

## **Town of Rothesay**

### **Land Acknowledgement**

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

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

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

- presented by the Honourable Graydon Nicholas  
September 13<sup>th</sup>, 2021



**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Monday, April 11, 2022  
7:00 p.m.



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Public access to the livestream will be available online:

<https://www.youtube.com/user/RothesayNB>

**Rothesay Land Acknowledgement**

**Deputy Mayor Alexander**

**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES**                      Regular Meeting                      14 March 2022

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

**4.1 2021 Audited Rothesay Financial Statements**

Auditors Teed Saunders Doyle & Co.

Peter Logan, CPA, CA (*see item 9.1*)

➤ Presentation

Treasurer Doug MacDonald, CPA, CA

**5. CORRESPONDENCE FOR ACTION**

- 5.1 22 March 2022      Email from UMNb RE: Updates  
11 March 2022      Letter from UMNb RE: Regional Service Commission Reform  
Letter to Minister Allain template  
Budget 2022-2023 Municipal highlights

**Receive and file all correspondence**

- 5.2 24 March 2022      Letter from Canadian Federation of Independent Business (CFIB) RE: Help  
Small Business Survive Infrastructure Work

**Refer to the Works and Utilities Committee**

- 5.3 30 March 2022      Letter from Horizon Health Network RE: Green Shirt Day (April 7<sup>th</sup>), and  
National Organ and Tissue Donation Awareness Week, April 24-30

**Light Town Hall green April 27 (during week of April 24-30) and promote on social media**

- 5.4 1 April 2022      Letter from CN RE: CN Right-of-Way Vegetation Control with attachment

**Refer to staff to identify any noxious weed areas, and post to Town website/social media**

**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 16 March 2022      Email from Mayor O'Hara, Quispamsis RE: Congratulations  
6.2 29 March 2022      Letter from Department of Social Development RE: Age Friendly  
Designation approval and Certificate  
6.3 1 April 2022      Letter from the Municipal Capital Borrowing Board RE: Debt financing  
approval for KVFD Station 2  
6.4 3 April 2022      Invitation to proclaim June 19<sup>th</sup>, 2022 The Longest Day of SMILES

**ROTHESAY**

Regular Council Meeting

Agenda

-2-

11 April 2022

**7. REPORTS**

- 7.0 April 2022 Report from Closed Session**
- 7.1 24 January 2022 Fundy Regional Service Commission (FRSC) meeting minutes
- 7.2 16 February 2022 Kennebecasis Public Library (KPL) Board meeting minutes
- 7.3 2021 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Annual Report (*full report available at Town Hall*)
- 7.4 28 February 2022 Draft unaudited Rothesay General Fund Financial Statements
- 28 February 2022 Draft unaudited Rothesay Utility Fund Financial Statements
- 28 February 2022 Donation Summary
- 31 March 2022 Draft Finance Committee meeting minutes
- 2022 Football Canada Cup
  - NB Aviation Museum “Dreams of Flight” Gala Dinner
- 7.5 22 March 2022 Draft Age Friendly Advisory Committee meeting minutes
- 7.6 22 March 2022 Draft Parks and Recreation Committee meeting minutes
- 7.7 23 March 2022 Draft Works and Utilities Committee meeting minutes
- Gondola Point Road sidewalk
  - Curb on Park Drive
- 16 March 2022 Letter from resident
- 7.8 4 April 2022 Draft Planning Advisory Committee meeting minutes
- 145 Hampton Road – Public Hearing April 26, 2022
  - Highland Avenue/Hillcrest Drive – Public Hearing April 25, 2022
- 7.9 March 2022 Monthly Building Permit Report
- 7.10 7 April 2022 Capital Projects Summary

**8. UNFINISHED BUSINESS****TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Strong Court Sidewalk – Anglophone South School District** (Tabled April 2021)*No action at this time***8.3 Rothesay Arena Open House** (Tabled September 2021)*No action at this time***8.4 Private Lanes Policy** (Tabled March 2022)*No action at this time***9. NEW BUSINESS****9.1 BUSINESS ARISING FROM DELEGATIONS****2021 Audited Rothesay Financial Statements**

4 April 2022 Memorandum from Finance Committee

31 December 2021 Draft Rothesay Consolidated Financial Statements

**ROTHERSAY**

Regular Council Meeting

Agenda

-3-

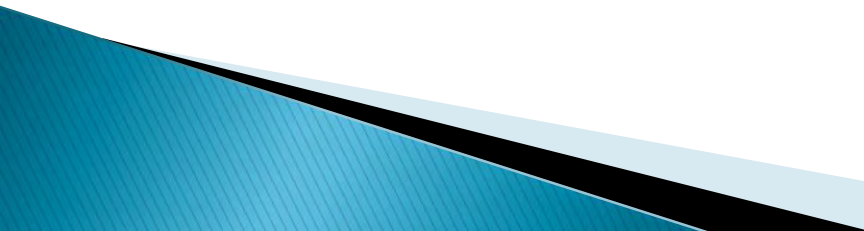
11 April 2022

- 9.2 Appointment to the Age Friendly Advisory Committee**  
6 April 2022                      Memorandum from Nominating Committee
  
- 9.3 Equipment Supply – Water Treatment Expansion**  
6 April 2022                      Report prepared by DO McLean
  
- 9.4 Equipment Supply – Street Sweeper**  
6 April 2022                      Report prepared by DO McLean
  
- 9.5 Truck Purchase – Parks Department**  
11 April 2022                      Report prepared by DRP Jensen
  
- 10. NEXT MEETING**  
  
    **Regular meeting**              Monday, May 9, 2022
  
- 11. ADJOURNMENT**

# Consolidated Financial Statements Year Ended December 31, 2021

See Agenda item 9.1.2 for detailed financial statements

# Overview

- ▶ Differences between final audited financial statements and monthly operating financial statements
    1. Consolidated – includes operating results and balance sheets of the Town general funds (capital and operating), water and sewer utility funds (capital and operating), reserve funds, and the proportionate share of the jointly controlled entities (KRJBPC, KVFD and KPL)
    2. Capital asset purchases are reflected as asset additions even if the expenditure is financed from operating revenue or Grants
    3. Government Grants are recorded as operating revenue resulting in reported surpluses
    4. Amortization is recorded on all capital assets except for land – asset disposals recorded as an expense
    5. Debt repayments are not reflected as an expense
    6. Liabilities are recognized for pension, sick leave and retirement allowances as determined by the actuary
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# Highlights

2022 April 11 Open Session FINAL\_015

## Jointly Controlled Entities

	2021	2020	2019
KRJBPC	40.08%	40.14%	40.19%
KVFD	40.77%	40.74%	40.76%
KPL	38.99%	38.99%	38.99%

Allocations are determined based upon funding formulas and contracts. 2021 change in ownership percentage \$381. Percentages on dissolution could vary.

# Highlights

## Reconciliation of Annual PSAS Surplus – FS Note24 (page 26)

	2021	2020
General Operating Fund	\$ 6,113,690	\$ 5,946,880
General Capital Fund	(3,360,800)	(3,027,855)
Utility Operating Fund	1,367,864	1,025,817
Utility Capital Fund	(1,386,477)	(1,540,645)
General Fund Reserves	32,191	81,390
Utility Fund Reserves	7,187	13,351
Jointly Controlled Entities	<u>210,174</u>	<u>586,526</u>
Total	<u>\$ 2,983,829</u>	<u>\$ 3,085,464</u>



# Highlights

## Reconciliation of 2021 Annual Operating Fund Surplus (Deficit)

	General	Utility
PSAS surplus	\$ 6,113,690	\$ 1,367,864
2 <sup>nd</sup> Previous year	32,147	34,573
Fund transfers	( 5,056,967)	( 842,323)
Pension liability adjustment	( 10,800)	–
Loan principal repayment	<u>( 804,000)</u>	<u>( 518,357)</u>
Surplus for funding requirements	<u>\$ 274,070</u>	<u>\$ 41,757</u>

# Highlights

2022April11OpenSessionFINAL\_018

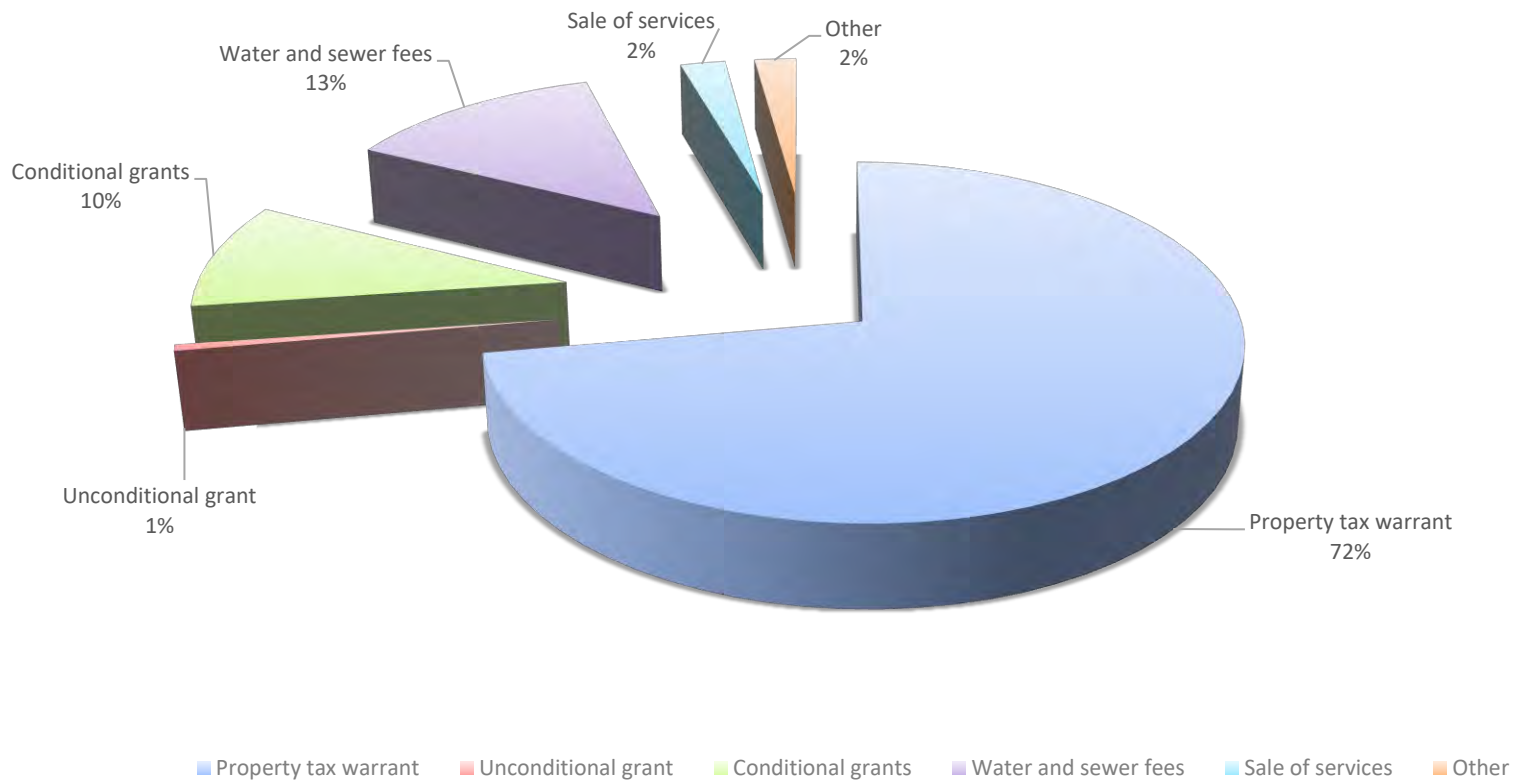
Consolidated Financial Statements				
Year Ended December 31, 2021				
Revenue by source	Actual			Budget
	2019	2020	2021	2021
Property tax warrant	\$ 16,043,022	\$ 16,492,476	\$ 17,002,299	\$ 17,002,299
Unconditional grant	122,190	128,323	131,193	131,193
Conditional grants	1,940,058	2,624,401	2,286,228	1,050,500
Water and sewer fees	2,954,811	2,894,370	3,077,512	3,080,427
Sale of services	534,568	427,251	543,912	525,600
Other	1,039,936	828,977	502,238	333,136
	<b>\$ 22,634,585</b>	<b>\$ 23,395,798</b>	<b>\$ 23,543,382</b>	<b>\$ 22,123,155</b>

Additional details – see Note 28 (page 32)

# Highlights

2022April11OpenSessionFINAL\_019

## Revenue by source



# Highlights

2022April11OpenSessionFINAL\_020

- ▶ Comments re revenue
  - 3.09% increase in property tax warrant (prior to P-Gap amendment)
  - 6.3% increase in utility revenue

	2021	2020	2019
Property tax rate	\$1.24	\$1.24	\$1.24
Municipal Tax base	\$1,371,153,150	\$1,330,037,450	\$1,293,791,950
Property tax warrant	\$17,002,299	\$16,492,476	\$16,043,022

	2021	2020	2019
Annual sewer rate	\$400	\$370	\$370
Base water rate per cm	\$1.18	\$1.15	\$1.15
Total revenue	\$3,077,512	\$2,894,370	\$2,954,811

# Revenue Variances

2022 April 17 Open Session FINAL\_021

- ▶ **Conditional Government Transfers**
  - Unbudgeted Grants received = \$1,200,000 (P-Gap and Covid safe restart)
- ▶ **Other revenue**
  - Interest revenue = \$155,000
- ▶ **Water and sewer revenue**
  - Increase in utility fees
  - Connection fees = \$68,850

# Highlights

2022April11OpenSessionFINAL\_022

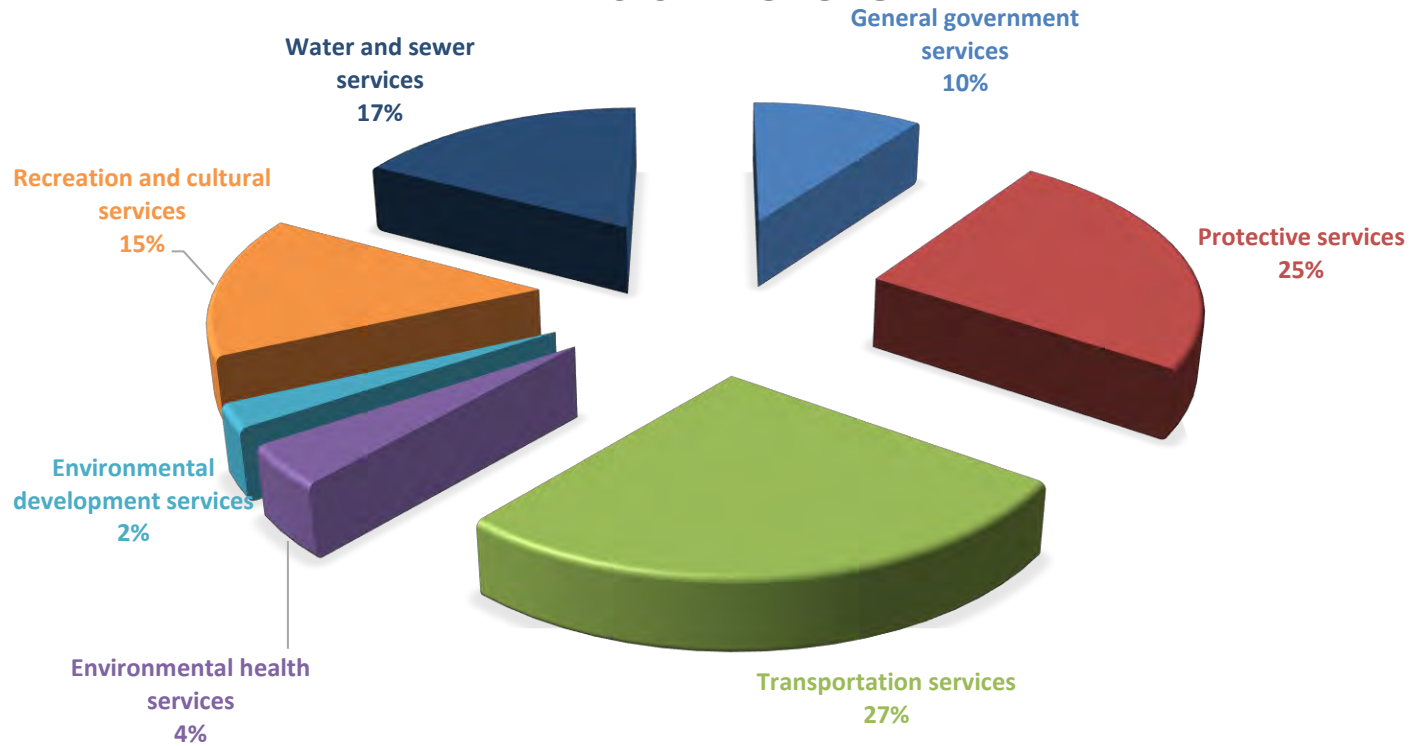
Consolidated Financial Statements				
Year Ended December 31, 2021				
Expenses by function	Actual			Budget
	2019	2020	2021	2021
General government services	\$ 2,061,090	\$ 1,940,236	\$ 2,051,047	\$ 2,215,762
Protective services	5,057,638	5,046,052	5,067,807	5,184,048
Transportation services	5,811,118	5,805,606	5,520,009	5,337,526
Environmental health services	633,909	674,617	854,521	842,000
Environmental development services	580,575	503,204	507,044	649,200
Recreation and cultural services	3,011,998	2,807,327	3,036,557	2,970,845
Water and sewer services	3,435,557	3,533,292	3,522,568	3,509,643
	<u>\$ 20,591,885</u>	<u>\$ 20,310,334</u>	<u>\$ 20,559,553</u>	<u>\$ 20,709,024</u>

Additional details – see Note 28 (page 32)

# Highlights

2022April11OpenSessionFINAL\_023

## EXPENSES BY FUNCTION



# Expenditure variances

2022 April 10 Open Session FINAL\_024

- ▶ **General Government**
  - Lower than budget by approx. \$150,000
- ▶ **Transportation**
  - Engineering studies = \$157,000
  - Assets written off = \$283,000
  - Salt and sand = \$(130,000)
  - Flood costs (\$40,000)
- ▶ **Recreation**
  - Improved allocation of expenditures
- ▶ **Water and Sewer**
  - Assets written off = \$88,000



# Highlights

2022April11OpenSessionFINAL\_025

## Capital Asset Continuity

	2021	2020
Opening NBV balance	\$93,717,384	\$91,838,797
Asset additions	5,882,178	6,618,579
Amortization	(4,649,782)	(4,523,157)
Asset disposals (net)	(380,291)	(215,136)
Change in ownership *	(91)	(1,699)
Closing NBV balance	\$94,569,398	\$93,717,384
Loss on disposal	\$367,868	\$137,828

\* Jointly controlled entities

# Highlights

2022April11OpenSessionFINAL\_026

## New Capital additions by major projects

	Additions	
Transportation		
Equipment (fleet)	\$ 295,000	
Curbs and sidewalks	215,000	
Storm drainage	160,000	
Asphalt & Spruce	1,850,000	\$2,660,000
Floating Dock	140,000	
Utility		
Water & Sewer lines	\$2,000,000	
Town Hall	\$100,000	
Protective services Equipment	\$118,000	
Recreation		
Arena renovations	\$ 565,000	
Wells field	260,000	\$ 825,000

# Highlights

2022April11OpenSessionFINAL\_027

## Statement of Financial Position

	2021	2020	2019
Non-financial assets	\$94,624,773	\$93,757,875	\$91,878,825
Net debt	\$9,477,945	\$11,595,257	\$12,800,782
Equity	\$85,146,828	\$82,162,618	\$79,078,043
Net debt per capita	\$814	\$996	\$1,100

## Debt service cost

	General	Water & Sewer
Ratio of debt service costs to total expenses	4.95%	22.52%
Maximum allowable	20%	50%

# Highlights

2022April11OpenSessionFINAL\_028

## Long term debt

	2021	2020	2019
General fund	\$5,718,000	\$6,522,000	\$5,950,000
Utility	\$8,501,191	\$9,019,548	\$8,733,589
KRJBPC	\$216,027	\$ 272,564	\$327,573
Total	\$14,435,218	\$15,814,112	\$15,011,162

No new debt issued

**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** April 4, 2022 1:44 PM  
**To:** Liz Hazlett  
**Subject:** FW: UMN B Updates- Budgets, RSC delays, and Webinar//Mise à jour UMN B-Budgets, délais des CSR, et Webinaire  
**Attachments:** UMN B-Budget 22 summary doc (French).docx; UMN B-Budget 22 summary doc.docx; UMN B 2022-Template RSC Delay Letter (French).docx; UMN B 2022-Template RSC Delay Letter.docx; UMN B 2022-RSC Delay Eng\_Final.pdf; UMN B 2022-RSC Delay Fr\_Final.pdf

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**From:** Dan Murphy <[dan.murphy@umnb.ca](mailto:dan.murphy@umnb.ca)>  
**Sent:** March 22, 2022 6:00 PM  
**To:** Dan Murphy <[dan.murphy@umnb.ca](mailto:dan.murphy@umnb.ca)>  
**Subject:** UMN B Updates- Budgets, RSC delays, and Webinar//Mise à jour UMN B-Budgets, délais des CSR, et Webinaire

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

(Le texte français suit l'anglais)

Hi Everyone,

Hope you're having a good day. I wanted to share a few updates for your councils.

1) Today was budget day, I've attached a quick re-cap of items that may be of interest to your municipalities. You'll see the info below.

2) The UMN B Board of Directors passed a resolution calling on the government to delay RSC reform until the municipal entities are complete. There's a lot of concern regarding the unknown costs, how the services will be delivered, as well as the amount of work for many of our municipal officials and councils. I have included a copy of our letter, as well as a template letter should your municipality want to send a letter to the minister.

3) We're having a webinar on media relations this Thursday (March 24th) at 6 pm that is sponsored by Porter O'Brien. There's still time to sign-up should any members of your council be interested in attending. They can register at the following link: [https://us06web.zoom.us/webinar/register/WN\\_bPE7XafdTiiVYjlg2C\\_xA](https://us06web.zoom.us/webinar/register/WN_bPE7XafdTiiVYjlg2C_xA)

Thank you!

\*\*\*\*\*

Bonjour à vous tous,

J'espère que vous passez une bonne journée.

Je voulais partager quelques informations avec vos conseils

1) Aujourd'hui, c'était le jour du budget, j'ai joint un bref récapitulatif des éléments qui pourraient intéresser les municipalités. Vous verrez l'information ci-dessous:

2) Le conseil d'administration de l'UMNB a adopté une résolution demandant au gouvernement de retarder la réforme des CSR jusqu'à ce que les entités municipales soient complètes. Il y a beaucoup d'inquiétude concernant les coûts inconnus ainsi que la façon dont les services seront fournis. J'ai inclus une copie de notre lettre, ainsi qu'un modèle si vous souhaitez envoyer votre propre lettre au ministre à ce sujet.

3) Dernièrement, nous organisons un webinaire sur les relations avec les médias ce jeudi (24 mars) à 18 h, parrainés par Porter-O'Brien. Il est encore temps de s'inscrire si des membres de votre conseil sont intéressés à y participer. Ils peuvent s'inscrire en cliquant sur le lien suivant :

[https://us06web.zoom.us/webinar/register/WN\\_bPE7XafdTiiVYjIsg2C\\_xA](https://us06web.zoom.us/webinar/register/WN_bPE7XafdTiiVYjIsg2C_xA).

Merci!



Dan Murphy

Executive Director/Directeur général

Union of the Municipalities of New Brunswick/l'Union des municipalités du Nouveau-Brunswick

506-444-2285

[dan.murphy@umnb.ca](mailto:dan.murphy@umnb.ca)



March 11, 2022

Hon. Daniel Allain, Minister  
Local Government and Local Governance Reform  
Marysville Place  
P.O. Box 6000  
Fredericton, N.B. E3B 5H1

**Re: Regional Service Commission Reform**

Dear Minister Allain,

Municipalities across the province have been working diligently on developing new and sustainable entities as laid out in your government's white paper on municipal reform. Members of the Union of Municipalities of New Brunswick (UMNB) are no exception. Our members have been collaborating with their neighbouring communities to meet the timelines laid out in the legislation. This process, however, has not been without concern. A repeated concern that has been raised by UMNB members are the time constraints, unknown costs, and future service delivery, particularly with regards to the Regional Service Commissions (RSC). UMNB remains a supportive partner of the reform process and a willing partner in your vision of creating viable and sustainable communities. That is why we are recommending a delay in the implementation of the new RSC model and enhanced service offerings. In doing so, we believe you will enable local decision making and in turn garner more local support for the new commissions. We offer this advice in the spirit of continued collaboration with you and your department.

Municipal leaders have referred to the reform process as two separate reforms, one for municipal entities and another for the regional service commissions. We have been told by our members that there are concerns about the mandates and financial implications of the new RSCs. The focus so far has been on the tight timelines to have the new entities ready for November 2022, and RSCs have not received the attention they need and do not appear to be at the same step in the process. The expanded mandates have also caused concerns on how the proposed new services will co-exist with municipalities that currently offer affordable and effective services. This needs to be clarified before progressing with the changes.

In delaying the proposed reform, you would also be alleviating some of the concerns we have heard from municipal staff. These dedicated people have been working overtime to ensure the new municipal entities are ready for January 1, 2023 deadline established to have new Councils in place. Delaying the RSC reform would ensure that the same oversight and professional experience could be given to this part of the transition. The technical knowledge brought by our administrators along with the experience of our municipal leaders (and new municipal leaders



elected in November 2022) will be needed to ensure that the new RSC model works for all New Brunswickers.

We recognize that decisions must be made regarding the RSCs but would request that those be delayed until such a time where CEO's are in place, new mayors and Councils are elected and that municipal leaders can have greater input in their local structure. UMNB members recognize the need for greater collaboration, however, we feel the new RSC structures must equally have a mandate from the electorate via the elections in the fall. At which time the municipal restructuring will be complete, and then more attention can be given to RSC transition. UMNB remains a strong and willing partner in reform implementation and looks forward to working with you on this important initiative.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Scholten'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Alex Scholten  
President, Union of Municipalities of New Brunswick

CC: Mr. Ryan Donaghy, Acting Deputy Minister of Local Government and Local Governance Reform  
UMNB Members  
Presidents of the AFMNB, AMANB, and CNBA



(Letterhead)

DATE

Hon. Daniel Allain, Minister  
Local Government and Local Governance Reform  
Marysville Place  
Fredericton, NB

Dear Minister Allain,

The (INSERT NAME OF MUNICIPALITY) is joining in support of the the Union of Municipalities of New Brunswick's (UMNB) resolution requesting a delay in Regional Service Commission (RSC) reform. While our community recognizes the importance of municipal reform, we are concerned about the costs and lack of clear mandates for service delivery. By delaying the RSC reform until the new entities are completed, you create stronger commissions.

The municipal reform process lays out two connected, yet different streams for reform. One stream is focused on the creation of new entities, while the other focuses on RSC reform and new service offerings for municipalities. The reform process has proven challenging for many communities, including ours, to participate in both transitions at the same time.

One of the key concerns we have is a lack of clear service mandates and questions around costs. We believe that these decisions should be delayed until the reform of local entities are completed, and the new entities can dedicate their time and expertise into creating commissions that reflect the local realities.

By waiting until new the new entities are completed, you would ensure that the RSC transition receives the full attention it deserves and needs to achieve its full mandate. The (NAME OF MUNICIPALITY) joins in support of UMNB's resolution requesting a delay in RSC transition. Thank you for your attention to this important manner.

Sincerely,

NAME, TITLE,  
MUNICIPALITY

CC: Union of Municipalities of New Brunswick



*Budget 2022-23 Municipal highlights:*

*UMNB participated in the budget lock-in today on behalf of municipal members. While many questions remain, here are some items that may be of interest to our members:*

### **Municipal Reform**

- *\$10 million is being set aside for municipal reform in this year's budget this is help cover transition costs (facilitators, HR and legal services, RSC transition and more).*

### **Transportation**

- *There's been a \$3 million dollar increase in the Municipal Designated Highway Program. It goes from \$12.9 million to \$15 million in 2022-23. While an improvement, it still does not meet resolution U-19-09 to return the program funding to \$25 million.*
- *An additional \$4 million allocated for the brush cutting program.*
- *An additional \$3 million for preventative bridge maintenance.*

### **Public Safety**

- *\$3.3 million has been allocated for expanded enforcement efforts in battling drug relate crime.*
- *There's a \$6 million increase to the policing contact management line. UMNB will be meeting with the Department of Public Safety shortly to discuss this. We anticipate cost estimates for the RCMP retro-pay to start arriving to municipalities in May.*

### **Environment**

- *An \$11 million increase for Climate Change Fund, to \$47 million.*
- *A \$500,000 reduction to the Environmental Trust Fund.*

### **Housing**

- *\$1 million has been allocated to assist with immigration, retention, and settlement.*
- *A one-year cap of 3.8% will be applied to rent increases for the 2022.*
- *A provincial property-tax reduction has been proposed to be phased in over a 3-year period:*
  - *50% reduction over 3 years for non-owner-occupied residential properties (apartments, and other rentals)*
  - *15% for other residential properties, such as nursing homes*
  - *15% for other non-residential properties.*
- *A commitment to increase spending by \$6.3 million on affordable housing, along with an offer of "loan guarantees" from Opportunities New Brunswick to assist with workforce housing in rural areas. UMNB will be seeking further clarification on this process.*

### **Health**

- *A 6.4% to increase in total health care spending.*
- *38 million has been set aside for the implementation of the 5 action areas in the Health Care Plan.*



- *The budget provides 3.7 million to “enhance and re-direct resources towards multi-disciplinary, team-based community care”. Examples of where the Department of Health are working on this approach include Sussex and Dalhousie.*

**Gender Impact Statement**

- *The government once again conducted a Gender Impact Statement on the budget. P.18 looks at Local Governance Reform. You can read the statement [here](#).*

*More information on the 2022-23 Budget can be found [here](#).*

*SENT VIA EMAIL*

March 24, 2022

Rothsday City Hall  
70 Hampton Rd  
Rothsday NB, E2E 5Y2

**Subject: Help Small Business Survive Infrastructure Work**

Dear Mayor Grant and Councillors,

As you may know, the Canadian Federation of Independent Business (CFIB) is a non-profit, non-partisan business association that seeks to give independent business a greater voice in shaping the policies and laws that govern them in the country. With 95,000 members across Canada, 3,700 of which are located here in New Brunswick, we are the country's largest organization exclusively representing the interests of small and medium-sized businesses (SMEs) to all levels of government.

We are writing to you today to highlight the impact that construction season has on our province's small businesses. As in previous years, construction season will bring unforeseen and unplanned financial stresses for some local small businesses across the province, adding to the already historic financial burden small and medium sized businesses have faced. A 2017 CFIB survey, found that approximately 65,000 businesses across Canada have had to borrow, relocate, or close altogether because of local construction<sup>1</sup>. With the current realities of COVID, the financial impacts of construction could be far worse in 2022.

An unfortunate reality of construction season during COVID, is that many projects may face delays and take longer to complete because of supply chain issues. In a February survey of CFIB members, 86%<sup>2</sup> of members in the construction sector said that supply chain issues are currently causing an impact to their business, with 44%<sup>3</sup> of these members saying that supply chain issues have caused their production to slow or halt all together. This means New Brunswick's small businesses may face disruptions for longer, increasing the chances of lost revenue.

As our Province begins to remove public health restrictions, many businesses are hoping to return to pre pandemic levels of foot traffic this spring and summer to help chip away at their current debt load, however, this time of year is also the peak of construction season. Before COVID, 65% of businesses said that local construction projects affected customers being able to access their business<sup>4</sup>, which would ultimately have an impact on their bottom line. Now in 2022, with the realities of COVID and the supply chain, construction season could lead to some New Brunswick's Small Businesses' putting their financial recovery on hold.

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<sup>1</sup> *Paving a Smoother Road*, CFIB 2017

<sup>2</sup> *Your Voice – February 2022 survey*, results from February 9-25, 2022, n = 4,001. For comparison purposes, a probability sample with the same number of respondents would have a margin of error of +/-1.5 %, 19 times out of 20.

<sup>3</sup> *Ibid.*

<sup>4</sup> *Paving a Smoother Road*, CFIB 2017

Government plays a key role in mitigating the financial impact that construction projects have on local small and medium sized business, however almost 7 in 10 business owners say they are dissatisfied with government's work on this issue. Each year business owners are looking to government for clear and coherent policy and CFIB calls on the Municipal Government to take action this construction season and commit to introducing much needed construction mitigation policy.

A proven policy that has been used in Canada and in jurisdictions around the world is a compensation fund for businesses most impacted by local construction. CFIB recommends a streamlined and targeted funding program that could provide timely support and provide peace of mind for local small businesses as we enter constructions season.

CFIB recommends the following key elements for any construction mitigation policy:

- **A compensation program** for cases where construction has a moderate to major impact, for an extended period, on the operations of local businesses. The program should be free of red tape, timely and be financed by factoring in its costs in the budget of each construction project.
- **Clear communication and outreach.** Create a transparent 5-year capital investment plan and relevant pre-construction consultation with all impacted businesses.
- Projects should take a **“dig once” approach** to avoid repeated digging or interventions on the same site.
- Introduce a **bonus/penalty incentive system** for early/late completion of infrastructure projects.
- **Appoint a business liaison officer** to promote clear, transparent, and timely communication and be the point person for businesses to contact as issues arise. Face-to face communication methods should always be a requirement of major projects.

We hope our member's views and our consequent recommendations will provide your government with the necessary insights. We look forward to your government's response. If you have any questions or would like to meet to discuss this issue further, please feel free to contact us by phone at 506-961-5706 or email: [louis-philippe.gauthier@cfib.ca](mailto:louis-philippe.gauthier@cfib.ca).

Sincerely,



**Louis-Philippe Gauthier**  
Senior Director, Legislative Affairs, Atlantic

# PAVING A SMOOTHER ROAD

HELPING SMALL BUSINESSES  
SURVIVE INFRASTRUCTURE WORK

MAY 2018



**CANADIAN FEDERATION  
OF INDEPENDENT BUSINESS**

*In business for your business.™*

**RESEARCH**  
MAY 2018

**CFIB**  
CANADIAN FEDERATION  
OF INDEPENDENT BUSINESS  
*In business for your business*

# Paving a Smoother Road

## Helping small businesses survive infrastructure work

*Simon Gaudreault, Director, Economic Affairs*  
*Vaughn Hammond, Director, Provincial Affairs*  
*Kate Allen, Policy Analyst*  
*Genise Grant, Research Project Coordinator*

Since 2012, 41 per cent of Canadian small businesses have been disrupted by local construction projects, with 5 per cent in a major way. This is equivalent to 65,000 businesses that often had to borrow, relocate or close down altogether due to the major negative impact construction projects had on their operations. Huge economic costs of construction are being unfairly offloaded on small businesses. Moreover, only three out of ten disrupted business owners are satisfied with the support they received from their government.

Canadian municipalities, which are in charge of a large part of all public infrastructure projects, should do a better job at mitigating the negative impact on small businesses. The first step is to immediately start compensating businesses that are worst hit by construction. Disruption can also be minimized through better planning, communication and execution of projects. In fact, small business owners overwhelmingly support the adoption of a coherent construction mitigation policy by their municipality. By better executing construction projects, this policy would be in the interests of local businesses, municipalities and citizens alike.

Canadian governments plan to spend more on infrastructure in the foreseeable future, adding to the urgency for municipalities to apply best practices to solve the issues local businesses have with construction. This CFIB report identifies much needed practical solutions, based on results from a survey of thousands of Canadian small business owners and exclusive feedback received from several North American cities.





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## Methodology

Between July 6 and 26, 2017, CFIB surveyed its members on the impact of construction on their business operations. It received answers from 5,573 small businesses from across the country. The results are accurate to  $\pm 1.3$  percentage points, 19 times out of 20.

CFIB also conducted a jurisdictional scan of municipalities across Canada and the world to determine best practices related to construction mitigation. Further, phone interviews were held with municipal employees in seventeen Canadian and American cities<sup>10</sup> to learn specifically about the efforts being put forth to mitigate any negative effects of infrastructure projects in their communities.

The next sections outline our survey feedback, best practices and recommendations to help minimize the costs of public infrastructure projects for local business.

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## Big impact, big costs

### One in five businesses will be majorly disrupted

CFIB asked its members if they had been disrupted by local construction projects during the last five years<sup>11</sup>. A total of 41 per cent said yes, with 5 per cent indicating that the hit was major<sup>12</sup>. There are about 1.3 million private employers in Canada<sup>13</sup>, so it is likely that close to 65,000 businesses (i.e. 5%) have been affected by construction in a major way in the past five years.

A conservative estimate<sup>14</sup> by CFIB derived from this number and likely infrastructure lifespan shows that in the longer run, up to one in five Canadian small businesses will have to cope with major impacts of construction projects in the course of running their operations.

### High costs and lasting consequences

The collateral costs of construction for local businesses can be very high. In a previous CFIB report<sup>15</sup>, 74 per cent of businesses located along the construction corridor of the Canada Line in Vancouver and Richmond reported a decrease in sales. CFIB estimated that the total sales loss for the average business was \$111,928.

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<sup>10</sup> Interviews were held with officials at the following municipalities: Sackville, New Brunswick; Aspen, Colorado; Victoria, British Columbia; Kingston, Ontario; Vancouver, British Columbia; Vail, Colorado; Toronto, Ontario; Peterborough, Ontario; London, Ontario; Regina, Saskatchewan; Seattle, Washington; Calgary, Alberta; Halifax, Nova Scotia; Bridgewater, Nova Scotia; Ottawa, Ontario; St. John's, Newfoundland and Labrador; and Winnipeg, Manitoba.

<sup>11</sup> Source: CFIB, *national survey on municipal issues*, Web, July 6-26, 2017, 5,573 responses,  $\pm 1.3\%$ , 19/20.

<sup>12</sup> Exact question: "Overall, to what extent was your business affected by construction during the last five years? (Select one answer only). Answer choices: "Minor impact", "Moderate impact", "Major impact".

<sup>13</sup> CANSIM (2018), Table 552-0006, *Canadian business counts, June 2017*, [goo.gl/KUcL5n](http://goo.gl/KUcL5n) (accessed 2018-04-10).

<sup>14</sup> According to the Federation of Canadian Municipalities [CANADIAN INFRASTRUCTURE REPORT CARD (2012), [goo.gl/8D5tqK](http://goo.gl/8D5tqK) (accessed 2018-04-10)], any road is likely to be under construction every couple of decades or so. Therefore, if 5% of businesses take a major hit from road work each 5 years, 20% are likely to be impacted in the same way over the average 20-year lifespan of a road.

<sup>15</sup> JONES and TILLEY (2007), *op. cit.*, p.2.

In the CFIB survey, a number of small business owners also gave insight regarding how construction impacted (and still impacts) their bottom line:

*“They said we would be torn up for 4 months. That was nearly 3 years ago. The road is still closed at either end of town and traffic has left. There is not enough business to pay anything at this point. BUT they expect their taxes in full.”*  
**—Hospitality Business Owner, Waterloo, ON**

*“Blocked streets, detours discouraging our clients, additional HR and maintenance costs to deal with the dust, parking prohibited at peak times (many complaints sent, but no follow-up or action taken). We have been experiencing this situation for more than three years now and our daytime sales have dropped by 50%.”*  
**—Manufacturing Business Owner, Montreal, QC**

As shown in Figure 1, construction affects businesses in various ways. Not surprisingly, almost two thirds reported traffic, dust, debris or noise (64%) or customer parking/access issues (63%). More importantly, close to half (46%) of all businesses disrupted by construction (i.e. minor, moderate or major impact) lost sales. The impact, however, goes far beyond that. Disrupted business owners also expressed having to cope with personal stress (23%) or drawing from business or personal savings (21%), 14 per cent incurred extra expenses and 7 per cent even considered closing or relocating as a direct result of construction projects.

FIGURE 1:

**How were you and/or your business affected during the last five years?**



Source: CFIB, national survey on municipal issues, Web, July 6 - July 26, 2017, 2,135 responses, ±2.1%, 19/20.

Note: respondents were allowed to select as many answers as apply.

The numbers in Figure 1 confirm that construction is a very acute problem for a significant number of local businesses in Canada, sometimes even threatening their very survival. They are unfortunately much in line with many Canadian construction horror stories.

## Municipal action on construction mitigation

### Room for improvement

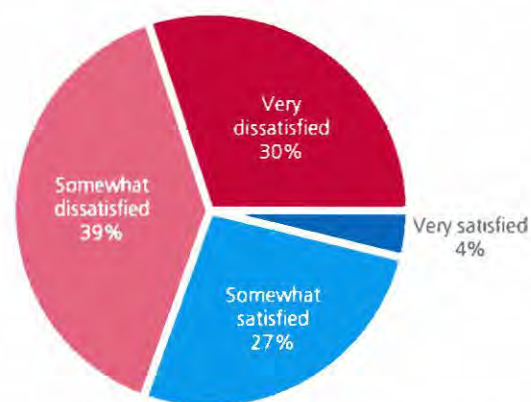
When asked about the impact of construction on small businesses in general or on their business in particular, CFIB members have extensive experience – and valuable business insights – to share. In fact, in the hundreds of comments that CFIB received, many entrepreneurs who have been in business for a long time actually witnessed and survived through more than one construction project. The following comment sums up common issues related to poor planning and project management:

*"Our foot traffic is down 35% compared to 5 years ago. We were promised that the Nova Centre would be completed 2 years ago, and it still isn't completed and has no tenants. Promises to create parking signage, [temporary fencing], positive marketing, etc. never occurred."* —Retail Business Owner, Halifax, NS

Only about three out of ten business owners are satisfied with how the government dealt with the negative impacts of construction on their business (Figure 2). Clearly, there is a lot of room for improvement on this front.

FIGURE 2:

**Overall, how satisfied were you with how the government dealt with the negative impacts on your business?**



Source: CFIB, national survey on municipal issues, Web, July 6-26, 2017, 2,130 responses, ±2.1%, 19/20.

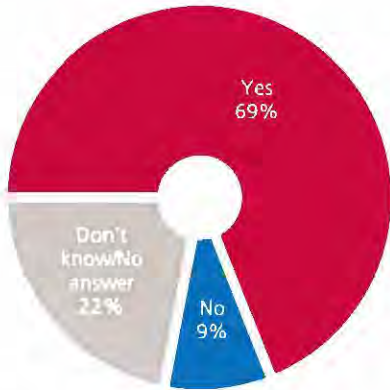
### Wanted: a coherent construction mitigation policy

There is overwhelming support among small business owners for the adoption by their local government of a coherent construction mitigation policy, including compensation for business losses that are moderate or major (Figure 3). Better consultation, planning and engagement with business throughout the process would also minimize the impacts of construction projects and

would be welcomed by local entrepreneurs.

FIGURE 3:

**Should your local government adopt a coherent construction mitigation policy, including compensation for business losses that are moderate or major, to help ease the burden of local construction projects on small business?**



Source: CFIB, national survey on municipal issues, Web, July 6-26, 2017, 2,143 responses, ±2.1%, 19/20.

### Recommendation

**Canadian municipalities should adopt a coherent construction mitigation policy, including compensation for business losses that are moderate or major, to help ease the burden of local construction projects on small business.**

## Compensation

### Needed now

With no insurance programs for business interruption due to construction work<sup>14</sup>, limited resources and no proper notice or compensation from their municipality, business owners have their backs against the construction fence. Although overall, as many as 41 per cent of businesses are disrupted by construction, municipal mitigation efforts should be immediately aimed at the 5 per cent that will be impacted in a major way over the next five years. This number, equivalent to one in five Canadian businesses in the longer run, is significant. It translates into countless local jobs, thousands of neighbourhood businesses and the “spirit” of many commercial streets that are at risk of being lost in the rubble.

<sup>14</sup> According to the Insurance Bureau of Canada in an email exchange with CFIB on August 28<sup>th</sup>, 2017.



(daily amount, tax break or other) and be financed by factoring in its costs in the budget of each project.

## Other elements to include in a construction mitigation policy

In addition to compensation, any comprehensive municipal construction mitigation policy should offer solutions for the common issues faced by local businesses during construction

projects. Among the issues that small business owners shared, three themes emerged as key areas for improvement. CFIB also researched best practices from North American cities on those issues and put together a short list of recommendations that can serve as the foundation of a municipal construction mitigation policy.

### Better planning

*“One of the biggest challenges we see is the reworking of areas that already had been worked on. It is like a make-work project. There doesn't seem to be a head position that can overlook and be intelligent about how each one of the construction projects impacts another.”* —Personal Services Business Owner, High River, AB

*“I have been 16 years in business and have had 4 to 5 years of disruption due to road construction.”* —Transportation Business Owner, Saskatoon, SK

One of the comments most often heard from CFIB members is how poorly planned projects unnecessarily amplify the impact of construction. For example, repeated digging or interventions on the same site are frequent. The timing of projects is also a common issue, with road work often happening during business hours or business' high season.

To fix this issue, CFIB recommends adopting a multi-year planning approach, where construction projects are communicated well in advance to local businesses, so they can better prepare. Businesses should also be consulted in order to minimize the impact on sales. For example, the city of Regina is trying to phase all construction projects, where possible, to minimize disruptions and the city of Vail in Colorado restricts construction in the right-of-way during busy months and holidays.

### Key Elements of the Mitigation Policy

- 2. No surprise rule:** Track infrastructure's condition and let local businesses know of construction well in advance. Cities should have a state of the infrastructure report, a 5-year capital investment plan and conduct relevant pre-construction consultation with all impacted businesses.
- 3. Comprehensive planning:** Use the “dig once” principle and the phasing/timing of projects

### Better contracting

*"They should have [...] had a penalty to the company for not completing on time and share that money with the businesses affected."* —Management Business Owner, Winnipeg, MB

Getting the contracting process right can significantly help mitigate the negative impact of construction on businesses. Typical best practices in contracting include provisions for communications (as is the case in Kingston), signage, parking, etc. and bonuses or liquidated damages (London, Montreal) to speed up projects and deter contractors from working past the agreed completion date.

### Key Element of the Mitigation Policy

4. Improve the contracting process with integrated mitigation provisions and a bonus/penalty system, especially for early/late completion of the project.

### Better communication

*"When they told us they were fixing the road, they assured us that road would not be closed. And they closed the road."* —Personal Services Business Owner, Nanton, AB

*"They [...] decided to shut down our street/limit access during peak sales periods over Christmas. I feel that we as business owners had no ability to express our concerns."* —Hospitality Business Owner, Halifax, NS

Providing business owners with a specific person to contact as issues arise is essential. Face-to-face communication methods should always be a requirement of major public construction projects. Cities that are proactive with their communications, like Kingston, Bridgewater and Aspen (Colorado), employ or require liaison personnel directly on the construction site. By informing and consulting, before and during a project, these point persons encourage a respectful relationship between business owners and the contractors/developers.

### Key Element of the Mitigation Policy

5. Designate a business liaison officer with managerial authority for each project.

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## Conclusion

There is overwhelming support among small business owners for the adoption by local governments of a coherent construction mitigation policy, including compensation for business losses. A large portion of the costs of construction can be avoided with better planning, execution and by giving more consideration to the reality of local businesses. By improving how construction projects are handled, this policy would be in the interest of local businesses, municipalities and citizens alike.

Construction is a very real issue for thousands of local businesses in Canada. Municipal leadership is needed to give them the support they deserve and to pave a smoother road during current and future public infrastructure projects.

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## Recommendation

**Canadian municipalities should adopt a coherent construction mitigation policy to help ease the burden of local construction projects on small businesses.**

**The policy should include five key elements:**

1. A **compensation program** for cases where construction has a moderate to major impact, for an extended period, on the operations of local businesses. It should be easy to understand and access, involve significant and timely monetary compensation (daily amount, tax break or other) and be financed by factoring in its costs in the budget of each project;
2. A **no surprise rule** mandating the municipality to track its infrastructure's condition and let local businesses know of construction well in advance. A good way for cities to do that is to have a state of the infrastructure report, a 5-year capital investment plan and relevant pre-construction consultation with all impacted businesses;
3. A **comprehensive planning approach** involving the "dig once" principle and the phasing/timing of projects;
4. An **improved contracting process** with integrated mitigation provisions and a bonus/penalty system, especially for early/late completion of the project;
5. A **business liaison officer** with managerial authority designated for each project.



**NB Organ and Tissue Program/  
Programme d'organes et de tissus du N.-B.**  
Horizon Health Network / Réseau de santé Horizon  
135 av. MacBeath Ave  
Moncton, NB E1C 6Z8  
Tel / Tél. : (506) 632-5525  
Fax / Télé : (506) 653-5573  
[www.HorizonNB.ca/Organ-Tissue](http://www.HorizonNB.ca/Organ-Tissue)



NB Organ and Tissue Program  
Le Programme d'organes et de tissus du N.-B.  
ORGAN • TISSU • ORGAN • TISSUS • ORGAN • TISSU



Dear Mayor,

On behalf of Horizon Health Network's New Brunswick Organ and Tissue Program, I am writing to invite you to join hundreds of community partners, volunteers, donors, and recipients in raising awareness for organ and tissue donation on **Green Shirt Day**, on **Thursday, April 7**, and during **National Organ and Tissue Donation Awareness Week** (NOTDAW) from **April 24-30**.

We are working together with Canada's organ and tissue donation & transplantation community during the month of April to inspire New Brunswickers and all Canadians to register their intent to donate and talk to those closest to them about their decision to donate. Green ribbons, shirts or green-lit landmarks will pop up across Canada on April 7 for **Green Shirt Day** as well as during **NOTDAW**. These events acknowledge and honour the donors and donor families who gave the gift of life. They also acknowledge the thousands of patients in need of a transplant and those who have died waiting.

We are asking for your participation  
on **April 7** for **Green Shirt Day** and during  
**National Organ and Tissue Donation Awareness Week, April 24-30**

- Wear **green** on Thursday **April 7** in honor of the Logan Boulet Effect and in support of organ donor awareness and registration across Canada. Logan's decision to become a registered organ donor just prior to his tragic passing in the Humboldt Broncos bus crash in April 2018 inspired over 100,000 Canadians to become registered organ donors. Visit [greenshirtday.ca](http://greenshirtday.ca) (or <https://www.canadiantransplant.com/green-shirt-day>) to learn more.
- Light up your buildings and landmarks **green** on **April 7** or during NOTDAW (**April 24-30**) and inspire your community.
- Join the online conversation, demonstrate your support and encourage others to register their decision to donate with the Social Media Toolkit developed by Canadian Blood Services (available at: <https://www.blood.ca/en/organs-tissues>) to help spread awareness about organ and tissue donation in communities across Canada, or visit [www.blood.ca/en/organs-tissues](http://www.blood.ca/en/organs-tissues) to learn more about organ and tissue donation.



NB Organ and Tissue Program  
Le Programme d'organes et de tissus du N.-B.  
ORGAN • TISSU • OULIAY • EPICARDIS • ISSUS • COEURS

Included in this package are more resources to help you and your municipality/city show your support for organ and tissue donation. We have included supporting messages, as well as green ribbon pins for you to wear in recognition of the extraordinary generosity of organ and tissue donors and donor families as well as to acknowledge patients in need of a transplant.

Thank you in advance for your support. Sincerely,

A handwritten signature in black ink that reads "Nadya Savoie".

Nadya Savoie  
Administrative Director/Directrice Administrative  
NB Organ and Tissue Program/Programme d'organes et de tissus du N.-B.  
Horizon Health Network/Réseau de santé Horizon



2022 April 10 Open Session FINAL\_051

**Luanne Patterson**  
Senior System Manager  
Environmental Assessment

Directrice de l'analyse des systèmes  
Évaluation environnementale

Box 8100  
Montreal, Quebec Canada  
H3C 3N4

Boite 8100  
Montréal, Québec/Canada  
H3C 3N4

April 1, 2022

**RE: CN RIGHT-OF-WAY VEGETATION CONTROL**

Dear Mayor,

CN remains committed to running its railway safely and efficiently and building a level of trust and collaboration with the communities where we do business.

To that end, we are reaching out to advise you of our vegetation control activities in your area between April and October 2022. A regularly updated schedule is available at [www.cn.ca/vegetation](http://www.cn.ca/vegetation)

If not managed properly, trees, brush or other vegetation can severely compromise rail and public safety. Vegetation can impede the view motorists have of oncoming trains and increase the risk of crossing accidents. Moreover, unwanted vegetation can damage the integrity of the railbed, interfere with signals and switches, contribute to track side fires, compromise employee and citizens safety, reduce visibility for train crews at road crossings/train control signals and track side warning devices, to name a few of the potential risks.

Our annual vegetation control program is designed to mitigate these risks by managing brush, weeds and other undesirable vegetation. CN's vegetation control program is critical to ensure safe operations and contributes to the overall safety of the communities in which we operate.

**Control measures**

CN manages vegetation using both chemical and mechanical methods. We are sensitive to concerns your community may have regarding chemical vegetation control and I would like to assure you that at CN, we strive to safeguard our neighbouring communities and the environment.

The track infrastructure is composed of two main sections, the ballast section typically ranging from 16-24 feet (which is primarily gravel and supports the track structure) and the right of way portion (which is the area outside of the ballast section to the CN property boundary).

The 16-24 foot ballast section and the areas around signals and communications equipment that are critical for safe railway operations will be managed using chemical methods. Application in these safety critical areas is done by spray trucks or spray trains with downcast nozzles that spray a short distance above the ground surface with shrouded booms, specially designed to limit the chemicals from drifting. The right-of-way section is maintained using mechanical control methods such as mowing or brush cutting and may be chemically treated to control noxious or invasive weeds or brush.



CN will use chemical control techniques on the ballast section and specific locations of the right of way throughout the network for safety reasons. Furthermore, when chemicals are applied via spray train or truck, as outlined in the photo below, additives called surfactants are included to make the chemical work better.



CN has retained professional contractors qualified to undertake this work. They are required to comply with all laws and regulations applicable to CN. In addition, the contractors will ensure that vegetation control is performed with consideration of the environment and in accordance with the highest industry standards.

### **Inquiries**

Should your community have any noxious weed removal requests, we ask that you contact CN's Public Inquiry Line at [contact@cn.ca](mailto:contact@cn.ca) or fill out the form at [www.cn.ca/vegetation](http://www.cn.ca/vegetation) before June 1, 2022 with the specific information and location. CN will make every effort to include those locations as part of our 2022 Vegetation Management Program. All notices sent after the above-mentioned date will be included in the 2023 Vegetation Management Plan.

We look forward to working with you and answering any questions you may have regarding our vegetation control activities in your community.

Please find attached the notices CN is publishing in local papers to advise the public. We would kindly ask that you post copies on your community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1888-888-5909, or by email at [contact@cn.ca](mailto:contact@cn.ca).

Please also find attached a list of FAQs regarding the program that may be of further assistance. Best regards,

A handwritten signature in blue ink, appearing to read 'Luanne Patterson', with a long horizontal flourish extending to the right.

Luanne Patterson  
Senior System Manager, Environmental Assessment

## Annual Vegetation Management Program Frequently Asked Questions (FAQs)

### ***Where can I get more information about CN's Vegetation Management Program?***

For more details please visit our website at [www.cn.ca/vegetation](http://www.cn.ca/vegetation)

### ***Why does CN need to remove vegetation along its train tracks annually?***

At CN, safety is a core value. Part of maintaining and operating a safe railway is ensuring vegetation is managed along our corridors. CN also has an obligation, pursuant to the *Rules Respecting Track Safety*, adopted under the *Railway Safety Act*, to ensure that vegetation on or immediately adjacent to the railway roadbed is controlled. More specifically, the Rules require federal railways to ensure the track is free of vegetation that could create fire hazards, affect the track integrity or obstruct visibility of operations and inspections. Separate regulations also require removal of vegetation to ensure every grade crossing meets sightline requirements.

### ***Where does CN remove vegetation?***

For the purposes of vegetation control, CN divides its rail lines into two components: the ballast section and the right-of-way. The ballast section (graveled area) covers a 16 to 24ft width (4.9 to 7.3m). The right-of-way section covers a 42ft width (13m) on each side of the ballast section.



Vegetation in the right-of-way section needs to be controlled to protect sight lines for train crews to see signal systems and at road crossings, prevent trees from fouling the track during storms, reduce fuel loading to prevent fires, minimize wildlife mortality, ensure good drainage along ditches and culverts, amongst other safety requirements and is primarily controlled mechanically, by mowing and cutting of vegetation. Certain herbicide products are used (excluding glyphosate) to encourage grass rather than shrubs and trees.

The ballast section, on the other hand, is the most critical area as it supports the track infrastructure that supports the movement of freight and passengers and provides an area for train crew to safely inspect their train. Given the crucial role it plays in ensuring the safety and integrity of rail operations, this section must be clear of all vegetation. The only proven way to effectively completely remove vegetation in the ballast section is through chemical application.



***How will you manage dry plants that remain once the spraying is completed?***

Ensuring vegetation is controlled on an annual basis is the best method to reduce larger volumes of dead and dry plants. This is because it eradicates vegetation before it grows, reducing the amount of dead plant material. CN's program has been developed specifically with this in mind. Most vegetation, once dead, will naturally decay leaving little debris. As for the right-of-way, the herbicides used are selective and the grass cover will remain intact while shrubs or noxious weeds will be controlled.



**What herbicides will CN be using?**

The choice of chemicals used depends on the specific plants targeted. All pesticides used in Canada are approved for use in Canada and the province in which they are applied. The chemicals for 2022 may include:

Pesticide Product Brand Name	Active Ingredients	PCP Registration Number
VP480 (Dow)	Glyphosate (480g/L)	28840 31333 32773 30203 30922 31470 31760 27736
Esplanade (Bayer)	Indaziflam (200 g/L)	
	Saflufenacil (29.74%)	
Detail (BASF)	imazapyr isopropylamine (26.7%)	
Arsenal Powerline (BASF)	Metsulfuron-methyl (12.6%)	
Navius (Bayer)	Aminocyclopyrachlor (39.5%)	
Gateway (Corteva)	Paraffinic Oil (586 g/L)	
Hasten NT (Norac)	Alkoxyated alcohol non-ionic	
VisionMax (Bayer)	surfactants (242 g/L)	
	Methyl and ethyl oleate (esterified vegetable oil) 75.20%	
	Glyphosate (540 grams acid equivalent per litre)	

**Will you be using Glyphosate. If so, is it dangerous for us or my pets?**

All pesticides CN uses in Canada are registered by Health Canada's Pest Management Regulatory Agency (PMRA) and have been approved for use in the province in which they are applied. Protection of human health and the environment is Health Canada's primary objective in the regulation of pesticides and all pesticides must undergo rigorous science-based assessments before being approved for sale in Canada. The PMRA also re-evaluates registered pesticides on a cyclical basis to ensure they continue to meet modern health and environmental standards. The PMRA re-evaluated glyphosate in 2017 and reconfirmed that products containing glyphosate do not present risks to human health or the environment when used in accordance with revised label directions. CN's vegetation control contractor uses glyphosate in accordance with label directions.





***Has CN tried any non-chemical weed control options in the past, such as weed whacking? Have they worked?***

CN has used weed cutting in the past to control vegetation, but this does not remove the roots, and actually encourages more growth. It is not an effective long-term solution for vegetation removal along railway tracks. The application of steam injection has also been investigated; however it has proven ineffective in killing the roots, which, if left to continue growing, could compromise the integrity of the rail bed, causing unsafe operating conditions.

CN has also explored other options, such as high concentrate vinegar (acetic acid), however this was deemed not to be a viable option as the acid reacts negatively with steel and the sensitive electronic monitoring equipment used to regulate safe movement and operation of our trains.

***I am an organic farmer adjacent to your tracks, should I be worried?***

Most of the vegetation control focuses on the ballast section (graveled area) which is 16 – 24 feet (4.9 to 7.3 meters) wide, leaving about 42 feet (13 meters) of right-of-way on each side of the ballast. The equipment used for application is a shrouded boom which focuses the spray downward to reduce potential drift. Application must also be done during appropriate weather conditions, including low wind levels.

***Many properties back onto the railway. Are Detail, Overdrive, Esplanade, VP480, VisionMax, Arsenal Powerline, Navius, and Gateway safe to use in close proximity to people and pets?***

All pesticides used in Canada must be registered by Health Canada's Pest Management Regulatory Agency (PMRA), which has one of the toughest regulatory requirements in the world for approving products for safe use. CN only uses pesticides that have been approved for use in Canada and the province in which they are applied. When used according to label directions, PMRA has evaluated them to be safe.

***Can I request my area not be sprayed?***

At CN, safety is a core value. CN is governed by the Railway Safety Act and must comply with the laws and regulations. Vegetation control is a key component of keeping our employees and the communities in which we operate safe. Ensuring vegetation is kept clear of our infrastructure, signals, road crossing sight lines and enabling our teams to



inspect and maintain the track is critically important. As a result, all areas of the CN ballast section will be treated to control vegetation.

**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** March 17, 2022 8:25 AM  
**To:** Liz Hazlett  
**Subject:** FW: Congratulations!

---

**From:** O'Hara, Libby <[eo\\_hara@quispamsis.ca](mailto:eo_hara@quispamsis.ca)>  
**Sent:** Wednesday, March 16, 2022 4:18:09 PM  
**To:** Nancy Grant <[nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)>  
**Subject:** Congratulations!

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

Hello Mayor Grant and Council,  
Congratulations on today's announcement of 3 level Government funding for the Wells' Community Centre. What a wonderful addition to your community. I'm certain it will be welcomed and well used by all. A sound investment. Growing healthy communities together.  
Kind Regards,  
Libby  
Mayor of Quispamsis  
Libby O'Hara



March 29, 2022

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



Kirstin Duffley, AFC Coordinator  
[kirstinduffley@rothesay.ca](mailto:kirstinduffley@rothesay.ca)

John Jarvie, Town Manager  
[johnjarvie@rothesay.ca](mailto:johnjarvie@rothesay.ca)

Dear Age-Friendly Community Advisory Committee

I am very pleased to inform you that your application to retain your status as an Age-Friendly Community has been approved.

Your community's on-going commitment to fully implement your action plan, monitor the age-friendly initiatives and continue to assess the needs of your senior residents to ensure they feel safe, valued and engaged in their community has been demonstrated. I commend you and your team for this work.

The enclosed Certificate of Recognition is presented to you and your leadership team for the dedication demonstrated in your efforts to continue the age-friendly journey.

It is important that, every three years going forward, you submit evidence that you are maintaining your age-friendly status.

Congratulations and all the best in the future.

Sincerely,

A handwritten signature in blue ink that reads "Phyllis Mockler-Caissie".

Phyllis Mockler-Caissie  
AFC Recognition Program Manager  
Department of Social Development





# *Certificate of Recognition*

Presented to  
Town of

**Rothesay**

for the ongoing commitment to maintain your  
Age-Friendly Community status

Congratulations on your success

A handwritten signature in black ink, appearing to read 'Bruce Fitch', is written over a horizontal line.

Minister  
Department of Social Development



April 1, 2022

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

Mr. MacDonald:

Please find attached ministerial approval number 22-0018 confirming the decision of the Municipal Capital Borrowing Board regarding your recent application.

The ministerial approval can be used to obtain interim financing pursuant to section 4(2) of the *Municipal Capital Borrowing Act*. When your project is completed and the total cost to the municipality is known, long-term financing can be arranged with the New Brunswick Municipal Finance Corporation. The Corporation will advise you when an issue is to be marketed.

If, for any reason, you will not be using this authorization to borrow or if you have any questions, please do not hesitate to contact Lise Plourde-Fanjoy at (506) 444-5251.

Sincerely,

(Original signed by)  
Grace Lee Cutler, CPA, CGA  
Secretary  
Municipal Capital Borrowing Board

Enclosure

C. Lise Plourde-Fanjoy, Environment and Local Government



March 14, 2022

22-0018

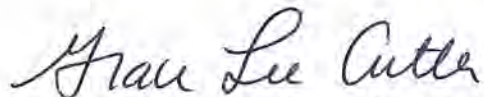
Under subsection 4(3) of the *Municipal Capital Borrowing Act*, the Minister of Local Government and Local Governance Reform approves an authorization granted by the Municipal Capital Borrowing Board on March 14, 2022 for the local government of "Rothesay":

- (a) to obtain for capital expenses, by way of a loan or by the issue and sale of debentures to the New Brunswick Municipal Finance Corporation amounts not exceeding:
  - (i) \$25,000 for Protective Services for a term not to exceed five years;
  - (ii) \$1,225,000 for Protective Services for a term not to exceed twenty years; and
- (b) to borrow, for temporary purposes pending the issue and sale of debentures referred to in paragraph (a), the funds referred to in paragraph (a), from a chartered bank, trust company, credit union or the New Brunswick Municipal Finance Corporation at an interest rate not exceeding the chartered bank's prime rate, which borrowing may be evidenced by securities having a term to maturity of less than one year.



Daniel Allain  
Minister of Local Government and Local  
Governance Reform

This is to certify that the foregoing is a true copy of a Resolution of the Municipal Capital Borrowing Board of the Province of New Brunswick, made on the 14<sup>th</sup> day of March 2022.



Grace Lee Cutler, CPA, CGA, Secretary  
Municipal Capital Borrowing Board

**Liz Hazlett**

---

**From:** Mary Jane Banks  
**Sent:** April 4, 2022 12:27 PM  
**To:** Candy Keillor  
**Cc:** Nancy Grant  
**Subject:** RE: Invitation to Proclaim June 19th, 2022 The Longest Day of SMILES®

Good afternoon, Ms. Keillor and thank you for your email.

Rothsay, by practice, does not normally read proclamations or declare or recognize the many and varied days requested by multiple organizations. However, your correspondence will be included in the Council agenda package for Monday, April 14, 2022, which will be posted to the Town website and does usually generate media awareness. There will also be a staff recommendation to Council to promote the Longest Day of SMILES on the Town's social media channels in June.

We will be in contact with you following the Council meeting next week.

Thanks again for your email and I applaud your advocacy campaign and efforts to bring awareness to this condition.

*MaryJane*

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

[MaryJaneBanks@rothesay.ca](mailto: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:** Candy Keillor <Candy.Keillor@operationsmile.org>  
**Sent:** April 3, 2022 2:23 PM  
**To:** Rothsay Info <rothesay@rothesay.ca>  
**Subject:** Invitation to Proclaim June 19th, 2022 The Longest Day of SMILES®

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

Dear Mayor Nancy Grant,

In these unprecedented times, Operation Smile Canada recognizes the importance of engaging community members in ways that enable them to use their passion and creativity to encourage positive change.

Which is why we are inviting you as the Mayor of Rothsay to proclaim June 19<sup>th</sup>, 2022 as the Longest Day of SMILES® in your community.



The Longest Day of SMILES® encourages community ambassadors to raise awareness and funds to help a child born with a cleft condition smile and change their life with free, safe, cleft surgery and comprehensive care. From sun-up to sun-down, from coast to coast to coast, Canadians are dedicating June 19th, 2022, and the time leading up to it, to helping children SMILE.

Operation Smile Canada is a volunteer-delivered global medical charity that exists to ensure everyone has access to safe, effective surgery that they need wherever they live in the world. Surgery that will change a child's life forever... help families, communities, countries, regions and yes, the world.

By proclaiming June 19<sup>th</sup>, 2022, as the Longest Day of SMILES® in Rothesay and challenging other mayors to do the same, you can provide waiting children with exceptional cleft care and a hopeful future with a new smile.

Our Community Engagement & Fundraising team is happy to support you and your community should you choose to participate with us.

To confirm your participation or to request more info, please email Candy Keillor, Community Engagement Specialist [candy.keillor@operationsmile.org](mailto:candy.keillor@operationsmile.org)

To learn more about the transformational impact of Operation Smile Canada, visit: [operationsmile.ca](http://operationsmile.ca)

We look forward to collaborating with you and your team to make this the best Longest Day of SMILES® yet! Together we can make a difference one smile at a time!



Keep Smiling,

**Candy Keillor (she/her)**  
**Community Engagement Specialist**



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

**Regular Monthly Meeting  
January 24, 2022**

---

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, January 24, 2022, at 10 Crane Mountain Rd., Saint John NB via zoom.

**1. Call to Order**

The Board Chairperson, Brittany Merrifield, called the meeting to order at 10:00 a.m.

**2. Record of Attendance**

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

**Absent**

Nancy Grant, Mayor, Rothesay (joined at 10:04am)

**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 January 24, 2022 Agenda as presented.

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

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the December 20, 2021 minutes as presented.

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

**6. Planning – Building Inspection – October, November & December, 2021**

Nick Cameron, Assistant Development Officer, FRSC, presented the 2021 Reports for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas for October, November and December, 2021. The year-to-date total estimated cost of construction at the end of December, 2021 was \$13,801,240 compared to 2020 which was \$15,821,360.

Mr. Cameron explained that a review of the PRAC By-Laws and Operating Procedures was conducted in the December PRAC meeting and there are recommended changes that will require board approval. These changes pertain to PRAC meeting times and are not considered to be of an urgent nature. They will be brought to the board once a new time has been established.

Mr. Cameron also announced that the new building inspector, Marc Goguen started in December. Currently, Senior Building Inspector, Brian Shannon, is still working and has been helping Mr. Goguen with the transition.

It was asked how the new white paper will affect planning and building inspection services. Mr. Cameron explained that there are a lot of unknowns at this time. There will be some changes to areas that are covered in our region, specifically the Hampton and Musquash areas.

It was asked how these changes will affect Envision Saint John, more specifically, will there be a duplication in services? There were also concerns that the white paper would undo the work that has been done so far with the Envision Saint John team. It was explained that there are no plans for duplication. The authority will line with the Regional Service Commissions with Envision Saint John being a partner. This will be put in place by the new transition leader, Wayne Tallon. Chairperson Merrifield explained that she and Executive Director MacLeod would be meeting with Mr. Tallon on Wednesday and board members were invited to send any questions they would like answered to her via email and she will address them with Mr. Tallon. The Chair reminded the Board to keep the questions within the scope of the subject matter.

It was asked whether or not there was an update on the St. Martins appeal. Executive Director MacLeod explained that information could not be discussed in an open session.

Additionally, members wanted to know if there was still work being done on the Musquash and St. Martins plans. Mr. Cameron explained that there is work being done with the Provincial Community Planning Branch and the LSD advisory committees to see how they want to move forward. It was further explained that if we want a new plan in place, it would have to occur quickly. Alternatively, we can do housekeeping amendments to address urgent issues.

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

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

**7. Finance – Compactor – MCBB Application**

Executive Director MacLeod explained that at the November 2021 monthly meeting, the Commission approved a motion for the distribution of the intent to borrow \$1,300,000 for a new landfill compactor, as approved in the 2022 Capital Budget. To date, there have been no inquiries outside of meetings.

**Motion:** Be it resolved that the Fundy Regional Service Commission submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following purposes, amounts and terms:

Purpose: Environmental Health Services – General  
Solid Waste Services – Landfill compactor  
Amount: \$1,300,000  
Term: \$1,300,000 for a term not to exceed 5 years

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

Chairperson Merrifield called for a motion to adjourn.

**Motion:** To adjourn the meeting at 10:23 a.m.

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

APPROVED (date) March 28, 2022

  
\_\_\_\_\_  
Brittany Merrifield, Chairperson

  
\_\_\_\_\_  
Alicia Raynes, Recording Secretary

A meeting of the Board of Trustees, Kennebecasis Public Library was held on February 16, 2022 at 6:30pm via Zoom.

**In Attendance:** Mrs. L. Hansen, Chair; Ms. N. Emerson, Secretary; Mrs. Amy Watling, Treasurer; Ms. E. Greer, Vice-Chair, Mr. Kevin Winchester, Mr. Don Shea, Mr. Noah Donovan

**Regrets:** Mrs. Susan Webber

**Absences:** Mr. Allison Maxwell

**Call to Order:** Mrs. Hansen called the meeting to order at 6:32 pm.

### **Approval of Agenda**

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

### **Disposition of Minutes**

Mrs. Watling moved to approve the minutes of the January regular meeting. Ms. Greer seconded, and the motion carried.

### **Communications**

### **Report of the Librarian**

Ms. Emerson presented her report to the board, including staff reassignments during the library flood repairs, and the temporary hold on volunteers, on-calls, and student clerks.

Ms. Emerson updated the board about the state and storage of collections while repairs are ongoing.

As the library is currently closed, COVID protocols relating to public access are not applicable. When the library reopens, it will follow the COVID protocols in place at the time.

Mr. Shea inquired about establishing a reopening date, as he has received questions on the subject, as had Mr. Donovan. Mr. Winchester suggested establishing and publicizing a reopening date. Ms. Emerson detailed the processes awaiting repairs that

hinder estimating an accurate timeline for reopening. Mrs. Hansen suggests requesting a release from NBPLS about the state of repairs, estimations on reopening, and cause of the flood, as it appears no formal NBPLS press release is forthcoming. Ms. Emerson will pursue this request.

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

### **Financial Statement**

Mrs. Watling presented the financial report, outlining the surpluses for the 2021 financial year. Ms. Emerson provided details on final expenses to be accounted for. Discussion ensued.

### **Facilities Management**

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. In lieu of a facility manager's report, Ms. Emerson shared the timeline of events and repairs since the flood on Jan. 24<sup>th</sup>. Discussion ensued. Ms. Emerson shared other building updates unrelated to the flood. Discussion ensued.

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

### **New and Unfinished Business**

As all building updates have been shared, there is no new or unfinished business.

**Adjournment:** As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 7:18 pm.

**Next Meeting:** The next meeting is scheduled for March 16, 2022 at 6:30pm.

Respectfully submitted,

Norah Emerson  
Library Director and Secretary to the Board



**70 YEARS**  
*passionately serving*  
1951-2021

KENNEBECASIS REGIONAL POLICE FORCE

# ANNUAL REPORT 2021



126 Millennium Drive in Quispamsis, New Brunswick, E2E-6E6  
[www.kennebecasisregionalpolice.com](http://www.kennebecasisregionalpolice.com)







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[www.kennebecasisregionalpolice.com](http://www.kennebecasisregionalpolice.com)

506-847-6300



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2022April11OpenSessionFINAL\_074

I was appointed as Chief of the Kennebecasis Regional Police Force on October 8, 2021. Prior to this, I enjoyed a career in policing spanning 33 years. I had the opportunity to serve in large and small communities of Manitoba, New Brunswick and overseas as a Peace Keeper in the former Yugoslavia. I am now fortunate to be a team of exceptional individuals.

It is important to know that our KRPF officers and employees are dedicated and committed people who are like you, part of the community. They are coaches, teachers, volunteers, parishioners, neighbours, and leaders living side by side with you the citizens we serve. We care about our communities and participate with all our fellow citizens towards making our communities safe, vibrant, and healthy places in which to live.

The KRPF offers a full menu of services varying from traffic enforcement, 24-hour patrol services, youth initiatives aimed at diversion from criminal prosecutions and we spend a considerable amount of our time promoting public relations; community service and engagement. We also have a significant capacity with regards to complex and major crime investigations. Furthermore, some of our officers are part of integrated regional and provincial teams targeting drug traffickers as well as internet exploitation of children and illegal possession of firearms (NWEST).

The KRPF strategic priorities serve to focus the organization strategically and operationally. Internal and external consultations conducted in advance of our current strategic plan focused on developing meaningful priorities that reflect the needs and interests of the communities we serve. The following strategic priorities were a result of that process:

Employee Wellness

Youth

Traffic Safety

Excellence in Crime Reduction and Prevention

Connection to our Communities

We continually reach for excellence in policing. Everything we do and any action we take is guided and measured by our core values of: Honesty; Integrity, Compassion, Pursuit of Excellence; Professionalism; Respect, and Accountability.

We are governed by the Kennebecasis Regional Joint Board of Police Commissioners which is comprised of elected and non-elected representatives of the towns we serve; Quispamsis and Rothesay as well as a representative from the Province. We report monthly on the results we achieve.

We always welcome suggestions on how we can continue to improve our service. You can make such suggestions by contacting us at [krpfadmin@nbpolice.ca](mailto:krpfadmin@nbpolice.ca).

I am proud to serve alongside the dedicated members of the Kennebecasis Regional Police Force.

**Chief Steve Gourdeau**

2022 April 10 OpenSessionFINAL\_075

**A**s Deputy Chief of the Kennebecasis Regional Police Force I have the privilege of being the Officer in charge of support services which consists of the Criminal Investigation Division, Street Crime Unit, Emergency Tactical Services and the Forensic Identification Unit.

The members of support services work together with the patrol and the traffic section to ensure the safety of our citizens on a daily basis.

Community safety cannot be achieved by the police alone. We continue to have strong relationships with community stakeholders and our members are committed to enhancing community safety by not only responding to crime and disorder when it occurs, but through proactive policing initiatives aimed at crime prevention.

The KRPF endeavors to uphold our core values that we cherish;

honesty

integrity

professionalism

compassion

respect

pursuit of excellence and accountability

These values not only serve as a guide to do the right thing but ensures we will continue to provide a high-level policing service to the residents we serve making sure our community continues to be one of the safest communities in Canada.



**FROM THE DEPUTY CHIEF**

***Deputy Chief Jeff Giggey***

# Town of Rothesay

## General Fund Financial Statements

2022-02-28

**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 2022-02-28

### 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	5,718,000

Total Liabilities \$ 5,208,000

Investment in General Fund Fixed Assets 46,118,366

\$ 51,326,366

**Town of Rothesay**  
 Balance Sheet - General Fund Reserves  
 2022-02-28

ASSETS

BNS Gas Tax Interest Account	4,320,975
BNS General Operating Reserve #214-15	905,708
BNS General Capital Reserves #2261-14	1,379,489
	\$ 6,606,172

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,890,604
Invest. in General Capital Reserve	1,210,121
General Gas Tax Funding	430,371
Invest. in General Operating Reserve	905,708
Invest. in Land for Public Purposes Reserve	150,275
Invest. in Town Hall Reserve	19,092
	\$ 6,606,172

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 2022-02-28

CURRENT ASSETS

Cash	2,005,888
Receivables	268,213
HST Receivable	110,200
Inventory	31,163
Gen Operating due to/from Util Operating	642,051
Total Current Assets	<u>3,057,515</u>
Other Assets:	
Projects	114,613
	<u>114,613</u>
TOTAL ASSETS	<u><u>3,172,128</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	806,291
Other Payables	615,207
Gen Operating due to/from Gen Capital	510,000
Accrued Pension Obligation	(5,207)
Accrued Retirement Allowance	446,306
Def. Rev-Quispamsis/Library Share	78,686
TOTAL LIABILITIES	<u>2,451,283</u>

EQUITY

Retained Earnings - General	302,753
Surplus/(Deficit) for the Period	418,092
	<u>720,845</u>
	<u><u>3,172,128</u></u>

2022April11OpenSessionFINAL\_080

## Town of Rothesay

Statement of Revenue & Expenditure  
2 Months Ended 2022-02-28

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,515,127	1,515,126	3,030,253	3,030,252	1		18,181,510
Sale of Services	45,111	47,108	65,616	94,716	(29,100)		447,600
Services to Province of New Brunswick	5,000	5,000	10,000	10,000	0		60,000
Other Revenue from Own Sources	2,795	6,520	5,825	13,039	(7,215)		94,943
Unconditional Grant	10,914	10,914	21,829	21,829	0		130,973
Conditional Transfers	0	0	0	0	0		40,000
Other Transfers	0	0	52,674	52,674	0		1,102,674
	<u>\$1,578,946</u>	<u>\$1,584,668</u>	<u>\$3,186,197</u>	<u>\$3,222,510</u>	<u>-\$36,313</u>		<u>\$20,057,700</u>
<b>EXPENSES</b>							
General Government Services	174,085	173,507	568,153	577,018	8,864		2,543,618
Protective Services	434,001	436,573	864,772	870,346	5,574		5,765,750
Transportation Services	372,838	342,477	762,011	722,454	(39,557)		3,759,550
Environmental Health Services	65,241	68,083	132,109	136,167	4,057		862,000
Environmental Development	66,197	62,342	140,027	152,551	12,524		682,700
Recreation & Cultural Services	102,505	125,349	300,880	341,223	40,343		2,297,632
Fiscal Services	75	2,333	152	4,667	4,515		4,146,450
	<u>\$1,214,942</u>	<u>\$1,210,664</u>	<u>\$2,768,104</u>	<u>\$2,804,425</u>	<u>\$36,321</u>		<u>\$20,057,700</u>
Surplus (Deficit) for the Year	<u>\$364,004</u>	<u>\$374,003</u>	<u>\$418,092</u>	<u>\$418,085</u>	<u>\$7</u>		<u>\$ (0)</u>



# Town of Rothesay

Statement of Revenue & Expenditure  
2 Months Ended 2022-02-28

G6

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	363	1,667	880	3,333	(2,453)	1	20,000
Town Hall Rent	6,616	6,083	13,732	12,167	1,566		73,000
Community Garden	0	0	0	0	0		1,000
Fox Farm Rental	0	1,667	0	3,333	(3,333)	2	20,000
Arena Revenue	37,039	34,983	49,833	70,467	(20,634)	3	224,900
Recreation Programs	1,093	2,708	1,171	5,416	(4,245)	4	108,700
	<u>45,111</u>	<u>47,108</u>	<u>65,616</u>	<u>94,716</u>	<u>(29,100)</u>		<u>447,600</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	1,908	4,583	3,989	9,167	(5,177)		55,000
Recycling Dollies & Lids	37	67	63	133	(71)		800
Interest & Sundry	760	1,000	1,683	2,000	(317)		12,000
Miscellaneous	90	870	90	1,739	(1,649)		10,435
Fire Dept. Administration	0	0	0	0	0		12,000
Local improvement Levy Mulberry Lane	0	0	0	0	0		4,708
	<u>2,795</u>	<u>6,520</u>	<u>5,825</u>	<u>13,039</u>	<u>(7,215)</u>	5	<u>94,943</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	0	0	0		38,500
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>40,000</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	52,674	52,674	0		52,674
Utility Fund Transfer	0	0	0	0	0		1,050,000
	<u>0</u>	<u>0</u>	<u>52,674</u>	<u>52,674</u>	<u>0</u>		<u>1,102,674</u>

**EXPENSES**

**General Government Services**

Legislative						
Mayor	3,213	3,917	6,317	7,833	1,517	47,000
Councillors	10,821	11,258	21,642	22,517	875	135,100
Regional Service Commission 9	1,310	0	1,310	0	(1,310)	6,000
Other	250	208	475	417	(58)	12,500
	<u>15,593</u>	<u>15,383</u>	<u>29,743</u>	<u>30,767</u>	<u>1,023</u>	<u>200,600</u>

**Administrative**

Administration - Wages & Benefits	81,609	83,254	167,176	167,709	533	1,173,818
Office Building	9,033	10,375	15,723	20,750	5,027	179,250
Supplies	30,626	33,000	42,659	44,000	1,341	144,000
Solicitor	4,987	4,167	4,987	8,333	3,347	50,000
Professional Fees	0	917	0	1,833	1,833	35,000
Covid-19 Expenses	4,213	2,083	5,568	4,167	(1,401)	25,000
Other	19,355	17,137	36,733	33,275	(3,458)	116,110
	<u>149,822</u>	<u>150,933</u>	<u>272,845</u>	<u>280,067</u>	<u>7,222</u>	<u>1,723,178</u>

**Other General Government Services**

Website/Other	215	170	930	1,061	131	2,763
Community Communications (Team)	0	603	78	1,206	1,128	7,237
Civic Relations	0	83	0	167	167	1,000
Insurance	0	0	254,475	256,784	2,309	256,784
Donations	6,000	6,000	6,300	6,300	0	36,500
Cost of Assessment	0	0	0	0	0	293,934
Property Taxes - L.P.P.	0	0	0	0	0	17,622
Fox Farm Rental Expenses	2,454	333	3,782	667	(3,115)	4,000
	<u>8,669</u>	<u>7,190</u>	<u>265,565</u>	<u>266,184</u>	<u>619</u>	<u>619,840</u>

**Total General Government Services**

	<u>174,085</u>	<u>173,507</u>	<u>568,153</u>	<u>577,018</u>	<u>8,864</u>	<u>2,543,618</u>
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**Protective Services**

Police						
Police Protection	252,932	252,932	505,864	505,864	0	3,035,186
Crime Stoppers	2,800	2,800	2,800	2,800	0	2,800
	<u>255,732</u>	<u>255,732</u>	<u>508,664</u>	<u>508,664</u>	<u>0</u>	<u>3,037,986</u>

**Fire**

Fire Protection	177,758	177,758	355,515	355,515	0	2,360,764
Water Costs Fire Protection	0	0	0	0	0	330,000
	<u>177,758</u>	<u>177,758</u>	<u>355,515</u>	<u>355,515</u>	<u>0</u>	<u>2,690,764</u>

**Emergency Measures**

EMO Director/Committee	81	1,667	163	3,333	3,171	20,000
	<u>81</u>	<u>1,667</u>	<u>163</u>	<u>3,333</u>	<u>3,171</u>	<u>20,000</u>

**Other**

Animal & Pest Control	430	417	430	833	403	5,000
Other	0	1,000	0	2,000	2,000	12,000
	<u>430</u>	<u>1,417</u>	<u>430</u>	<u>2,833</u>	<u>2,403</u>	<u>17,000</u>

**Total Protective Services**

	<u>434,001</u>	<u>436,573</u>	<u>864,772</u>	<u>870,346</u>	<u>5,574</u>	<u>5,765,750</u>
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**Transportation Services**

**Common Services**

Administration (Wages & Benefits)	173,992	149,068	305,737	294,135	(11,602)	1,872,999
Workshops, Yards & Equipment	56,469	51,347	129,996	103,194	(26,802)	679,413
Engineering	116	417	2,529	833	(1,696)	5,000
	<u>230,577</u>	<u>200,831</u>	<u>438,263</u>	<u>398,162</u>	<u>(40,100)</u>	<u>2,557,412</u>

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9

**Roads & Streets**

Crosswalks & Sidewalks	457	1,112	457	2,225	1,768	20,200
Culverts & Drainage Ditches	0	0	0	1,000	1,000	60,000
Street Cleaning & Flushing	0	0	0	0	0	45,000
Snow & Ice Removal	122,642	120,833	289,504	281,667	(7,838)	667,000
Flood Costs	0	0	0	0	0	15,000
	<u>125,511</u>	<u>122,896</u>	<u>292,374</u>	<u>286,792</u>	<u>(5,582)</u>	<u>862,200</u>

**Street Lighting**

	12,593	12,083	24,667	24,167	(500)	145,000
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**Traffic Services**

Street Signs	1,985	1,042	1,985	2,083	98	12,500
Traffic Lanemarking	0	0	0	0	0	40,000
Traffic Signals	840	3,333	1,641	6,667	5,025	40,000
Railway Crossing	1,186	2,083	2,789	4,167	1,378	25,000
	<u>4,011</u>	<u>6,458</u>	<u>6,416</u>	<u>12,917</u>	<u>6,501</u>	<u>117,500</u>

**Public Transit**

Public Transit - Comex Service	0	0	0	0	0	74,938
Public Transit - Other	146	208	292	417	125	2,500
	<u>146</u>	<u>208</u>	<u>292</u>	<u>417</u>	<u>125</u>	<u>77,438</u>

**Total Transportation Services**

	<u>372,838</u>	<u>342,477</u>	<u>762,011</u>	<u>722,454</u>	<u>(39,557)</u>	<u>3,759,550</u>
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**Environmental Health Services**

Solid Waste Disposal Land Fill garbage	16,475	17,500	34,034	35,000	966	210,000
Solid Waste Disposal Landfill Compost	1,187	3,000	2,949	6,000	3,051	36,000
Solid Waste Collection Fero	47,578	47,583	95,126	95,167	41	571,000
Clean Up Campaign	0	0	0	0	0	45,000
	<u>65,241</u>	<u>68,083</u>	<u>132,109</u>	<u>136,167</u>	<u>4,057</u>	<u>862,000</u>

**Environmental Development Services**

**Planning & Zoning**

Administration	66,197	60,050	92,027	96,768	4,741	460,000
Planning Projects	0	2,083	0	4,167	4,167	25,000
Heritage Committee	0	208	0	417	417	2,500
	<u>66,197</u>	<u>62,342</u>	<u>92,027</u>	<u>101,351</u>	<u>9,324</u>	<u>487,500</u>

**Envision Saint John**

Tourism	0	0	48,000	48,000	0	192,000
	0	0	0	3,200	3,200	3,200
	0	0	48,000	51,200	3,200	195,200
	<u>66,197</u>	<u>62,342</u>	<u>140,027</u>	<u>152,551</u>	<u>12,524</u>	<u>682,700</u>

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**Recreation & Cultural Services**

Administration	27,436	27,417	56,609	54,833	(1,776)	385,025
Beaches	0	0	0	0	0	51,000
Rothesay Arena	27,692	30,149	45,997	61,298	15,301 <sup>41</sup>	383,000
Memorial Centre	1,348	5,333	2,434	10,667	8,232 <sup>12</sup>	72,988
Summer Programs	0	0	0	0	0	61,800
Parks & Gardens	30,137	39,534	70,659	80,067	9,408 <sup>15</sup>	638,500
Rothesay Common Rink	6,000	7,840	15,749	17,680	1,930	54,800
Playgrounds and Fields	1,761	4,250	3,706	6,000	2,294	134,000
The Hive expenses	323	2,475	343	4,950	4,607	29,700
Regional Facilities Commission	0	0	89,025	89,026	0	356,102
Kennebecasis Public Library	6,935	6,935	13,870	13,870	0	83,217
Special Events	873	1,417	2,487	2,833	346	40,000
PRO Kids	0	0	0	0	0	7,500
	<u>102,505</u>	<u>125,349</u>	<u>300,880</u>	<u>341,223</u>	<u>40,343</u>	<u>2,297,632</u>

**Fiscal Services**

<b>Debt Charges</b>						
Interest	75	2,333	152	4,667	4,515	187,450
Debenture Payments	0	0	0	0	0	784,000
	<u>75</u>	<u>2,333</u>	<u>152</u>	<u>4,667</u>	<u>4,515</u>	<u>971,450</u>

**Transfers To:**

Capital Fund for Capital Expenditures	0	0	0	0	0	3,000,000
Reserve Funds	0	0	0	0	0	175,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,175,000</u>
	<u>75</u>	<u>2,333</u>	<u>152</u>	<u>4,667</u>	<u>4,515</u>	<u>4,146,450</u>

# Town of Rothesay

## Variance Report - General Fund

2 month ending February 28, 2022

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill Mcguire revenue	880.00	3,333.34	(2,453)	Cancellation and closures due to covid
2	Fox Farm rental	-	3,333.34	(3,333)	Not rented in Jan & Feb
3	Arena Revenue	49,832.96	70,466.66	(20,634)	Cancellation and closures due to covid
4	The Hive	1,020.00	4,616.00	(3,596)	Lower than anticipated revenue
5	Other Revenue from Own Sources	5,824.67	13,039.18	(7,215)	Bldg permits & Misc, timing
				Total \$	(37,231)
				Variance per Statement \$	(36,313)
				Explained	102.53%
<b>Expenditures</b>					
<b>General Government</b>					
6	Office Building	15,723	20,750	5,027	Mtce & hydro lower than budgeted
<b>Protective Services</b>					
7		864,772	870,346	5,574	EMO director and miscellaneous, timing
<b>Transportation</b>					
8	Administration (Wages/Benefits)	305,737	294,135	(11,602)	2 staff short, hired professionals
9	Workshops/Yards & Equipment	\$ 129,996	\$ 103,194	\$ (26,802)	\$23K higher fuel costs and vehicle repairs
<b>Environmental Health</b>					
\$ -					
<b>Environmental Development</b>					
10	Administration	\$ 140,027	\$ 152,551	\$ 12,524	Planning & By/law enforcement and Tourism \$ not spent
<b>Recreation &amp; Cultural Services</b>					
11	Arena	45,997	61,298	15,301	lower mtce and zambine expenses
12	Memorial Centre	2,434	10,667	8,232	lower mtce than budgeted
13	Parks & Gardens	70,659	80,067	9,408	lower mtce than budgeted, timing
<b>Fiscal Services</b>					
\$ -					
				Total \$	17,663
				Variance per Statement \$	36,321
				Explained	49%

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Town of Rothesay

Capital Projects 2022  
General Fund  
2 Months Ended 2022-02-28

	ANNUAL BUDGET	COUNCIL APPROVED		CURRENT Y-T-D	Remaining Budget
<b>General Government</b>					
12010560 Town Hall Improvements R 2021 T001	100,000			10,199	89,801
12010760 IT G 2022 001	110,000			0	110,000
Total General Government	210,000	0	0	10,199	199,801
<b>Protective Services</b>					
12011560 Protective Serv. Equipment Purchases P-20;	1,250,000			0	1,250,000
Total Protective Services	1,250,000	0	0	0	1,250,000
<b>Transportation</b>					
12028060 Ashpalt T 2022 001	2,010,000			0	2,010,000
12028160 Designated Highway T 2022 002	500,000			0	500,000
12028260 Buildings Master Drive HVAC T 2022 003	85,000			0	85,000
12028360 Intersection Improvement T 2022 004	420,000			0	420,000
12028460 Fleet Replacement T 2022 005	715,000			0	715,000
Unassigned:					
Total Transportation	3,730,000	0	0	0	3,730,000
<b>Recreation</b>					
12028560 Recreation Purchases R 2022 001	235,000			6,257	228,743
12028660 Recreation Pickle Ball R 2022 002	50,000			0	50,000
12028760 Arena Renovation R 2022 003	2,000,000			0	2,000,000
Total Recreation	2,285,000	0	0	6,257	2,278,743
<b>Carryovers</b>					
12027760 2021 Asphalt Engineering T-2021-001	0			8,229	-8,229
12027860 2021 Wells Building R-2021-002	0			5,000	-5,000
12027160 Wells Field Replacement R-2020-002	0			438	-438
12021860 Town Hall Improvements G-2020-009	0			14,684	-14,684
12027660 Traffic Study T-2020-014	0			20,108	-20,108
12027960 Interseccion Improvement Spruce/Clark T-	0			45,886	-45,886
12027560 Stormwater Master Plan T-2020-013	0			3,812	-3,812
	0	0	0	98,157	-98,157
<b>Total</b>	<b>\$ 7,475,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,613</b>	<b>\$ 7,360,387</b>

2022 Budget and Funding Allocation

Funding	2022	Operating	Reserve	Borrow	Gas Tax	Grant
General Government	210,000	210,000				
Protective Services	1,250,000			1,250,000		
Transportation	3,730,000	2,505,000			850,000	375,000
Recreation	2,285,000	285,000			2,000,000	
<b>Total</b>	<b>\$ 7,475,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 1,250,000</b>	<b>\$ 2,850,000</b>	<b>\$ 375,000</b>

# Town of Rothesay

## Utility Fund Financial Statements

February 28, 2022

**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 2022-02-28

ASSETS

## Assets:

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

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

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

## Current:

Total Current Liabilities	<u>-</u>
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## Long-Term:

Long-Term Debt	<u>8,501,192</u>
Total Liabilities	<u>8,501,192</u>

EQUITY

## Investments:

Investment in Fixed Assets	<u>29,908,507</u>
Total Equity	<u>29,908,507</u>

TOTAL LIABILITIES & EQUITY	<u><u>38,409,699</u></u>
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**Town of Rothesay**  
Balance Sheet - Utilities Fund Reserves  
2022-02-28

ASSETS

BNS Utility Capital Reserve # 00241 12	1,351,312
	<u>\$ 1,351,312</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	948,024
Invest. in Utility Operating Reserve	106,382
Invest. in Sewerage Outfall Reserve	296,906
	<u>\$ 1,351,312</u>

**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 2022-02-28

ASSETS

Current assets:		
Accounts Receivable Net of Allowance	615,825	
Total Current Assets	<u>615,825</u>	
Other Assets:		
Projects	49,770	
	<u>49,770</u>	
<b>TOTAL ASSETS</b>		<b><u>\$ 665,595</u></b>

LIABILITIES

Accrued Payables	18,322
Due from General Fund	642,051
Deferred Revenue	13,346
Total Liabilities	<u>673,720</u>

EQUITY

Surplus:		
Opening Retained Earnings	41,756	
Profit (Loss) to Date	<u>(49,881)</u>	
	<u>(8,125)</u>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b><u>\$ 665,595</u></b>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
 2 Months Ended 2022-02-28

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	0	0	0	0	0		1,127,500
Meter and non-hookup fees	0	0	0	0	0		50,000
Water Supply for Fire Prot.	0	0	0	0	0		330,000
Local Improvement Levy	0	0	0	0	0		59,000
Sewerage Services	0	0	0	0	0		1,860,000
Connection Fees	2,700	6,667	2,700	13,333	(10,633)	1	80,000
Interest Earned	7,243	6,667	15,534	13,333	2,200	2	80,000
Misc. Revenue	300	440	525	880	(355)		5,280
Surplus - Previous Years	0	0	48,220	48,220	0		48,220
<b>TOTAL RECEIPTS</b>	<b>10,243</b>	<b>13,773</b>	<b>66,979</b>	<b>75,767</b>	<b>(8,788)</b>		<b>3,640,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	0	0	0		420,000
Audit/Legal/Training	0	625	2,615	1,250	(1,365)	3	15,000
Other Water	22	167	90	333	243		2,000
Purification & Treatment	18,409	39,458	41,508	58,917	17,408	4	487,500
Transmission & Distribution	3,497	10,000	21,077	20,000	(1,077)		120,000
Power & Pumping	6,357	3,667	9,753	7,333	(2,420)		44,000
Billing/Collections	5,702	417	6,920	833	(6,086)	5	5,000
Water Purchased	0	83	212	167	(45)		1,000
Misc. Expenses	(9,303)	417	(5,357)	3,833	9,190	6	17,000
McGuire Road Operating	11,015	1,583	11,015	3,167	(7,848)	7	19,000
<b>TOTAL WATER SUPPLY</b>	<b>35,700</b>	<b>56,417</b>	<b>87,833</b>	<b>95,833</b>	<b>8,000</b>		<b>1,130,500</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	0	0	0		630,000
Audit/Legal/Training	0	417	497	833	337		11,000
Collection System Maintenance	490	3,917	490	7,833	7,343	8	79,000
Sewer Claims	0	0	5,429	5,000	(429)		20,000
Lift Stations	5,326	4,667	9,111	9,333	222		56,000
Treatment/Disposal	6,602	6,500	12,290	13,000	710		93,500
Misc. Expenses	167	1,417	1,209	2,833	1,624		17,000
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>12,586</b>	<b>16,917</b>	<b>29,026</b>	<b>38,833</b>	<b>9,807</b>		<b>906,500</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	0	0	0		18,194
Interest on Long-Term Debt	0	0	0	0	0		268,998
Principal Repayment	0	0	0	0	0		535,808
Transfer to Reserve Accounts	0	0	0	0	0		80,000
Capital Fund Through Operating	0	0	0	0	0		700,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1,603,000</b>
<b>TOTAL EXPENSES</b>	<b>48,285</b>	<b>73,333</b>	<b>116,859</b>	<b>134,667</b>	<b>17,807</b>		<b>3,640,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(38,042)</b>	<b>(59,560)</b>	<b>(49,881)</b>	<b>(58,900)</b>	<b>9,019</b>		<b>(0)</b>

# Town of Rothesay

Variance Report - Utility Operating  
 2 month ending February 28, 2022

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
<b>Revenue</b>					
1	Connection Fees	\$ 2,700	\$ 13,333	\$ (10,633)	No activity to date
2	Interest Earned	\$ 15,534	\$ 13,333	\$ 2,200	Conservative budget
<b>Water Supply</b>					
3	Audit/Legal/Training	\$ 2,615	\$ 1,250	\$ (1,365)	Nothing budgeted for legal fees
4	Purification /Treatment	\$ 41,508	\$ 58,917	\$ 17,408	Timing
5	Billing/Collections	\$ 6,920	\$ 833	\$ (6,086)	stmt paper, postage, bank charges
6	Misc. Expenses	(5,357)	3,833	9,190	Refund for Quispam portion of ground water monitoring.
7	McGuire Road Operating	\$ 11,015	\$ 3,167	\$ (7,848)	DRB construction renos
<b>Sewerage Collection &amp; Disposal</b>					
8	Collection System Maintenance	\$ 490	\$ 7,833	\$ 7,343	No flushing or maintenance
<b>Fiscal Services</b>					

# Town of Rothesay

Capital Projects 2022

Utility Fund

2 Months Ended 2022-02-28

	Original BUDGET	Council Approval	Revisions	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>					
12028030 Water work in Ashphalt contract T-2022-001	100,000			0	100,000
12031230 Water Quantity/Quality W-2022-001	100,000			0	100,000
12031330 Water Model update W-2022-002	550,000			0	550,000
12031430 Filtration Bldg water W-2022-003	50,000			0	50,000
	<u>\$ 800,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 800,000</u>
<b>SEWER</b>					
12028130 Sewer work in Ashphalt contract T-2022-001	100,000			0	100,000
12046030 Turnbull Court Design S-2021-001	1,000,000			0	1,000,000
12044130 WWTP Design Phase 2 S-2017-001	600,000			8,250	591,750
	<u>1,700,000</u>	<u>-</u>	<u>-</u>	<u>8,250</u>	<u>1,691,750</u>
<b>Total Approved</b>	<u>2,500,000</u>	<u>-</u>	<u>-</u>	<u>8,250</u>	<u>2,491,750</u>
<b>Carryovers</b>					
Funded from Reserves					
12045030 Turnbull Court Design S-2020-001				41,520	-41,520
	<u>0</u>	<u>0</u>	<u>0</u>	<u>41,520</u>	<u>-41,520</u>
	<u>2,500,000</u>	<u>-</u>	<u>-</u>	<u>49,770</u>	<u>2,450,230</u>

**Funding:**

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	800,000	240,000	603,000	115,000	60,000	470,000
Sewer	1,700,000		150,000	710,000	1,640,000	230,000
<b>\$</b>	<b>2,500,000</b>	<b>\$ 240,000</b>	<b>\$ 753,000</b>	<b>\$ 825,000</b>	<b>\$ 1,700,000</b>	<b>\$ 700,000</b>

# Town of Rothesay

2022-02-28

219500-60

Donations/Cultural Support	Budget	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	
Saint John Theatre Company	1,000.00	1,000.00
Symphony NB	1,000.00	
sub	15,500.00	6,000.00
Other:	21,000.00	
Junior Achievement		300.00
sub	21,000.00	300.00
	36,500.00	6,300.00
G/L Balance		6,300.00
<b>Other:</b>		
Kennebecasis Crimestoppers	2,800.00	Protective Services
PRO Kids	7,500.00	Recreation
KV Committee for Disabled	5,500.00	Transportation
	15,800.00	6,300.00

# TOWN OF ROTHESAY

FINANCE COMMITTEE

March 31, 2022

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

Recording Secretary Laura Adair

The meeting was called to order at 9:10am

The agenda was accepted. (DS/NG)

## **Review of Minutes**

The minutes of January 27, 2022 were accepted as presented (DS/NG).

## **February 2022 Draft Financial Statements**

Treasurer MacDonald reviewed the February financial statements including variances from budget. The transportation services expenditure is higher than budget due to larger than expected vehicle repairs and sand and salt usage. The winter weather freeze/thaw cycle is particularly hard on equipment and requires more material than budgeted. Future budgets will reflect this new pattern. The utility water transmission expenditure is higher than expected due to emergency repairs required to a broken water line. February financial statements were accepted (DS/NG).

The statements were accepted as presented (DS/NG)

## **Donation Requests**

NB Sports Hall of Fame – the Mayor to place a small congratulatory ad to honor Rothesay resident

Festival of Music- the Mayor agreed to place ½ page ad at a cost of \$100

Dreams of Flight Gala– committee consensus to deny request

Bradley Joudry – Football NB– agreed to **recommend to Council to fund \$500. (DS/HB)**

YMCA Red Triangle Awards– the Mayor agreed to purchase 1 ticket at \$125

## **Compliance Report**

The compliance report was accepted as presented.

## **Next Meeting**

The next meeting is set for April 21, 2022. The meeting adjourned at 9:30am. (DS/HB)

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Matt Alexander, Deputy Mayor

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Recording Secretary Laura Adair



# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Doug MacDonald  
DATE : April 4, 2022  
RE : Donations

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## **Recommendations:**

The Finance Committee recommend Council adopt the following motion:

*Council approve funding \$500.00 to Bradley Joudry re 2022 Football Canada Cup.*

The Finance Committee recommend Council adopt the following motion:

*Council decline the request to sponsor the NB Aviation museum "Dreams of Flight" Gala Dinner.*



**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. Date: March 17th, 2022

Applicant: Bradley Joudry

Address: \_\_\_\_\_

Contact: Jeramie Joudry Tel. \_\_\_\_\_

Email: \_\_\_\_\_

Organization Description: To allow a fostering of leadership, community, health and well-being through the promotion and development of fun and safe football in the province of New Brunswick for all age groups and for both genders

*\$ 500.<sup>00</sup>*

Amount Requested: \$ 1000

Descriptions of proposed event or activity: to sponsor Bradley Joudry in participation of the 2022 Football Canada Cup as team NB travels to Vancouver to represent NB

Project costs: \$2,250

Benefits to town of Rothesay: Support community high performing youth sport as a major sponsor of ensuring a local Rothesay kid is being sponsored by the Town of Rothesay  
Bradley attends Rothesay High School and, has been in Fundy Minor Football since 2017.  
Bradley also has given back in his community through coaching the last few years and,  
in being an active volunteer during the floodings a few years ago.

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 NEW BRUNSWICK AVIATION MUSEUM**  
2022 April 11 Open Session FINAL - 098  
**PROUDLY PRESENTS THE**



# “Dreams of Flight”

## GALA DINNER

**Friday, April 1, 2022**

**Delta Beausejour**  
**750 Main Street**  
**Moncton, New Brunswick**

**Cocktails: 5:30 p.m.**

**Dinner: 6:30 p.m.**

- Parsnip & apple velouté
- Baby greens with carrot furls, cucumber medallions, grape tomatoes, raisins and pumpkin seeds, with homemade orange vanilla vinaigrette
- Roast Beef Dinner with Yorkshire pudding, mashed potatoes and vegetables
- Triple chocolate mousse tower with berry coulis
- Tea/Coffee



**Dress: Semi-Formal** - Mess Dress/Dark suit and tie (with miniature medals, as applicable)//cocktail dress or dressy separates

**Tickets: \$125.00 each.** To reserve yours, call Kevin at 506-625-4925 or e-mail [nbamdirector@outlook.com](mailto:nbamdirector@outlook.com) by March 29, 2022. To pay by credit card, use the following link: [Dreams of Flight Gala - CanadaHelps](#)

**\* Special Guest: Marshall Button as Lucien**

We invite you to join us and Spitfire Design Company of Moncton as we unveil the plans for the future New Brunswick Aviation Museum, celebrate milestone anniversaries in New Brunswick's aviation history, and enjoy some laughs with one of NB's funniest comedians!

Proudly supported by the Government of New Brunswick



2022April11OpenSessionFINAL\_099

## THE NEW BRUNSWICK AVIATION MUSEUM DREAMS OF FLIGHT GALA DINNER

JOIN US AS WE UNVEIL THE DESIGN OF THE NEW BRUNSWICK AVIATION MUSEUM/GOLDEN HAWK AEROSPACE ACADEMY AND CELEBRATE NEW BRUNSWICK AVIATION MILESTONE ANNIVERSARIES



APRIL 1, 2022 MONCTON, NB

### Sponsorship Opportunities

#### **Bronze Sponsor Benefits - \$500**

- Recognition as a Bronze level sponsor during the evening
- One free ticket to the dinner

#### **Silver Sponsor Benefits - \$1,000**

- Recognition as a Silver level sponsor during the evening
- Company name and logo in event program
- Two free tickets to the dinner

#### **Gold Sponsor Benefits - \$2,500**

- Recognition as a Gold level sponsor during the evening
- Sponsor's name displayed on table card
- Company name and logo in event program
- Four free tickets to the dinner

#### **Platinum Sponsor Benefits - \$5,000**

- Opportunity to introduce or thank Guest Speaker
- Display of company banner at entrance to event
- Eight free tickets to the dinner
- Company will be identified as a Platinum sponsor on:
  - \* all advertising material, both printed and electronic
  - \* all event releases preceding the dinner
  - \* corporate logo will appear on e-invitations
  - \* Hyperlink to sponsor's website



**HONOURING OUR PAST,  
INSPIRING OUR FUTURE**

2022April11OpenSessionFINAL\_100

**THE NEW BRUNSWICK AVIATION MUSEUM  
DREAMS OF FLIGHT GALA DINNER**

**JOIN US AS WE UNVEIL THE DESIGN OF THE NEW BRUNSWICK AVIATION  
MUSEUM/GOLDEN HAWK AEROSPACE ACADEMY AND CELEBRATE NEW  
BRUNSWICK AVIATION MILESTONE ANNIVERSARIES**

**APRIL 1, 2022 MONCTON, NB**

\* Recognition of the Platinum Sponsor by the MC at the event

• Platinum status will be exclusive to one sponsor.

**PREMIUM TABLE OF EIGHT - \$1,250**

*Benefit*

- Table sponsor's name or logo displayed on the table card
- Up to three individuals nominated by the table sponsor to be provided one-year membership in the Museum for 2022-23

New Brunswick Aviation Museum Charity Business # 803212737 RR 0001

**SOUVENIR PROGRAM ADVERTISING RATES**

<u>AD SIZE</u>	<u>COST</u>
Inside front cover - full page	\$1,000.00
Inside back cover - full page	\$750.00
Inside back cover - half page	\$400.00
Outside back cover - full page	\$1,000.00
Full page	\$600.00
1/2 page	\$350.00
1/4 page	\$200.00
Business card	\$100.00
Business name listing	\$25.00

**THE NEW BRUNSWICK AVIATION MUSEUM  
DREAMS OF FLIGHT GALA DINNER**

**JOIN US AS WE UNVEIL THE DESIGN OF THE NEW BRUNSWICK AVIATION  
MUSEUM/GOLDEN HAWK AEROSPACE ACADEMY AND CELEBRATE NEW  
BRUNSWICK AVIATION MILESTONE ANNIVERSARIES**

**APRIL 1, 2022 MONCTON, NB**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax \_\_\_\_\_

**YES, I / our company would like to sponsor the following item(s) for the New Brunswick  
Aviation Museum's "Dreams of Flight" Gala Dinner:**

\_\_\_\_\_ Individual Dinner Tickets @ \$125 each

\_\_\_\_\_ Dinner Program Ad: Size = \_\_\_\_\_

\_\_\_\_\_ Premium Table of Eight: \$1,250.00

\_\_\_\_\_ Bronze Sponsor \$500.00

\_\_\_\_\_ Silver Sponsor \$1,000.00

\_\_\_\_\_ Gold Sponsor \$2,500.00

\_\_\_\_\_ Platinum Sponsor \$5,000.00

\_\_\_\_\_ Other

Donation Amount \_\_\_\_\_



**\*This donation entitles my company / me to the following recognition by the New Brunswick  
Aviation Museum's "Dreams of Flight" Gala Dinner:**

- Listing in the Dinner Program Booklet
- Recognition on the Museum website at [www.nbaviationmuseum.com](http://www.nbaviationmuseum.com)

2022April11OpenSessionFINAL\_102

**THE NEW BRUNSWICK AVIATION MUSEUM  
DREAMS OF FLIGHT GALA DINNER**

**JOIN US AS WE UNVEIL THE DESIGN OF THE NEW BRUNSWICK AVIATION  
MUSEUM/GOLDEN HAWK AEROSPACE ACADEMY AND CELEBRATE NEW  
BRUNSWICK AVIATION MILESTONE ANNIVERSARIES**

**APRIL 1, 2022 MONCTON, NB**

Your early response to this request is of great importance. It would be appreciated if you can do so by March 20, 2022 to ensure that recognition of your sponsorship can be printed prior to the Dinner. Should you wish to use your company logo, please send it in a commonly used computer format or copy on disk. Thank you.

Mail or E-Mail your form with payment to: NEW BRUNSWICK AVIATION MUSEUM

1753 Rte 118, Doyle's Brook, NB, Canada E9E 2H8 • E-mail: [nbamdirector@outlook.com](mailto:nbamdirector@outlook.com)





2022 April 11 Open Session FINAT\_103

# ROTHESAY

AGE FRIENDLY ADVISORY COMMITTEE MEETING  
Rothesay Town Hall Common Room  
Tuesday, March 22, 2022 at 10:00 a.m.



**DRAFT**

**PRESENT:** MAYOR NANCY GRANT, *ex-officio member*  
COUNCILLOR HELEN BOYLE  
ANGELA CAMPBELL  
JILL JENNINGS  
DR. SHAWN JENNINGS  
NANCY HASLETT  
DIANE O'CONNOR, CHAIRPERSON (*electronic participation*)  
NEA STEPHENSON  
MIRIAM WELLS, VICE-CHAIRPERSON (*electronic participation*)

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

**ABSENT:** CHRISTINA BARRINGTON  
SAMAH EL MAGHLAWY  
WILLA MAVIS  
JEAN PORTER MOWATT  
ROBERT TAYLOR  
TOWN MANAGER JOHN JARVIE

Chairperson O'Connor called the meeting to order at 10:00 a.m.

## 1. APPROVAL OF AGENDA

**MOVED** by M. Wells and seconded by N. Haslett the agenda be approved as circulated.

**CARRIED.**

## 2. ADMINISTRATION

### 2.1 Rothesay Committee In-Person Meetings Information

K. Duffley advised Committee members can only attend 25% of the regular meetings held in a one-year period by electronic means (3 Age Friendly Advisory Committee meetings) except for reasons of disability. Only Committee members who are outside of the local government or physically unable to attend can join the meeting by electronic means. In response to an inquiry, K. Duffley agreed to confirm if illness is considered an acceptable reason for participating by electronic means.

## 3. APPROVAL OF MINUTES

### 3.1 Meeting minutes of February 22, 2022.

**MOVED** by Counc. Boyle and seconded by S. Jennings the Age Friendly Advisory Committee meeting minutes of February 22, 2022 be adopted as circulated.

**CARRIED.**

## 4. DECLARATION OF CONFLICT OF INTEREST

N/A

**5. DELEGATIONS**

N/A

**6. REPORTS AND PRESENTATIONS**

N/A

**7. UNFINISHED BUSINESS**

7.1 Newcomers Survey

*Verbal Update*                      *K. Duffley*

K. Duffley spoke of a meeting with S. El Maghlawy where the 21 survey responses and Committee suggestions were discussed, and three ideas were proposed: 1. A program to connect newcomers with longstanding residents – the Saint John Newcomers Centre (SJNC) is seeking funding for a Virtual Engagement Program; 2. Encouraging newcomers and Rothesay Hive members to participate in current SJNC offerings; and 3. Mirroring the SJNC ‘Conversation and Crafts’ program – participants use a structured craft or activity as a topic of conversation to practice English.

K. Duffley mentioned the Rothesay Hive was invited to participate in the 2022 Saint John International Culture Fest in June. This is an opportunity to promote the facility, and she will request further details regarding securing a booth.

The Committee was amenable to the ideas. M. Wells mentioned she knows of an individual that may be interested in hosting a conversational English program.

**8. NEW BUSINESS**

8.1 Age-Friendly Programming Update

K. Duffley reported the following:

<b>Rothesay Hive</b>	<ul style="list-style-type: none"> <li>- The Facebook Group has grown to 413 members</li> <li>- Memberships: 68 (trial participation included)</li> </ul> <p>Programs</p> <ul style="list-style-type: none"> <li>- Bridge lessons have ended but were extended to run 6-8 weeks</li> <li>- Bridge and Mahjong instructional programs to be provided on an as needed basis. Volunteer availability will be sought once 8 participants register.</li> <li>- Saint Patrick’s Day Celebration was a success (13 attendees) Activities included: Coin Toss and Lucky Bingo Participants appreciated the social aspect.</li> <li>- Staff will explore the return of outdoor Tai Chi in the summer, either on the Rothesay Common or Rothesay High School field. Registration will be required. May be offered as a free program.</li> <li>- An invite was extended to the Rothesay High School Leadership Class for volunteers to host “Introduction to Technology” programs. No interest was received. K. Duffley agreed to ask the teacher to recommend volunteers as students may be more inclined to participate if asked directly.</li> </ul>
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<p><b>Rothesay Hive (cont.)</b></p>	<p>Suggestions for future programs:</p> <ul style="list-style-type: none"> <li>- Interactive programs similar to the Local Breweries Beer Tasting Speaker Series event in 2020. Interest in food tastings (promotion of local restaurants) – can be themed.</li> <li>- Walking tours around Rothesay trails and historical areas. Potential for partnership with KV Walkers, or creation of a handbook or virtual guide. A Town sponsored guided walk with David Goss occurred last week.</li> <li>- Garden or Art tours: volunteers host tours of personal gardens or art collections and return to the Rothesay Hive for refreshments; invite community members to tour the Town’s greenhouse, or possibly the Rothesay Elementary School greenhouse. K. Duffley will contact the school – which may be looking for greenhouse volunteers.</li> </ul>
<p><b>Bill McGuire Fitness Classes</b></p>	<ul style="list-style-type: none"> <li>- Resumed in March – lower registration than usual but expected to rise in April</li> </ul>
<p><b>Mindful Moments</b></p>	<ul style="list-style-type: none"> <li>- “Random Acts of Kindness” video posted February 17<sup>th</sup> Views: 435</li> <li>- “Spring is Here” video posted March 20<sup>th</sup> Views: 224</li> </ul>
<p><b>Speaker Series</b></p>	<p>Winter Speaker Series (Fundy Winterfest) Virtual events Thursdays at 6 p.m. from February – March,</p> <ul style="list-style-type: none"> <li>- Norah Emerson <i>Kennebecasis Public Library</i> (Feb. 3<sup>rd</sup>) Views: 549</li> <li>- Samah El Maghlawy <i>The Newcomer Connection</i> (Feb. 10<sup>th</sup>) Views: 104</li> <li>- Riel Nason <i>Becoming an Author</i> (Feb 17<sup>th</sup>) Views: 318</li> <li>- Katlyn Boucher <i>Kennebecasis Valley Work Room</i> (Feb. 24<sup>th</sup>) Views: 148</li> <li>- Sean Creary <i>Explore the Winter Rivers and Trail</i> (Mar. 3<sup>rd</sup>) Views: 55</li> <li>- Loch Lomond Villa Research Team <i>NB HEARS Study (Hearing Equality through Accessible Research and Solutions)</i> (Mar. 10<sup>th</sup>) Views: 141</li> </ul> <p>The Speaker Series will go on hiatus for the spring to allow staff to focus on Rothesay Hive operations as pandemic restrictions have lifted. Summer events may occur but the full Series will return in the Fall and Winter.</p>
<p><b>Committee Terms</b></p>	<ul style="list-style-type: none"> <li>- Age Friendly Advisory Committee members that served on the former Rothesay Hive Advisory Committee will be ineligible for re-appointment once a maximum term of six consecutive years has been reached.</li> </ul>

<p><b>Dial A Ride</b></p>	<ul style="list-style-type: none"> <li>- There are four active users, and three volunteers – registered but with incomplete volunteer applications – from Rothesay.</li> <li>- Boundary changes may occur following establishment of new local government entities (local governance reform)</li> </ul>
<p><b>Volunteer Opportunities List</b></p>	<ul style="list-style-type: none"> <li>- Staff will prepare a list</li> </ul>
<p><b>Sponsorship</b></p>	<ul style="list-style-type: none"> <li>- Parkland in the Valley (Shannex) agreed to sponsorship in the form of tea and hot chocolate for Coffee and Chat programs. They are also amenable to hosting Rothesay Hive events at the facility.</li> <li>- Staff continue to explore ways to keep sponsors in the loop and engaged, such as inviting sponsors to attend Coffee and Chat programs. M. Wells suggested inviting the new Fire Chief Mike Boyle to attend a Coffee and Chat program because of his prior involvement with the Rothesay Hive.</li> </ul>
<p><b>Rotary Club</b></p>	<ul style="list-style-type: none"> <li>- Staff will meet with representatives this week to discuss details of a spring clean up event before May 16 – 23 (the Town’s Spring Clean Up collection for solid and organic waste)</li> </ul>

8.2 Age Friendly Designation Celebration

The event will be scheduled on June 1<sup>st</sup> Intergenerational Day, with a mixture of indoor (Rothesay Hive open house), and outdoor (utilizing the garden in front of Town Hall) elements. Mayor Grant, N. Haslett, D. O’Connor, and K. Flood offered to help K. Duffley with preliminary planning (i.e., musicians, sponsors, promotion) which can be discussed in greater detail at the next meeting. K. Duffley agreed to follow up with the Department of Social Development, requesting the Town’s formal designation be provided prior to the celebration. The Committee spoke of inviting reporters and various government officials. It was suggested invites be extended well in advance as summer schedules tend to be busy. When questioned, A. Campbell confirmed the event does not conflict with any scheduled events for Touchstone Academy. This frees up use of the Touchstone Academy parking lot, if needed.

**Meeting Addendum:**

K. Flood reported the Town, in partnership with KV Walkers, and the Kennebecasis Valley Fire Department, will host a community clean up on April 22<sup>nd</sup> in honour of Earth Day. An invite will be sent to Rothesay Hive members. Garbage bags, gloves, and grabber tools – to assist individuals with mobility issues – will be available. She added schools, and other community groups (ex. KV Oasis) will also be encouraged to participate.

**9. CORRESPONDENCE FOR INFORMATION**

N/A

**ROTHESAY**

Age Friendly Advisory Committee ~~2022~~ April 11 Open Session FINAL\_107  
Minutes -5-

**DRAFT**

22 March 2022

**10. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, April 19, 2022 at 10:00 a.m.

**11. ADJOURNMENT**

**MOVED** by M. Wells and seconded by Counc. Boyle the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:45 a.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY



2022 April 11 Open Session FINAL\_108

# ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING  
Rothesay Town Hall Common Room  
Tuesday, March 22, 2022 at 6:30 p.m.



**PRESENT:** COUNCILLOR BILL McGUIRE (*electronic participation – left at 7:00 p.m.*)  
MARY ANN GALLAGHER, CHAIRPERSON  
DR. SHAWN JENNINGS  
GARY MYLES, VICE CHAIRPERSON  
HOLLY YOUNG

**DRAFT**

TOWN MANAGER JOHN JARVIE (*arrived at 6:40 p.m.*)  
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN  
RECREATION COORDINATOR KERI FLOOD  
AGE FRIENDLY COORDINATOR KIRSTIN DUFFLEY  
RECORDING SECRETARY LIZ HAZLETT

**ABSENT:** COUNCILLOR HELEN BOYLE  
ADRIENNE ALBERT  
JON McEACHERN

FACILITIES COORDINATOR RYAN KINCADE

Chairperson Gallagher called the meeting to order at 6:30 p.m.

## 1. APPROVAL OF AGENDA

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

**CARRIED.**

## 2. APPROVAL OF MINUTES:

2.1 Meeting minutes of February 22, 2022

**MOVED** by S. Jennings and seconded by H. Young the meeting minutes of February 22, 2022 be approved as circulated.

**CARRIED.**

## 3. DECLARATION OF CONFLICT OF INTEREST

N/A

## 4. DELEGATIONS

N/A

## 5. REPORTS & PRESENTATIONS

N/A

## 6. UNFINISHED BUSINESS:

Chairperson Gallagher requested an update on Operation White Heart. DRP Jensen spoke of two prospective locations – Arthur Miller Fields, and East Riverside-Kingshurst Park. The latter has greater public visibility, and staff will proceed once more is known about a potential public launch with other municipalities.

**7. CORRESPONDENCE FOR ACTION**

7.1 9 March 2022

Letter from resident RE: Active Transportation

DRP Jensen explained Rothesay's Active Transportation Plan was developed in 2017 using the 2009 Recreation Master Plan as a guideline. Rothesay continues to follow the Active Transportation Plan's guidance by implementing several recommendations for bike lanes, sidewalks, and multi-use trails, over the past few years. Further improvements are on the Town's radar but are subject to the availability of funds, for example widening roads for additional bike lanes, and the Wells Connector Link project (funding applications have been unsuccessful thus far).

Town Manager Jarvie arrived at the meeting.

DRP Jensen addressed the author's request for an Active Transportation subcommittee of the Works and Utilities Committee. He agreed specialized committees are useful, but one may not be required in this case as the topics listed are regularly discussed by either the Parks and Recreation Committee or the Works and Utilities Committee. Any overlap is shared through staff to each committee. DRP Jensen advised he spoke with the Director of Community Services of Quispamsis, and plans to discuss the item with Rothesay's Director of Operations once the Works and Utilities Committee has discussed the matter. Counc. McGuire agreed another committee is not required, and noted the Town has done more than most municipalities in New Brunswick in terms of active transportation. He added staff are also diligent in maintaining bike lanes by sweeping roads, and clearing debris and overhanging tree limbs. Staff will discuss what can be done once the Works and Utilities Committee has discussed the letter.

**8. NEW BUSINESS**

8.1 Parks and Recreation Update

22 March 2022

Report prepared by DRP Jensen

DRP Jensen, K. Flood, and K. Duffley summarized the report, highlighting:

*Rothesay Arena:* the Kennebecasis Valley Minor Hockey Association has extended their season to compensate for time lost due to COVID-19, and spring operations will begin March 30<sup>th</sup> and runs until April 30<sup>th</sup>.

*Wells Ballfield:* operation is not anticipated until fall – or until the grass is established enough to withstand two mows.

*Wells Trails:* continue to be well utilized for walking, cross country skiing, and snowshoeing.

*Rothesay Common Ice Surface:* closed as of March 11<sup>th</sup>.

*Fundy Winterfest:* was a success, focused on activities that can be done in a family “bubble”, concluded March 13<sup>th</sup>, and plans are underway for next year's events (a return to regular programming without COVID-19 restrictions).

*Ice Fishing:* the Town partnered with the owners of the Renforth Shacks. There is interest in continuing and possibly expanding this offering. When questioned, K. Flood advised the Renforth Wharf Ice Fishing Association is no longer active following the departure of its president in 2017. Removal of the shacks was discussed. The Town encourages clean up but the deadline for removal is set by the Province, and enforcement is a responsibility of the Department of Fisheries.

*Summer Student Employment Opportunities:* the application deadline is April 1<sup>st</sup>. The position of Playground Counselor is popular whereas interest is lacking for Lifeguard positions – despite a higher hourly wage. Committee members were encouraged to invite students to apply. In the past, the Canada Games Aquatic Centre has been asked to inform individuals, completing the lifeguard certification courses, of employment opportunities with the Town.

*Community Garden:* staff are contacting individuals to confirm if they would like to keep their plots this season. Vacant plots will be filled by people on the waitlist.

*Playground Program:* staff are waiting for confirmation from the School District that programs can resume at the Kennebecasis Park Elementary School and Rothesay Park Middle School, but it looks promising.

*Community Earth Day Clean Up:* to be hosted by the Town in partnership with the KV Walkers and Kennebecasis Valley Fire Department, on April 22<sup>nd</sup>. A dumpster will be stationed in the Rothesay Arena parking lot – gloves and garbage bags will be provided. There will be an opportunity to win an environmentally friendly prize pack through a photo contest. Committee members were encouraged to spread the word. Invites will be extended to schools and community groups (ex. KV Oasis and the Rotary Club). Community members unable to transport filled garbage bags to the dumpster will be asked to dispose of the bags on their own. Work is underway to create a poster to advertise the event, and compile a list of target areas.

*Rothesay Hive:* Facebook group and Registered members have grown to 410 and 66, respectively. COVID-19 restrictions will remain in effect until the end of March and possibly the end of April. The Winter Speaker Series was a success – the Speaker Series will go on hiatus for the spring and return in the fall and winter.

When questioned, K. Duffley advised the “Learn to Play a Musical Instrument” program, advertised on the Rothesay Hive Facebook page, is an online resource promoted by the Kennebecasis Public Library. Instructional Bridge and Mahjong programs will be offered as needed once enough participants have registered.

Counc. McGuire’s remote connection ended, quorum was lost, and the meeting ended at 7:00 p.m.

Staff updated the Committee on the following:

Funding was received for the Wells Building project. Staff confirmed the building will be located at the entrance to the trails; a tender was awarded as a construction management project; and preliminary soil testing and design discussions are underway. S. Jennings asked if there will be an opportunity to review the design before construction, more specifically, regarding accessibility. DRP Jensen advised accessibility is a focus, and once a design is developed – based on the initial concept – it will be brought to the Committee for review. He mentioned time is of the essence as the Town only has a year to complete the project.

Chairperson Gallagher suggested hosting a “fun run” at the Wells Park, perhaps on Canada Day or New Brunswick Day, to further promote awareness of the trails. She noted it is an ideal location as the trail loop equates to roughly 5 km. K. Duffley offered the run could be scheduled on the annual “Trails Day” in June. DRP Jensen advised it is a possibility, but staff must construct a boardwalk over a small portion of wetland – once complete, the total distance will be close, but not exactly, 5 km.

# ROTHESAY

Parks and Recreation Committee **2022 April 11 Open Session FINAL\_111**  
Minutes

-4-

**DRAFT**

22 March 2022

## 9. CORRESPONDENCE FOR INFORMATION N/A

## 10. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, April 19, 2022.

## 11. ADJOURNMENT

Quorum was lost at 7:00 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



**ROTHESAY**  
2022 April 11 Open Session FINAL 112  
WORKS AND UTILITIES COMMITTEE MEETING  
**Rothesay Town Hall Common Room**  
Wednesday, March 23, 2022  
**5:30 p.m.**



**DRAFT**

**PRESENT:** COUNCILLOR DAVE BROWN  
SHAWN CARTER, VICE CHAIRPERSON  
PETER GRAHAM  
GEORGE THAMBI  
CYNTHIA VANBUSKIRK

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

**ABSENT:** DEPUTY MAYOR ALEXANDER, CHAIRPERSON  
SARAH RICHARDS

Vice-Chairperson Carter called the meeting to order at 5:30 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Counc. Brown and seconded by G. Thambi the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

2.1 Regular Works and Utilities Committee meeting of February 23, 2022.

**MOVED** by P. Graham and seconded by G. Thambi the minutes of February 23, 2022 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. DELEGATIONS**

**4.1 Gondola Point Road sidewalk** Adrienne and John Buckley  
Dr. Eckart and Donna Schroeter

4.1.1 9 March 2022 Email from resident RE: Proposed sidewalk on Gondola Point Road  
(Almon/Church)

4.1.2 28 February 2022 Letter from resident

John and Adrienne Buckley, 28 Gondola Point Road, thanked the Committee for the opportunity to speak. Mr. Buckley expanded on their February 28<sup>th</sup> correspondence, noting Town Manager Jarvie visited their property in November 2021 to inform them Council approved a project to install sidewalk, in front of their property, along Gondola Point Road (Church Avenue to Almon Lane). Pedestrian safety was explained as the rationale as it will eliminate the need to cross Gondola Point Road to continue walking on the sidewalk.



The Buckley's stated their opposition, listing the following reasons:

- The driveway fronting Gondola Point Road, which has existed in the Town's right-of-way since 1913, was reduced when the road was widened to accommodate bike lanes. The driveway would need to be shortened further to install a sidewalk. This would severely impact its geometry, and subsequently its function as the sole access point for relatives with mobility issues and hauling large items into the house. The second driveway is not used for these purposes because the layout of the house, from the rear entrance, creates challenges.
- Loss of privacy due to the proximity of the sidewalk to the hedge – damage to the hedge from sidewalk plows will be unavoidable.
- It is a needless expense as there is a serviceable sidewalk on the other side of the road.
- If traveling to the Rothesay Common, pedestrians will still need to cross along Church Avenue which is dangerous when vehicles are turning left, onto Church Avenue, from Gondola Point Road.

As an alternative, the Buckley's proposed upgrading the existing Almon Lane crosswalk to either mirror the arrangement outside Town Hall (lighted signs) or the signalized crossing further down the road at Rothesay High School and Highland Avenue. These options are both less expensive and invasive than tearing up greenspace to install a sidewalk. The Buckley's expressed concern regarding the notification process. They were informed by the Town Manager the intent was to begin the project the week following his visit. Had they been away, they feared returning to a changed landscape without notice.

Dr. Eckart Schroeter, 32 Gondola Point Road, noted his wife was unable to attend the meeting but they both support the Buckley's opposition to the sidewalk, as stated in his March 9<sup>th</sup> email. He echoed the Buckley's concerns, stressing that proper notification was not provided – he did not receive any indication of the proposed changes – and it is not a necessary expenditure. Dr. Schroeter made the following comments: the hedge offers privacy to his property as well; the catch basin adjacent to his property would need to be relocated; most roads in Rothesay, with the exception of Hampton Road, only have sidewalk on one side; average pedestrian traffic in the area does not warrant the expense; the funds would be better spent improving pedestrian safety in other ways, such as extending the sidewalk in front of the Our Lady of Perpetual Help Church and upgrading the Almon Lane crosswalk, or installing a crosswalk closer to the Rothesay Common.

When questioned, DO McLean advised the project arose in response to a request, from a property owner on Gondola Point Road, for a lighted crosswalk at the intersection of Almon Lane. Sightlines indicate an overhead-lighted crosswalk would be required – but not recommended – owing to its close proximity to the signalized crossing at the Station Road/Gondola Point Road/Church Avenue intersection. For this reason, and the cost (\$125,000 for an overhead-lighted crossing vs. \$20,000 for a sidewalk) a sidewalk was deemed a safer and more viable option.

The Buckley's indicated the negative impact to their property will be far greater than the benefit to the few pedestrians that travel along the route. They acknowledged a safety issue exists but questioned if accidents have occurred. DO McLean noted roughly 15,000 vehicles travel on Gondola Point Road per day, which creates an equal number of opportunities for potential conflicts. Therefore, it would be best not to wait for an accident to occur.

Dr. Schroeter asked if the signalized crossing intended for the Hampton Road/Church Avenue/Grove Avenue intersection could be installed at Almon Lane instead. DO McLean reiterated that the proximity to the crossing at Gondola Point Road and Church Avenue prevents this, unless the existing crossing is relocated – which is not recommended as it is in an optimal location. Mr. Buckley pointed out the close proximity between the crosswalk at Town Hall and the one at Highland Avenue. DO McLean advised those are two different types of crosswalks – industry practices discourage placement of two signalized crosswalks in close proximity.

With respect to the hedge, DO McLean advised staff are confident installation of the sidewalk can occur without removing the hedge. Mrs. Buckley clarified that the concern relates to the hedge being damaged by sidewalk plows – which has happened at a nearby property. DO McLean noted it is a possibility but not guaranteed, much like the risk of a car veering off the road and into the hedge. Staff considers the risk to pedestrians greater than the risk of damage to the hedge. Mr. Buckley asked about legal precedent noting the driveway has existed in the Town's right-of-way since 1913. DO McLean advised the question is better suited for a solicitor. When questioned, he confirmed an easement does not exist therefore the land in the right-of-way belongs to the Town and can be altered if necessary.

DO McLean addressed concerns about notification and opportunities to address the matter. He explained a request, for a lighted crosswalk at Almon Lane, was received in 2021. The request was discussed by the Committee, resulting in a recommendation to Council for a sidewalk along Gondola Point Road – which Council subsequently approved for 2021, budget permitting. Recognizing the impact to their driveway, the Town notified the Buckley's through a visit from the Town Manager in November. Staff proposed options but since the Buckley's preference was to maintain status quo, the project was deferred to allow them to formally express their concerns to the Town (a letter was received in March 2022). The intent was not to proceed until the Buckley's voiced their concerns through proper channels. Council reviewed the correspondence, referred it to the Committee, and the minutes of the meeting will show the discussion and a recommendation. Dr. Schroeter asked why he was not notified. DO McLean advised installation of a sidewalk would not impact his property.

There was a lengthy discussion with respect to pedestrian safety concerns and traffic behaviour in the area.

Dr. Schroeter asked if a sidewalk of a smaller width could work as a compromise. DO McLean advised the width of the sidewalk must be able to accommodate sidewalk plows. Counc. Brown mentioned sidewalk snow plows can direct snow away from the hedge. Mrs. Buckley offered that this solution works in theory but not in practice. When questioned, DO McLean noted extending the sidewalk into the road would impact the bike lanes.

Mrs. Buckley mentioned it appears most are in favour of the sidewalk. She proposed the Town pay for, and install, a fence as a compromise to protect the hedge. She clarified that the fence: does not need to extend along her property line on Church Avenue, should be aesthetically pleasing and offer privacy (with a height of at least 6 feet), and permit entrance to the driveway fronting Gondola Point Road. DO McLean noted it is a possible solution but it must be approved by Council. He explained the slope of the land requires installation of a railing for safety; a fence could be mounted to the concrete and would serve the same purpose.



DO McLean advised the idea will be brought to Council. He mentioned sightlines and cost will be factors when considering the length, design, and overall approval of the fence. He reminded the Buckley's, the slope of the land indicates use of their driveway will be impacted. Mrs. Buckley asked if steps could be constructed. DO McLean advised as an additional cost this would also need to be approved by Council.

In response to an inquiry, DO McLean advised the relocation of the catch basin would not compromise the Schroeter's driveway.

Discussion ensued regarding next steps. It was noted the minutes of the meeting, and a recommendation, will be provided to Council. If approved, staff can discuss the design in greater detail with the Buckley's. DO McLean confirmed staff will present the fence proposal to the Heritage Preservation Review Board as the subject land is in the Town's right-of-way, in the Heritage Zone. When questioned, he noted maintenance of the fence would be a responsibility of the Town.

The Buckley's and Dr. Schroeter thanked the Committee. Dr. Schroeter reiterated his request that the Town be more transparent in these matters. C. VanBuskirk mentioned she made a note to ensure this is discussed in future matters. The Buckley's and Dr. Schroeter left the meeting.

**5. REPORTS & PRESENTATIONS**  
N/A

**6. UNFINISHED BUSINESS:**

6.1 Capital Projects Summary

Town Manager Jarvie advised the report includes projects for 2022. When questioned, he reported the Town has not received word if designated highway funding will be granted for Rothesay Road.

6.2 Solid Waste Tonnage Report

- 2022 Spring Clean Up:
  - Solid Waste May 16, 2022
  - Organic Waste May 23, 2022

Town Manager Jarvie spoke of new regulations under a "Packing and Printed Paper Extended Producer Responsibility Program (PPP-EPR)". Other provinces have assumed such regulations and there could be financial benefits for municipalities either directly, or through regional service commissions.

**Item continued.**

**4.1 Gondola Point Road sidewalk**

The Committee agreed a recommendation should be provided to Council.

**MOVED** by P. Graham and seconded by C. VanBuskirk the Committee endorse installation of a sidewalk along Gondola Point Road (Almon Lane to Church Avenue) which includes a physical safety barrier for pedestrians as determined by the Town Engineer.

**ON THE QUESTION:**

The length of the proposed fence was discussed. Town Manager Jarvie clarified that a safety barrier is only required for the distance in which the slope of the land presents a danger. Therefore, the barrier may not extend the full length of the Buckley's property or onto the Schroeter's property. C. VanBuskirk suggested, in the spirit of compromise, it may be worthwhile to ensure the length of the barrier is satisfactory to the Buckley's.

**CARRIED.**

DO McLean advised the Spring Clean Up dates were announced in the March edition of the R-Insider e-newsletter. He confirmed collection will occur on Victoria Day despite being a holiday.

**6.3 Speed Radar Sign Report**

➤ Average Vehicle Count Reports – Anna Avenue (*to be distributed at the next meeting*)

DO McLean spoke of the average vehicle count reports provided in February, noting the reports have a category for "85% Speed". He explained this is the speed at or below which 85 percent of all vehicles drive at in the subject area. If the "85% Speed" is higher than the speed limit, it suggests most drivers are comfortable traveling at a higher speed. Therefore, either the speed limit should be raised, or adjustments should be made to the geometry of the road to act as a speed deterrent.

Counc. Brown asked if the data helps determine how long the signs should be placed in each spot for optimal effectiveness. DO McLean advised while the signs may slow vehicles down initially their main purpose is to collect data to determine if a problem exists, and if so, the optimal time for police presence. Speed pucks are used to capture more realistic speed data because they usually go unnoticed by drivers. If speed pucks are used for a period of time, before placement of speed radar signs, this may show the timeframe of effectiveness for the signs. When questioned, DO McLean advised the data has been used by the Kennebecasis Regional Police Force to arrange police presence at optimal times.

P. Graham mentioned the speed radar signs placed on Donlyn Drive. DO McLean noted using the speed radar signs near other traffic control measures, in this case a three way stop, is challenging but may indicate some traffic infractions.

**7. CORRESPONDENCE FOR ACTION**

7.1 27 February 2022 Email from resident RE: Maliseet Drive vacant lot (PID 00063560)

DO McLean advised the lot is no longer vacant as construction has begun on a house. He noted the road was constructed in 1973, before amalgamation, and its geometry would not be considered acceptable by current Town standards. The road was elevated as a flood mitigation effort which added its own challenges to the issue. DO McLean advised a guiderail will be installed as a measure of protection. Counc. Brown spoke of an incident that may have spurred concerns. The geometry of the road was not the only factor; icy conditions and driver error also played a role.

7.2 2 March 2022 Email from resident RE: Opportunities for active living on Millennium Drive

DO McLean advised funds were collected from a developer and held in trust to install sidewalk along a portion of Millennium Drive. Staff do not recommend installing a sidewalk until it can be connected to other areas along Millennium Drive, either through plans with Quispamsis or developers. A proposal did arise in the past however the project did not move forward. The matter remains on the Town's radar but there are no opportunities for sidewalk connectivity at this time. The Committee agreed to receive the correspondence for information.

7.3 3 March 2022 Letter from resident RE: Flooding at 35 Elizabeth Parkway  
Staff visited the property to investigate. It was determined a back-flow preventor would resolve the issue. There was also found to be an improper connection between the sanitary and storm sewer lines. DO McLean agreed to send a letter noting the Town's findings and recommending installation of a back-flow preventor.

7.4 9 March 2022 Letter from resident RE: Active Transportation  
DO McLean advised the author offers suggestions regularly which are taken into consideration, along with recommendations from the Town's Active Transportation Plan, when exploring opportunities for improvements. He agreed to send a letter thanking the author, and noting the Town continues to work away at improving active transportation in Rothesay.

7.5 15 March 2022 Email thread RE: Follow-up – Donlyn Drive sidewalks  
DO McLean advised Donlyn Drive is on the Five-Year Sidewalk Expansion Plan. Based on criteria used, there are no reasons to suggest Donlyn Drive should precede other projects on the list. C. VanBuskirk asked if speeding could be such a reason. DO McLean advised there are multiple three way stop conditions along Donlyn Drive to slow vehicles. DO McLean noted he will send a letter advising Donlyn Drive is included on the Five-Year Sidewalk Expansion Plan. Counc. Brown reminded staff of the Committee's request to include eligible projects, as they arise, on the list as potential options for the future. When questioned, DO McLean advised Quispamsis was consulted roughly two years ago about extending sidewalk along Donlyn Drive. It was not a priority at the time as they were focused on a larger, multi-year, sidewalk project. He mentioned he can ask again. Town Manager Jarvie spoke of the deteriorating condition of sidewalk on Jersey Lane and Golf Club Court suggesting these may be candidates for removal. Pedestrian traffic is minimal and replacement may not be worthwhile. Safety risks may arise as the sidewalks continue to deteriorate. When questioned, he noted snow removal is not provided to the sidewalk on Jersey Lane.

7.6 16 March 2022 Letter from resident RE: Request for curb on Park Drive  
DO McLean advised installation of a curb would benefit the Town as well as the property owners. The Town is responsible for road shoulder maintenance which is done annually because of water runoff. A curb is a relatively inexpensive solution (roughly \$6,000 – 7,000 including landscaping) to alleviate recurring maintenance costs, and he suspects there are funds available in the budget. When questioned, DO McLean noted he does not anticipate redirection of the water will create a route that will adversely impact properties downstream.

**MOVED** by G. Thambi and seconded by C. VanBuskirk the Works and Utilities Committee recommends installation of a curb near 130 Park Drive.

**CARRIED.**

## **8. NEW BUSINESS:**

8.1 Update on Turnbull Court Sewer Project (Phase II) – verbal report  
DO McLean reported unexpected delays in securing a Watercourse and Wetland Alteration (WAWA) permit. The intent is to replace the existing pipe in the same location as it has been since 1964. Completion of the project requires frozen ground; the original plan was to begin work in February and finish the project in March before the freshet. The project must now be deferred until November which may have financial implications for the Town as the contract's completion date is set for June. When questioned, DO McLean advised a permit application was submitted roughly five months ago.



**9. CORRESPONDENCE FOR INFORMATION**

**9.1 Storm Sewer Emergency Repairs**

9 March 2022 Report prepared by DO McLean

**RECEIVED FOR INFORMATION.**

**9.2 Proposed Private Lanes Policy**

- 11 March 2022 Memorandum from Town Manager Jarvie
- DRAFT Municipal Services to Properties Fronting Private Lanes Policy
- Appendices A and B with maps
- 18 March 2022 Draft letter to property owners
- 18 March 2022 Draft letter RE: Future of Maiden Lane Lands

DO McLean advised the proposed private lane policy will be published in draft form to allow for public comment. Town Manager Jarvie referenced the draft letters to property owners, noting the letters will be tailored to the circumstances of each property. There was discussion regarding road conditions. DO McLean advised every two years from 2012 - 2018 road condition surveys were completed. Staff recently received a quote to potentially conduct another survey to update the data.

**9.3 Pothole damage – standard practice for maintenance and repair**

13 April 2017 Report prepared by DO McLean  
*Recommendation approved by Council at its May 8, 2017 meeting*

DO McLean spoke of receiving a call regarding a pothole near the fire station on Campbell Drive. The policy requires potholes to be repaired, remediated, or visibly signed as potential hazards to the travelling public within 24 hours of awareness by the department. In this case, the pothole was repaired within an hour of being reported but not before 16 vehicles reported claims of damage. These claims accumulated to a significant cost which an independent adjuster determined was not the Town’s responsibility owing to staff’s diligence in following the policy.

**10. DATE OF NEXT MEETING:**

The next meeting is scheduled for Wednesday, April 20, 2022.

**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 7:46 p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY



2022 April 110 Open Session FINAL\_119  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : March 23, 2022  
RE : Gondola Point Road sidewalk

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, March 23, 2022:

**MOVED** ... and seconded by ... the Committee endorse installation of a sidewalk along Gondola Point Road (Almon Lane to Church Avenue) which includes a physical safety barrier for pedestrians as determined by the Town Engineer.

**CARRIED.**



2022 April 110 Open Session FINAL\_120  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : March 23, 2022  
RE : Curb on Park Drive

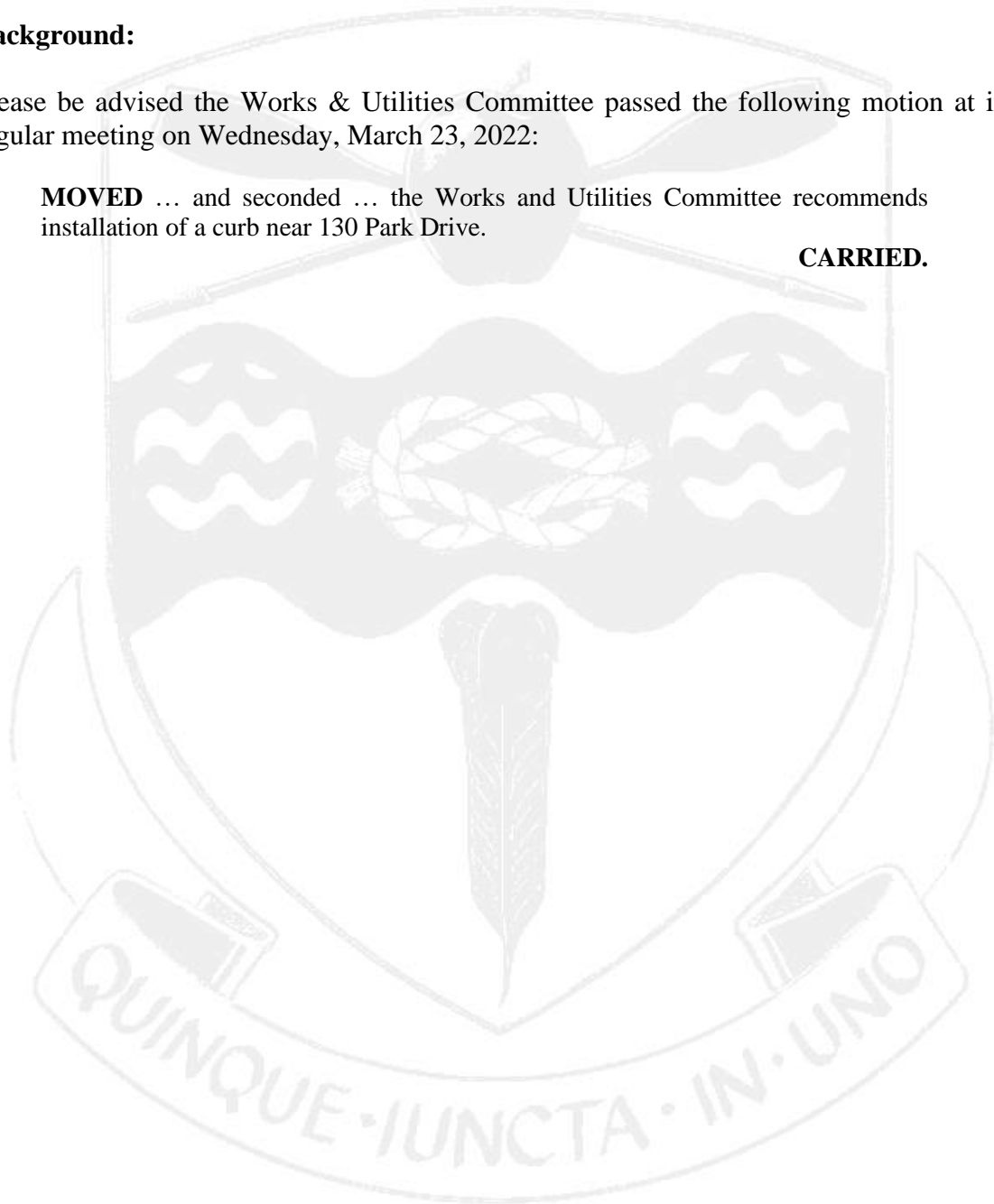
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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, March 23, 2022:

**MOVED** ... and seconded ... the Works and Utilities Committee recommends installation of a curb near 130 Park Drive.

**CARRIED.**







130 Park Dr.  
Rothesay, NB  
E2H 2S6

March 16, 2022

70 Hampton Rd.  
Rothesay, NB  
E2E 5L5

To Dr. Nancy Grant and Rothesay Town Council:

To get straight to the point, I am requesting a curb be installed along the front and side of my property which is the last house on Park Drive, on the corner of Princess and Park. I understand that some repaving is being done in Kennebecasis Park this summer and I would like this problem to be included.

Last summer, 2021, you paved Sunset, the court above us. You installed a curb along that street, and I assume it is for the same reason that I am requesting one. Our property is on the outside of the curve of the large hill at the end of Park Drive. Because of that, our grass all along the front and the top of the side yard, gets a lot of runoff when it rains. With the runoff comes a considerable amount of sand and rock from the street, especially in the spring when we get all of winter's build up off the hill. In the spring, we have large areas of thick sand, rocks and salt to clean up off our property and as you can imagine, the grass underneath is no longer there and the soil becomes very sandy. Our yard is important to us and we work hard to keep it beautiful, as you can see from our investment of time and money in our trees and gardens. In 2019 and again in 2021 we spent a considerable amount of money having professionals redo the whole front strip along the street, to no avail. It is very disheartening to have such a mess along our street.

The town engineers know about this and tried to fix it with a small gutter, but that did not solve the problem. I hope you will not do bandaid solutions anymore, and give us a curb, as you did on Sunset.

Sincerely yours,



**ROTHESAY**  
2022 April 11 Open Session FINAL\_122  
PLANNING ADVISORY COMMITTEE MEETING  
**Rothesay Town Hall Common Room**  
**Monday, April 4, 2022 at 5:30 p.m.**



**PRESENT:** ANDREW MCMACKIN, CHAIRPERSON  
KELLY ADAMS  
JOHN BUCHANAN  
COUNCILLOR TIFFANY MACKAY FRENCH  
ELIZABETH GILLIS  
MATTHEW GRAHAM  
COUNCILLOR DON SHEA

DRAFT

TOWN MANAGER JOHN JARVIE (*arrived at 5:35 p.m.*)  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
RECORDING SECRETARY LIZ HAZLETT

**ABSENT:** TRACIE BRITTAIN, VICE-CHAIRPERSON

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 February 7, 2022

**MOVED** by M. Graham and seconded by Counc. Shea the Minutes of February 7, 2022 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. NEW BUSINESS**

4.1 **41 Wanda Crescent Tiffany Goguen**

OWNER: Tiffany Goguen

PID: 30151344

PROPOSAL: Temporary Use – Dog Breeding Kennel

The applicant Ms. Goguen was in attendance. DPDS White summarized the report. Staff support the application as the property is large and well buffered from neighbouring properties, and only five dogs will be permitted at a time – puppies will be rehomed by the age of 12 weeks. By requirement of the New Brunswick Society for the Prevention of Cruelty to Animals (NBSPCA) the applicant must receive municipal approval in order to obtain a kennel license under the Pet Establishment Regulations. Staff recommend a temporary use period of one year to provide insight into concerns or complaints that may arise relating to the kennel (ex. noise). After one year the applicant could reapply for a home occupation with a variance to permit an outside animal enclosure.

Town Manager Jarvie arrived at the meeting.

In response to an inquiry, DPDS White advised Town by-laws do not limit the number of dogs permitted on a property. However, the Committee has the authority to limit this because the application is for a commercial use.

When asked, Ms. Goguen stated she had nothing further to add.

**MOVED** by Counc. Shea and seconded by M. Graham the Planning Advisory Committee hereby authorizes a kennel at 41 Wanda Crescent (PID 30151344) for a temporary period not exceeding 12 months; subject to the following conditions:

- A. No more than 5 adult pocket American Bully dogs;
- B. No more than three 60 square foot fenced outdoor dog runs;
- C. All puppies to be rehomed by their maximum age of 12 weeks;
- D. The termination or removal of the kennel at the end of the authorized period being no later than April 4<sup>th</sup>, 2023; and further that
- E. A copy of this decision of the Rothesay Planning Advisory Committee be forwarded to the New Brunswick Society for the Prevention of Cruelty to Animals (NBSPCA).

**CARRIED.**

DPDS White advised he will send written notice of approval to the applicant.

4.2    **83 Hampton Road    Michele Hebert**  
 OWNER:                    B/A Realty Ltd.  
 PID:                         30292718  
 PROPOSAL:                Similar or Compatible Use – Dog Daycare

The applicant Ms. Hebert was in attendance. DPDS White summarized the report, noting dog daycares are not specifically permitted in commercial zones but may be considered as a similar or compatible use. DPDS White reviewed the proposed location for the outdoor pen, noting it was used as an outdoor play area when the space was occupied by a child daycare. He noted staff do not support the application because of the potential for noise and odour to cause nuisance for nearby residential properties, roughly 50-60 feet away.

Ms. Hebert clarified the pen will be located directly behind the building – not on the side as identified in the staff report. She addressed noise and odour concerns, noting the area is currently surrounded by a solid wood fence and hedge which will control noise, and will be reinforced to ensure the dogs remain on the property. Additionally, residential properties in front of the building will be shielded from noise by the building itself. She stated with her background in health and safety she intends to clean up and dispose of waste in an efficient and effective manner (sealed bags and environmentally friendly odour eliminating products). Additional measures may include use of noise cancelling barriers, and limiting the number of dogs outside at a time, as well as reasonable outdoor hours.

Based on other nearby dog daycares, Committee members suggested there is a need for such a business. Polling was proposed to gauge how neighbouring property owners may be impacted.

Inquiries were made about the maximum number of dogs, landlord approval, and hours of operation. Ms. Hebert responded with the following: the NBSPCA sets the limit of dogs based on the size of the facility; approval was received from the landlord; and overnight services will not be provided at this time – hours of operation will be roughly 7 a.m. – 6:30 p.m. Monday – Friday. If interest arises, Ms. Hebert noted she will return to discuss the possibility of overnight services.

Ms. Hebert mentioned she is focused on creating an enjoyable experience by not overcrowding the facility and ensuring noise and odour controls are in place to not only benefit neighbouring property owners, but staff as well. She spoke of a misconception that dogs bark continuously. Dogs will sometimes bark while playing but mostly barking is used to convey excitement when new individuals approach – the layout of the facility suggests this can be controlled. Ms. Hebert raised a concern that the maximum level of 65 decibels, in the Town’s Nuisance By-law, is extremely low. Talking is roughly 60 decibels, and construction equipment such as drills operate from 75 – 115 decibels. With respect to polling, she cautioned opposition is expected from the property directly behind the building. Several complaints were received in the past regarding various commercial activities on the property.

When questioned, DPDS White advised staff’s position has not changed. The location of the pen – now closer to the abutting property – remains problematic, if not more so. Furthermore, the applicant has indicated noise levels may exceed decibel limits set in the Town’s Nuisance By-law. Counc. Mackay French asked if a children’s daycare and dog daycare are comparable in terms of noise. DPDS White noted he can look into it.

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Planning Advisory Committee table the application pending polling results, and a noise comparison between dog daycares and child daycares.

**NAY vote recorded from E. Gillis.**

**CARRIED.**

DPDS White advised the matter will be discussed further at the May meeting; he will coordinate with the applicant regarding any supplemental information required.

## **5. OLD BUSINESS**

### **5.1 95 Hampton Road Brett Taylor**

OWNER: KV Properties Ltd.

PID: 00242271, 30130348, 30020051, 30130355

PROPOSAL: Rezoning – 36 Unit Residential Apartment Building

The applicant Mr. Taylor was in attendance. DPDS White announced a Public Hearing is scheduled for April 12, 2022. Individuals interested in attending the Public Hearing must register in advance.

DPDS White reported the applicant has included natural (wood) and darker materials to mitigate the white “institutional” appearance, and reduce the façade’s mass by adding visual warmth to the design, as suggested by staff. Mr. Taylor confirmed this, but noted the rendering in the staff report is the second – not the third and final – iteration.

Based on input provided by the Kennebecasis Valley Fire Department (KVFD) and review of traffic studies, staff have determined that the Woodland Avenue connection to Hampton Road is "directly necessary for the development" because:

1. Without a traffic bulb(s) on Woodland Avenue winter maintenance would be very difficult.
2. Vehicles exiting the development through the rear driveway have no ability to get directly to Hampton Road.
3. The drive aisle for the building has a reduced width of 6m and not the standard 7.5m thereby making two-way traffic through the parking lot difficult.
4. It removes an unplanned dead-ended street which does not meet transportation engineering standards being too long and without a turn around at the street end;
5. It improves response times for public safety (police, fire, ambulance); and
6. It increases efficiency for public works (street cleaning, garbage removal, snow plowing).

DPDS White highlighted the following in the staff report:

- Municipal Plan Policy DEVC-1 states "Council Shall ... Require that developers pay for 100 percent of the growth-related infrastructure expenses to service development inside the boundaries of their proposal as well as 100 percent of cost of minimum upgrades to local infrastructure that falls outside their project boundaries but is directly necessary for the development". However, Rothesay will provide the design engineering for the proposed road connection thereby ensuring the public interests are properly considered.
- The authority to grant approval of driveway entrances lies with the Town Engineer and exceeds the scope of powers given to the Committee.
- Woodland Avenue (formerly Clarke Avenue) was never designed as a dead-end street or a cul-de-sac, but rather intended to connect to Hampton Road as outlined in the 1914 Fairvale Heights Subdivision Plan.
- Staff support the proposal in large part because of the compatibility of this residential project with the surrounding neighbourhood and its alignment with Municipal Plan objectives.

There was discussion with respect to the following:

*Land:*

- four parcels of land will be consolidated to provide sufficient space to accommodate the apartment building. The application is to rezone these consolidated lots only – not the remaining four lots.
- The area is designated for high density in the Municipal Plan.

DPDS White acknowledged a typographical error in the report, noting the proposed building fronts onto Woodland Avenue not Hampton Road.

*Woodland Avenue connection to Hampton Road:*

- The property owner was made aware, before their business was approved, that a portion of the parking lot at 93 Hampton Road is located in Town right-of-way, and of the potential for a connection between Woodland Avenue and Hampton Road in the future.
- The rendering in the report depicts a previous option of separate driveways connecting to both Woodland Avenue and Hampton Road – not the straight-through connection proposed.
- Concern of loss of greenspace to accommodate the connection.

- Concern Woodland Avenue may see a rise in traffic congestion if connected to Hampton Road
  - o Staff's review of the traffic studies (provided by the developer and by the Town) suggest this will not be a problem.

*Polling:* results will be provided to Council for consideration – but public input is not considered a plebiscite. Initially, not all properties along Woodland Avenue were polled – this was rectified by distributing a second set of polling letters.

*Parking Lot:* Counc. Shea mentioned the parking lot is in the front yard which is not permitted in the Zoning By-law. DPDS White advised this is correct, approval is required in the development agreement to allow parking in this location.

*Access via Hampton Road:* using the remaining lots to create an access point to Hampton Road is not a viable option. This route would be closer to the Clark Road/Hampton Road/Marr Road intersection which is likely to create traffic conflicts.

*Creation of a cul-de-sac on Woodland Avenue:* this option was reviewed but it was determined a connection to Hampton Road would better mitigate concerns.

Mr. Taylor noted efforts were made to ensure the proposal is acceptable by Town standards. The original proposal depicted a driveway off Hampton Road. Staff's determination that the Woodland Avenue connection to Hampton Road is a necessity is a recent development. He said he is willing to go along with the connection if need be, but clarified that he did not propose it and believes a cul-de-sac is also a viable option. He worried his proposal may not be approved because of public concern for a road connection that is beyond his control. He added it is frustrating that developers are required to complete traffic studies, yet the findings do not warrant credibility at the time of decisions. He stated the project aligns with the Municipal Plan and was modified from a six- to four-storey building in response to Council's concerns regarding the Holland Drive proposal.

Larry Greer, 16 Woodland Avenue, informed the Committee a petition was signed by all residents along Woodland Avenue opposing a connection between Woodland Avenue and Hampton Road.

Chairperson McMackin asked if concerns of the fire department are the main driver behind the proposed road connection. DPDS White reiterated the aforementioned six reasons for the connection. He added it is not the Committee's role to design public streets. Counc. Shea addressed point #6, noting the existing configuration of Woodland Avenue creates challenges for service provision. Much has changed since 1914 which suggests the subdivision plan may not be relevant. DPDS White explained the importance of the subdivision plan, noting because of it Council approval is not required to create the road connection.

When questioned, staff advised the Committee can provide a recommendation to Council before third reading of the proposed by-law. If a recommendation is not provided, it is likely a majority vote of Council is required for approval. DPDS White confirmed the Public Hearing will proceed regardless of the Committee's recommendation.

Mr. Taylor responded to some of the points in favour of the connection between Hampton Road and Woodland Avenue:

1. He is amenable to a traffic bulb on Woodland Avenue.
2. Vehicles could travel through the parking lot to the second driveway and access Hampton Road. KVFD did not specifically request the Woodland Avenue/Hampton Road connection but mentioned it could benefit them.
3. The width of the drive aisle is sufficient according to the National Building Code and the Fire Code.
4. Woodland Avenue in its existing condition is a dead-end street – the connection to Hampton Road should have been completed following the 1914 subdivision plan if it was deemed a problem.

Counc. Mackay French requested renderings of 1. the Hampton Road/Woodland Avenue connection and 2. a cul-de-sac at the end of Woodland Avenue. DPDS White reiterated the Committee does not have the authority to design public roads. The Committee could recommend Council refer the proposal to the Works and Utilities Committee for input. If it is the Committee's wish to see the suggested renderings, the matter will need to be tabled. There is time for the Committee to provide a recommendation at its May meeting since first reading will not be discussed until the May 9<sup>th</sup> Council meeting.

**MOVED** by Counc. Shea and seconded by J. Buchanan the 95 Hampton Road proposal be tabled pending receipt of renderings of the proposed extension of Woodland Avenue to Hampton Road, and a cul-de-sac at the end of Woodland Avenue.

**CARRIED.**

DPDS White advised he will work with the applicant to produce the renderings requested. Chairperson McMackin thanked the applicant. Mr. Taylor thanked the Committee.

---

#### **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)

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#### 5.4 **145 Hampton Road Mark Hatfield**

OWNER: Propertystar Inc.

PID: 30266845, 00243097

PROPOSAL: Rezoning – 43 Unit Mixed Use Commercial Apartment Building

**MOVED** by M. Graham and seconded by K. Adams the Planning Advisory Committee hereby removes from the table the rezoning application for 145 Hampton Road.

**CARRIED.**

The applicant Mr. Hatfield was in attendance. DPDS White gave a brief summary of the report, noting the matter was tabled pending additional details regarding commercial signage, staff review and recommendation of traffic and access, polling results, review by the Fire Department, and preparation of a draft development agreement and by-law. He added a Public Hearing is scheduled for April 26, 2022. DPDS White highlighted the following from the staff report:

- The development agreement reflects the applicant's decision to restrict the use of fascia signage in favour of awning and projecting signs as suggested by staff;
- The developer does not agree with staff's position supporting a separate entrance from 147 Hampton Road but has revised the site plan as per staff's direction;
- Following review from the Kennebecasis Valley Fire Department, further revisions were made to the site plan which enable sufficient space to allow the largest KVFD fire truck to turn around at the end of the parking lot (meets minimum requirements by the National Building Code); and
- Polling results suggest concerns relate to the change in use of the property from a vacant lot to what is likely viewed by neighbours as a very intensive use.

DPDS White concluded by noting staff support the project as it encompasses the spirit of the Municipal Plan.

Chairperson McMackin asked if the applicant had anything to add. Mr. Hatfield spoke of collaborating with Town staff on the revisions.

Counc. Shea requested clarification regarding rezoning the property. DPDS White explained that development agreements create "contract zones" where specific conditions are outlined in the agreements. In this case, the property will be rezoned Multi-Unit Residential [R4] but its designation as commercial in the Municipal Plan also plays a role, because the Municipal Plan takes precedence over the Zoning By-law. Town Manager Jarvie added that all regulations for an R4 zone will apply even if they are not included in the development agreement. In response to an inquiry, DPDS White advised implementing a contract zone is preferable to a commercial zone as it permits commercial space and desired density.

M. Graham inquired about the rear of the property. DPDS White advised the area will be used as a turnaround lane for fire trucks, as well as access to underground parking. Counc. Shea asked about stormwater runoff. Mr. Hatfield noted developments must adhere to a net-zero stormwater management plan. Stormwater retained on the property will eventually drain into a natural creek in the area.

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Planning Advisory Committee hereby recommends that Council enact By-law 2-10-30 to rezone land at 145 Hampton Road (PIDs 30266845, and 00243097) from Central Commercial to the Multi-Unit Residential Zone [R4] for a 43-unit / mixed use commercial apartment building, subject to the execution of a Development Agreement.

**CARRIED.**

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into an agreement, to allow for the development of a 43-unit / mixed use commercial apartment building at 145 Hampton Road (PIDs 30266845, and 00243097).

**CARRIED.**

Chairperson McMackin thanked the applicant. Mr. Hatfield thanked the Committee.



**5.5 Highland Avenue****& Hillcrest Drive****Sean Hall & Luke Moffett**

OWNER:

Sean Hall &amp; Luke Moffett

PID:

00444885, 00444877, 30346308, 30187629

PROPOSAL:

40 Unit Apartment Building + 2 Single Family Dwellings

**MOVED** by M. Graham and seconded by Counc. Shea the Planning Advisory Committee hereby removes from the table an application to rezone land off Highland Avenue and Hillcrest Drive.

**CARRIED.**

The applicant Mr. Hall was in attendance. DPDS White summarized the report, noting the item was tabled pending polling results (4 letters received) and a draft development agreement and rezoning by-law. He added a Public Hearing is scheduled for April 25, 2022.

DPDS White advised staff do not support the application because the applicant's revisions have not mitigated concerns that the project does not complement the neighbourhood or reinforce the established character of buildings in the neighbourhood. He spoke of incompatible density (70% increase over the development at 52-54 Hampton Road), the architecture (roof line), and the unprecedented integration of single family homes on the property.

Staff are prepared to support a 42 unit building if the following conditions are met:

1. Removing the two single family homes (2 and 4 Hillcrest Drive) from the proposal;
2. Reducing the apartment building height to 3 stories; and
3. Revising the building architecture to include a peaked roof design.

There was discussion regarding density bonuses, architecture, inclusion of the two single family homes, and the number of units.

DPDS White clarified that developments may be eligible for density bonuses but are not entitled to them. The overall project must fit into the neighbourhood. Town staff work with developers, before the proposal is reviewed by the Committee, to provide insight as to what architecture and density may be contextually suitable for each area. Considerable effort was made to ensure the design of the condominiums at 52-54 Hampton Road was appropriate for the area. Based on these discussions staff believe the proposal, especially the initial design – a similar design to the applicants Chapel Road project – is not suitable for this area.

Mr. Hall noted the design was revised based on examples provided by Town staff. However, the rationale for maintaining a flat roof is to provide optimal stormwater retention and solar power (for the sustainable units). He added it does not make sense to tear down affordable housing – the two single family homes – to build affordable housing. He further noted the apartment building does not require any variances, and they are not requesting density bonuses beyond what the proposal is eligible for. When questioned, Mr. Hall explained the purpose of consolidating the land is to provide sufficient space to permit desired density.

Mayor Grant mentioned the Committee has reviewed multiple iterations of the proposal each with a different number of units. Mr. Hall noted the original proposal was for a 39 unit apartment building with the two single family homes for a total of 41 units. The revised proposal is for a total of 43 units (a 41 unit apartment building with the two existing homes). The footprint of the apartment building will not change – if a change in density is required the size of the units will be modified.

David Hudson, 17 Silverton Crescent, inquired about the entrance for underground parking, and comparisons of height and distance (to other buildings on the property) between the proposal and 52-54 Hampton Road. Mr. Hall noted the underground parking entrance is sufficient in width (for two vehicles) and height (for a garbage truck); and the height of the apartment building and condominium buildings is comparable but he is not privy to the distance between buildings at 52-54 Hampton Road.

A lengthy discussion ensued regarding the next steps, density, and the roof. Mr. Hall expressed concern the Committee's recommendation will not take into account the in-depth discussion expected to occur at the Public Hearing. DPDS White advised the Committee's role is to focus on merit of the application based on planning principles. It is Council's role to consider the recommendation, and public feedback, to make a decision. He added the Public Hearing will proceed regardless of the Committee's recommendation. Council has ultimate discretion regarding approval, or details such as density.

Responding to further inquiries, DPDS White explained the subject property is smaller than 52-54 Hampton Road, therefore with 42 units on 1.67 acres it would create a 70% density increase over the 58 units on 3.85 acres in the Central Park condominium project. Removing the two single family homes would provide additional space to modify the design of the building (perhaps L-shaped) to accommodate 42 units in a three storey building. With respect to the roofline, DPDS White advised, rather than apply the examples provided by staff in the intended manner, the applicants incorporated elements to mimic a mansard style roof while still maintaining a flat roof.

Counc. Mackay French suggested architectural design is subjective, and it is not reasonable for developers to be held to standards that are not formally specified in Town by-laws. Mr. Hall added, and M. Graham agreed, it is also unreasonable to compare an apartment building to a condominium development. He mentioned flat roofs are not uncommon to the area and support the Town's efforts in stormwater management. He added he believes an L-shaped building would be bulkier than the proposed design.

If approved as presented, Counc. Shea asked if the single-family homes would be considered accessory buildings. DPDS White noted it is an unprecedented case but offered it is likely they would be referred to as additional dwelling units.

When questioned, DPDS White advised there are motions in the staff report if the Committee wishes to recommend the proposal as is – without the three changes proposed by staff. Chairperson McMackin asked if anyone would put forth these motions.

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the Planning Advisory Committee hereby recommends that Council enact By-law 2-10-31 to rezone land off Highland Avenue and Hillcrest Drive (PIDs 00444885, 00444877, 30346308, 30187629) from the R1A zone to the [R4] Multi-Unit Residential Zone subject to the execution of a Development Agreement.

**NAY votes recorded from E. Gillis and M. Graham.**

**CARRIED.**

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into an agreement, to allow for the development of a 40-unit apartment building and 2 single family homes at Highland Avenue and Hillcrest Drive (PIDs 00444885, 00444877, 30346308, 30187629).

**NAY votes recorded from E. Gillis and M. Graham.**

**CARRIED.**

Mr. Hall requested clarification, asking if the item will proceed to Council. DPDS White confirmed Council will receive the Committee’s recommendation, and the item will not return to the Committee unless referred by Council.

Chairperson McMackin thanked the applicant. Mr. Hall thanked the Committee and left the meeting.

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

**7. DATE OF NEXT MEETING(S)**  
The next meeting will be held on **Monday, May 2, 2022.**

**8. ADJOURNMENT**

**MOVED** by Counc. Shea and seconded by M. Graham the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:57 p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY

# ROTHESAY

*Posted 31 March 2022*

## **PUBLIC HEARING NOTICE – 145 Hampton Road 43 Unit / Mixed Use Commercial Apartment Building**

**PUBLIC NOTICE IS HEREBY GIVEN** that, pursuant to Section 111 of the *Community Planning Act*, SNB 2017, c 19 and amendments thereto, Rothesay Council intends to consider rezoning lands at 145 Hampton Road (PIDs 00243097 and 30266845) from Central Commercial to the Multi-Unit Residential Zone [R4] for a 43-unit / mixed used commercial apartment building subject to the execution of a Development Agreement, in accordance with the *Community Planning Act*, supra.

Rothesay Council has scheduled an IN-PERSON **PUBLIC HEARING** to be held on **Tuesday, April 26, 2022**, commencing at 6:30 p.m. The hearing will be held in the Common Room, Rothesay Town Hall, 70 Hampton Road.

Rothesay is requesting attendees wear masks and maintain social distancing. Any person wishing to speak or attend the hearing is requested to register with the office of the Town Clerk **no later than Thursday, April 21, 2022 at 4:00 p.m.**

The following documentation is available online and can also be reviewed at the Town Office, 70 Hampton Road, Rothesay - Monday to Friday 8:15 am – 12 noon and 1:15 – 4:30 pm (closed between 12 noon and 1 pm), exclusive of civic holidays:

DRAFT	By-law 2-10-30
DRAFT	Development Agreement
2 March 2022	Staff Report to Planning Advisory Committee
31 January 2022	Staff Report to Planning Advisory Committee

Written objections will be received by the undersigned until 4:00 p.m. on Thursday, April 21, 2022 and will be provided to Council in advance of the public hearing.

Please note that all records in the custody or under the control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act, SNB 2009, c. R-10.6 and may be subject to disclosure. Records may be shared with internal departments, external agencies or released at a Town committee meeting, which may be public. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk.

Mary Jane E. Banks, BComm  
Town Clerk  
([MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca))

506-848-6664

# ROTHESAY

Posted 29 March 2022

## **PUBLIC HEARING NOTICE – Highland Ave/Hillcrest Drive 40 Unit Apartment Building and 2 Single Family Dwellings**

**PUBLIC NOTICE IS HEREBY GIVEN** that, pursuant to Section 111 of the *Community Planning Act*, SNB 2017, c 19 and amendments thereto, Rothesay Council intends to consider rezoning lands located off Highland Avenue and Hillcrest Drive (PIDs 00444885, 00444877, 30346308, 30187629) from the R1a zone to the R4 Multi-Unit Residential Zone, subject to the execution of a Development Agreement, in accordance with the *Community Planning Act*, supra.

Rothesay Council has scheduled an IN-PERSON **PUBLIC HEARING** to be held on **Monday, April 25, 2022**, commencing at 6:30 p.m. The hearing will be held in the Common Room, Rothesay Town Hall, 70 Hampton Road.

Rothesay is requesting attendees wear masks and maintain social distancing. Any person wishing to speak or attend the hearing is requested to register with the office of the Town Clerk **no later than Thursday, April 21, 2022 at 4:00 p.m.**

The following documentation is available online and can also be reviewed at the Town Office, 70 Hampton Road, Rothesay - Monday to Friday 8:15 am – 12 noon and 1:15 – 4:30 pm (closed between 12 noon and 1 pm), exclusive of civic holidays:

DRAFT	By-law 2-10-31
DRAFT	Development Agreement
3 March 2022	Staff Report to Planning Advisory Committee
4 February 2022	Staff Report to Planning Advisory Committee
30 November 2021	Staff Report to Planning Advisory Committee

Written objections will be received by the undersigned until 4:00 p.m. on Thursday, April 21, 2022 and will be provided to Council in advance of the public hearing.

Please note that all records in the custody or under the control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act, SNB 2009, c. R-10.6 and may be subject to disclosure. Records may be shared with internal departments, external agencies or released at a Town committee meeting, which may be public. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk.

Mary Jane E. Banks, BComm  
Town Clerk  
([MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca))

506-848-6664



2022April11OpenSessionFINAL\_134

# BUILDING PERMIT REPORT

3/1/2022 to 3/31/2022

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<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
03/18/2022	BP2022-00005	15 BURPEE AVE	SINGLE FAMILY	\$300,000.00	\$2,175.00
03/23/2022	BP2022-00006	5 CHANTALE	SIDING AND WINDOWS	\$40,000.00	\$290.00
03/18/2022	BP2022-00007	52 ELIZABETH PARKWAY	WINDOWS	\$7,000.00	\$50.75
03/14/2022	BP2022-00008	149 JAMES RENFORTH	WINDOWS	\$4,000.00	\$29.00
03/24/2022	BP2022-00011	17 AMBERDALE DR	FENCE	\$5,000.00	\$36.25
03/29/2022	BP2022-00012	11 GOLDIE COURT	IN GROUND POOL	\$90,000.00	\$652.50
03/28/2022	BP2022-00015	82 MARR RD	ADDITION	\$20,000.00	\$145.00
03/29/2022	BP2022-00016	18 BEACH DR	SIDING AND WINDOWS	\$25,000.00	\$181.25



2022 April 11 Open Session FINAL 135

# BUILDING PERMIT REPORT

3/1/2022 to 3/31/2022

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$491,000.00	\$3,559.75
Summary for 2022 to Date:				\$764,000.00	\$5,539.00

**2021 Summary**

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$306,268.00	\$2,725.75
Summary to Date:	\$699,739.00	\$5,695.25

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 7 April 2022  
 RE : Capital Project – Status Report

The following is a list of 2022 capital projects, holdover 2019, 2020 and 2021 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 31/01/22*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
2020	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Production Wells	250,000	60%	Final meeting with Provincial regulators pending
	Scribner Field replacement (Wells)	550,000	95%	Work underway
	Arena renovations	1.02M	90%	Substantially complete
	Drainage Study	200,000	80%	Field survey work done, video inspection 90% complete, recommendations for capital work on May Agenda
2021	Trails	50,000		Deferred pending land acquisition
	Wells Ballfield	250,000	95%	Work continuing toward fall completion
	Wells New Building	61,000	26%	Grant applications approved
	WWTP Phase II design	1,000,000	2.5%	Technology Selected. Design work underway
	Production Wells (#7)	290,000	30%	Regulatory approval for withdrawal rate pending final consultant report in late March
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Station Rd, cast iron line replacement	250,000		Deferral approved at June Council meeting
	Turnbull Ct sewer replacm't Phase II	1,000,000	4%	Project pending WAWA permit approval
	SCADA	35,000	26%	In design phase
	Fire Department Stn 2 Reno	1,250,000		Awaiting approval of the Municipal Capital Borrowing Board
	2022 Street Resurfacing	1,760,000		Consultant selected, design work underway, tender in April for potential May award
	2022 Curb & Sidewalk	350,000		Sidewalk on Spruce Street included in the list, Dobbin deferred
	2022 Designated Highways	500,000		Provincial funding not provided in 2022, project deferred
	Storm Sewers	100,000		To be included in resurfacing tender
	Intersection improvements	420,000		Grove Avenue at Hampton Road, Chapel at Marr design
	Fleet/Equipment	615,000		Replacement Sweeper on April agenda
	Buildings	85,000		HVAC
	Information Technology	125,000		Inc new photocopier, booking software
	Town Hall HVAC	100,000		
	Parks Equipment	200,000		Truck on April agenda, tractor and mower to follow
	Pickle Ball Courts	50,000		
	Renforth park concrete walkway	15,000		
	Fitzgerald Field fencing	6,000		
	Arena	\$2.0M		
	Turnbull Ct sewer replacement Ph II	\$1.0M		Tender awarded, waiting for permit approvals
	Water quantity	100,000		
	Water model update	100,000		
	Water Treatment Train expansion	550,000		April agenda for consideration
	Hillsview water line replacement	50,000		

\* Funds paid to this date.





# ROTHESAY MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	April 4, 2022
RE	:	Audited Financial Statements

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The draft audited consolidated financial statements for the year-ended December 31, 2021 are enclosed for your consideration

The committee recommends the following motions to Council:

Council approves Rothesay's 2021 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay's 2022 financial statements at a fee to be negotiated.

**DRAFT**

**ROTHESAY**

**CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**ROTHERSAY**  
2022April11OpenSessionFINAL\_139

**DECEMBER 31, 2021**

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## INDEPENDENT AUDITORS' REPORT

To Her Worship The Mayor and Members of Council  
Rothesay, New Brunswick

### *Opinion*

We have audited the consolidated financial statements of Rothesay, which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

### *Auditors' Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

*(continues)*

*Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (cont'd)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB

**ROTHERSAY**  
**2022April11OpenSessionFINAL\_142**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

	<b><u>2021</u></b> <b>Budget</b> (Note 27)	<b><u>2021</u></b> <b>Actual</b>	<b><u>2020</u></b> <b>Actual</b>
<b>REVENUE</b>			
Property tax warrant	\$ 17,002,299	\$ 17,002,299	\$ 16,492,476
Unconditional grant	131,193	131,193	128,323
Conditional government transfers (Note 28)	1,050,500	2,286,228	2,624,401
Services other governments	60,000	80,180	83,288
Sale of services (Note 28)	465,600	463,732	343,963
Other own source (Note 28)	101,260	108,062	447,775
Water and sewer user fees	3,080,427	3,077,512	2,894,370
Sundry income	<u>231,876</u>	<u>394,176</u>	<u>381,202</u>
	<u>22,123,155</u>	<u>23,543,382</u>	<u>23,395,798</u>
<b>EXPENDITURE (Note 28)</b>			
General government services	2,215,762	2,051,047	1,940,236
Protective services	5,184,048	5,067,807	5,046,052
Transportation services	5,337,526	5,520,009	5,805,606
Environmental health services	842,000	854,521	674,617
Environmental development services	649,200	507,044	503,204
Recreation and cultural services	2,970,845	3,036,557	2,807,327
Water and sewer services	<u>3,509,643</u>	<u>3,522,568</u>	<u>3,533,292</u>
	<u>20,709,024</u>	<u>20,559,553</u>	<u>20,310,334</u>
<b>ANNUAL SURPLUS FOR THE YEAR</b>	<b>\$ <u>1,414,131</u></b>	2,983,829	3,085,464
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		82,162,618	79,078,043
<b>CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES (Note 2)</b>		<u>381</u>	<u>(889)</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<b>\$ <u>85,146,828</u></b>	<b>\$ <u>82,162,618</u></b>

**ROTHESAY**  
**2022April11OpenSessionFINAL\_143**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Note 4)	\$ 10,449,858	\$ 8,238,448
Accounts receivable (Note 5)	1,357,294	2,213,963
Investments (Note 10)	<u>290,428</u>	<u>376,705</u>
	<u>\$ 12,097,580</u>	<u>\$ 10,829,116</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 9)	\$ 1,869,686	\$ 1,815,177
Deferred revenue (Note 8)	3,982,636	3,332,658
Long term debt (Note 11)	14,435,218	15,814,112
Accrued pension obligation (Note 16)	71,893	179,620
Accrued sick leave (Note 15)	204,289	290,006
Accrued retirement allowance (Note 16)	<u>1,011,803</u>	<u>992,800</u>
	<u>21,575,525</u>	<u>22,424,373</u>
<b>NET DEBT</b>	<u>(9,477,945)</u>	<u>(11,595,257)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 21)	158,983,625	154,359,864
Accumulated amortization (Note 21)	<u>(64,414,227)</u>	<u>(60,642,480)</u>
	94,569,398	93,717,384
Inventory	31,163	16,268
Prepaid expenses	22,507	22,044
Unamortized debenture costs	<u>1,705</u>	<u>2,179</u>
	<u>94,624,773</u>	<u>93,757,875</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 85,146,828</u>	<u>\$ 82,162,618</u>
<b>CONTINGENT LIABILITY</b> (Note 17)		
<b>COMMITMENT</b> (Note 18)		

**APPROVED BY:**

\_\_\_\_\_ Mayor

\_\_\_\_\_ Town Treasurer

**ROTHESAY**  
**2022April11OpenSessionFINAL\_144**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT**  
**AS AT DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
Annual surplus	\$ 2,983,829	\$ 3,085,464
Acquisition of tangible capital assets	(5,882,178)	(6,618,579)
Proceeds on disposal of tangible capital assets	12,423	77,308
Amortization of tangible capital assets	4,649,782	4,523,157
Change in ownership of tangible capital assets	76	1,699
Loss on disposal of tangible capital assets	<u>367,868</u>	<u>137,828</u>
	2,131,800	1,206,877
Acquisition of inventories	(31,163)	(16,268)
Acquisition of prepaid assets	(22,507)	(22,044)
Acquisition of unamortized debenture costs	(1,705)	(2,179)
Consumption of inventories	16,268	21,683
Use of prepaid assets	22,059	15,693
Consumption of unamortized debenture costs	<u>2,179</u>	<u>2,652</u>
	2,116,931	1,206,414
Change in ownership of controlled entities	<u>381</u>	<u>(889)</u>
Decrease in net debt	2,117,312	1,205,525
Net debt - beginning of year	<u>(11,595,257)</u>	<u>(12,800,782)</u>
Net debt - end of year	<u>\$ (9,477,945)</u>	<u>\$ (11,595,257)</u>

**APPROVED BY:**

\_\_\_\_\_ Mayor

\_\_\_\_\_ Town Treasurer



**ROTHERSAY**  
**2022April11OpenSessionFINAL\_145**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 2,983,829	\$ 3,085,464
Loss on disposal of tangible capital assets	367,868	137,828
Amortization of tangible capital assets	4,649,782	4,523,157
Accounts receivable	856,669	(104,637)
Accounts payable and accrued liabilities	54,509	(371,380)
Deferred revenue	649,978	(1,087,813)
Accrued sick leave	(85,717)	(15,262)
Change in accrued pension obligation	(107,727)	(261,110)
Change in accrued retirement allowance	19,003	78,037
Change in inventory/prepaid expenses/unamortized debenture costs	<u>(14,869)</u>	<u>(463)</u>
	<u>9,373,325</u>	<u>5,983,821</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(5,882,178)	(6,618,579)
Change in ownership of capital assets	76	1,699
Proceeds on disposal of tangible capital assets	<u>12,423</u>	<u>77,308</u>
	<u>(5,869,679)</u>	<u>(6,539,572)</u>
<b>FINANCING TRANSACTION</b>		
Long term debt (net)	<u>(1,378,894)</u>	<u>802,950</u>
	<u>(1,378,894)</u>	<u>802,950</u>
<b>INVESTING TRANSACTION</b>		
Increase (decrease) in investments	<u>86,277</u>	<u>(19,898)</u>
<b>CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES</b>	<u>381</u>	<u>(889)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	2,211,410	226,412
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>8,238,448</u>	<u>8,012,036</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 10,449,858</u>	<u>\$ 8,238,448</u>

# ROTHESAY

2022April11OpenSessionFINAL\_146

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 1. PURPOSE OF THE ORGANIZATION

Rothestay ("the Town") was incorporated as a town by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Rothestay is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ('PSAS') financial statements is on the financial position of the Town and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Town and its jointly controlled entities.

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

#### Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or jointly controlled by the Town.

The entities included in the consolidated financial statements are as follows:

- Rothestay
- Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
- Kennebecasis Valley Fire Department Inc. (KVFD)
- Kennebecasis Public Library

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	<b><u>2021</u></b>	<b><u>2020</u></b>
Kennebecasis Regional Joint Board of Police Commissioners	40.08%	40.14%
Kennebecasis Valley Fire Department Inc.	40.77%	40.74%
Kennebecasis Public Library	38.99%	38.99%

Changes in ownership percentages have been accounted for as an adjustment to accumulated surplus (deficit).

Ownership percentages on any dissolution of the controlled entity may vary from the above depending upon the terms of the agreements.

**ROTHESAY**  
2022April11OpenSessionFINAL\_147  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

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

Budget

The budget figures contained in these consolidated financial statements were approved by Council on November 30, 2020 and the Director of Community Finances on December 8, 2020.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains losses reported in annual surplus. All other financial instruments are reported at amortized costs, and tested for impairment at each reporting date. Transactions costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets; and
- post employment benefits liability.

Inventories

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

**ROTHESAY**  
2022April11OpenSessionFINAL\_148  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

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

Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

Operating Reserves

The use of these funds is restricted to payment of operating expenses.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital asset, less any residual value when applicable, is amortized on a straight-line basis over the estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-75 years
Buildings and leasehold improvements	20-40 years
Vehicles	3-25 years
Machinery and equipment	3-20 years
Roads and streets	5-75 years
Storm sewer	25-60 years
Water and wastewater networks	30-60 years

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

Segmented Information

The Town is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

Environmental Health Services

This department is responsible for the provision of waste collection and disposal.

**ROTHESAY**  
**2022April11OpenSessionFINAL\_149**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

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

Segmented Information (cont'd)

Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Recreation and Cultural Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including arena, parks and playgrounds and other recreational and cultural facilities.

Water and Sewer Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Town has documented a schedule of segmented disclosure in Note 23.

Post Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Town has a sick leave benefit as documented in Note 15 and a pension plan and retirement allowance as documented in Note 16.

**3. FINANCIAL INSTRUMENTS**

The Town is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Town's risk exposure and concentration as of December 31, 2021:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from its accounts receivable. The Town minimizes credit risk through ongoing credit management.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Town is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the company's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Town is not exposed to foreign currency risk as it does not hold foreign currencies.

**ROTHESAY**  
**2022April11OpenSessionFINAL\_150**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

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

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Town manages exposure through its normal operating and financing activities. The Town is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

**4. CASH**

	<b><u>2021</u></b>	<b><u>2020</u></b>
Unrestricted	\$ 2,687,892	\$ 1,787,299
Restricted - reserve funds (Note 25)	7,452,748	6,245,474
Restricted - controlled entities	<u>309,218</u>	<u>205,675</u>
	<b><u>\$ 10,449,858</u></b>	<b><u>\$ 8,238,448</u></b>

**5. ACCOUNTS RECEIVABLE**

	<b><u>2021</u></b>	<b><u>2020</u></b>
Due from the Federal Government and its agencies (Note 6)	\$ 366,741	\$ 432,404
Due from the Province of New Brunswick (Note 7)	69,101	618,250
Water and sewer	860,610	830,576
Arena	41,542	41,239
Due from developer	-	220,000
Other	<u>19,300</u>	<u>71,494</u>
	<b><u>\$ 1,357,294</u></b>	<b><u>\$ 2,213,963</u></b>

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

	<b><u>2021</u></b>	<b><u>2020</u></b>
Canada Revenue Agency (HST refund)	\$ 321,432	\$ 409,559
RCMP Secondments	<u>45,309</u>	<u>22,845</u>
	<b><u>\$ 366,741</u></b>	<b><u>\$ 432,404</u></b>

**7. DUE FROM PROVINCE OF NEW BRUNSWICK**

	<b><u>2021</u></b>	<b><u>2020</u></b>
Department of Transportation and Infrastructure	\$ 69,101	\$ 503,250
Regional Development Corporation	<u>-</u>	<u>115,000</u>
	<b><u>\$ 69,101</u></b>	<b><u>\$ 618,250</u></b>

**ROTHESAY**

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****8. DEFERRED REVENUE**

	<u>2021</u>	<u>2020</u>
Government transfers - Gas Tax	\$ 3,890,604	\$ 3,260,246
Deferred revenue - Quispamsis	78,686	57,731
Deferred revenue - K-Park Levy (Note 14)	<u>13,346</u>	<u>14,681</u>
	<u>\$ 3,982,636</u>	<u>\$ 3,332,658</u>

**9. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	<u>2021</u>	<u>2020</u>
Accounts payable - trade	\$ 1,303,439	\$ 1,033,095
Bid deposits	161,260	132,210
Accrued interest	18,322	51,344
Accrued liabilities	379,241	178,679
Accounts payable - other	<u>7,424</u>	<u>419,849</u>
	<u>\$ 1,869,686</u>	<u>\$ 1,815,177</u>

**10. INVESTMENTS**

The investments represent the Town's proportionate share of the investments of the KRJBPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2021 was \$26,224 (2020 - \$20,837). The investments are restricted for future payment of retirement benefits.

**ROTHESAY**

2022April11OpenSessionFINAL\_152

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****11. LONG TERM DEBT**(a) General Capital Fund

	<b>Balance January 1, <u>2021</u></b>	<b>Issued during year</b>	<b>Redeemed during year</b>	<b>Balance December 31, <u>2021</u></b>
New Brunswick Municipal Financing Corporation				
Debentures:				
BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77	\$ 281,000	\$ -	\$ 132,000	\$ 149,000
BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08	2,385,000	-	191,000	2,194,000
BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08	972,000	-	185,000	787,000
B019 1.45% - 3.50%, due 2031, OIC # 13-08	1,534,000	-	227,000	1,307,000
BX18 0.90% - 2.95%, due 2040, OIC # 19-0020	1,000,000	-	35,000	965,000
BY23 0.50% - 1.80%, due 2030, OIC # 19-0020	<u>350,000</u>	<u>-</u>	<u>34,000</u>	<u>316,000</u>
	<b><u>\$ 6,522,000</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 804,000</u></b>	<b><u>\$ 5,718,000</u></b>

Principal payments required during the next five years for the General Capital Fund are as follows:

2022 - \$784,000; 2023 - \$667,000; 2024 - \$682,000; 2025 - \$637,000; 2026 - \$440,000



**ROTHESAY**

2022April11OpenSessionFINAL\_153

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****11. LONG TERM DEBT (cont'd)**(b) Water and Sewer Capital Fund

	<b>Balance January 1, <u>2021</u></b>	<b>Issued during <u>year</u></b>	<b>Redeemed during <u>year</u></b>	<b>Balance December 31, <u>2021</u></b>
New Brunswick Municipal Financing Corporation				
Debtures:				
BF23 1.35% - 3.45%, due 2021, OIC # 00-18	\$ 1,042,000	\$ -	\$ 1,042,000	\$ -
CA20 0.855% - 2.378%, due 2031, OIC # 00-0018	-	956,000	-	956,000
BG19 1.65 - 3.80%, due 2027, OIC # 11-0045	406,000	-	13,000	393,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	476,000	-	33,000	443,000
BL27 1.2% - 3.7%, due 2034, OIC # 11-0045	861,000	-	25,000	836,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-38	185,000	-	35,000	150,000
BP21 1.20% - 3.80%, due 2036, OIC # 18-0020	773,000	-	21,000	752,000
BR22 1.65% - 3.30%, due 2037, OIC # 15-0069	1,210,000	-	31,000	1,179,000
BU21 2.55% - 3.7%, due 2038, OIC # 15-0069, 96-006, 96-0072	1,233,000	-	80,000	1,153,000
BY24 0.50% - 2.60%, due 2040, OIC # 19-0020	<u>750,000</u>	<u>-</u>	<u>20,000</u>	<u>730,000</u>
	<u>6,936,000</u>	<u>956,000</u>	<u>1,300,000</u>	<u>6,592,000</u>

## Canada Mortgage and Housing Corporation

CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012	<u>2,083,548</u>	<u>-</u>	<u>174,357</u>	<u>1,909,191</u>
	<u>\$ 9,019,548</u>	<u>\$ 956,000</u>	<u>\$ 1,474,357</u>	<u>\$ 8,501,191</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt.

The Water and Sewer Capital Fund contains long term debt of \$445,272 (2020 - \$477,782) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

Principal payments required during the next five years for the Water and Sewer Capital Fund are as follows:

2022 - \$535,808; 2023 - \$548,498; 2024 - \$565,435; 2025 - \$579,629; 2026 - \$560,090

# ROTHESAY

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## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 11. LONG TERM DEBT (cont'd)

(c) Jointly Controlled Entity - KRJBPC (proportionate share)

	<b>Balance January 1, <u>2021</u></b>	<b>Issued during year</b>	<b>Redeemed during year</b>	<b>Balance December 31, <u>2021</u></b>
New Brunswick Municipal Financing Corporation				
Debentures:				
BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53	\$ 86,504	\$ -	\$ 22,381	\$ 64,123
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	<u>186,060</u>	<u>-</u>	<u>34,156</u>	<u>151,904</u>
	<u>\$ 272,564</u>	<u>\$ -</u>	<u>\$ 56,537</u>	<u>\$ 216,027</u>

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

2022 - \$57,310; 2023 - \$58,512; 2024 - \$60,516; 2025 - \$39,676

Total Long term debt:

	<b><u>2021</u></b>	<b><u>2020</u></b>
General Capital Fund	\$ 5,718,000	\$ 6,522,000
Water and Sewer Capital Fund	8,501,191	9,019,548
Jointly Controlled Entity - KRJPC	<u>216,027</u>	<u>272,564</u>
	<u>\$ 14,435,218</u>	<u>\$ 15,814,112</u>

### 12. LAND FOR PUBLIC PURPOSES

In accordance with the Community Planning Act, the Town has the authority to set aside up to 10% of any land subdivided, or up to 8% of the monetary value of such land, as a reserve. As well, any proceeds on the sale of public lands must be reserved. These funds can only be used for the purchase or development of public lands and are included in the Reserve Funds (Note 25).

### 13. SEWER OUTFALL RESERVE

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2021, the balance in this reserve was \$296,690 (2020 - \$278,283).

**ROTHESAY**

2022April11OpenSessionFINAL\_155

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**14. DEFERRED REVENUE**

In 2002, the Town issued a special warrant of assessment to the residents of Kennebecasis Park for local improvements made to the area. The assessment will be invoiced annually over a period of 30 years. A number of residents paid the entire levy amount in the first year, and as a result, the prepayment has been recorded as deferred revenue to be amortized over 29 years.

**15. ACCRUED SICK LEAVE**

Rothesay provides sick leave that accumulates at a rate of 18 hours per month. All employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSA 3255, was performed for each plan, the 43 employee plan for Rothesay and the 37 employee plan for KVFD. The actuarial method used was the Projected Unit Credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Town's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3% for Rothesay and 2.25% for KVFD;
- the discount rate used to determine the accrued benefit obligations is 3.07% for Rothesay and 3.07% for KVFD;
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consist of:

	<b>Estimated 2021</b>	<b>2020</b>
Rothesay	\$ -	\$ 6,600
KRJBPC	6,131	6,141
KVFD	<u>198,158</u>	<u>277,264</u>
	<u>\$ 204,289</u>	<u>\$ 290,005</u>

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**16. POST EMPLOYMENT BENEFITS PAYABLE**

Retirement Allowance Program

Rothestay's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks. The employee must be 55 years of age to receive the benefit.

The accrued liability is based on an actuarial valuation as at December 31, 2019, which used a discount rate of 5.75% and an annual salary increase rate of 3%. The liability was determined using the projected unit credit method pro-rated on service to the date the maximum benefit is earned.

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks based on a minimum of ten years service. The employee must be of retirement age of 55.

The accrued liability is based on an actuarial valuation as at December 31, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 2.5%.

KRJBPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months.

The accrued liability is based on an actuarial valuation as at July 31, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 3% for four years and 2% thereafter.

The consolidated unfunded liability consist of:

	<u>2021</u>	<u>2020</u>
Rothestay	\$ 446,306	\$ 448,222
KVFD	233,552	206,085
KRJBPC	<u>331,945</u>	<u>338,493</u>
Balance at end of year	<u>\$ 1,011,803</u>	<u>\$ 992,800</u>

KVFD and KRJBPC have internally restricted funds for their liabilities.

Pension Obligation

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

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NB MEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2019 and resulted in an overall NB MEPP accrued benefit obligation of \$135,126,100 based on the accounting basis.

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

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2020:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 5.55% (prior 5.75%);
- the expected rate of return on assets is 5.55% (prior 5.75%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 13.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2019 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$641,800, a change of \$6,896,200 from the December 31, 2018 deficit of \$7,538,000. Based on the assumptions as at December 31, 2019, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2019, the NB MEPP provides benefits for 277 retirees. Total benefits payments to retirees and terminating employees during 2021 are estimated to be approximately \$4,641,200 (actual 2020, \$5,662,100) in totality for the NB MEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 8.00%. Each municipality contributes an amount that equals their employees contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities and foreign equities. Combined employees and municipalities contributions for 2021 are estimated to be approximately \$7,136,800 (actual 2020, \$6,929,400) in totality for the NB MEPP.

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

- The average age of the 43 active employees covered by the NB MEPP is 47.4 (as at Dec 31, 2019);
- benefit payments were \$188,800 in 2020 and were estimated to be \$188,800 in 2021; and
- combined contributions were \$423,200 in 2020 and were estimated to be \$435,800 in 2021.

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

- The average age of the 42 active employees covered by the NB MEPP is 42.7 (2020- 42.9);
- benefit payments were \$531,900 in 2020 and were estimated to be \$531,900 in 2021; and
- combined contributions were \$587,600 in 2020 and were estimated to be \$605,200 in 2021.

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

- The average age of the 44 active employees covered by the NB MEPP is 44 (2020 - 43.1);
- benefit payments were \$449,900 in 2020 and were estimated to be \$432,700 in 2021; and
- combined contributions were \$796,600 in 2020 and were estimated to be \$820,400 in 2021.

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

In addition to determining the position of the NB MEPP as it relates to Rothesay and the other controlled entities as at December 31, 2019 and December 31, 2020, NB MEPP's actuary performed an extrapolation of the December 31, 2020 accounting valuation to determine the estimated position as at December 31, 2021. The extrapolation assumes assumptions used as at December 31, 2021 remain unchanged from December 31, 2020. The extrapolation also assumes assets return 5.55%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	<b>Estimated</b>	
	<b>Jan 1, 2021 to</b>	<b>Jan 1, 2020 to</b>
	<b><u>Dec 31, 2021</u></b>	<b><u>Dec 31, 2020</u></b>
<b>Accrued Benefit Liability</b>		
Accrued benefit liability at beginning of period	\$ 179,620	\$ 439,530
Change in ownership percentage	(60)	(321)
Adjustment to actual	47,586	(46,936)
Pension expense for the year	350,413	285,278
Employer contributions	<u>(505,666)</u>	<u>(497,931)</u>
Accrued benefit liability at end of period	<u>\$ 71,893</u>	<u>\$ 179,620</u>

In summary, the consolidated accrued benefit liability is estimated to be \$71,893 as at December 31, 2021. The December 31, 2020 liability was estimated in the prior year. The actual liability was calculated to be \$227,206. The difference of \$47,586 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	<b>Estimated</b>	
	<b>Jan 1, 2021 to</b>	<b>Jan 1, 2020 to</b>
	<b><u>Dec 31, 2021</u></b>	<b><u>Dec 31, 2020</u></b>
Rothesay	\$ (15,700)	\$ (4,900)
KVFD	65,150	59,317
KRJBPC	<u>22,443</u>	<u>125,203</u>
	<u>\$ 71,893</u>	<u>\$ 179,620</u>

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	<b>Estimated</b>	
	<b>Jan 1, 2021 to</b>	<b>Jan 1, 2020 to</b>
	<b><u>Dec 31, 2021</u></b>	<b><u>Dec 31, 2020</u></b>
<b>Reconciliation of Funded Status at End of Period</b>		
Accrued benefit obligation	\$ 21,325,414	\$ 19,995,520
Plan assets	<u>(20,912,645)</u>	<u>(19,398,804)</u>
Plan deficit	412,769	596,716
Unamortized experience losses	<u>(340,876)</u>	<u>(369,510)</u>
Accrued benefit liability at end of period	<u>\$ 71,893</u>	<u>\$ 227,206</u>

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## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2021 to Dec 31, 2021</b>	<b>Jan 1, 2020 to Dec 31, 2020</b>
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 19,995,520	\$ 18,312,714
Change in ownership	(6,954)	(161,516)
Current service cost	800,374	764,944
Benefits payments	(579,069)	(586,095)
Interest for period	1,115,543	1,048,887
Experience loss during period	<u>          -</u>	<u>  616,586</u>
Accrued benefit obligation at end of period	<u>\$ 21,325,414</u>	<u>\$ 19,995,520</u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2021 to Dec 31, 2021</b>	<b>Jan 1, 2020 to Dec 31, 2020</b>
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 19,398,804	\$ 17,441,971
Change in ownership	(6,701)	280,308
Employer contributions	505,666	491,180
Employee contributions	505,666	491,180
Benefit payments	(579,069)	(586,095)
Return on plan assets during period	<u>1,088,279</u>	<u>1,280,260</u>
Plan assets at end of period	<u>\$ 20,912,645</u>	<u>\$ 19,398,804</u>

Total expense related to pensions include the following components:

	<b>Estimated Jan 1, 2021 to Dec 31, 2021</b>	<b>Actual Jan 1, 2020 to Dec 31, 2020</b>
<b>Pension Expense</b>		
Employer current service cost	\$ 294,708	\$ 273,764
Interest on accrued benefit obligation	1,115,543	1,048,887
Expected return on assets	(1,088,280)	(1,030,440)
Amortization of unrecognized balances		
Experience loss	<u>  28,442</u>	<u>      202</u>
Pension expense	<u>\$ 350,413</u>	<u>\$ 292,413</u>

The pension expense is included in the statement of operations.

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

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**17. CONTINGENT LIABILITY**

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2021 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect.

**18. COMMITMENT**

Solid Waste Collection, Transportation and Recycling Services

The Town has a three year contract for solid waste services. The contract expires on December 31, 2023. The minimum annual commitment for the next two years are as follows:

2022	\$545,039
2023	\$545,039

Snow Clearing Contract

In 2021, the Town entered into a contract for snow clearing services from November 2021 to April, 2023. The minimum annual commitment for the next two years are as follows:

2022	\$437,120
2023	\$305,984

**19. SHORT TERM BORROWING**

Operating Borrowing

As prescribed in the Local Governance Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Water and Sewer Fund operations is limited to 50% of the operating budget for the year. In 2021, the Town has complied with these restrictions.

Capital Funds

At December 31, 2021, there were short-term funds totaling \$500,000 (2020 - \$510,000) borrowed from other funds and no short-term funds (2020 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2021, there were no short-term funds (2020 - \$850,000) borrowed from other funds and no short-term funds (2020 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Water and Sewer Capital Fund.



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**19. SHORT TERM BORROWING (cont'd)**

Inter-fund Borrowing

The Local Governance Act requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and council is given a summary at year end to be fully informed of these transactions.

**20. UTILITY FUND SURPLUS**

The Local Governance Act requires Utility Fund surplus amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the surplus at the end of the year consists of:

	<b><u>2021</u></b>	<b><u>2020</u></b>
2021 Surplus	\$ 41,757	\$ -
2020 Surplus	48,220	48,220
2019 Surplus	<u>-</u>	<u>34,573</u>
	<b><u>\$ 89,977</u></b>	<b><u>\$ 82,793</u></b>

# ROTHERSAY

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## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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### 21. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	Land		Buildings and	Vehicles	Machinery and Equipment	Infrastructure				Subtotal	Assets	2021 Total	2020 Total
	Land	Improvements	Leasehold Improvements			Roads and Streets	Storm Sewer	Water	Sewer		Under Construction		
<b>COST</b>													
Balance - beginning of year	\$ 4,885,935	\$ 8,712,115	\$ 11,528,811	\$ 5,693,181	\$ 5,057,064	\$ 43,213,442	\$ 20,857,919	\$ 27,756,294	\$ 24,095,854	\$ 151,800,615	\$ 2,559,337	\$ 154,359,952	\$ 149,179,306
Change in ownership	(96)	(36)	(587)	553	(289)	-	-	-	-	(455)	-	(455)	(3,403)
Add: Net additions during the year	-	-	1,263,064	388,422	341,317	1,956,881	164,350	1,564,020	1,883,591	7,561,645	(1,679,467)	5,882,178	6,618,579
Less: Disposals during the year	-	-	-	(64,627)	(5,351)	(1,001,225)	-	(149,601)	(37,246)	(1,258,050)	-	(1,258,050)	(1,434,618)
Balance - end of year	<u>4,885,839</u>	<u>8,712,079</u>	<u>12,791,288</u>	<u>6,017,529</u>	<u>5,392,741</u>	<u>44,169,098</u>	<u>21,022,269</u>	<u>29,170,713</u>	<u>25,942,199</u>	<u>158,103,755</u>	<u>879,870</u>	<u>158,983,625</u>	<u>154,359,864</u>
<b>ACCUMULATED AMORTIZATION</b>													
Balance - beginning of year	-	4,288,825	4,811,979	2,996,574	2,396,059	21,496,918	7,473,121	8,223,909	8,955,198	60,642,583	-	60,642,583	57,340,509
Change in ownership	-	(29)	(222)	152	(280)	-	-	-	-	(379)	-	(379)	(1,704)
Add: Amortization during the year	-	443,319	417,145	515,708	444,402	1,417,292	357,733	613,222	440,961	4,649,782	-	4,649,782	4,523,157
Less: Accumulated amortization on disposals	-	-	-	(55,235)	(5,351)	(718,017)	-	(69,673)	(29,483)	(877,759)	-	(877,759)	(1,219,482)
Balance - end of year	<u>-</u>	<u>4,732,115</u>	<u>5,228,902</u>	<u>3,457,199</u>	<u>2,834,830</u>	<u>22,196,193</u>	<u>7,830,854</u>	<u>8,767,458</u>	<u>9,366,676</u>	<u>64,414,227</u>	<u>-</u>	<u>64,414,227</u>	<u>60,642,480</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>													
	<u>\$ 4,885,839</u>	<u>\$ 3,979,964</u>	<u>\$ 7,562,386</u>	<u>\$ 2,560,330</u>	<u>\$ 2,557,911</u>	<u>\$ 21,972,905</u>	<u>\$ 13,191,415</u>	<u>\$ 20,403,255</u>	<u>\$ 16,575,523</u>	<u>\$ 93,689,528</u>	<u>\$ 879,870</u>	<u>\$ 94,569,398</u>	<u>\$ 93,717,384</u>
Consists of:													
General Fund													
Assets	\$ 4,515,621	\$ 3,933,939	\$ 3,810,172	\$ 1,602,704	\$ 1,743,693	\$ 21,771,961	\$ 13,191,415	\$ -	\$ -	\$ 50,569,496	\$ (643,965)	\$ 49,925,531	\$ 51,326,367
Utility Fund													
Assets	119,971	-	1,277,944	82,661	590,873	200,944	-	20,403,255	16,575,523	39,251,171	1,523,835	40,775,006	38,409,697
Controlled Entities	<u>250,247</u>	<u>46,025</u>	<u>2,474,270</u>	<u>874,965</u>	<u>223,345</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,868,852</u>	<u>-</u>	<u>3,868,861</u>	<u>3,981,320</u>
	<u>\$ 4,885,839</u>	<u>\$ 3,979,964</u>	<u>\$ 7,562,386</u>	<u>\$ 2,560,330</u>	<u>\$ 2,557,911</u>	<u>\$ 21,972,905</u>	<u>\$ 13,191,415</u>	<u>\$ 20,403,255</u>	<u>\$ 16,575,523</u>	<u>\$ 93,689,519</u>	<u>\$ 879,870</u>	<u>\$ 94,569,398</u>	<u>\$ 93,717,384</u>

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**22. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES**

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Assets Under Construction</u>	<u>2021 Total</u>	<u>2020 Total</u>
<b>COST</b>								
Balance - beginning of year	\$ 250,343	\$ 120,125	\$ 4,082,545	\$ 1,717,591	\$ 789,638	\$ -	\$ 6,960,149	\$ 6,657,924
Change in ownership	(96)	(36)	(587)	553	(289)	-	(455)	(3,403)
Add: Net additions during the year	-	-	94,238	92,941	27,544	-	214,723	506,260
Less: Disposals during the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>(64,627)</u>	<u>(5,351)</u>	<u>-</u>	<u>(69,978)</u>	<u>(200,632)</u>
Balance - end of year	<u>250,247</u>	<u>120,089</u>	<u>4,176,196</u>	<u>1,746,458</u>	<u>811,542</u>	<u>-</u>	<u>7,104,439</u>	<u>6,960,149</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance - beginning of year	-	66,526	1,556,269	815,791	540,345	-	2,978,829	2,861,726
Change in ownership	-	(29)	(222)	152	(280)	-	(379)	(1,704)
Add: Amortization during the year	-	7,567	145,879	110,785	53,483	-	317,714	319,920
Less: Accumulated amortization on disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>(55,235)</u>	<u>(5,351)</u>	<u>-</u>	<u>(60,586)</u>	<u>(201,113)</u>
Balance - end of year	<u>-</u>	<u>74,064</u>	<u>1,701,926</u>	<u>871,493</u>	<u>588,197</u>	<u>-</u>	<u>3,235,578</u>	<u>2,978,829</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 250,247</u>	<u>\$ 46,025</u>	<u>\$ 2,474,270</u>	<u>\$ 874,965</u>	<u>\$ 223,345</u>	<u>\$ -</u>	<u>\$ 3,868,861</u>	<u>\$ 3,981,320</u>

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**23. SCHEDULE OF SEGMENT DISCLOSURE**

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Recreation and Culture</u>	<u>Water and Sewer</u>	<u>2021 Consolidated</u>	<u>2020 Consolidated</u>
<b>REVENUE</b>									
Property tax warrant	\$ 2,046,871	\$ 5,057,489	\$ 5,508,771	\$ 852,781	\$ 506,012	\$ 3,030,375	\$ -	\$ 17,002,299	\$ 16,492,476
Sale of service	121,311	-	4,708	-	-	337,713	-	463,732	343,963
Services provided to other governments	-	-	80,180	-	-	-	-	80,180	83,288
Other own source	18,637	3,150	-	-	86,275	-	-	108,062	447,775
Unconditional grant	15,794	39,025	42,507	6,580	3,904	23,383	-	131,193	128,323
Conditional government transfers	1,912,228	-	-	-	-	-	374,000	2,286,228	2,624,401
Water and sewer user fees	-	-	-	-	-	-	3,077,512	3,077,512	2,894,370
Sundry and interest	<u>62,779</u>	<u>206,334</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,814</u>	<u>117,249</u>	<u>394,176</u>	<u>381,202</u>
	<u>4,177,620</u>	<u>5,305,998</u>	<u>5,636,166</u>	<u>859,361</u>	<u>596,191</u>	<u>3,399,285</u>	<u>3,568,761</u>	<u>23,543,382</u>	<u>23,395,798</u>
<b>EXPENDITURE</b>									
Salaries and benefits	919,444	4,245,940	976,786	-	288,376	388,263	512,984	7,331,793	7,307,497
Goods and services	961,666	588,231	1,867,094	854,522	218,668	1,806,914	1,400,570	7,697,665	7,771,441
Interest	2,682	3,995	73,172	-	-	100,968	284,448	465,265	521,569
Other	40,190	3,959	283,208	-	-	-	87,691	415,048	186,669
Amortization	<u>127,065</u>	<u>225,682</u>	<u>2,319,749</u>	<u>-</u>	<u>-</u>	<u>740,412</u>	<u>1,236,874</u>	<u>4,649,782</u>	<u>4,523,158</u>
	<u>2,051,047</u>	<u>5,067,807</u>	<u>5,520,009</u>	<u>854,522</u>	<u>507,044</u>	<u>3,036,557</u>	<u>3,522,567</u>	<u>20,559,553</u>	<u>20,310,334</u>
Surplus for the year	\$ <u>2,126,573</u>	\$ <u>238,191</u>	\$ <u>116,157</u>	\$ <u>4,839</u>	\$ <u>89,147</u>	\$ <u>362,728</u>	\$ <u>46,194</u>	\$ <u>2,983,829</u>	\$ <u>3,085,464</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

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**24. RECONCILIATION OF ANNUAL SURPLUS**

	<u>General Operating Fund</u>	<u>General Capital Fund</u>	<u>Utility Operating Fund</u>	<u>Utility Capital Fund</u>	<u>General Operating Reserve Fund</u>	<u>General Capital Reserve Fund</u>	<u>Utility Operating Reserve Fund</u>	<u>Utility Capital Reserve Fund</u>	<u>Jointly Controlled Entities</u>	<u>Total</u>
2021 annual surplus (deficit)	\$ <u>6,113,690</u>	\$ <u>(3,360,800)</u>	\$ <u>1,367,864</u>	\$ <u>(1,386,477)</u>	\$ <u>4,216</u>	\$ <u>27,975</u>	\$ <u>575</u>	\$ <u>6,612</u>	\$ <u>210,174</u>	\$ <u>2,983,829</u>
Adjustments to annual surplus (deficit) for funding requirements										
Second previous year's surplus	32,147	-	34,573	-	-	-	-	-	59,417	126,137
Transfers between funds										
Transfer elimination	(450,000)	-	-	-	450,000	-	-	-	-	-
Transfer elimination	(500,000)	-	-	-	-	500,000	-	-	-	-
Transfer elimination	(4,560)	-	-	-	-	4,560	-	-	-	-
Transfer elimination	-	-	(66,150)	-	-	-	-	66,150	-	-
Transfer elimination	-	650,000	-	374,000	-	(1,024,000)	-	-	-	-
Transfer elimination	(1,654,360)	-	-	-	-	1,654,360	-	-	-	-
Transfer elimination	-	-	(5,686)	-	-	-	-	5,686	-	-
Transfer elimination	-	-	(11,140)	-	-	-	-	11,140	-	-
Transfer elimination	(3,078,407)	3,078,407	(759,347)	759,347	-	-	-	-	-	-
Long term debt principal repayment	(804,000)	804,000	(518,357)	518,357	-	-	-	-	-	-
Provision for retirement allowance	-	-	-	-	-	-	-	-	(1,544)	(1,544)
Provision for pension liability	(10,800)	-	-	-	-	-	-	-	(96,768)	(107,568)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	(79,311)	(79,311)
Accumulated amortization on disposal of capital assets	-	(817,173)	-	-	-	-	-	-	(60,586)	(877,759)
Deferred Gas tax revenue	630,360	-	-	-	-	-	-	-	-	630,360
Unrealized gain on investments	-	-	-	-	-	-	-	-	(26,224)	(26,224)
Amortization expense	-	<u>3,095,194</u>	-	<u>1,236,874</u>	-	-	-	-	<u>317,714</u>	<u>4,649,782</u>
Total adjustments to 2021 annual surplus (deficit)	<u>(5,839,620)</u>	<u>6,810,428</u>	<u>(1,326,107)</u>	<u>2,888,578</u>	<u>450,000</u>	<u>1,134,920</u>	<u>-</u>	<u>82,976</u>	<u>112,698</u>	<u>4,313,873</u>
2021 annual surplus (deficit) for funding requirements	<u>\$ 274,070</u>	<u>\$ 3,449,628</u>	<u>\$ 41,757</u>	<u>\$ 1,502,101</u>	<u>\$ 454,216</u>	<u>\$ 1,162,895</u>	<u>\$ 575</u>	<u>\$ 89,588</u>	<u>\$ 322,872</u>	<u>\$ 7,297,702</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**25. STATEMENT OF RESERVES**

	<u>General Operating Reserve</u>	<u>General Capital Reserve</u>	<u>Utility Operating Reserve</u>	<u>Utility Capital Reserve</u>	<u>Land for Public Purpose</u>	<u>2021 Total</u>	<u>2020 Total</u>
<b>ASSETS</b>							
Cash and short term investments	\$ 905,049	\$ 5,197,371	\$ -	\$ 1,350,328	\$ -	\$ 7,452,748	\$ 6,245,474
Accounts receivable from other funds	-	(150,251)	106,305	(106,305)	150,251	-	-
Due from (to) other funds	<u>-</u>	<u>500,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>
	<u>\$ 905,049</u>	<u>\$ 5,547,120</u>	<u>\$ 106,305</u>	<u>\$ 1,244,023</u>	<u>\$ 150,251</u>	<u>\$ 7,952,748</u>	<u>\$ 6,245,474</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 905,049</u>	<u>\$ 5,547,120</u>	<u>\$ 106,305</u>	<u>\$ 1,244,023</u>	<u>\$ 150,251</u>	<u>\$ 7,952,748</u>	<u>\$ 6,245,474</u>
<b>REVENUE</b>							
Other government transfers	\$ -	\$ 1,654,360	\$ -	\$ -	\$ -	\$ 1,654,360	\$ 803,422
Transfers from Operating Funds	450,000	500,000	-	82,976	4,560	1,037,536	345,547
Interest	<u>4,216</u>	<u>27,123</u>	<u>575</u>	<u>6,612</u>	<u>852</u>	<u>39,378</u>	<u>94,740</u>
	<u>454,216</u>	<u>2,181,483</u>	<u>575</u>	<u>89,588</u>	<u>5,412</u>	<u>2,731,274</u>	<u>1,243,709</u>
<b>EXPENDITURES</b>							
Transfers to General Operating Fund	-	-	-	-	-	-	341,708
Transfer to General Capital Fund	-	650,000	-	-	-	650,000	1,350,000
Transfers to Water and Sewer Capital Fund	<u>-</u>	<u>374,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>374,000</u>	<u>749,571</u>
	<u>-</u>	<u>1,024,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,024,000</u>	<u>2,441,279</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>\$ 454,216</u>	<u>\$ 1,157,483</u>	<u>\$ 575</u>	<u>\$ 89,588</u>	<u>\$ 5,412</u>	<u>\$ 1,707,274</u>	<u>\$ (1,197,570)</u>

Included in the General Capital Reserve Fund is \$4,318,104 of gas tax funds to be used for capital projects that meet the criteria of the Agreement on the Gas Tax Fund with Local Governments.

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**25. STATEMENT OF RESERVES (cont'd)**

**Council Resolutions regarding transfers to and from reserves:**

Date Enacted March 8, 2021

**MOVED** by Council. Brenan and seconded by Council. Mackay French the sum of \$450,000.00 be transferred to the General Operating Reserve Fund from the General Operating Fund to cover future operating costs.

**ON THE QUESTION:**

Treasurer MacDonald advised the purpose of the transfer is to set aside funds received from the provincial Safe Restart Program for future COVID-19 expenses. Council. Brenan added the funding was received following approval of the Town's 2021 budget.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Council. McGuire the sum of \$250,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

**CARRIED.**

Date Enacted December 13, 2021

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shea Gas Tax Funding in the amount of \$1,654,358.00 for the year 2021, be transferred to the General Capital Reserve Fund (Gas Tax).

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shea the sum of \$1,150,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shea the sum of \$4,560.00 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Boyle the sum of \$250,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shea \$66,150.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shea the sum of \$374,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**25. STATEMENT OF RESERVES (cont'd)**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shee \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shee \$11,140.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

**CARRIED.**

Date Enacted February 14, 2022

**MOVED** by Council. McGuire and seconded by Council. Shee the Gas Tax Funding in the amount of \$500,000.00 for the year 2021, be transferred to the General Capital Reserve Fund (Gas Tax).

**ON THE QUESTION:** Treasurer MacDonald advised annual transfers from reserves are used to finance capital expenditures. Upon review, the amount of funds transferred from the Gas Tax Reserve is more than required, therefore staff are recommending an amount be transferred back to the Gas Tax Reserve.

**CARRIED.**

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on March 8, 2021, December 13, 2021 and February 14, 2022.

\_\_\_\_\_  
Clerk,  
Rothesay

\_\_\_\_\_  
Date



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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****26. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS**

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2021 Total</u>	<u>2020 Total</u>
<b>ASSETS</b>	\$ <u>2,042,913</u>	\$ <u>1,350,793</u>	\$ <u>1,566,941</u>	\$ <u>4,960,647</u>	\$ <u>5,005,054</u>
<b>LIABILITIES</b>	\$ <u>554,771</u>	\$ <u>737,277</u>	\$ <u>26,565</u>	\$ <u>1,318,613</u>	\$ <u>1,540,831</u>
<b>ACCUMULATED SURPLUS</b>	\$ <u>1,488,142</u>	\$ <u>613,516</u>	\$ <u>1,540,376</u>	\$ <u>3,642,034</u>	\$ <u>4,131,419</u>
<b>REVENUE</b>	\$ 2,330,713	\$ 3,005,960	\$ 96,662	\$ 5,433,335	\$ 5,773,619
<b>EXPENDITURES</b>	<u>2,249,867</u>	<u>2,795,884</u>	<u>172,570</u>	<u>5,218,321</u>	<u>5,175,096</u>
	80,846	210,076	(75,908)	215,014	598,523
<b>CHANGE IN OWNERSHIP</b>	<u>1,036</u>	<u>(655)</u>	<u>-</u>	<u>381</u>	<u>(889)</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ <u>81,882</u>	\$ <u>209,421</u>	\$ <u>(75,908)</u>	\$ <u>215,395</u>	\$ <u>597,634</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

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## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 27. OPERATING BUDGET TO PSA BUDGET

	<b>Operating Budget General</b>	<b>Operating Budget Water and Sewer</b>	<b>Amortization TCA</b>	<b>Controlled Entities</b>	<b>Transfers</b>	<b>Total</b>
<b>REVENUE</b>						
Property tax warrant	\$ 17,002,299	\$ -	\$ -	\$ -	\$ -	\$ 17,002,299
Unconditional transfers from other governments	131,193	-	-	-	-	131,193
Conditional transfers from Federal or Provincial governments	26,500	-	-	-	1,024,000	1,050,500
Services other governments	60,000	-	-	-	-	60,000
Other own source	103,260	-	-	-	(2,000)	101,260
Sale of services	463,600	-	-	-	2,000	465,600
Other transfers	1,050,000	-	-	-	(1,050,000)	-
Water and sewer user fees	-	3,443,427	-	-	(363,000)	3,080,427
Sundry income	14,000	80,000	-	137,876	-	231,876
Surplus (deficit) of second previous year	<u>32,148</u>	<u>34,573</u>	<u>-</u>	<u>-</u>	<u>(66,721)</u>	<u>-</u>
	<u>18,883,000</u>	<u>3,558,000</u>	<u>-</u>	<u>137,876</u>	<u>(455,721)</u>	<u>22,123,155</u>
<b>EXPENDITURES</b>						
General government services	2,416,762	-	120,000	-	(321,000)	2,215,762
Protective services	5,479,207	-	225,682	(147,341)	(373,500)	5,184,048
Transportation services	3,647,492	-	2,320,000	-	(629,966)	5,337,526
Environmental health services	842,000	-	-	-	-	842,000
Environmental development services	649,200	-	-	-	-	649,200
Recreation and cultural services	2,147,205	-	742,033	7	81,600	2,970,845
Fiscal services						
Long term debt repayments	804,000	518,357	-	-	(1,322,357)	-
Interest	182,134	305,893	-	-	(488,027)	-
Transfer from General Operating Fund to General Capital Fund	2,715,000	-	-	-	(2,715,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Capital Reserve Fund	-	70,000	-	-	(70,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Operating Capital Fund	-	700,000	-	-	(700,000)	-
Water and Sewer	<u>-</u>	<u>1,963,750</u>	<u>1,240,000</u>	<u>-</u>	<u>305,893</u>	<u>3,509,643</u>
	<u>18,883,000</u>	<u>3,558,000</u>	<u>4,647,715</u>	<u>(147,334)</u>	<u>(6,232,357)</u>	<u>20,709,024</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,647,715)</u>	<u>\$ 285,210</u>	<u>\$ 5,776,636</u>	<u>\$ 1,414,131</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

DECEMBER 31, 2021

**28. REVENUE AND EXPENDITURES SUPPORT**

	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
<b>REVENUE</b>			
Sale of services			
Community Centre	\$ 20,000	\$ 26,615	\$ 3,919
Rental revenue	106,400	94,696	86,019
Recreational programs	339,200	337,713	248,692
Transportation	<u>-</u>	<u>4,708</u>	<u>5,333</u>
	<u>\$ 465,600</u>	<u>\$ 463,732</u>	<u>\$ 343,963</u>
Other own source			
Permits and fines	\$ 75,000	\$ 94,132	\$ 156,638
Fire Department administration	12,000	-	-
Developers contributions	-	4,560	226,218
Miscellaneous	<u>14,260</u>	<u>9,370</u>	<u>64,919</u>
	<u>\$ 101,260</u>	<u>\$ 108,062</u>	<u>\$ 447,775</u>
Conditional government transfers			
Government of Canada	\$ 25,000	\$ 63,774	\$ 48,812
Province of New Brunswick	-	1,193,354	663,589
Gas Tax revenue	1,024,000	1,024,000	1,910,000
Canada Day grants	1,500	1,600	2,000
Other government grants	<u>-</u>	<u>3,500</u>	<u>-</u>
	<u>\$ 1,050,500</u>	<u>\$ 2,286,228</u>	<u>\$ 2,624,401</u>
<b>EXPENDITURE</b>			
General government services			
Legislative			
Mayor	\$ 47,000	\$ 36,986	\$ 36,468
Councilors	136,100	126,140	118,592
Fundy Regional Service Commission	5,226	5,226	3,597
Other	<u>13,500</u>	<u>3,397</u>	<u>1,825</u>
	<u>201,826</u>	<u>171,749</u>	<u>160,482</u>
Administrative			
Administration	766,747	698,436	735,722
Office building	177,500	176,730	182,982
Solicitor	50,000	20,564	4,213
Supplies	25,000	30,977	37,241
Other	<u>262,395</u>	<u>208,518</u>	<u>208,084</u>
	<u>1,281,642</u>	<u>1,135,225</u>	<u>1,168,242</u>
Financial management			
Professional fees	<u>30,000</u>	<u>26,510</u>	<u>28,814</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u>2021</u> <b>Budget</b>	<u>2021</u> <b>Actual</b>	<u>2020</u> <b>Actual</b>
General government services (cont'd)			
Other			
Civic relations	1,000	341	326
Covid-19	25,000	27,033	-
Community communications	10,000	2,738	835
Insurance	223,290	247,058	194,165
Property tax - land for public purposes	18,000	16,782	16,469
Grants to organizations	34,000	22,147	20,448
Fox Farm Road rental expenses	2,500	5,713	19,493
Cost of assessment	266,004	266,004	258,027
Interest	2,500	2,682	3,164
Amortization	<u>120,000</u>	<u>127,065</u>	<u>69,771</u>
	<u>702,294</u>	<u>717,563</u>	<u>582,698</u>
	<u>\$ 2,215,762</u>	<u>\$ 2,051,047</u>	<u>\$ 1,940,236</u>
Protective services			
Fire			
Administration	\$ 323,379	\$ 266,992	\$ 317,866
Firefighting force	1,569,786	1,519,478	1,420,659
Telecommunications	84,423	1,600	1,857
Insurance	20,385	21,348	15,062
Prevention and training	23,850	13,372	12,397
Facilities	74,224	71,623	91,458
Fleet	43,033	33,090	30,627
Operations	25,889	105,682	26,856
Water costs	13,241	13,243	12,847
Retirement allowance	16,721	25,772	25,390
Other	1,223	7,396	1,044
(Gain) on disposal of tangible capital assets	-	(6,990)	(15,044)
Amortization	<u>141,023</u>	<u>141,023</u>	<u>140,306</u>
	<u>2,337,177</u>	<u>2,213,629</u>	<u>2,081,325</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	1,971,059	2,030,630	1,945,639
Vehicle Fleet	78,316	72,059	67,934
Property	108,688	88,232	88,475
Administration	422,069	428,840	559,005
Retirement allowance	31,845	34,803	34,534
Communications	131,700	113,254	15,600
Unrealized gain on investments	(26,224)	(26,224)	(20,837)
Loss (gain) on disposal of tangible capital assets	3,959	3,959	(768)
Amortization	<u>84,659</u>	<u>84,659</u>	<u>89,267</u>
	<u>2,806,071</u>	<u>2,830,212</u>	<u>2,778,849</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

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

	<u>2021</u> <b>Budget</b>	<u>2021</u> <b>Actual</b>	<u>2020</u> <b>Actual</b>
Protective services (cont'd)			
Other			
Emergency measures	-	975	157,634
Animal control	9,500	5,418	6,264
Interest	8,500	3,995	8,555
Other	<u>20,000</u>	<u>10,778</u>	<u>10,625</u>
	<u>38,000</u>	<u>21,166</u>	<u>183,078</u>
	<u>\$ 5,184,048</u>	<u>\$ 5,067,807</u>	<u>\$ 5,046,052</u>
Transportation services			
Common			
Wages and benefits	\$ 1,094,400	\$ 976,786	\$ 956,539
Workshop, yard and equipment maintenance	654,000	599,233	704,374
Engineering	<u>7,500</u>	<u>10,260</u>	<u>10,675</u>
	<u>1,755,900</u>	<u>1,586,279</u>	<u>1,671,588</u>
Roads and Streets			
Roadway surfaces	48,815	99,160	425,627
Storm water and traffic studies	-	157,260	105,448
Crosswalks and sidewalks	19,992	16,534	14,018
Culverts and drainage ditches	25,000	36,477	37,543
Storm sewers	40,000	34,249	42,624
Street cleaning	44,000	40,506	16,687
Snow and ice removal	652,685	520,677	507,392
Street lighting	130,000	161,646	152,537
Street signs	12,000	9,886	17,028
Traffic lane marking	30,000	25,677	27,513
Traffic signals and signs	40,000	52,191	23,952
Railway crossing signals	22,000	22,228	19,368
Public transit - Comex Service	86,000	81,110	72,953
KV committee for the disabled	-	-	4,000
Flood costs	40,000	-	32,217
Interest	71,134	73,172	75,635
Loss on disposal of tangible capital assets	-	283,208	153,640
Amortization	<u>2,320,000</u>	<u>2,319,749</u>	<u>2,405,836</u>
	<u>3,581,626</u>	<u>3,933,730</u>	<u>4,134,018</u>
	<u>\$ 5,337,526</u>	<u>\$ 5,520,009</u>	<u>\$ 5,805,606</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u>2021</u> <b>Budget</b>	<u>2021</u> <b>Actual</b>	<u>2020</u> <b>Actual</b>
Environmental health services			
Solid waste disposal	\$ 234,000	\$ 202,547	\$ 212,853
Solid waste compost	-	48,741	76,611
Solid waste collection	608,000	570,984	278,656
Curbside recycling	-	-	59,028
Clean up campaign	<u>-</u>	<u>32,249</u>	<u>47,469</u>
	<u>\$ 842,000</u>	<u>\$ 854,521</u>	<u>\$ 674,617</u>
Environmental development services			
Environmental planning and zoning	\$ 494,000	\$ 359,044	\$ 401,087
Greater Saint John Economic Development Agency, Inc.	152,000	148,000	98,988
Tourism	<u>3,200</u>	<u>-</u>	<u>3,129</u>
	<u>\$ 649,200</u>	<u>\$ 507,044</u>	<u>\$ 503,204</u>
Recreation and cultural services			
Administration	\$ 313,876	\$ 326,956	\$ 288,585
Beaches	50,636	45,695	36,384
Rothesay Arena	315,000	349,094	244,979
Memorial Centre	76,000	69,359	56,225
Summer programs	62,825	62,780	63,086
Rothesay Common	44,000	64,171	49,957
Parks and gardens	613,500	629,917	618,654
Regional Facilities Commission	393,125	410,103	451,692
Kennebecasis Public Library Inc	88,850	78,611	80,589
Special events	39,500	14,744	7,432
Playgrounds and fields	124,000	136,176	112,218
Living museum	-	71	-
PRO Kids	7,500	7,500	-
Interest	100,000	100,968	109,379
Amortization	<u>742,033</u>	<u>740,412</u>	<u>688,147</u>
	<u>\$ 2,970,845</u>	<u>\$ 3,036,557</u>	<u>\$ 2,807,327</u>
Water and sewer services			
Water System			
Administration	\$ 447,500	\$ 480,900	\$ 413,425
Purification maintenance and treatment	420,000	408,751	550,846
Source of supply - purchase of water	750	1,181	1,176
Transmission and distribution	130,000	74,667	141,160
Power and pumping	42,000	39,654	48,567
Billing and collecting	<u>-</u>	<u>2,410</u>	<u>2,941</u>
	<u>1,040,250</u>	<u>1,007,563</u>	<u>1,158,115</u>

**ROTHESAY**

2022April11OpenSessionFINAL\_175

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<b><u>2021</u></b> <b>Budget</b>	<b><u>2021</u></b> <b>Actual</b>	<b><u>2020</u></b> <b>Actual</b>
Sewer System			
Administration	677,500	648,900	616,744
Sewer collection system	84,000	83,047	165,948
Sewer lift stations	70,000	43,551	38,783
Treatment and disposal	92,000	130,494	93,163
Infiltration study	-	-	5,872
Loss on disposal of tangible capital asset	<u>-</u>	<u>87,691</u>	<u>-</u>
	<u>923,500</u>	<u>993,683</u>	<u>920,510</u>
Interest	305,893	284,448	324,836
Amortization	<u>1,240,000</u>	<u>1,236,874</u>	<u>1,129,831</u>
	<u>1,545,893</u>	<u>1,521,322</u>	<u>1,454,667</u>
	<u>\$ 3,509,643</u>	<u>\$ 3,522,568</u>	<u>\$ 3,533,292</u>



2022 April 11 Open Session FINAL\_176

# ROTHESAY MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	6 April 2022
RE	:	Appointment to the Age Friendly Advisory Committee

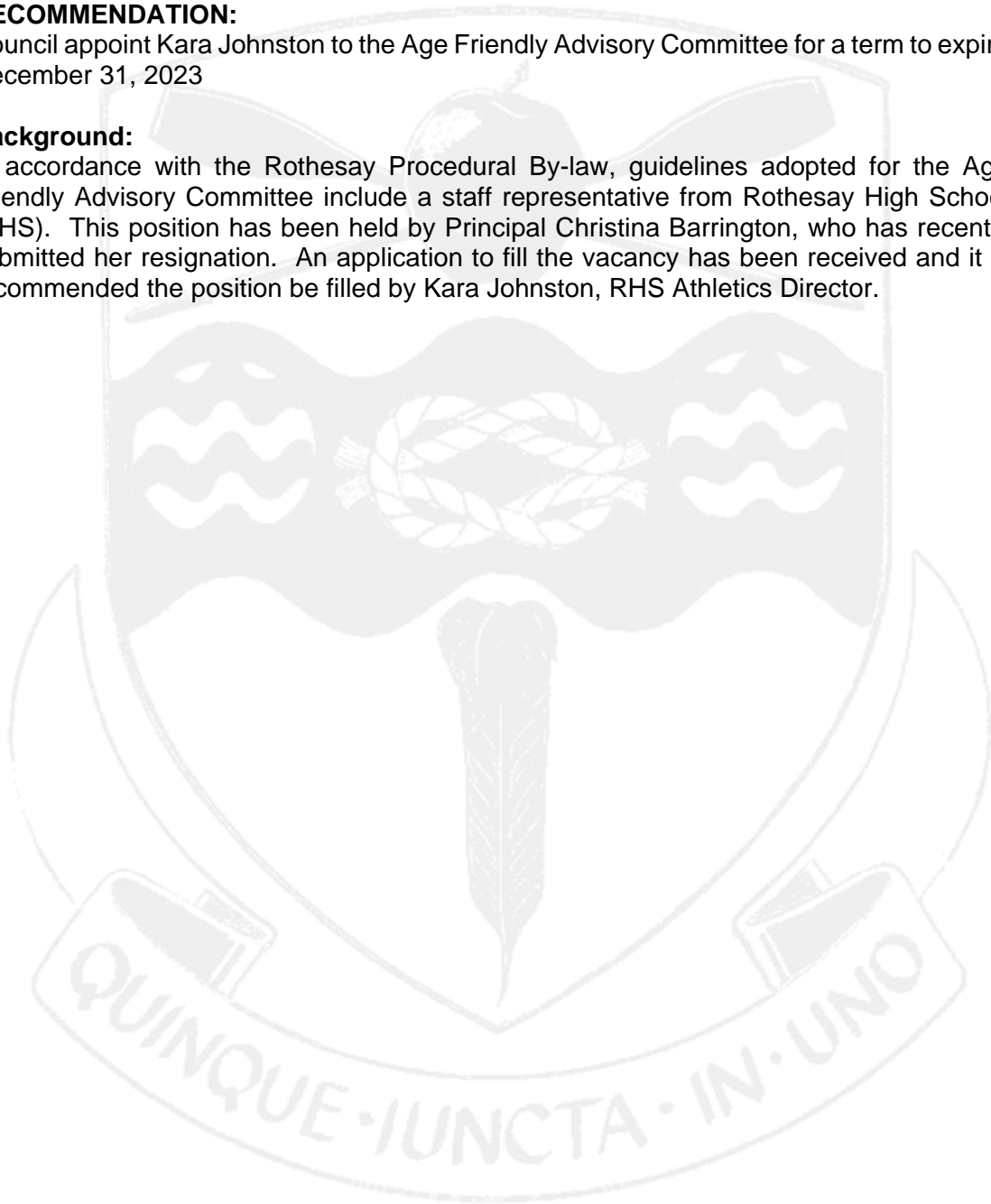
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**RECOMMENDATION:**

Council appoint Kara Johnston to the Age Friendly Advisory Committee for a term to expire December 31, 2023

**Background:**

In accordance with the Rothesay Procedural By-law, guidelines adopted for the Age Friendly Advisory Committee include a staff representative from Rothesay High School (RHS). This position has been held by Principal Christina Barrington, who has recently submitted her resignation. An application to fill the vacancy has been received and it is recommended the position be filled by Kara Johnston, RHS Athletics Director.







70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 11, 2022**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** April 6, 2022

**SUBJECT:** Equipment Supply – Water Treatment Expansion

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**RECOMMENDATION**

It is recommended that Council accept the quote from Suez in the amount of \$612,000.00 plus HST, for the purchase of a new water treatment tank / membrane system and further that the Director of Operations be authorized to issue a purchase order in that regard.

**ORIGIN**

The 2022 Utility Fund Capital Budget includes funding for the addition of a third treatment tank at the Maguire Road Water Treatment Facility.

**BACKGROUND**

The construction of several new multi-unit buildings and single-family homes in Rothesay has led to an increase in water usage. The increased demand and required system redundancy necessitates an increase to the treatment capacity at the Maguire Road Facility.

**DISCUSSION**

The trademarked “Zeeweed” filtration systems at the Maguire Road Treatment Facility are sold/serviced by Suez Water Technologies and Solutions. This recommended third tank/membrane system for which the facility was originally designed will complete the ultimate capacity of the plant.

**FINANCIAL IMPLICATIONS**

Suez has quoted the third tank/membrane system at \$612,000.00 plus HST. The delivered cost will be \$638,230.32 including the Town’s eligible HST rebate.

The 2022 Utility Fund Capital Budget includes an amount of \$550,000 for the supply of this new equipment. The budget was based on a quote of \$531,000 from Suez for the same system in November of 2021.

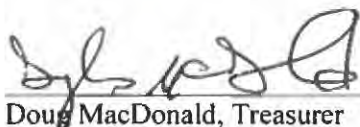
The price of steel on the world market continues to rise and is cited by Suez as the reason for the difference between the November 2021 quote of \$531,000 and the current quote of \$612,000.

The increase in operational capacity that this new tank/membrane system will provide to the treatment facility is necessary to meet current and future demand.

The price of steel is forecast to rise even further, therefore staff recommend purchasing the system now.

The current quote of is only valid until April 15, 2022. The additional cost of \$88,230.32 will be funded from the Utility Capital Reserve.

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**  
**April 11, 2022**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** April 6, 2022

**SUBJECT:** Equipment Supply – Street Sweeper

---

### **RECOMMENDATION**

It is recommended that Council accept the quote from Saunders Equipment Ltd. in the amount of \$325,000.00 plus HST for the purchase of a Johnson Street Sweeper and further that the Director of Operations be authorized to issue a purchase order in that regard.

### **ORIGIN**

The 2022 General Fund Capital Budget includes funding for the purchase of a street sweeper to replace the 2008 model currently in service in the Works Department.

### **BACKGROUND**

The existing Town street sweeper is a 2008 Johnson model. The unit is “right sized” and has served the Town well over the past 14 years, however the aging machine is now struggling to keep up with the demand and repair costs are escalating each year. The 2021 capital budget had included funds to replace the unit, however covid related supply chain issues rendered it near impossible to locate a new unit. The purchase was therefore deferred to the 2022 capital budget year.

**DISCUSSION**

The Town of Sackville issued a public tender for the supply of a street sweeper. The tender included a “piggy-back” option whereby other municipalities could take advantage of the result of that tender without circumventing public procurement regulations. The result of that tender was an award to Saunders Equipment Ltd. The unit tendered by Sackville is the identical replacement unit that Rothesay would specify in any public tender for a street sweeper.

The market being what it is with respect to supply, steel prices, shipping costs etc. it is reasonable to think that if Rothesay tendered on its own for a new street sweeper in the coming weeks, the resulting price may well be higher than the price achieved by Sackville.

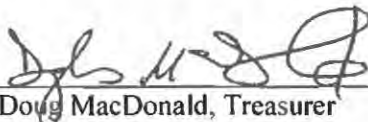
Staff recommend accepting the offer from Saunders Equipment at the same tendered price as Sackville for a replacement Johnson Sweeper. Saunders has a demo unit available to Rothesay as of March 15, 2022. Staff had requested that Saunders provide a trade-in quote for the existing 2008 unit however the offer was less than anticipated and staff thereby recommend the Town pursue selling the existing unit rather than trading it to Saunders.

**FINANCIAL IMPLICATIONS**

The analysis concludes that the delivered cost of the street sweeper will be \$338,929.50 including the Town’s eligible HST rebate.

The 2022 General Fund Capital Budget includes an amount of \$300,000 for the purchase of a street sweeper. The variance of \$13,929.50 will be managed within the 2022 approved capital 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**  
**April 11, 2022**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

John Jarvie, Town Manager

**DATE:** April 11/2022

**SUBJECT:** Truck Purchase- Parks Department

---

**RECOMMENDATION**

It is recommended that Council accept the submission from Dobson Dodge for the purchase of a 5500 DRW, 8 cylinder automatic transmission, 4x4, crew cab, A/C, with dump body box and required safety features for the purchase price of \$92 168.08 inclusive of HST for the Rothesay Parks Department.

**ORIGIN**

The 2022 General Fund Capital Budget included an amount of \$100 000 for the purchase of a 5500 DRW truck for the Rothesay Parks Department.

**BACKGROUND**

Specifications were placed on NBON and in addition local dealers who could supply such a vehicle were called and asked to submit quotes.

One submission was received.

Results included below:

<b>Dobson Dodge</b>	<b>\$92 168.08 HST INC</b>
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**FINANCIAL IMPLICATIONS**

The 2022 General Capital Budget included an amount of \$100 000 for the purchase of a 5500 DRW truck for the Rothesay Parks Department. The cost of the: 2022 Dodge 5500 4WD Crew Cab will be approximately \$83 600.00 after the HST rebate.

Report Prepared by:   
Charles Jensen, Director of Parks and Recreation

Report Reviewed by:   
Doug MacDonald, Treasurer

*A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).*

There will be an additional cost for a dump box for the unit once the chassis is received. Current times for possession of an ordered unit are such that the dump box may not be acquired until late in the year or in 2023. It is expected the dump box can be acquired within the original budget envelope. Once the new unit is fully functional, the current 8500 unit will be sold.

DOBSON CHRYSLER DODGE  
312 ROTHESAY AVENUE  
SAINT JOHN, NB E2J2B9

Configuration Preview

Date Printed: 2022-03-17 8:58 AM  
Estimated Ship Date:

VIN:  
VON:

Quantity: 1  
Status: BA - Pending order  
FAN 1: B0703 TOWN OF ROTHESAY  
FAN 2:

Sold to:  
DOBSON CHRYSLER DODGE (C2550)  
312 ROTHESAY AVENUE  
SAINT JOHN, NB E2J2B9

Ship to:  
DOBSON CHRYSLER DODGE (C2550)  
312 ROTHESAY AVENUE  
SAINT JOHN, NB E2J2B9

Bid Number:  
PO Number:

Vehicle: 2022 5500 CREW CAB CHASSIS (197.4 IN WB - CA of 84 IN) (DP0L94)

	Sales Code	Description	MSRP(CAD)
Model:	DP0L94	5500 CREW CAB CHASSIS (197.4 IN WB - CA of 84 IN)	
Package:	2YA	Customer Preferred Package 2YA	
	ETN	6.7L Cummins(R) I-6 turbo diesel eng	
	DF2	6-speed AISIN(R) heavy-duty automatic	
Pain/Seat/Trim:	P63	Yellow	
	APA	Monotone paint	
	*TX	HD vinyl front 40/20/40 bench seat	
	-X8	Black/Diesel Gray	
Options:	XHC	Trailer brake control	
	XAW	Rear back-up alarm	
	MRU	Black Mopar(R) tubular side steps	
	LBN	Power take off prep	
	JKV	115-volt aux power outlet - IP	
	AHD	Heavy-Duty Snowplow Prep Group	
	CLF	Mopar(R) frt & rr all-weather flr mts	
	5N6	Easy Order	
	4FM	Fleet option editor	
	4FT	Fleet Sales Order	
	121	Zone 21-Canada-Ontario	
	4EA	Sold Vehicle	
Non Equipment:	4FK	Fleet Government Sale	
Discounts:	4CP	Federal A/C Excise Tax	
Destination Fees:			

Total Price: 80,005

Order Type: Fleet  
Scheduling Priority: 1-Sold Order  
Salesperson: Matthew Foster  
Customer Name: Town Of Rothesay  
Customer Address: 70 Hampton Road  
Rothesay NB E2E5L5 CAN

PSP Month/Week:  
Build Priority: 01

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.