons with disabilities for the accessible or affordable units if they are advertised to appropriate groups (i.e. the Extramural Program).

Mr. Moffett expressed appreciation for the suggestion. He noted other apartment buildings are not required to maintain vacant units, and he is not aware of any policing mechanisms for tenant selection. He explained the intent of his proposed revision to Section 5 Tenant Selection, of the developer's agreement, is to meet the objectives of both parties without "putting handcuffs on the development".

There was discussion with respect to the recommendations. DPDS White explained the developer's agreement has been amended since the public hearing. When questioned, Mr. Moffett confirmed he and Mr. Hall are amenable to the revisions regarding unit finishes for accessible or affordable units.

There was further discussion regarding traffic lights at the Marr Road/Chapel Road intersection. DPDS White confirmed it is anticipated Council would discuss the project during upcoming budget deliberations. In response to an inquiry, Mr. Moffett explained the developer's contribution is for 20% of the total project cost which could increase if installation is deferred for a period of years (before the contribution's expiration). The developer's contribution would not apply if approval is not granted for the apartment building.

MOVED by T. Brittain and seconded by E. Gillis the Planning Advisory Committee recommends that Council enact By-law 2-10-28 to rezone land located off Chapel Road (PID 30206882) from General Commercial (GC) to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement as amended.

CARRIED.

MOVED by T. Brittain and seconded by E. Gillis the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into an agreement, as amended, to allow for the development of a 48-unit apartment building on land located off Chapel Road (PID 30206882), more specifically to replace existing Section 5 of the developer's agreement with the applicant's added portion of Tenant Selection with wording as follows:

"Tenant Selection

5. The Town and the Developer agree that prior to Final Occupancy the parties SHALL enter into a Memorandum of Understanding (MOU) regarding the preference for the selection of tenants for the affordable housing and Universal Design Barrier-Free Apartment units that reflects a mutual commitment to housing low to moderate income people and persons with disabilities. The intent will be to have a mechanism where the preference for low to moderate income people and persons with disabilities is enabled for the affordable housing units and Universal Design Barrier-Free units. Under no circumstances, will the Developer be limited to marketing the units to the general public to maintain occupancy. This MOU would govern if the proposed project were not under the jurisdiction of a CMHC financing program that supports affordable housing or a provincial program for affordable housing."

CARRIED.

Mr. Moffett and Mr. Hall thanked the Committee and left the meeting.

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

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

Tabled September 8, 2020 – no action at this time

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

5.4 Holland Drive**Andrew Baskin**

OWNER:

A.C. Baskin Investments Inc.

PID:

00056614, 00065094, 00056598

PROPOSAL:

2 – 6 story (48 Unit) Apartment Buildings

The applicant, Mr. Andrew Baskin, was not in attendance. DPDS White advised more time is required to clarify substantive items with the developer before a public hearing is scheduled, and the proposal is reviewed by Council and the public. The intent is to bring forward a proposal that is agreeable to both parties. Staff recommend the item not be removed from the table. In response to an inquiry, DPDS White noted there will be ample opportunity for public input throughout the process as the project proceeds.

MOVED by Counc. Shea and seconded by T. Brittain 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.

DEFEATED.**6. CORRESPONDENCE FOR INFORMATION**

N/A

7. DATE OF NEXT MEETING(S)The next meeting will be held on **Monday, October 4, 2021.****8. ADJOURNMENT****MOVED** by Counc. Mackay French and seconded by T. Brittain the meeting be adjourned.**CARRIED.**

The meeting adjourned at 6:46 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2021September13OpenSessionFINAL_104

BUILDING PERMIT REPORT

8/1/2021 to 8/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/12/2021	BP2021-00029	5 BARTLETT RD	SINGLE FAMILY	\$350,000.00	\$2,537.50
08/06/2021	BP2021-00090	58 GONDOLA POINT RD	FENCE	\$1,600.00	\$20.00
08/13/2021	BP2021-00100	9 VICTORIA CRES	SINGLE FAMILY	\$200,000.00	\$1,450.00
08/03/2021	BP2021-00137	21 KINGSHURST LN	ACCESSORY STRUCTURE	\$2,500.00	\$21.75
08/12/2021	BP2021-00140	34 HAMPTON RD	DECK	\$12,000.00	\$87.00
08/12/2021	BP2021-00141	27 CLARK RD	DECK	\$3,500.00	\$29.00
08/12/2021	BP2021-00142	64 MALISEET DR	WINDOWS	\$17,042.23	\$130.50
08/23/2021	BP2021-00143	2663 ROTHESAY	SIDING AND WINDOWS	\$17,000.00	\$123.25
08/19/2021	BP2021-00144	34 IONA AVE	STORAGE SHED	\$3,000.00	\$21.75
08/27/2021	BP2021-00145	5 STACK RD	DECK	\$6,000.00	\$43.50
08/27/2021	BP2021-00149	8 MONACO	STORAGE SHED	\$6,000.00	\$43.50
08/31/2021	BP2021-00150	5 BONNYCASTLE	DECK	\$1,100.00	\$20.00
08/31/2021	BP2021-00153	22 PARTRIDGE	STORAGE SHED	\$10,000.00	\$72.50



ROTHESAY

2021 September 13 Open Session FINAL 305

BUILDING PERMIT REPORT

8/1/2021 to 8/31/2021

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$629,742.23	\$4,600.25
Summary for 2021 to Date:				\$5,501,943.23	\$41,311.75

2020 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$403,872.00	\$3,007.25
Summary to Date:	\$5,542,383.00	\$42,227.50



ROTHESAY

INTEROFFICE MEMORANDUM



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

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

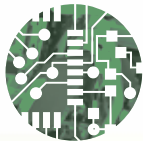
	PROJECT	BUDGET	\$ TO 31/0721*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
2019				
	Turnbull Ct sewer 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	85%	Substantially complete
2021	IT equipment & software	38,000		
	2021 Street Resurfacing	1,610,000	65%	Work 80% complete. Supply issues delaying completion of remaining streets.
	2021 Curb & Sidewalk	285,000	65%	Highland Avenue Sidewalk substantially complete
	2021 Designated Highways	1,100,000		Funding denied
	Drainage Study	200,000	30%	Field survey work complete, video inspection 90% complete
	Intersection Improve Spruce & Clark	300,000		Tender award on September Council Agenda.
	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		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, RFP for design services advertised with a September 27 th closing.
	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		Tender for award on September Council agenda
	SCADA	35,000	26%	In design phase
	Asphalt related sewer work	95,000		Included with 2021 tender

* Funds paid to this date.

MOVING **BEYOND** WASTE



Recycle NB



ANNUAL REPORT | **2020**

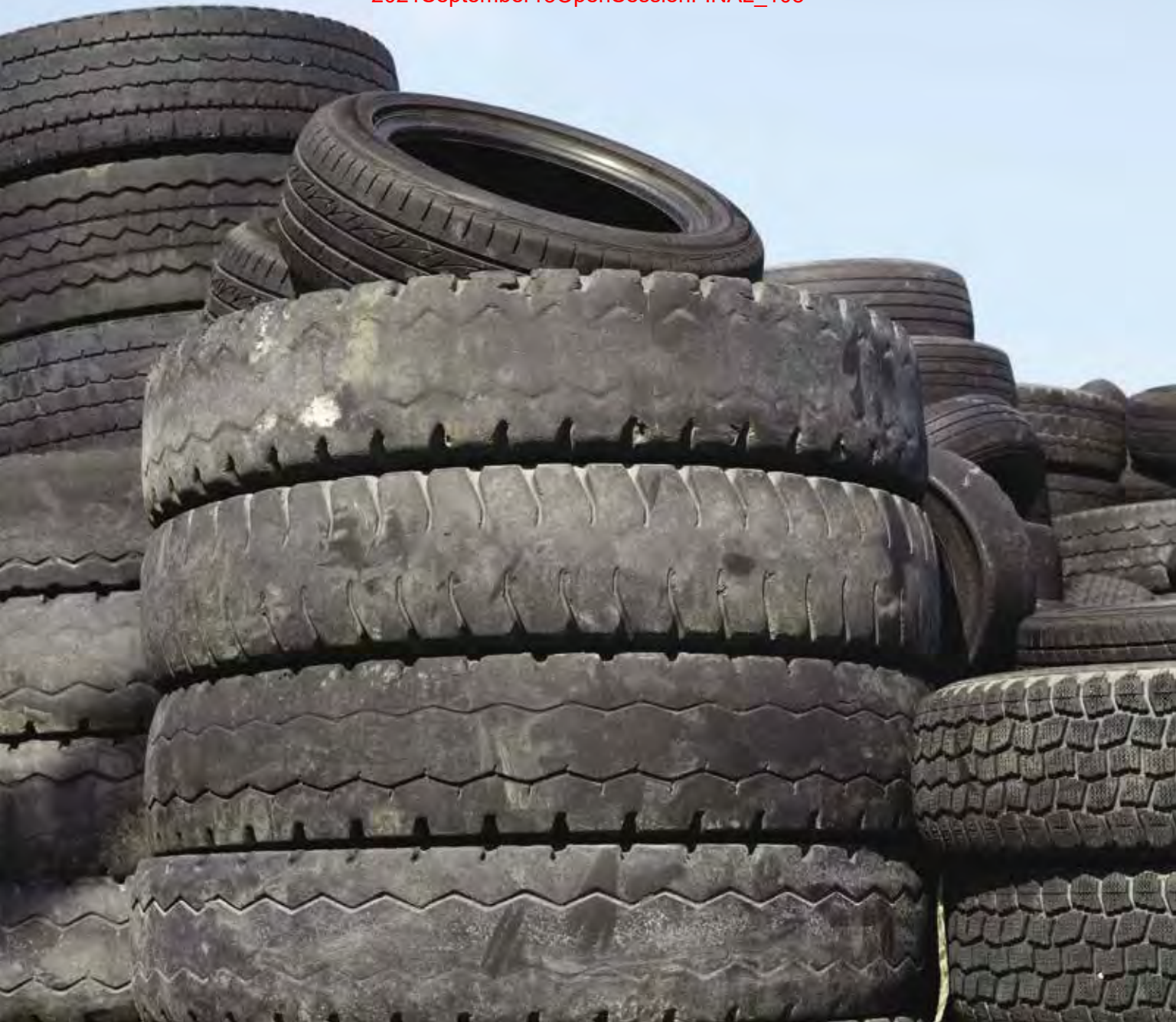


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ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	9 September 2021
RE	:	PID 30206882

RECOMMENDATIONS:

- Council give 2nd Reading by Title, to By-law 2-10-28, "A By-law to Amend the Zoning By-law"
- Council give Reading in its Entirety to By-law 2-10-28, "A By-law to Amend the Zoning By-law"
- Council give 3rd Reading by Title and Enactment, to By-law 2-10-28, "A By-law to Amend the Zoning By-law"
- Council authorize the Mayor and Clerk to enter into the developer's agreement, as amended, to allow for the development a 48-unit apartment building on land located off Chapel Road (PID 30206882); more specifically with the amended Section 5 as recommended by the Planning Advisory Committee at its meeting on Tuesday, September 7, 2021



2021 September 13 Open Session FINAL_111

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Planning Advisory Committee
DATE : September 8, 2021
RE : Chapel Road (PID 30206882)

The Planning Advisory Committee passed the following motions at its regular meeting on Tuesday, September 7, 2021:

MOVED ... and seconded ... the Planning Advisory Committee recommends that Council enact By-law 2-10-28 to rezone land located off Chapel Road (PID 30206882) from General Commercial (GC) to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement as amended.

CARRIED.

MOVED ... and seconded ... the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into an agreement, as amended, to allow for the development of a 48-unit apartment building on land located off Chapel Road (PID 30206882), more specifically to replace existing Section 5 of the developer's agreement with the applicant's added portion of Tenant Selection with wording as follows:

"Tenant Selection

5. The Town and the Developer agree that prior to Final Occupancy the parties SHALL enter into a Memorandum of Understanding (MOU) regarding the preference for the selection of tenants for the affordable housing and Universal Design Barrier-Free Apartment units that reflects a mutual commitment to housing low to moderate income people and persons with disabilities. The intent will be to have a mechanism where the preference for low to moderate income people and persons with disabilities is enabled for the affordable housing units and Universal Design Barrier-Free units. Under no circumstances, will the Developer be limited to marketing the units to the general public to maintain occupancy. This MOU would govern if the proposed project were not under the jurisdiction of a CMHC financing program that supports affordable housing or a provincial program for affordable housing."

CARRIED.



To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
Director of Planning and Development Services
Date: Tuesday, August 24, 2021
Subject: Rezoning Chapel Road (PID 30206882)

Applicant:	Sean Hall & Luke Moffett	Property Owner:	637339 NB Inc.
Mailing Address:	76 Highland Avenue Rothesay NB E2E 5N3	Mailing Address:	317 Hampton Road Quispamsis NB E2E 4M9
Property Location:	Chapel Road	PID:	30206882
Plan Designation:	Commercial	Zone:	General Commercial
Application For:	48 Unit Apartment Building		
Input from Other Sources:			

ORIGIN:

Rothesay Council held a Public Hearing at Rothesay Town Hall on Monday, August 16th at 6:00 p.m. to consider a rezoning application from Mr. Sean Hall and Mr. Luke Moffett to develop a 48 unit apartment building on 1 ½ acres of vacant lot off Chapel Road.

The standard procedure for a rezoning is that Council receive from PAC a recommendation on the rezoning and the development agreement in advance of the public hearing. However, the regular August PAC meeting was cancelled and therefore the PAC recommendation was delayed. Council has requested that PAC forward their recommendation regarding the application.

BACKGROUND:

Staff have previously (July 5th, 2021) submitted reports to the Planning Advisory Committee that included a Draft By-law and Draft Development Agreement for the application to develop a 48 unit apartment building on the 1 ½ acre vacant lot off Chapel Road.

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

The commercial areas in Rothesay are potential opportunity sites where higher density residential may be added as a means of providing people with better access to services, within walkable distances and thereby reduce car dependence, and to increase housing diversity.

DEVELOPMENT PROPOSAL KEY FEATURES:

1. 48 Unit - 4 Storey Apartment Building
 - a. 8 Affordable Housing Units

- b. 2 Age Friendly Accessible Units
- c. 2 Barrier-Free Units Designed to the Provincial Building Code Regulation
- 2. 61 Parking Spaces (37 Underground And 24 Surface Parking Spaces)
- 3. Developer Cost Contribution toward Intersection Improvements at Chapel And Marr Road
- 4. Landscaping and Stormwater Plans

AFFORDABLE HOUSING

To address concerns regarding selection of tenants, as raised during the Public Hearing, Staff added a clause to the development agreement that allows both parties (Rothesay and the Developer) more time to address these issues through a supplemental agreement (Memorandum of Understanding) on tenant selection.

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.

The applicant has reviewed the revised DRAFT and requested the following addition to PART 5.

APPLICANT VERSION ADDED PORTIONS HIGHLIGHTED

Tenant Selection

- 5. The Town and the Developer agree that prior to Final Occupancy the parties SHALL enter into a Memorandum of Understanding (MOU) regarding the preference for the selection of tenants for the affordable housing and Universal Design Barrier-Free Apartments units that reflects a mutual commitment to housing low to moderate income people and persons with disabilities. The intent will be to have a mechanism where the preference for low to moderate income people and persons with disabilities is enabled for the affordable housing units and Universal Design Barrier-Free units. Under no circumstances, will the Developer be limited to marketing the units to the general public to maintain occupancy. This MOU would govern if the proposed project were not under the jurisdiction of a CMHC financing program that supports affordable housing or a provincial program for affordable housing.

Staff understand that the applicant wishes to confirm in the agreement that they will not be required to maintain vacant units if no suitable candidates make tenancy applications. However, Staff are not comfortable with the proposed language and believe it would be premature to set out specific conditions for the MOU. Staff intention was to lay an opportunity to bargain in good faith with the developer where both parties make a sincere attempt to reach an understanding.

Staff also included the phrase “finished to an equivalent quality as the market rental units” to ensure the quality of the affordable units are reasonably the same as the full market rental units.

PART 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 eight (8) ‘affordable’ 2 bedroom apartment units finished to

an equivalent quality 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.

The applicant wishes to use the phrase “with similar finishes for flooring, trim, bathrooms, paint and kitchen cabinets” instead of the phrase “finished to an equivalent quality as the market rental units” Staff believe the intent of either phrase is fundamentally the same and therefore Staff are agreeable to the proposed revised wording.

TRAFFIC SIGNALS (Marr Road and Chapel Road)

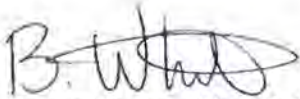
Staff believe that “traffic delays” at Chapel Road and Marr Road will likely manifest in significant public calls for intersection improvements. Staff are convinced that intersection improvements and potentially full signalization will be required. Staff have analyzed future development potential along the Chapel Road corridor through to Holland Drive and believe that a contribution of 20% with a 10-year term represents a reasonable and fair obligation toward intersection improvements at Marr and Chapel.

RECOMMENDATION:

Staff recommend THAT the Planning Advisory Committee consider the following Motion:

- A. PAC HEREBY recommends that Council enact BY-LAW 2-10-28 to rezone land located off Chapel Road (PID 30206882) from General Commercial (GC) to Multi-Unit Residential (R4) to allow for the development a 48-unit apartment building subject to the execution of a Development Agreement as amended.
- B. PAC HEREBY recommends that Council authorize the Mayor and Clerk to enter into an agreement, as amended, to allow for the development a 48-unit apartment building on land located off Chapel Road (PID 30206882).

Attachment A Proposed Development Agreement & By-law



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

Date: Tuesday, August 24, 2021



BY-LAW 2-10-28
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)

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

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-28”.

The purpose of the amendment is to rezone lands located off Chapel Drive (PID 30206882) from General Commercial (GC) to Multi-Unit Residential (R4) to allow for the development a 48-unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act, supra.

FIRST READING BY TITLE : 9 August 2021

SECOND READING BY TITLE :

READ IN ENTIRETY :

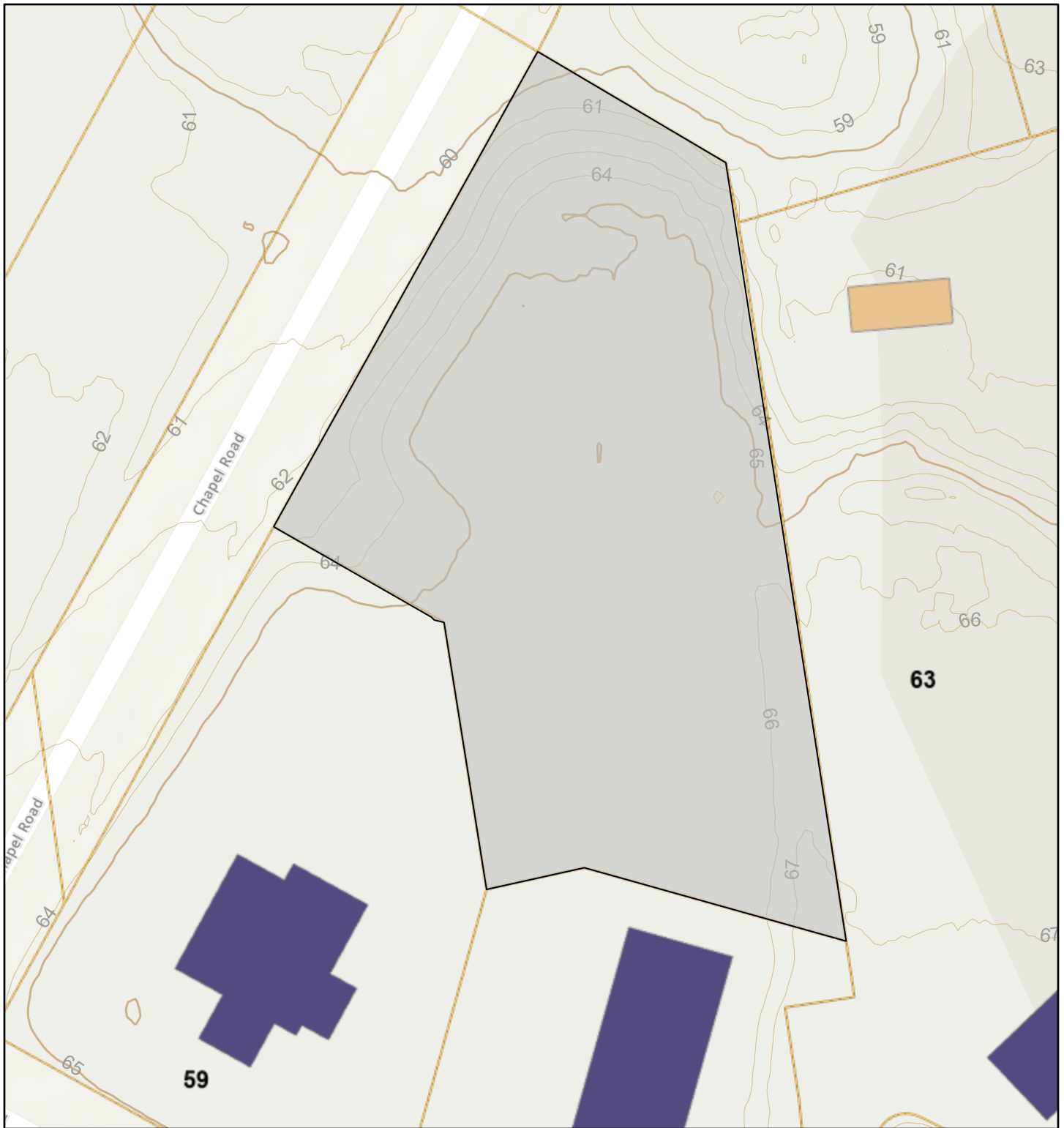
THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK

Attachment - Bylaw 2-10- G Subject Property - PID:30206882

2021 September 13 Open Session FINAL_116



6/23/2021, 2:01:05 PM

Building
Commercial
Industrial

Rothesay Boundary
Property

Civic Address

1:1,128

0 0.01 0.01 0.02 mi
0 0.01 0.02 0.04 km

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

Rothsay

DEVELOPMENT AGREEMENT

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

Parcel Identifier
of Parcel Burdened
by Agreement: 30206882

Owner of Land Parcels: **Corporate Name**
ADDRESS 1
Rothsay, New Brunswick
E2E 5N9 (Hereinafter called the "Developer")

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

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

WHEREAS the Developer is the registered owner of certain lands located
off Chapel Road (PID 30206882) and which said lands are more particularly
described in Schedule A hereto (hereinafter called the "Lands");

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

AND WHEREAS Rothsay 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 number of residential units situated on the
Lands shall not exceed forty-eight (48) residential apartment units.

Schedules

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

Site Development

3. The Developer agrees that except as otherwise provided for herein the use
of the Lands shall comply with the requirements of the Rothsay 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 (MOU) regarding the preference for the selection of tenants for the affordable housing and Universal Design Barrier-Free Apartments units that reflects a mutual commitment to housing low to moderate income people and persons with disabilities. The intent will be to have a mechanism where the preference for low to moderate income people and persons with disabilities is enabled for the affordable housing units and Universal Design Barrier-Free units. Under no circumstances, will the Developer be limited to marketing the units to the general public to maintain occupancy. This MOU would govern if the proposed project were not under the jurisdiction of a CMHC financing program that supports affordable housing or a provincial program for affordable housing.

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 eight (8) '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.

Universal Design Barrier-Free Apartments

14. The Developer agrees to construct two (2) apartments utilizing Universal Design principles to achieve an accessible barrier-free standard to the satisfaction of the Development Officer in consultation with the Town's Building Inspector.
15. The Developer agrees that the building occupancy permit shall not be granted by Rothesay until the requirements set out in the preceding paragraph above (14) are substantially completed and approved by Rothesay.

Architectural Guidelines

16. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development, which exhibits an architectural design that reinforces the community character and that is generally consistent with the existing styles of housing in Rothesay. The Developer agrees to ensure the following:
 - a. The architectural design of the building shall be, in the opinion of the Development Officer, generally in conformance with Schedule C.
 - b. All exterior mounted ventilation and related mechanical equipment, including roof mechanical units, shall be concealed by screening in a manner to reduce clutter and negative impacts on the architectural character of the building.

Storm Water

17. The Developer shall carry out, subject to inspection and approval by Town representatives, the installation of a storm water system as per Schedule E of this agreement. The Developer agrees to accept responsibility for all costs associated such installation including the following:
 - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water from the entire developed portion of the lands to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer,
 - b. topsoil and hydro-seeding of shoulders of roadways.
18. 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.
19. 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.
20. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Traffic Signals – Cost Contribution

21. The Developer agrees to pay to Rothesay upon receipt of an invoice an amount not exceeding **twenty percent (20%)** 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.

22. 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.
23. 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

24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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

32. 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.
33. 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.
34. 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.

35. 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.
36. 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

37. 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.
38. 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

39. 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

40. 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

41. 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

42. 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.

43. Notwithstanding the preceding paragraph (42) 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.
44. 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

45. 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.
46. 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 (100%) of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:
- security in the form of an automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay;
 - 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;
 - 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
 - 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

47. 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:
- 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

- 48. 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

- 49. 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

- 50. 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:

Corporate Name and SEAL

Luke Moffett, Director

Sean Hall, Director

Witness:

Rothesay:

Nancy E. Grant, Mayor

Mary Jane E. Banks, Clerk

SCHEDULE A

PID: | **30206882**

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: **Company Director's Name**
 ADDRESS Avenue
 Rothesay NB
 E2E 5N9
 Office Held by Deponent: **Director**
 Corporation: 637339 N.B. INC.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2021

I, **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 Rothesay,
 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

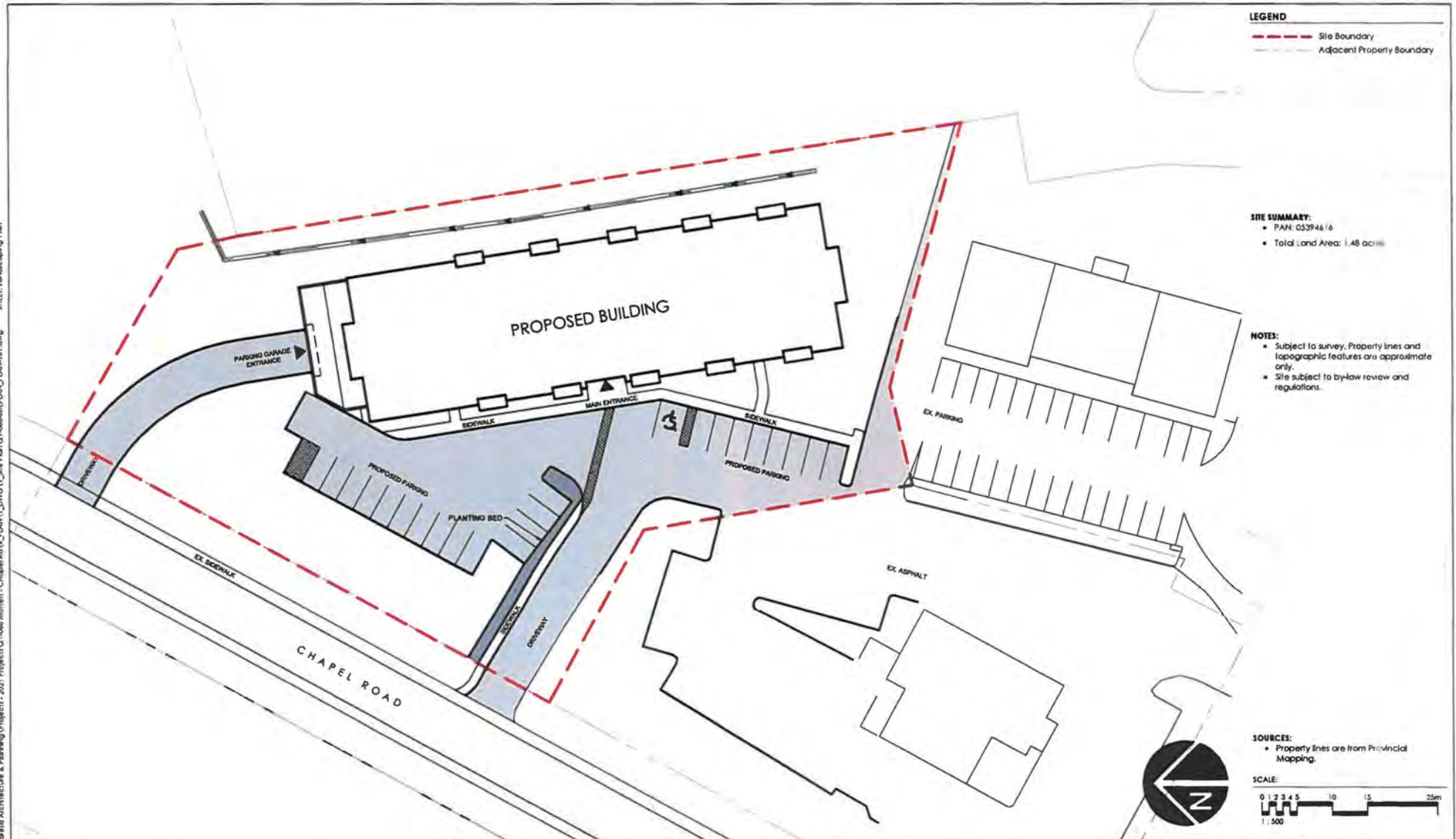
I, **MARY JANE E. BANKS**, the deponent, make oath and say:

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



R:\E:\Users\Bran\Unclassified\Architecture & Planning\Projects - 2021\Project\21-066\Site\Map\21-066-SITEPLAN_PLAN101.dwg SHEET: Landscaping Plan

EXTERIOR MATERIALS LEGEND	
1	MASONRY VENEER
2	ALUMINUM CURTAIN WALL SYSTEM
3	PREFINISHED CLADDING TYPE I_COLOUR I_PROFILE I
4	PREFINISHED CLADDING TYPE I_COLOUR II_PROFILE I
5	PREFINISHED CLADDING TYPE I_COLOUR III_PROFILE II
6	PREFINISHED CLADDING TYPE II
7	ALUMINUM FRAMED GLASS GUARD
8	ARCHITECTURAL CONCRETE
9	PATIO DOOR
10	PVC WINDOW

NOTE:
CLADDING TO BE NON-COMBUSTIBLE, NON-VINYL TYPE.



21-044 Building Elevations

zzap
architecture
+ planning
1 Canal St. Dartmouth
NS B2Y 2W1 | zzap.ca

CLIENT

LUKE MOFFETT

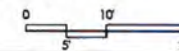
PROJECT

48 UNIT APARTMENT BUILDING
Chapel Rd, Rothesay, NB

DRAWING

WEST ELEVATION

SCALE: 1" = 15'-0"



PROJECT NO. 21-044

DRAWN BY: NC

ISSUED FOR DA

DATE: May 21, 2021

SCHEDULE

C1

EXTERIOR MATERIALS LEGEND	
1	MASONRY VENEER
2	ALUMINUM CURTAIN WALL SYSTEM
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NOTE:
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NOTE:
CLADDING TO BE NON-COMBUSTIBLE, NON-VINYL TYPE.



21-044 Building Elevations

zap
architecture
• planning
1 Canal St. Dartmouth
NS B2Y 2W1 | 2020 ©

CLIENT

LUKE MOFFETT

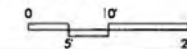
PROJECT

48 UNIT APARTMENT BUILDING
Chapel Rd, Rothesay, NB

DRAWING

EAST ELEVATION

SCALE: 1" = 15'-0"



PROJECT NO: 21-066

DRAWN BY: NC

ISSUED FOR DA

DATE: May 21, 2021

SCHEDULE

C3

FILE: C:\Users\Youn\OneDrive\Architectural & Planning\Projects - 2021\Projects\21-066 Landscaping\Drawings\21-066 Landscaping Plan 100.dwg SHEET: Landscaping Plan



zzap
architecture
+ planning
1 Canal St. Dartmouth
NS B2Y 2W1 | zzap.ca

CLIENT

PROJECT

CHAPEL ROAD
Rothesay, New Brunswick

DRAWING

**LANDSCAPING
PLAN**

PROJECT NO. 21-066

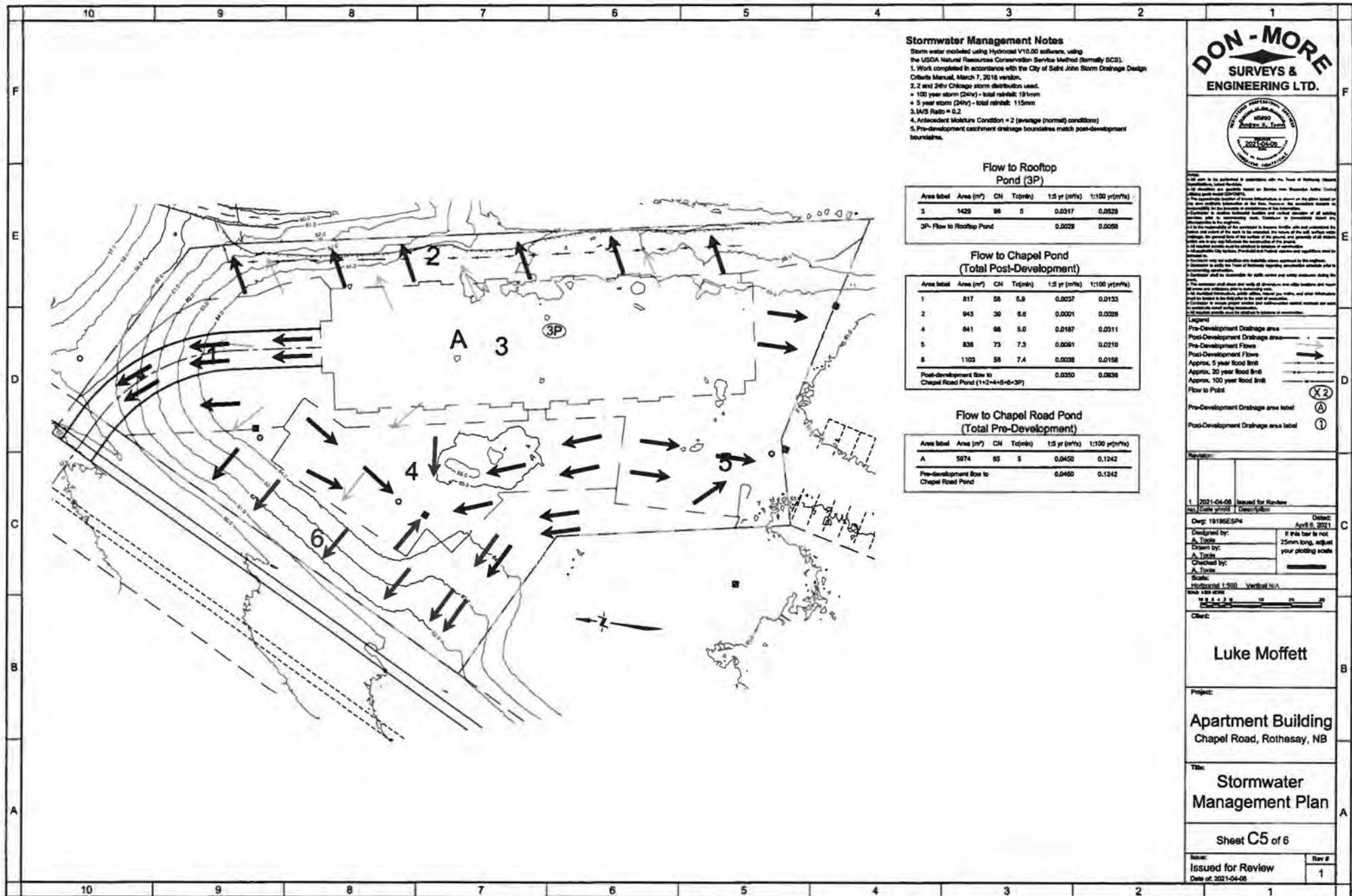
DRAWN BY: RM

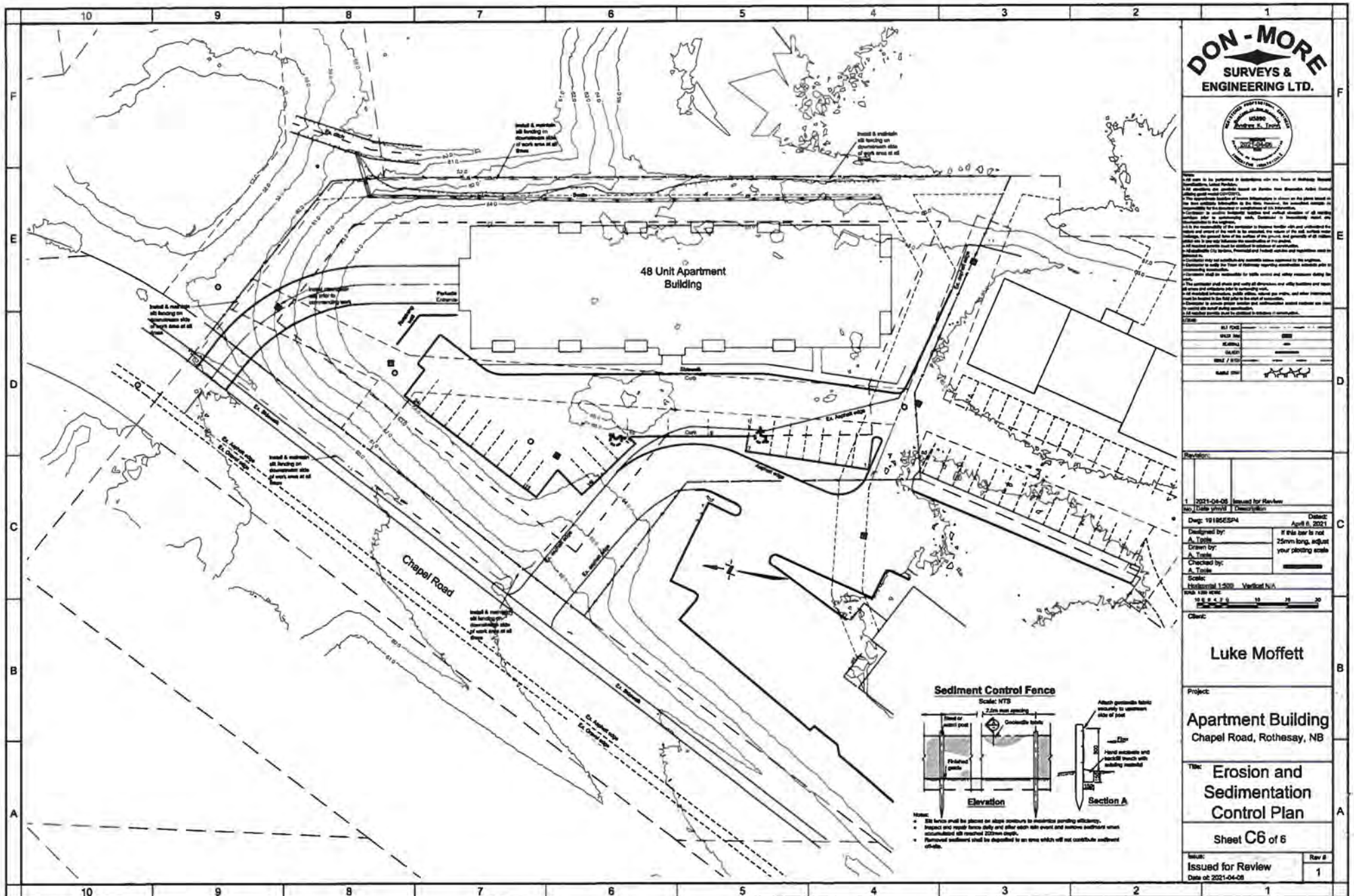
ISSUED FOR REVIEW

DATE: JULY 27, 2021

DRAWING NUMBER

100





DON - MORE
SURVEYS &
ENGINEERING LTD.



This plan is to be submitted to the Department of Planning and Development for review and approval. It is the responsibility of the Engineer to ensure that the plan complies with the relevant regulations and standards. The Engineer is not responsible for the accuracy of the information provided by the client or for the results of the construction. The Engineer is not responsible for the safety of the construction or for the safety of the public. The Engineer is not responsible for the safety of the construction or for the safety of the public.

DATE	10/10/2021
SCALE	1:100
PROJECT	48 Unit Apartment Building
CLIENT	Luke Moffett

Revision:

No.	Description	Date
1	2021-04-08 Issued for Review	10/10/2021

Design: 10/10/2021
Designed by: A. Trost
Checked by: A. Trost

Scale: Horizontal 1:200 Vertical N/A
Date 10/10/2021

Client: Luke Moffett

Project: Apartment Building
Chapel Road, Rethessy, NB

Title: Erosion and Sedimentation Control Plan

Sheet C6 of 6

Issue: Issued for Review
Date at 2021-04-08

Rev: 1

Mary Jane Banks

From: Mary Jane Banks
Sent: September 8, 2021 11:30 AM
To: Mary Jane Banks
Subject: On behalf of Nevin Mullin - Gautreau Road

From: Mary Jane Banks
Sent: September 8, 2021 11:27 AM
To: 'Brandi-Lee Wetmore'
Cc: John Jarvie <JohnJarvie@rothesay.ca>
Subject: RE: On behalf of Nevin Mullin

Good morning and thank you for your email. This will confirm Mr. Mullin's attendance at the next Rothesay Council meeting.

Please advise Mr. Mullin of the following:

As you are likely aware, the Provincial Government lifted the Emergency Order, effective 30 July 2021. As a result, Council meetings/public hearings and Committee meetings have returned to IN PERSON meetings at Rothesay Town Hall, 70 Hampton Road (in the Common Room with plexiglass partitions for members/staff).

The Town remains responsible for the safety and security of those in the Town Hall. Recognizing the close proximity of the public gallery and of the active meeting participants to each other, members of the public that wish to attend will be REQUIRED to be masked prior to entering the building and to stay physically distanced. Masks must be worn for the duration of the meeting.

As noted below, Mr. Mullin should be in attendance for 7:00 p.m. on Monday, September 13, 2021. Presentations to Council are limited to 10 minutes, unless extended by motion of Council, or on invitation from the Mayor.

Please feel free to contact me if you have any questions.

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

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

From: Brandi-Lee Wetmore
Sent: September 7, 2021 9:18 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: On behalf of Nevin Mullin

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

Good evening Mary Jane,

2021September13OpenSessionFINAL_136

Nevin Mullin has great concern regarding the drainage issues on Gautreau rd. The current roadwork that is being done has proven to not be effective with the last few rainfalls. He would like to speak to present his concerns to council.

Thank you

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From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>

Sent: Wednesday, August 25, 2021 1:29:18 PM

To: Brandi-Lee Wetmore

Subject: RE: On behalf of Nevin Mullin

Good afternoon Ms. Wetmore and thank you for your email. Could you please provide the following information to Mr. Mullin.

The process to request to appear before Council is as follows:

PLEASE NOTE: The Town is currently observing physical distancing requirements and masks are REQUIRED to be worn by members of the public attending meetings.

I would require a written submission of Mr. Mullin's comments, along with any supporting documentation, no later than NOON on Wednesday, September 8, 2021. It can be sent by email to MaryJaneBanks@rothesay.ca or to 70 Hampton Road, Rothesay, NB E2E 5L5. Any questions or any requests should be addressed in the supporting documentation (i.e. requests for action/funding/participation/support).

The next meeting will be held on Monday, September 13, 2021 at 7:00 p.m. at Rothesay Town Hall, 70 Hampton Road. I typically recommend presenters plan to be in attendance for 7:00 p.m. The agenda is posted to the website prior to the meeting (usually on Friday) and you can find a copy here: <https://www.rothesay.ca/town-hall/agendas/>.

Presentations to Council are limited to 10 minutes, unless extended by motion of Council, or on invitation from the Mayor.

If there is a powerpoint presentation or photographs, etc., they can be forwarded to MaryJaneBanks@rothesay.ca as well (by the deadline above) and will be loaded on the Town laptop for your use at the meeting. The file can be no larger than 10Mb.

The information will be provided to Council before the meeting.

Thanks and I look forward to hearing from you/Mr. Mullin.

Enjoy your day~

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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

From: Brandi-Lee Wetmore

Sent: August 23, 2021 6:00 PM

To: Rothesay Info <rothesay@rothesay.ca> 2021 September 13 OpenSessionFINAL_137

Subject: On behalf of Nevin Mullin

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

Nevin Mullin of 4 Gautreau Rd, Rothesay is requesting that he can be present at the town council meeting on September 13th to speak regarding his concerns with Gautreau Rd.

He appreciates your attention in this matter.

You can respond by email to this address or call him at

Thank you

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 13, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: September 8, 2021

SUBJECT: Contract S-2021-007
Seville Row Sewer Replacement

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract S-2021-007 Seville Row Sewer Replacement to Galbraith Construction Ltd. at their quoted price of \$98,296.25 (including HST), as calculated based on estimated quantities and further that the Director of Operations be authorized to execute a purchase order in that regard.

ORIGIN

The 2021 Utility Fund Capital Budget includes funding for the replacement of a section of deteriorated sanitary sewer along Seville Row.

BACKGROUND

The Town has received correspondence from area residents regarding the capacity of the sanitary sewer along Seville Row. Town Utility staff have performed flushing operations for this section of sewer and deemed the infrastructure to be in need of replacement.

TENDER RESULTS

Bids closed on September 7, 2021 and three (3) bids were submitted. The results were as follows:

1. Galbraith Construction Ltd.,	Saint John, NB	\$ 85,475.00 + HST
2. Fairville Construction Ltd.,	Saint John, NB	\$ 111,805.00 + HST
3. Debly Enterprises Ltd.,	Saint John, NB	\$ 142,795.00 + HST

The engineers estimate was \$91,782.55 + HST.

The bids were reviewed by staff and were found to be formal in all respects. Staff are of the opinion that the low bidder has the necessary resources and expertise to perform the work, and recommend acceptance of their bid.

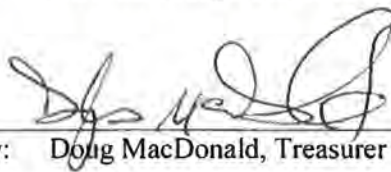
FINANCIAL IMPLICATIONS

The 2021 Utility Fund Capital Budget included an amount of \$100,000 to replace the deteriorated sewer. The expected completion cost of the project including the Town's eligible HST rebate is \$89,138.45.

Budget		\$100,000.00
Completion cost		\$ 89,138.45
Variance		\$10,861.54



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).

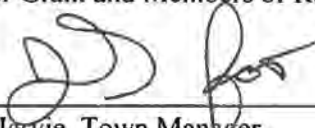


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 13, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: September 8, 2021

SUBJECT: Contract T-2021-004
Spruce Street Extension and Intersection Improvements

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract T-2021-004 Spruce Street Extension and Intersection Improvements to Galbraith Construction Ltd. at their tendered price of \$484,178.75 (including HST), as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2021 General Fund Capital Budget includes funding for the installation of traffic signals at the intersection of Spruce Street and Clark Road.

BACKGROUND

The Town has received correspondence from several residents concerned about the safety of the “unofficial” pedestrian crossing on Clark Road at the intersection with Spruce Street. Citizens have also expressed concerns regarding the speed of travel along Clark Road. During the 2021 budget deliberations, with a positive recommendation from the Works & Utilities Committee, Council gave approval to a budget item for signalization of this intersection.

During the course of the design work for this intersection improvement project, a local Developer has decided to undertake construction of a subdivision between Dobbin Street and Clark Road. The safe and logical location for traffic from this new intersection to enter onto Clark Road will be at the newly signalized intersection with Spruce Street. The Developer has agreed to construct a new sidewalk and upgrade an existing portion of Lennox Drive (additional to the original scope of the Developer’s Agreement) to connect

to an extended portion of Spruce Street through Town owned Right-of-Way off Clark Road. These projects will allow pedestrians safe, protected passage across Clark Road, through the existing neighborhood along Lennox Drive and into the newly constructed subdivision connecting to Dobbin Street.

TENDER RESULTS

The tender closed on September 7, 2021 and two (2) bids were submitted. Both of the submitted bids were deemed compliant by the Tender Opening Committee. The results were as follows:

1. Galbraith Construction Ltd.,	Saint John, NB	\$ 484,178.75
3. Steele Trucking Ltd.,	Saint John, NB	\$ 571,626.19

The engineers estimate was \$490,000.

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

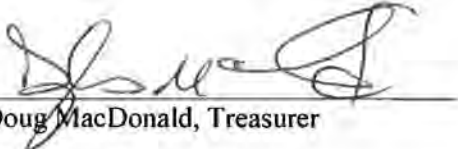
The 2021 General Fund Capital Budget included an amount of \$300,000 (borrowed) to construct the signalized intersection. The expected completion cost of the project including the extension of Spruce Street, taking into account the Town's eligible HST rebate, is \$439,070.13.

Staff recommend funding the majority of this project by deferring the purchase of 2021 budgeted fleet items which are unavailable (owing to Covid related supply chain shortages) for purchase until the 2022 budget year as follows:

Street Sweeper	\$325,000
R083	\$ 50,000
Total	\$375,000

This proposed deferral and reallocation of fleet budget will avoid the need to borrow as originally contemplated. The additional amount of (\$439,070.13 – 375,000.00) \$64,070.13 will be managed within the overall approved General Fund 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).



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 13, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: September 8, 2021

SUBJECT: Geo Stackhouse – Winter Maintenance Contract Extension

RECOMMENDATION

It is recommended that the two year extension of Contract T-2017-012 ending April 15, 2023 be awarded to Geo W. Stackhouse & Sons Ltd. In the amount of \$870,389.50 plus HST and further that the Mayor and Town Clerk be authorized to execute an updated agreement in that regard.

ORIGIN

The initial four year term of Winter Maintenance Contract T-2017-012 expired April 15, 2021. The 2021 General Fund Operating budget includes funding to cover the 2021 portion of the extension of this contract.

BACKGROUND

On October 10, 2017, Council awarded a contract for the supply of Winter Maintenance Services as follows:

It is recommended that Contract T-2017-012: Winter Maintenance Services, be awarded to the low tenderer, Geo W. Stackhouse & Sons, at the tendered price of \$1,491,886.88 and further that the Mayor and Clerk be authorized to execute the appropriate documentation in that regard.

The contract included services for the period between November 15, 2017 and April 15, 2021 with a provision to extend the contract to cover the period between November 15, 2021 and April 15, 2023.

On September 12, 2018, Council approved an amendment to the contract scope as follows:

It is recommended that Rothesay Mayor and Council approve the addition of streets to Geo W. Stackhouse Contract T-2017-012 (as per Article 6 - Changes of Work) as follows:

Domville Ln	0.280 Km
Tennis Court Rd	0.245 Km
Alexander Ave	0.232 Km
Goldie Crt	0.219 Km
Knoll Ln	0.200 Km
Rothesay Park Rd	0.684 Km
Wharf Rd	0.183 Km
Bridle Path Ln	0.143 Km
Peters Ln	0.134 Km
Almon Ln	0.383 Km
Hibbard Ln	0.359 Km
Henderson Park Rd	0.116 Km
McLaughlin Dr	0.261 Km
Grist St	0.114 Km
Alliance Dr	0.101 Km
Kennedy Ln	0.160 Km
Rose Ln	0.039 Km
Conley Ln	0.126 Km
Christopher Ln	0.065 Km
Fairweather Ln	0.076 Km

the amount of \$22,659.87 plus HST per year for the remaining 3 years of the contract for a total annualized contract amount of \$395,631.59 plus HST.

FINANCIAL IMPLICATIONS

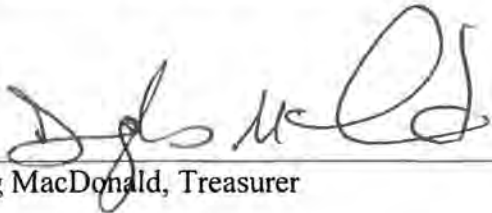
The original contract was awarded in the amount of \$1,491,886.88 plus HST (\$372,971.72 per season). The scope of the contract was extended in 2018 to include additional streets which increased the seasonal fee by \$22,659.87 for a total annualized cost of \$395,631.59 plus HST.

The two-year extension clause allows for negotiation of the fee. The contractor is requesting a 15% increase for the extended term. Staff are of the opinion that issuing a new tender in the current climate rather than accepting the known contract extension fee will potentially yield a higher cost for the service. Staff therefore negotiated with the contractor to accept a 10% increase.

The total annualized cost including the 10% increase will be \$435,194.74.

Adequate funding was included in the 2021 General Fund Operating Budget to cover the period between November 15, 2021 and December 31, 2021 assuming award of the contract extension. The additional costs for the remainder of the contract will be included in future Operating Budgets.

Report Prepared by:  Brett McLean, Director of Operations


Report Approved 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).



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 13, 2021

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: September 8, 2021

SUBJECT: Elizabeth Parkway Emergency Watermain Repair

RECOMMENDATION

It is recommended that Mayor and Council accept the quote from Galbraith Construction in the amount of \$76,353.00 (plus HST) to replace 120 m of deteriorated watermain along Elizabeth Parkway and further that the Director of Operations be authorized to issue a purchase in that regard.

ORIGIN

A section of potable watermain along Elizabeth Parkway has experienced several breaks in the recent past. The existing pipe is of a size and material type that would not be considered acceptable by current industry practice.

BACKGROUND

The watermain along Elizabeth Parkway is reaching the end of its useful life. The existing pipe diameter as well as the wall thickness is less than would be considered acceptable by today's standards. The pipe is not unsafe or unserviceable; however, it is approaching an age where replacement should be considered in future budgets. There is a 120m section of this piping however, that does require replacement now. Several breaks have occurred in one specific area. Staff are of the opinion that the break history owes to a number of factors such as the proximity/connection to the larger watermain along Park Drive, the number of bends in the pipe and the shallow depth. As the existing main proceeds along Elizabeth Parkway the existing piping is, for the most part, straight and fairly deep with consistent pressure.

DISCUSSION


The proposed (emergency) replacement of 120 m of existing 50 mm watermain will be a permanent installation with no loss or duplication should more wide spread replacement of the watermain along Elizabeth Parkway be approved in future budgets. The current proposal would be to replace the 120m of existing 50mm piping with properly specified 150 mm piping including the proper valves, fittings and restrainers.

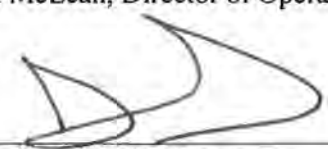
FINANCIAL IMPLICATIONS

Quotes were solicited from three (3) local firms with the following results:

- | | |
|---------------------------|----------------|
| 1. Galbraith Construction | \$76,353 + HST |
| 2. Debly Enterprises | \$78,000 + HST |
| 3. Terraex | \$79,700 + HST |

The completed cost of this emergency repair is expected to be \$79,625.49 including the Town's eligible HST rebate. This project is not included in the 2021 Utility Capital Budget. Staff propose to fund the project, if approved by Council, from either the Gas Tax Reserve Fund or the Utility Capital Reserve Fund.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

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