

Town of Rothesay

Land Acknowledgement

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

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

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

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



2022 December 12 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, December 12, 2022
7:00 p.m.



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 November 2022

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Sophia Recovery Centre Julie Atkinson (*see item 9.1.1*)

4.2 Rothesay 2023 Capital Budgets Doug MacDonald, Treasurer (*see Item 9.2*)

5. CORRESPONDENCE FOR ACTION

5.1 25 November 2022 Email thread from resident RE: Kennebecasis Park Rink

Refer to staff for a report

5.2 28 November 2022 Letter from Kennebecasis Valley Minor Hockey Association RE: Sponsorship

Refer to the Finance Committee

5.3 29 November 2022 CFIB email with attachments RE: Support small businesses – Include Construction Mitigation Policies in 2023/2024 Budget

Refer to staff for information

5.4.1 7 December 2022 Email from resident RE: Rothesay Arena

5.4.2 6 December 2022 Email from resident RE: Rothesay Arena concerns and request for indoor pool

Refer to staff for a response (*see Item 9.7*)

6. CORRESPONDENCE - FOR INFORMATION

6.1 14 November 2022 Letter from UMN to Premier Higgs RE: Official Languages Committee

6.2 23 November 2022 Letter from resident RE: Thank you and volunteer interest

6.3 30 November 2022 Thank you from G. Reid Parker (Symphony New Brunswick)

6.4 8 December 2022 Thank you from Rothesay High School Girls Hockey Team

7. REPORTS

7.0 December 2022 Report from Closed Session

7.1 7 September 2022 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes

31 July 2022 KVFD Statement of Expense

7 September 2022 KVFD Fire Chief's Report

August 2022 KVFD Response Report

- 7.2 26 October 2022 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 31 October 2022 KRJBPC Statement of Financial Position
- 20 November 2022 KRJBPC Crime Statistics
- 7.3 21 November 2022 Envision Saint John Q3 2022 Impact Report
- 7.4 31 October 2022 Draft unaudited Rothesay General Fund Financial Statements
- 31 October 2022 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 October 2022 Donation Summary
- 24 November 2022 Draft Finance Committee meeting minutes
- 7.5 22 November 2022 Age Friendly Advisory Committee meeting minutes
- 7.6 22 November 2022 Draft Parks and Recreation Committee meeting minutes
- 7.7 23 November 2022 Draft Works and Utilities Committee meeting minutes
- 7.8 5 December 2022 Draft Planning Advisory Committee meeting minutes
 - 50 Hampton Road (PID 00255984)
- 7.9 November 2022 Monthly Building Permit Report
- 7.10 8 December 2022 Capital Projects Summary

8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

8.2 Rothesay Arena Open House (Tabled September 2021)

No action at this time

8.3 Private Lanes Policy (Tabled July 2022)

No action at this time

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

- 9.1.1 22 November 2022 Sophia Recovery Centre grant request

Refer to the Finance Committee

9.2 2023 Capital Budgets

- 5 December 2022 Memorandum from Treasurer MacDonald RE: Motions
- 24 November 2022 Memorandum from Treasurer MacDonald RE: 2023 Capital Budgets

Utility Fund

- Highlights Utility Capital Fund Budget
- 2023 Master Utility Capital Budget

General Fund

- Highlights General Capital Fund Budget
- 2023 Master General Capital Budget

ROTHESAY

2022December12OpenSessionFINAL_003

Regular Council Meeting
Agenda

-3-

12 December 2022

9.3 Reserve Motions 2022

9.3.1 General Fund

7 December 2022 Memorandum from Treasurer MacDonald

9.3.2 Utility Fund

7 December 2022 Memorandum from Treasurer MacDonald

9.4 Insurance Coverage

5 December 2022 Memorandum from Treasurer MacDonald

9.5 Committee Appointments

7 December 2022 Memorandum from Nominating Committee

9.6 Confidentiality Agreement with Service New Brunswick

24 November 2022 Report prepared by DPDS White

9.7 Rothesay Arena Bleachers

12 December 2022 Report prepared by DRP Jensen

9.8 Accommodations Levy and Envision Saint John – The Regional Growth Agency

8 December 2022 Memorandum from Town Manager Jarvie

10. NEXT MEETING

Regular meeting Monday, January 9, 2023 at 7:00 p.m.
Public Hearing Monday, January 16, 2023 at 7:00 p.m.

11. ADJOURNMENT



Mission:

We empower all women seeking recovery to take their lives back through a complement of on-site and virtual peer support services, 12 step coaching, counseling and compassionate continuing care programs.

Vision:

Every woman seeking freedom from addiction will discover empowerment, community, and ongoing support.



History

- Founded in 2008 by the Sisters of Charity
- Rental of 1,100 sq ft. apartment in uptown Saint John since 2008
- Fall 2021
 - Charlotte County Centre opens in St Stephen
- Summer 2022
 - Administrative offices moved offsite from SJ Hazen St. location to accommodate client demand for services
 - Counselling office opens in Rothesay to reduce wait list



Staff & Clients

- Staff of 14
- 2021/22: 237 women accessed our services in Saint John and St Stephen
- 2022/23 YTD: (April – November 2022) 230 women; 3527 total support services delivered

Approach: Sustained Recovery Management

- Well researched, evidence-based approach
- Increasingly implemented across North America over the past 15 years.
- Revolves around standardized methods of assessing clients' needs and ongoing progress
- Emphasizes post-treatment monitoring and support; long-term, stage-appropriate recovery education; peer-based recovery coaching; assertive linkage to communities of recovery; and, when needed, early re-intervention.
- Diverts individuals from repetitive emergency visits and acute care settings and reduces burden on healthcare system



Outcome Measures

Recovery outcomes are measured using a “Recovery Check Up” strategy based on the peer-reviewed TALER protocol, developed by C.K. Scott and Michael Dennis.¹

Conducted at 6 month intervals, the “Check Up” assesses the following markers of sustained recovery.

Recovery Marker Check Up Data (measured on a scale on 1 - 5):

- Your desire or motivation to improve your recovery.
- Your current ability to avoid cravings or compulsion to slip or relapse.
- Your opinion on how well you are now able to handle current obligations to: family responsibilities, parenting, employment, finances.
- Your opinion on how healthy your relationships are.
- Your opinion on how healthy you are physically.
- Your opinion on how healthy you are mentally.
- Your opinion on how connected you are to friends and family.
- Your opinion on how spiritually healthy you are now.
- Your opinion on how connected you are to a community support system.
- Your opinion on how much you feel in control/empowered in your life.

90 percent of Sophia clients report reducing or eliminating substance use and improvement in multiple recovery markers over six- and twelve-month periods.

¹Scott, C. K., & Dennis, M. L. (2011). Recovery management checkups with adult chronic substance users. In J. F. Kelly & W. L. White (Eds.), *Addiction recovery management: Theory, research and practice* (pp. 87–101). Humana Press

Rothsay Location: 120 Hampton Road

CURRENTLY:

- Drop in hours:
 - Tuesdays 9am – 12 noon
 - Wednesdays 9am – 12 noon
- Scheduled Peer Support Visits and Check Ups
- Counselling sessions

IN DEVELOPMENT (pending accessibility of additional space):

- Book Group
- Writing Circle
- Breathwork
- Art
- Chat and Connect





Contact Us:

www.sophiarecoverycentre.com

**Main Administration Office:
(506) 271-5278**

**Rothsay Centre:
(506) 271-5470**



2022December12OpenSessionFINAL_022

Draft Capital Budgets 2023

Discussion of Draft Budgets





2022December12OpenSessionFINAL_023

Budget Process

- Senior staff review Council capital priorities, projected 2022 financial results, funding sources, etc.
- Committee meetings (Works and Utility, Recreation), planning documents, assumptions, preliminary info reviewed by staff
- Review draft results with Finance Committee and Council
- Project tendering, amendments, and final approval



2022 December 12 Open Session FINAL 024

Funding Assumptions

- Funds available from “operating” – as approved during the operating budget process – General \$3,750,000 – Utility \$700,000
- Five year Gas Tax plan funding available
- Other Capital Reserves if necessary
- Funding from Developers as applicable
- Projects dependent upon grants to be obtained from Federal and Provincial governments
- New debt issued re major projects (to be approved by the MCBB)



- Capital Budgets Funding Summary

	Utility	General	Total	2022
• Operating	\$700,000	\$3 832,000	\$4,532,000	\$4,124,000
• Gas Tax	300,000	825,000	1,125,000	1,150,000
• Grants	-	710,000	710,000	857,000
• Reserves	-	-	-	300,000
• Debt	<u>1,600,000</u>	<u>1,250,000</u>	<u>2,850,000</u>	<u>300,000</u>
• Total	<u>\$2 600,000</u>	<u>\$6,617,000</u>	<u>\$9,217,000</u>	<u>\$6,731,000</u>

- 2023 Estimates include some items carried forward from 2022.
- Some major projects excluded



2022 December 12 Open Session FINAL_026

2022 Utility Projection

	Projected Cost	Capital Reserves	Gas Tax	Operating	Debt
Water quantity	\$25,000			\$25,000	
Filter train	70,000			70,000	
Sewer piping	175,000			175,000	
Maliseet	105,000			105,000	
Turnbull Court	590,000		250,000	140,000	200,000
WWTF	540,000	300,000		140,000	100,000
Total	\$1,505,000	\$300,000	\$250,000	\$655,000	\$300,000



2023 Utility Capital and Funding

2022December12OpenSessionFINAL_027

Projects		\$ (000)
Water – Filter train completion		\$630
Sewer Projects – Wastewater treatment facility - Phase 2 design(cost shared) Sewer line upgrade Lagoon dredging		<u>1,970</u>
Total Capital Expenditures		2,600
Operating Funding		700
Gas Tax Reserve		300
Debt		1,600
Total		\$2,600
Does not include wastewater treatment facility (design being finalized and grant requests – will require debt application)		



2022December12OpenSessionFINAL_028

2022 General Projection

	Projected Cost	Grant	Gas Tax	Operating	Debt
Town Hall	\$120,000			\$120,000	
KVFD	1,250,000			100,000	1,150,000
Street surfacing	2,035,000		900,000	1,135,000	
Designated Highway	1,150,000	837,000		313,000	
Fleet	510,000			510,000	
Intersection	350,000			350,000	
Recreation	351,000	20,000		331,000	
Wells building	610,000			610,000	
Total	\$6,376,000	\$857,000	\$900,000	\$3,469,000	\$1,150,000



Draft General Capital 2023

2022December12OpenSessionFINAL_029

	Description	2023	2022
General Gov't.	Town Hall, IT infrastructure	57	120
Protective	Fire Station 2	1,270	1,250
Transportation	Street re-surfacing, fleet replacement plan,	2,235	4,045
Recreation	Wells building, equipment	<u>3,055</u>	<u>961</u>
Total		<u>6,617</u>	<u>6,376</u>



Specific projects

- Completion of Fire Station 2 renovations
- Annual street surfacing program
- Paving, curb, or sidewalk projects:
 - McGuire Road
 - Bell Air
 - Capri Avenue/ McMackin Lane
- Grove Avenue intersection
- Equipment – vacuum truck (re flushing)
- Parks equipment (truck @ \$70,000)
- Pickle ball courts
- Wells building completion

Does not include Clark Road/Gondola Point Road intersection nor Arena project as both dependent upon design and additional funding approvals



2022 December 12 Open Session FINAL_031

2023 General Capital Funding

	Description	2023	2022
Grants	Gas Tax	825	900
Reserves	Primarily prior year surplus	0	0
Grants	Designated Highway/Wells	710	857
Operating	From Operating Fund	3,832	3,469
Debt		<u>1,250</u>	<u>1,150</u>
Total		6,617	6,376

Liz Hazlett

From: Mary Jane Banks
Sent: Friday, November 25, 2022 3:01 PM
To: Liz Hazlett
Subject: Kpark Outdoor Rink

From:
Sent: November 25, 2022 2:17 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Kpark Outdoor Rink

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

Yes please, and thanks very much

From: Mary Jane Banks
Sent: November 25, 2022 1:22 PM
To:
Subject: RE: Kpark Outdoor Rink

Thanks for your email,

To be clear, you are asking Council to fund plowing for the rink in Kennebecasis Park, either through Town resources or by a third party contractor? If you could confirm, it would be appreciated.

Your email will be added to the Council agenda for the next regular meeting on Monday, December 12, 2022.

Thanks again and I look forward to hearing from you.

Mary Jane

Mary Jane E. Banks, BComm, NACLAA II
Town Clerk – Rothesay
Head of the Public Body (RTIPPA)
Director of Administrative Services
70 Hampton Road
Rothesay, NB E2E 5L5

p (506)848-6664
f (506)848-6677

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

From:
Sent: November 25, 2022 12:36 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fwd: Kpark Outdoor Rink

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2022December12OpenSessionFINAL_033

KPark Rink Park

Back story

This Kpark rink is a huge asset for the community

It has been not kept up very well, but due to the new generation of kids in the park, 4-5 dads are bringing it back better than ever

Charles has been great to us and lots of help, as you can read in the email tea below

The last thing we require is to have adequate snow removal for the park, we would like to get some or a little priority put on this rink and maybe some future investment by the town, which we can discuss later, for now just plowing!

----- Forwarded message -----

From:

Date: Fri., Nov. 25, 2022, 12:32 p.m.

Subject: Re: Kpark Outdoor Rink

To: Charles Jensen <CharlesJensen@rothesay.ca>

Thanks, i will

On Fri., Nov. 25, 2022, 11:43 a.m. Charles Jensen, <CharlesJensen@rothesay.ca> wrote:

If you would like something on the next council agenda you could send it to Mary Jane Banks. Her email address is maryjanebanks@rothesay.ca

Thanks,

Charles

Charles Jensen

Director of Recreation and Parks-Rothesay

70 Hampton Road, Rothesay, N.B.

E2E 5L5

charlesjensen@rothesay.ca

506-848-6606

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From:

[OpenSessionFINAL_034](#)

Sent: November 25, 2022 11:38 AM

To: Charles Jensen <CharlesJensen@rothesay.ca>

Subject: Re: Kpark Outdoor Rink

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

What's the Mayors email address? I will forward her this email

On Fri., Nov. 25, 2022, 11:33 a.m. Charles Jensen, <CharlesJensen@rothesay.ca> wrote:

Hi ,

I will pass this along to our parks supervisor. We are down some staff right now so not sure when we can get to the clean up. We will get the shovels dropped off. I think I mentioned that we can help out with the plowing but I am not sure if it will be timely enough for you as typically after a snow event we have the common and wells park as priorities. As far as a third party doing it and the town paying that would have to go through mayor and council as I don't have anything in my budget to cover it.

Thanks,

Charles

Charles Jensen

Director of Recreation and Parks-Rothesay

70 Hampton Road, Rothesay, N.B.

E2E 5L5

charlesjensen@rothesay.ca

506-848-6606

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From:

Sent: November 25, 2022 11:25 AM

To: Charles Jensen <CharlesJensen@rothesay.ca>

Subject: Re: Kpark Outdoor Rink

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

Update

We have completed the clean up for this year, made a huge difference
2022December12OpenSessionFINAL_035

I have purchased a large rolling garbage bin for the space myself, my brother in law lives across the street on Calistoga, so we will put it beside his bin

I have bought and installed hooks to keep our scoops and scrappers in good condition

See below the pile of rubbish ready to be taken away

Reminder on dropping off a couple 30" metal scrappers

Last thing I would like to work out is plowing for the area this year either done by the town or billed to the town and we find a private company. Thoughts?

On Wed., Nov. 9, 2022, 8:02 a.m. Charles Jensen, <CharlesJensen@rothesay.ca> wrote:

Thanks . I will have our staff person drop off a couple of scrapers.

Charles

Charles Jensen

Director of Recreation and Parks-Rothesay

70 Hampton Road, Rothesay, N.B.

E2E 5L5

charlesjensen@rothesay.ca

506-848-6606

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From:

Sent: November 8, 2022 10:20 AM

To: Charles Jensen <CharlesJensen@rothesay.ca>

Subject: Re: Kpark Outdoor Rink

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Hey good news

The old nets that we have not used in may year's, that we wanted taken away as they were a eye soar to both us and house's backing the rink, Well we had the great idea that other people outside the area may want them for their back yard rinks, so we put them on Facebook market place and gave them away, people came with in hours and took the ones we did not want

Saving you money in time, Gas, and dumping fees.

2022December12OpenSessionFINAL_036

Hopefully that helps in us getting us 2 good metal snow pushers, lol

I am going to personally but metal hooks to put on the outside of the she to be able to hang these and other up when nit in use

See attached

As for debris we need more time for the clean up, will let you know when we are finished

Thanks in advance

On Wed., Nov. 2, 2022, 2:04 p.m.

wrote:

There are 6 huge nets, we only use two of them, if we get the other 4 set out in the parking lot area along with old wood and debris, could we get that taken away?

Any day next week would work, as we plan to get more done this weekend **We can get rid of this stuff. Can the nets be folded so they are easier to handle? How much old wood and debris is there?**

I am not 100% of how much wood, will know more on the weekend and we clean more stuff up, should not be that much! As for the nets, these are the big nets and heavy metal, no way to fold

They are a eye soar and just rotting away at the edge of the woods

I will take pics of both this weekend

Also, could we get a fundy refuse and recycling wheeled bins delivered, the Dads that look after the rink in the winter will put these out on garbage and recycling days, the garbage is the big need, but we would use the reclying one also, we do not need the little bins as the big ones would be situated right outside the door **We don't really have any of those. You would have to call Fero. I am not sure they will pick up unless it is at a residence.**

Ok I will call them

We plan to set up markers for plowing this year, last year we had people getting stuck in the driveway, could we get the town to set up plowing for this coming winter, it was so well used last year, even the mayor stopped by on occasion to say what a wonderful asset we have here, I would like to keep elevating it to a skate area we can all respect and enjoy **I will have to check on our staff resources for this one. We have a limited number of staff in the winter so not sure we can take it on. If we did it may not be timely enough for when you need it done.**

If the town can not do it, can we find a supplier of plowing and town pay for it, it could be a a on call bases, as a lot of these plow guys come when there is 3 inches of snow, we would only want them for the big snow storms

The only other aspect for this year would be a couple of 30" metal scrapers for skimming off the ice before a flood. I have purchased and donated a power snow shovel that works great for us. **We bought some of these the last few years. Are they gone?**

We have the scopes and plastic shovels you supplied before, but we did not buy or ask for the metal ice scrapers as we had a couple already, they are now beat up and not usable from regular use, missing handle, bent ends, etc

For next winter:

2022December12OpenSessionFINAL_037

We would like to add another flood light to match the one we have by the shed, but another one at the other end of the rink would be awesome to have, can we get this added to the next budget for installation next summer? I am not sure about the logistics on this one. I would need to have an electrician take a look. Is there any concern with neighbours and more lights being installed?

Sincerely your annoying outdoor rink attendant

On Tue., Oct. 18, 2022, 2:32 p.m. Charles Jensen, <CharlesJensen@rothesay.ca> wrote:

thanks

Charles Jensen

Director of Recreation and Parks-Rothesay

70 Hampton Road, Rothesay, N.B.

E2E 5L5

charlesjensen@rothesay.ca

506-848-6606

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From:

Sent: October 18, 2022 1:53 PM

To: Charles Jensen <CharlesJensen@rothesay.ca>

Subject: Re: Kpark Outdoor Rink

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Cc

On Tue., Oct. 18, 2022, 1:38 p.m.

wrote:

Will do.

On Tue, Oct 18, 2022 at 1:37 PM Charles Jensen <CharlesJensen@rothesay.ca> wrote:

Thanks I ordered the tarp. Can you ask if I can just email him the invoice?

Charles

Charles Jensen

2022December12OpenSessionFINAL_038

Director of Recreation and Parks-Rothesay

70 Hampton Road, Rothesay, N.B.

E2E 5L5

charlesjensen@rothesay.ca

506-848-6606

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From:

Sent: October 18, 2022 1:26 PM

To: Charles Jensen <CharlesJensen@rothesay.ca>

Subject: Re: Kpark Outdoor Rink

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<https://trison.tarps.ca/store/product/inland-plastics-ice-rink-tarp/>

50' x 100'

3180 100' x 50' (2000L)

2000L 100' x 50'

2000L 100' x 50'



MON-THURS: 7AM – 5PM

FRI: 7AM – 4PM

SAT: 8AM – 12PM

SUN: Closed

TEL: 506-848-6606

Fax: 506-848-6606

On Tue, Oct 18, 2022 at 1:23 PM Charles Jensen <CharlesJensen@rothesay.ca> wrote:

Thanks I. Can you send me the company contact info as well as the product number.

Charles

Charles Jensen

Director of Recreation and Parks-Rothesay

70 Hampton Road, Rothesay, N.B.

2022December12OpenSessionFINAL_039

E2E 5L5

charlesjensen@rothesay.ca

506-848-6606

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From:

Sent: October 18, 2022 1:09 PM

To: Charles Jensen <CharlesJensen@rothesay.ca>

Subject: Re: Kpark Outdoor Rink

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Talked with

See attached



On Tue., Oct. 18, 2022, 8:36 a.m. Charles Jensen, <CharlesJensen@rothesay.ca> wrote:

I am not sure who the current chairperson is. would probably know.

Charles

Charles Jensen

Director of Recreation and Parks-Rothesay

70 Hampton Road, Rothesay, N.B.

E2E 5L5

charlesjensen@rothesay.ca

506-848-6606

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From:

Sent: October 18, 2022 8:35 AM

To: Charles Jensen <CharlesJensen@rothesay.ca>

Subject: Re: Kpark Outdoor Rink

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2022December12OpenSessionFINAL_040

Great idea, who is the lead on that? I will approach her

Is it

On Tue., Oct. 18, 2022, 8:33 a.m. Charles Jensen, <CharlesJensen@rothesay.ca> wrote:

Hi

Have you approached the K-Park rec association on this one? I wonder if we could split the cost?

Charles

Charles Jensen

Director of Recreation and Parks-Rothesay

70 Hampton Road, Rothesay, N.B.

E2E 5L5

charlesjensen@rothesay.ca

506-848-6606

From:

Sent: October 18, 2022 8:27 AM

To: Charles Jensen <CharlesJensen@rothesay.ca>

Subject: Kpark Outdoor Rink

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

Last year was a huge success, we had ice a winter and due to the Rink Facebook page, was used by a lot of kids

We want to step up our game and provide a better ice surface this year

To be able to keep ice through warm days we require a good large tarp. We would like to town to pay for this tarp

Unless you can source a better priced tarp in the same size

See attached, this is the size we require and we are going to install it correctly to get many years out of this. We have added a red seal carpenter to the list of dads that look after this area, and we have a plan of how to protect it from holes

I could buy this one and submit the invoice for reimbursement
2022December12OpenSessionFINAL_041

Let me know what you think

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November 28, 2022

RE: KVMHA U9 January Blast Tournament
and Dynamite Skills Competition



Dear Town of Rothesay:

Sports organizations such as Kennebecasis Valley Minor Hockey Association are getting back to normal after the Covid pandemic. For hockey players, this means tournaments. KVMHA is pleased to be resuming our U9 Jamboree and Skills Competition this year.

350 players and their families will be spending the weekend with us on January 14th and 15th. These players are aged 7 and 8 so there will be lots of younger siblings and grandparents joining them. This will be a positive for local businesses in the area as these families need a place to stay, eat and shop.

The cost of hosting a tournament is expensive as ice costs increase each year. We want to give these teams a memorable experience this weekend within our community.

We would appreciate if the Town would consider assisting us in this venture by providing sponsorship so we can plan a great event and continue to do so for years to come. All sponsors will receive mention in our program as well as social media recognition. We would invite any Town officials who want to come and experience the fun of hockey – you'll have a blast!

We can be reached at 653-0224 or kvmharegistrar@gmail.com if you would like more information.

Sincerely,

Lynn Fletcher

KVMHA U9 January Blast Tournament Committee Member and KVMHA Registrar

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, November 29, 2022 3:55 PM
To: Liz Hazlett
Subject: FW: Support Small Businesses - Include Construction Mitigation Policies in 2023/2024 Budget
Attachments: CFIB Letter - Rothesay_Include Construction Mitigation Policies in 2023-2024 Budget.pdf; report-paving-a-smoother-road-construction-mitigation-policy-FINAL (1).pdf; info_1_en.PNG; info_2_en.PNG

From: Duncan Robertson <Duncan.Robertson@cfib.ca>
Sent: Tuesday, November 29, 2022 3:14:43 PM
To: Nancy Grant <NancyGrant@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Don Shea <DonShea@rothesay.ca>
Subject: Support Small Businesses - Include Construction Mitigation Policies in 2023/2024 Budget

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

Hello Mayor Grant and Councilors,

Attached you will find The Canadian Federation of Independent Businesses' Report "Paving a Smoother Road" as well as a letter regarding policies that your Municipality can take to mitigate the financial impact that infrastructure projects have on local small businesses.

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 me by phone at 902-580-4538 or email: duncan.robertson@cfib.ca.

Sincerely,

Duncan Robertson (He/Him)
Policy Analyst, Canadian Federation of Independent Business
C: (902) 580-4538
[CFIB](#) – In business for your business.
[FCEI](#) – En affaires pour vos affaires.

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SENT VIA EMAIL

November 28, 2022

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

Subject: Support Small Businesses - Include Construction Mitigation Policies in 2023/2024 Budget

Dear Mayor and Council,

As you may know, the Canadian Federation of Independent Business (CFIB) is a non-profit, non-partisan business association that seeks to give independent businesses 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 you today to stress the impact construction season has on Rothesay's small businesses and ask that you consider including some form of construction mitigation policy in your upcoming budget. As you begin your deliberations around the 2023/2024 budget, we ask that you consider the impact current and future capital projects have on small businesses in the municipality. Large construction projects have the potential to bring unplanned financial stress for local small businesses, as we have seen across the country.

As in previous years, construction season has the potential to add to the already historic financial burden small and medium-sized businesses have faced. A CFIB survey found that approximately 65,000 businesses across Canada have had to borrow, relocate, or close altogether because of local construction¹. With the current economic realities facing small businesses, the financial impacts of construction could be far worse in 2023.

Government plays a key role in mitigating the financial impact construction projects have on local small and medium-sized businesses, however, almost 7 in 10 business owners say they are dissatisfied with the government's work on this issue. Each year business owners look to the government for a clear and coherent policy which has still yet to come. CFIB calls on the Municipal Government and Provincial Government to take action this construction season by committing to introduce a much-needed construction mitigation policy.

A proven policy used in municipalities in Canada and around the world is a compensation fund for businesses most impacted by local construction. CFIB recommends a streamlined funding program that will provide timely support and peace of mind for local small businesses during construction season. Other Canadian cities, such as Montreal, have partnered with the Provincial Government to successfully implement a financial assistance program for

¹ Paving a Smoother Road, CFIB 2017

businesses impacted by construction projects². The Province of New Brunswick and the City of Rothesay have the opportunity to be leaders in the region on this file. By working together Rothesay City Council and the Province of New Brunswick can make sure small business owners have peace of mind as Rothesay Continues to grow, knowing both levels of government will have their back should their business be impacted by the growing number of construction projects.

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

- **Include a compensation program in Budget 2023/2024** 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.
- **Legislate 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.

Sincerely,



² <https://www.cfib-fcei.ca/en/media/cfib-congratulates-montreal-being-first-municipality-compensate-small-businesses-hurt>

Louis-Philippe Gauthier, Vice President, Atlantic

PAVING A SMOOTHER ROAD

HELPING SMALL BUSINESSES
SURVIVE INFRASTRUCTURE WORK

MAY 2018



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OF INDEPENDENT BUSINESS**

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RESEARCH
MAY 2018

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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.

Introduction

Federal and provincial governments recently committed to invest hundreds of billions of dollars in thousands of public infrastructure projects all across the country^{1,2,3,4}. As well, local governments play a key role not only as funders, but also by being ultimately responsible for many infrastructure projects. Canadian business owners support fixing basic infrastructure. However, the way in which construction is handled by governments, especially by municipalities, is critical as it can be disruptive and, in some cases, be costly enough to shut down local businesses. Several examples exist to remind us of the serious hardships that businesses can face during construction:

- In Vancouver-Richmond, the Canada Line project (2005-2009) resulted in the complete dig up of Cambie Street and years of construction in order to add a tunnelled rail link under the boulevard⁵. In a previous report, CFIB estimated that the sales loss for the average business in the corridor was \$111,928⁶. Several businesses had to relocate or shut down completely.
- In Montreal, the retrofit of St. Laurent Boulevard (2007-2008) lasted for over a year and the street even had to be re-dug because of poor coordination⁷. Many long-standing businesses left, leaving the economic climate on St. Laurent in a poor shape for an extended time.
- In downtown Halifax, streets were closed and parking reduced for the Nova Centre development which was plagued by delays and took twice as long as originally projected to complete⁸. In 2015, CFIB worked with several businesses looking for compensation following a significant drop in revenues, which reached close to 50% in some cases.
- In Kitchener-Waterloo, the light-rail transit—or LRT—project created detours, traffic and lost sales for local businesses⁹. Several of them recently considered taking legal action against the city and region.

This is only a small sample. Regardless of location, too often local businesses are struggling during public infrastructure projects. Huge economic costs of construction are unfairly offloaded on them. Clearly, municipalities should do better at mitigating the negative impacts. It is with this premise in mind that the Canadian Federation of Independent Business (CFIB) decided to measure the extent of the problem and identify practical solutions.

¹ GOVERNMENT OF CANADA (2018), *2018 Budget Plan: Annex 2, section 4.4 – Update on Allocation of Infrastructure Investments*, [goo.gl/44dR](https://www150.com/au/44dR) (accessed 2018-04-10).

² ONTARIO MINISTRY OF INFRASTRUCTURE (2017), *2017 Infrastructure Update*, [goo.gl/5SvD](https://www150.com/au/5SvD) (accessed 2018-04-10).

³ GOVERNMENT OF QUEBEC (2018), *2018-2028 Québec Infrastructure Plan*, [goo.gl/ux2Q4I](https://www150.com/au/ux2Q4I) (accessed 2018-04-10).

⁴ INFRASTRUCTURE CANADA (2018), *Investing in Canada plan: Infrastructure Canada Bilateral Agreements*, [goo.gl/MvwE5A](https://www150.com/au/MvwE5A) (accessed 2018-04-10).

⁵ Laura JONES (2010), "Broadway corridor threatens repeat of Canada Line fiasco", *The Province*, May 6th, [goo.gl/4yVyhD](https://www150.com/au/4yVyhD) (accessed 2018-04-10).

⁶ Laura JONES and Heather TILLEY (2007), *Construction Destruction – Quantifying the impact of Canada Line Construction on Small Business*, CFIB, October, 8 p.

⁷ Josh FREED (2007) "How city hall is killing St. Laurent Blvd. – one construction barrier at a time", *Montreal Gazette*, September 29th, [goo.gl/kR2aUS](https://www150.com/au/kR2aUS) (accessed 2018-04-10).

⁸ CBC NEWS (2015), "Nova Centre construction leads to calls for compensation from 8 businesses", [goo.gl/go5v6](https://www150.com/au/go5v6) (accessed 2018-04-10).

⁹ CTV KITCHENER (2017), "Legal notices filed over business losses during LRT construction", [goo.gl/rq5Uom](https://www150.com/au/rq5Uom) (accessed 2018-04-10).

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 ± 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 cities¹⁰ 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.

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 years¹¹. A total of 41 per cent said yes, with 5 per cent indicating that the hit was major¹². There are about 1.3 million private employers in Canada¹³, 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 estimate¹⁴ 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 report¹⁵, 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.

¹⁰ 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.

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

¹² 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".

¹³ CANSIM (2018), Table 552-0006, *Canadian business counts, June 2017*, doi.org/10.26389/2018-04-10 (accessed 2018-04-10).

¹⁴ According to the Federation of Canadian Municipalities (CANADIAN INFRASTRUCTURE REPORT CARD (2012), doi.org/10.26389/2012-04-10), 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.

¹⁵ 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, $\pm 2.1\%$, 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

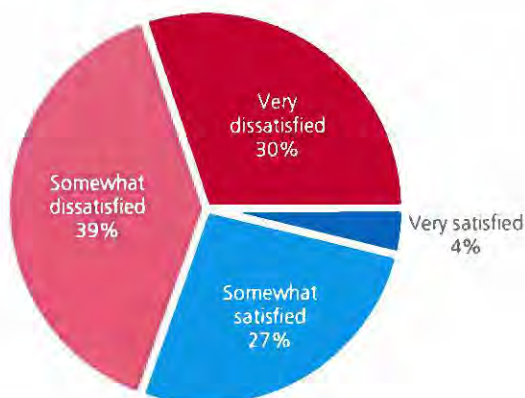
When asked about the impact of construction on small businesses in general or on their business in particular, CFIB members have extensive experience - and valuable business insights - to share. In fact, in the hundreds of comments that CFIB received, many entrepreneurs who have been in business for 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, $\pm 2.1\%$, 19/20.

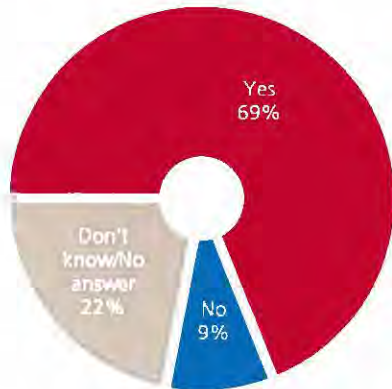
Wanted: a coherent construction mitigation policy

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, $\pm 2.1\%$, 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 work¹⁶, 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.

¹⁶ According to the Insurance Bureau of Canada in an email exchange with CFIB on August 28th, 2017.

It is urgent that municipalities start compensating businesses that are worst hit now.

How it can be done

Local business owners can sometimes claim compensation for losses resulting from public construction based on a principle called injurious affection¹⁷. It is, however, usually a very challenging, costly and somewhat judicial process: claims must be submitted to the government within a specific time frame, supported by extensive evidence and might require legal, engineering or other expert support. Even in the “best” worst-case scenario, there are no guarantees of a successful outcome.

Other small business-friendly options exist:

- In Brussels, smaller merchants that must remain closed for at least one week because of public construction are entitled to a daily compensation of about \$117. In 2014, 49 businesses received about \$308,000 through this permanent government program¹⁸. A new and expanded program was announced for 2018¹⁹.
- In 2011, Minneapolis and St. Paul, along with other local partners, established a US\$4 million forgivable loan program for small businesses impacted by the construction of a light-rail project²⁰.
- Seattle has provided over US\$15 million in mitigation funds to businesses affected by the construction of a new light-rail line²¹ and, as recently as 2016, announced a new help fund in addition to taxes and fees deferrals for business impacted by a major local road construction project²².

Canadian cities

At its request, the Quebec government recently gave Montreal specific powers to compensate small businesses impacted by municipal work²³. The mayor of Montreal recently indicated that she intends to use those powers²⁴. However, to this date, no Canadian municipality has officially created a compensation program for construction losses. While infrastructure investments increase across the country, municipalities should act quickly to avoid more collateral damage.

Key Element of the Mitigation Policy

1. **Create a municipal 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

¹⁷ NELSON, WATSON LLP (2016). “Can KW businesses get compensation for losses from LRT construction?” goo.gl/6nMyHY, (accessed 2018-04-10).

¹⁸ BRUXELLES ÉCONOMIE ET EMPLOI (2018). *Indemnité compensatoire de pertes de revenus*, goo.gl/yf5rH (accessed 2018-04-10).

¹⁹ Didier GOSUIN (2018). *Mieux coordonner les chantiers et indemniser les commerçants à Bruxelles*, goo.gl/nbCbAK (accessed 2018-04-10).

²⁰ CENTRAL CORRIDOR FUNDERS COLLABORATIVE (2015). *Prepare, Survive, Thrive: A collaborative approach to small business support and construction mitigation on the Green Line*, December, goo.gl/WexFfB (accessed 2018-04-10).

²¹ RAINIER VALLEY COMMUNITY DEVELOPMENT FUND (2018). *Mission and History*, goo.gl/mJRH1r (accessed 2018-04-10).

²² CITY OF SEATTLE, OFFICE OF ECONOMIC DEVELOPMENT (2018). *23rd Avenue Business Stabilization Fund*, goo.gl/FskBC (accessed 2018-04-10).

²³ QUEBEC NATIONAL ASSEMBLY (2017). *An Act to increase the autonomy and powers of Ville de Montréal, the metropolis of Québec*, goo.gl/Z9JMS1 (accessed 2018-04-10).

²⁴ Jacob SEREBRIN (2018). “Scheme to help merchants hurt by road work ready by September: Plante”, *Montreal Gazette*, April 19th, goo.gl/E1Nmog (accessed 2018-04-19).

(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.

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.

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.

THE REAL COST OF ROAD WORK

Tens of thousands of small businesses are affected by poorly planned construction projects, losing sales, suffering significant stress and even considering closing. Municipalities can ease this burden with concrete policy tools that help mitigate the impact on small business.

HOW MANY BUSINESSES ARE GETTING HURT?

Over 5 years, construction projects affected **41%** of Canadian small businesses



WHO IS HIT WORST?

65,000

Canadian Businesses



BIG IMPACT, BIG COSTS

How does construction hurt businesses?

46%

lost sales

23%

suffered significant stress

21%

had to rely on savings

7%

considered closing or relocating

WHAT ARE GOVERNMENTS DOING?

7 IN 10

businesses are dissatisfied with how governments respond to their road construction issues

Time to act now!











CFIB.ca

METHODOLOGY: CFIB conducted its survey between July 6 and 26, 2017 with 5,573 small business owners across Canada. The results are accurate to ± 1.3 percentage points, 19 times out of 20.

SOLVING CANADA'S CONSTRUCTION WOES

Canadian municipalities need to act quickly to stop small businesses from getting hurt by roadwork projects.

CFIB is calling on municipalities to adopt a comprehensive mitigation policy for small firms, including 5 key measures:

- 1**  A **compensation program**, including financial compensation, for construction that has a moderate to major impact over an extended period on the operations of local businesses. 
- 2**  A **"no surprise" rule** to track infrastructure conditions and provide advanced notification to businesses. 
- 3**  A **comprehensive planning approach** involving the "dig once" principle and the phasing/timing of projects. 
- 4**  An **improved contracting process** with incentives for timely completion of projects. 
- 5**  A **business liaison officer** with managerial authority designated for each project and accessible to the business community. 

Time to act now!

CFIB.ca

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, December 7, 2022 3:15 PM
To: Liz Hazlett
Subject: FW: New message from

From: Town of Rothesay <rothesay@rothesay.ca>
Sent: December 7, 2022 2:50 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: New message from

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Hi,

I would like to know the status of the new rink in Rothesay. I feel the town is missing out on significant economic spin offs due to the unacceptable state of our current facility. The metal bleachers and rink are subpar compared to all other rinks I have visited in the province.

I look forward to hearing the plan to move forward.

-

-52 Charles Cres

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, December 7, 2022 10:46 AM
To: Liz Hazlett
Subject: FW: New message from

From:
Sent: December 7, 2022 10:36 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: Charles Jensen <CharlesJensen@rothesay.ca>; Liz Hazlett <lzhazlett@rothesay.ca>
Subject: RE: New message from

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

Thank you, Mary Jane. I hope I don't sound too harsh, but everyone who walks in that building is saying the same thing. I really hope something can be done. At the very least, the steel bleachers need to be swapped out with something more humane and at a height to be able to see the rink.

Thank you,

From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Sent: Wednesday, December 7, 2022 9:30 AM
To:
Cc: Charles Jensen <CharlesJensen@rothesay.ca>; Liz Hazlett <lzhazlett@rothesay.ca>
Subject: RE: New message from Sarah Simms

Good morning and thank you for your email.

It has been forwarded to the Clerk's office and will be added to the Council agenda for consideration by Council at its next meeting on Monday, December 12, 2022.

The agenda will be posted online by the end of the day on Friday, December 9, 2022 and is available at <https://www.rothesay.ca/town-hall/agendas/>.

Mary Jane

Mary Jane E. Banks, BComm, NACLAA II
Town Clerk – Rothesay
Head of the Public Body (RTIPPA)
Director of Administrative Services
70 Hampton Road
Rothesay, NB E2E 5L5

p (506)848-6664
f (506)848-6677

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

From: Rothesay Info <rothesay@rothesay.ca>
Sent: December 7, 2022 8:19 AM
To:
Cc: Charles Jensen <CharlesJensen@rothesay.ca>
Subject: RE: New message from

Good morning

By copy of this email I am forwarding your comments to Charles Jensen, Director of Recreation & Parks..

Bev Côté
Receptionist
Rothesay
506-848-6600

From: Town of Rothesay <rothesay@rothesay.ca>
Sent: December 6, 2022 9:07 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: New message from

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

Hello,

I am writing to the town as I am concerned about the state of the Rothesay Arena. As a mom with a 7 year- old and 9 year-old in minor hockey, I spend a lot of time in a lot of different rinks in the region as well as in the Moncton region. I can easily say that Rothesay Arena is the worst arena. It is not only uncomfortable, it is embarrassing to have teams from out of town come to our town arena. Also, our kids need more ice-time (i.e., more ice surfaces) in order to compete or even keep-up to teams from the Moncton area. This needs to be a priority. Our kids matter and the future of the community matters. Can we please get an indoor pool while we are at it. I grew up in Dalhousie NB -a town with less than 5000 and we had a decent rink and indoor pool, and Campbellton -20km down the road had and still has an even better facility with two ice surfaces and an even bigger indoor pool. What is with this area and its lack of amenities? It almost seems scandalous.

-

-16 Charles Crescent

-

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6. Records may be shared with internal departments, external agencies or may be publicly released at a 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)

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

Liz Hazlett

From: Liz Hazlett
Sent: Monday, November 21, 2022 10:50 AM
To: Liz Hazlett
Subject: FW: Removal of Kris Austin from Official Languages Committee/ Retrait de Kris Austin du comité des langues officielles
Attachments: UMN2022 - Austin letter_FR.docx (1).pdf; UMN2022 - Austin letter.docx (1).pdf

From: Vanessa Pettersson <vanessa.pettersson@umn.ca>
Sent: November 21, 2022 10:39 AM
Subject: Removal of Kris Austin from Official Languages Committee/ Retrait de Kris Austin du comité des langues officielles

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

Good Morning,

Please see the attached letter sent out last week from UMN President Andrew Black on the request to remove Kris Austin from the Official Languages Committee. Please circulate with your council.

-

Bonjour,

Veuillez consulter la lettre ci-jointe envoyée la semaine dernière par le président de l'UMN, Andrew Black, concernant la demande de retrait de Kris Austin du Comité des langues officielles. Veuillez la faire circuler dans votre conseil.

Thanks/ Merci,

--

Vanessa Pettersson
Communications and Events Officer/ Agent des communications et des événements
Union of the Municipalities of New Brunswick/ Union des municipalités du Nouveau-Brunswick
506-444-2285
vanessa.pettersson@umn.ca



November 14th, 2022

Hon. Blaine Higgs, Premier
Chancery Place
P.O. Box 6000
Fredericton, N.B. E3B 1G8

RE: Official Languages Committee

Dear Premier Higgs,

The Union of Municipalities of New Brunswick (UMNB) is joining many other groups and individuals in calling for the removal of Kris Austin from the cabinet committee reviewing the official languages act. UMNB understands and believes in the important role that bilingualism plays in our province. When reviewing something as important as the Official Languages Act, individuals should come with an open mind and look for ways to strengthen the rights of minority communities. Minister Austin's publicly stated views on the role of bilingualism and of the *Official Languages Act* should preclude him from being a part of the committee as his positions are incompatible with the goal of improving official languages.

With the deliberation of this cabinet committee being done in closed session and Minister Austin's record on official languages it is even more important that Minister Austin be removed from this committee or public trust will only be further eroded. The UMNB asks that you listen to the feedback from anglophone and francophone community leaders and remove Minister Austin from the committee to allow a fulsome review of the act to take place in an unbiased manner.

Sincerely,

A handwritten signature in black ink that reads 'Andrew Black'. The signature is written in a cursive, flowing style.

Andrew Black, President
Union of Municipalities of New Brunswick

CC: Hon. Daniel Allain, Minister of Local Government and Local Governance Reform
David Coon, NB Green Party Leader
Susan Holt, NB Liberal Leader
UMNB Members

From:

;

39 School Ave.

Rothsay, NB

E2E 1Z6



To:

Mayor and Council Town of Rothsay

70 Hampton Rd.

Rothsay, NB

E2E 5Y2

I would like to thank the town, and all involved for the experience and time I was given to volunteer on the Parks and Recreation Committee. I have, so I was told, served my time limit in this position, and was pleased to do so. I'm not sure if I was of any help, but I was there to help and hope I succeeded.

Going forward, if I can further service or volunteer on any committee, or any service to the Town, in any capacity I would love to do so again, I would consider this request from the Town.

For your knowledge, my basic background was in the construction area.

Again, thank you and hopefully look forward in the future to maybe serving again.



Symphony
New Brunswick
Symphonie
Nouveau-Brunswick

2022December12OpenSessionFINAL_066

November 30, 2022



Her Worship Nancy Grant
Mayor
Town of Rothesay
70 Hampton Road
Rothesay, N.B., E2E 5L5

Dear Nancy,

Thank you for your very kind letter about the award of the Queen Elizabeth Platinum Jubilee Medal. I don't look for or expect this kind of acknowledgement; but it is nice when it happens once in a while and I appreciate it. My wife thinks I should frame your letter.

I also owe thanks to you and the Town for the work completed on Pickett Lane last year. When I heard about the plans, I was very worried about the resulting height of the road and the need to rip up our newly paved driveway; but Town staff and the contractors worked very hard to make it look as good as possible and I think the result turned out pretty well.

Also, my personal thanks to the Town for its recent gift to Symphony New Brunswick. The Symphony is struggling to regain audience in the aftermath of the pandemic; but we understand this is an industry problem. Mélanie Léonard is proving to be a gem; the orchestra has never sounded better. This year, our budget is crossing \$1.1 million. Forty years ago, when we started SNB, I would have thought this impossible.

If we don't have the opportunity to speak before Christmas, I wish you and yours the very best for the coming holiday season.

Yours very truly

G. Reid Parker
President

Dear,

Mayor Grant and council,

On behalf of the Rottesay high girls hockey team, we would like to thank you for your very generous donation for our 2nd annual Halloween Howler tournament.

RHs girls hockey team

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
SEPTEMBER 7, 2022**

Present: Chair Kirk Miller	Chief Michael Boyle
Vice Chair Stéphane Bolduc	Deputy Chief Shawn White
Treasurer Peter Lewis	Carlene MacBean, Executive Assistant
Commissioner Mike Biggar	
Commissioner Dave Brown	
Commissioner Norah Soobratee	

Absent: John Jarvie, Administrator

1.0 Call to Order

Chair Miller called the meeting to order at 6:22 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by P. Lewis and seconded by N. Soobratee, that the agenda be approved as presented.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 June 15, 2022

Moved by S. Bolduc and seconded by N. Soobratee, that the minutes of June 15, 2022 be approved as presented.

CARRIED

6.0 Unfinished Business**6.1 Station Two – Renovation Update**

Deputy Chief White presented the revised budget summary:

Revised Budget Summary as of August 30, 2022

Original Budget	\$2,555,000
Revised Budget	\$3,452,672
Commitments and Actual Costs to Date	\$2,779,925
Estimate to complete	\$667,255
Project Final	\$3,374,914
Savings	\$5,493

Considering \$5,493 is such a small number and work on the main floor has not started, FCC recommends having 7.5% of the contract value as project contingency to address the challenges arising during the execution.

The commercial development agreement and building permit were late to be approved which had put the project about 2-3 weeks behind schedule. The issues between the town and Malcolm Boyd are now resolved and permits have been issued. FCC believes they will be able to make up some of the lost time.

Items that were not originally budgeted for include:

1. Addition of new plywood flooring on second floor as the condition of the existing floor is deteriorated (\$14,472.94).
2. Inclusion of fire alarms and smoke detectors as per code, as an alternate to the sprinkler system (\$42,480.84). Once the sprinkler system was removed these became requirements.
3. The exiting staircase wall must comply with the current fire code, i.e., "45 minute" fire rating, new fire-rated staircase door, and drywall to cover the spray foam perimeter (\$14,472.94). This was found out when the demolition began.
4. The condition some of existing windows on the outer shell are not as anticipated (prone to leakage) and are to be repaired/ replaced per the architects' assessment with the cost to be determined. The original plan was to re-use the windows. Deputy Chief White will price out options.
5. To confirm the requirement of keyless entry for the ground floor main door (\$15,000).
6. The flow test of the existing pump and well capacity was done for a cost of \$2,000 and was found to meet the design requirements. If the current system had not, there was an estimated cost of \$25,000 to increase capacity.

Note: Item No. 1, 2 and 3 are approved and part of the revised budget

Exterior items (Items 4, 5 and 6) were not factored in by the previous administration including, siding, windows, and well water supply issues which could increase costs.

There were a number of items in this design that have been determined to be wants not needs and by being removed can help us to stay on or under budget. These include:

- substituting epoxy flooring with typical concrete flooring in the apparatus bays. This can add back **\$45,000** to the budget and will not impact the functionality of the floor.
- The current design has in floor heating in the apparatus bay. Removing this will bring further savings to be determined.
- Some smaller areas for potential savings are to cut items such as the four (4) fridges, which are not needed.
- Finally, the project has been approved for NB Powers business rebate incentive for **\$50, 149.50** that can be put back into the project.

Deputy Chief White will be meeting with FCC and Murdock & Boyd to determine where the project is at and review the budget.

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

CARRIED

7.0 Correspondence

None

8.0 New Business

8.1 Accreditation Update

In July, the department renewed our registration with the Center for Public Safety Excellence as a registered agency with the commission. As was presented in a previous meeting, the accreditation process follows three steps - Registered agency (three years), Applicant agency (18 months) and Candidate agency (45 days, includes peer team site visit).

This is the third time that the department has renewed our registered agency status and while it is not uncommon for departments (especially ones new into the process) to take longer in the registered agency status, the pandemic had a significant impact on our ability to focus on the process over the last two years.

The main documents that are required to become accredited include:

- Strategic plan – completed, organizational plan in development
- Community risk assessment/standards of cover (CRA/SOC) – 80% completed

- Self-assessment manual (SAM) – 5% completed

Chief Boyle stated that it is his expectation to have the CRA/SOC completed by the end of 2022 and the SAM completed by the end of 2023. Also, to move the department to applicant status in 2023 with a planned site visit (candidate status) in 2024, which coincidentally aligns with the departments 100th anniversary.

Division Chief Karen Trecartin has been appointed as the accreditation manager; in addition to the Quality Improvement through Accreditation course, Division Chief Trecartin is also currently taking peer assessor training which will allow her to travel as a peer assessor for other fire departments. It is a requirement that fire departments involved in the process supply volunteer peer assessors to assist other departments; having two peers assessors (including Chief Boyle) for a small fire department is not common and something the department is proud of.

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

CARRIED

8.2 Regional Agreement Reminder

Chief Boyle reported that the extension of the regional fire protection agreement and administration agreement will expire on December 31, 2022.

Moved by P. Lewis and seconded by D. Brown this matter be sent back to the towns to work on extending.

CARRIED

8.3 Fire Underwriters – Insurance Grade & Water Accreditation

Over two days in July, the fire department hosted Mr. Tariq Karaballi, Fire Protection Specialist with the Fire Underwriters Survey. He reviewed the departments fire prevention/community risk reduction activities, training, operations, apparatus specifications and equipment inventory and maintenance. He also visited the water departments of both towns. On Monday, August 29th, the department received official correspondence that we have maintained our insurance grade.

The fire department is due for our water shuttle accreditation; however, Chief Boyle advised that he is waiting for clarification on the updated guidelines around mutual aid cooperation for the water shuttle and dispatch guidelines.

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

CARRIED

8.4 Fall Training Update

Chief Boyle reported that in the Fall of 2021, firefighters trained on a scaffolding set-up designed to simulate the lay-out and design of a mid-rise building to test and train on new equipment and policies. With the fundamentals of managing these fires established, the department is again setting up scaffolding this year for training with an increase in height and a different design than last year. This will allow for firefighters to train for longer hose deployments on stairwells and to train with the new equipment purchased last year. The department will also be implementing new policies for its incident command system that will be utilized during this training. We are also planning on coordinated training with our neighbouring departments on fighting fires in larger buildings, incident command and joint aerial apparatus training.

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

CARRIED

8.5 Fire Prevention Officer

As the Fire Prevention Officer (FPO) is a new position, FPO Arthur Willins and Division Chief Trecartin have been following a three month plan to get the position started, with a long-term plan that outlines the expectations and duties of the position over the next few years as it evolves. It has been a busy summer with focus on several priorities, which include:

- Pre-planning – contact has been made with several building owners over the summer with a focus on the larger, mid-rise buildings in the community. The focus for now is education for building owners and occupants while also collecting information to have available for emergency response.
- Public education – attendance at several events on behalf of the department including the Quispamsis Elementary School career fair, the Oldies 96 radio station grand opening, the KV Library summer reading club, Canada Day activities in both towns, the Muslim Association of Canada event and Quispamsis Mudfest. Also, visits to day cares in the area and delivery of public education/fire safety information. The department also hosted several fire station tours this summer.
- Fire inspections – Of all the fire department programs that were affected by the pandemic, fire inspections were the most negatively affected. We are slowly getting back into the process and cooperating with the Office of the Fire Marshal. We have

completed almost 10 fire inspections this summer. FPO Willins is also currently in the process of obtaining his fire inspection certification through FireWise Consulting which he expects to have completed this fall.

- Car seat installations – FPO Willins is now in charge of our car seat program and the department has installed over 25 car seats so far this summer. The department is planning a car seat clinic at the station on September 24th. Art has made improvements to the filing system and is in the process of becoming an instructor for the Child Passenger Association of Canada.
- HomeSafe – as part of our HomeSafe program, three home inspections have been completed.
- Post Fire Program – the Post Fire Program is where the department visits neighbourhoods after a fire to provide a door hanger/pamphlet on fire safety and to speak to neighbours who may have a concern after a fire in the area. FPO Willins has visited three neighbourhoods so far this summer after fires we have attended.

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

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended July 31, 2022

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

CARRIED

9.2 Budget Variance Analysis

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

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Approval of 2023 Operating Budget

Moved by M. Biggar and seconded by S. Bolduc that the 2023 Operating Budget be approved with the changes discussed and submitted to the Joint Finance Committee by the September 9, 2022 deadline.

CARRIED

10.2 Approval of 2023 Capital Budget

Moved by D. Brown and seconded by N. Soobratee that the 2023 Capital Budget be approved as presented and submitted to the Joint Finance Committee by the September 9, 2022 deadline.

CARRIED

11.0 Reports

11.1 Chief's Report

The Fire Board requested Chief Boyle send a letter of acknowledgement to Captain Doug Barrett on his completion of the 2022 IronMan Triathlon.

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

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

Moved by S. Bolduc that the meeting be adjourned at 7:25 pm.

Date of next meeting – October 12, 2022

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.
Statement of Expense with Budget Variance
For the 7 months ending July 31, 2022

9.1

	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2022
Line / REVENUE:				
1 Members Contributions	\$3,468,845	\$3,468,845	\$0	\$5,636,875
2 Rebate of Property Tax (Miscellaneous Rev)	\$58,566	\$56,322	(\$2,244)	\$58,566
3 Local Service Districts	\$0	\$0	\$0	\$0
4 Revenue Fee Structure	\$0	\$0	\$0	\$0
5 Misc. Revenue	\$500	\$925	\$425	\$1,000
6 Interest Income C/A	\$2,917	\$7,641	\$4,724	\$5,000
7 Deficit 2nd previous year	\$213,454	\$213,454	\$0	\$213,454
8	\$3,744,282	\$3,747,187	\$2,905	\$5,914,895
EXPENSES:				
ADMINISTRATION:				
9 Admin. Wages and Benefits	\$388,179	\$375,492	(\$12,687)	\$660,700
10 Convention/dues/training	\$8,750	\$5,791	(\$2,959)	\$15,000
11 Administrative Agreement	\$6,000	\$6,000	\$0	\$12,000
12 Professional Services	\$29,167	\$17,202	(\$11,965)	\$50,000
13 CPSE Accreditation	\$1,750	\$135	(\$1,615)	\$3,000
14 Office supplies/Copy Machine/ S/C	\$4,433	\$3,742	(\$691)	\$7,600
15 Computer hardware/software/IT	\$25,700	\$18,972	(\$6,728)	\$36,000
16 Telephone/ Internet	\$8,313	\$8,595	\$283	\$14,250
17	\$472,291	\$435,929	(\$34,747)	\$798,551
FIREFIGHTING FORCE:				
18 Salaries Basic	\$1,697,416	\$1,653,982	(\$43,434)	\$2,942,187
19 Dedicated FP Salary	\$0	\$0	\$0	
20 Overtime	\$39,000	\$18,531	(\$20,469)	\$70,000
21 Vacation Pay on Retirement	\$17,270	\$0	(\$17,270)	\$17,270
22 Force Benefits	\$450,027	\$422,123	(\$27,904)	\$702,071
23 FP Position Benefits	\$0	\$0	\$0	
24 Career Uniforms and maintenance	\$16,625	\$16,343	(\$282)	\$28,500
25 Medical and Fitness Testing	\$11,667	\$7,945	(\$3,722)	\$20,000
26 Employee Wellness	\$5,250	\$6,361	\$1,111	\$9,000
27 Career Recognition	\$1,500	\$2,388	\$888	\$3,000
28 Holiday Relief Wages and overtime	\$203,481	\$197,400	(\$6,081)	\$352,700
29 Holiday Relief Benefits	\$71,539	\$63,459	(\$8,080)	\$124,000
30	\$2,513,774	\$2,388,530	(\$125,243)	\$4,268,728

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE	BUDGET 2022
TELECOMMUNICATIONS:					
31	Cellular Telephones	\$2,917	\$2,874	(\$43)	\$5,000
32	Communication Equipment	\$350	\$991	\$641	\$1,000
33	Maintenance / Repairs	\$350	\$336	(\$14)	\$700
34	Dispatch Service	\$154,658	\$154,658	\$0	\$206,210
35		\$158,274	\$158,858	\$583	\$212,910
INSURANCE:					
36	Insurance	\$55,504	\$57,722	\$2,218	\$55,504
37		\$55,504	\$57,722	\$2,218	\$55,504
PREVENTION AND TRAINING:					
38	Firefighter / Co. Officer Training	\$26,250	(\$2,441)	(\$28,691)	\$45,000
39	Fire Prevention	\$4,750	\$4,194	(\$556)	\$6,000
40	Public Education	\$1,458	\$2,418	\$960	\$2,500
41	Training Supplies	\$2,917	\$0	(\$2,917)	\$5,000
42		\$35,375	\$4,171	(\$31,204)	\$58,500
FACILITIES:					
43	Station 1 Operating	\$152,094	\$152,794	\$700	\$183,700
44	Station 2 Operating	\$38,277	\$33,343	(\$4,934)	\$51,500
45	Station Supplies	\$7,000	\$7,169	\$169	\$12,000
46		\$197,371	\$193,306	(\$4,065)	\$247,200
FLEET:					
47	Fuel Vehicle	\$11,667	\$21,412	\$9,745	\$20,000
48	Registration Vehicle	\$400	\$361	(\$39)	\$550
49	Vehicle Maint. & Repairs	\$48,125	\$33,658	(\$14,467)	\$82,500
50		\$60,192	\$55,431	(\$4,761)	\$103,050
OPERATIONS:					
51	New Equipment	\$12,833	\$5,653	(\$7,180)	\$22,000
52	Maint. & Repairs Equip.	\$14,583	\$8,004	(\$6,580)	\$25,000
53	Maint. & Repairs Bunker Gear	\$1,250	\$2,304	\$1,054	\$4,000
54	Medical Supplies	\$5,833	\$2,861	(\$2,973)	\$10,000
55	Fire Fighting Supplies	\$2,917	\$3,433	\$517	\$5,000
56	H&S/Cause determination	\$700	\$1,323	\$623	\$1,000
57		\$38,117	\$23,579	(\$14,538)	\$67,000

	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE	BUDGET 2022
WATER COSTS:				
58 Water Costs - Quispamsis	\$2,699	\$2,699	\$0	\$5,398
59 Water Costs - Rothesay	\$14,027	\$14,027	\$0	\$28,054
60	\$16,726	\$16,726	\$0	\$33,452
OTHER:				
61 Miscellaneous	\$1,750	\$596	(\$1,154)	\$3,000
62 Retirement Allowance	\$39,083	\$39,083	(\$0)	\$67,000
63 Deficit 2nd Previous Year	\$0			
64	\$40,833	\$39,680	(\$1,154)	\$70,000
65	\$3,588,457	\$3,373,931	(\$212,911)	\$5,914,895
66 (DEFICIT) SURPLUS FOR THE PERIOD		\$373,257	\$215,816	(\$0)

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 7 months ending July 31, 2022

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
10	Convention/dues/training			\$0	
18	Salaries Basic	\$1,697,416	\$1,653,982	(\$43,434)	2 members on LTD first half of year + 2 new Class 3 career
20	Overtime	\$39,000	\$18,531	(\$20,469)	As required
9	Admin. Wages and Benefits	\$388,179	\$375,492	(\$12,687)	Chief position vacancy/New Chiefs lower compensation
12	Professional Services	\$29,167	\$17,202	(\$11,965)	As required
15	Computer hardware/software/IT	\$25,700	\$18,972	(\$6,728)	As required
21	Vacation Pay on Retirement	\$17,270	\$0	(\$17,270)	Expected retirement has not materialized
22	Force Benefits	\$450,027	\$422,123	(\$27,904)	2 members on LTD and benefit cost went down but budget assumed an increase
24	Career Uniforms and maintenance			\$0	As required
28	Holiday Relief Wages & Overtime	\$203,481	\$197,400	(\$6,081)	As required (many HRRF's at lower wage than Class 1 and no pension)
29	Holiday Relief Benefits	\$71,539	\$63,459	(\$8,080)	LTD's + some HRRF's not on benefits + Budget benefit cost increase but benefit cost declined
38	Firefighter/Co. Officer Training	\$26,250	(\$2,441)	(\$28,691)	Little training first half of year + Elevator course accrued but not yet spent
47	Fuel Vehicle	\$11,867	\$21,412	\$9,745	Unforeseen increase in fuel prices
49	Vehicle Maint. & Repairs	\$48,125	\$33,658	(\$14,467)	As required (newer vehicle impact)
51	New Equipment	\$12,833	\$5,653	(\$7,180)	As required
52	Maintenance & Repair Equip.	\$14,583	\$8,004	(\$6,580)	As required
Material Variances		\$3,035,236	\$2,833,444	(\$201,792)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the months of May - July 2022

Non-Recurring Monthly Invoices	Amount	Description
No non-recurring invoices over \$5,000 for this period		



Kennebecasis Valley Fire Department

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

Significant Incidents

June 17, 2022

Firefighters were dispatched to a medical call for an unconscious person at Leisure Time Sales in Quispamsis. When they arrived, two bystanders were performing CPR and our firefighters took over CPR and attached the defibrillator. Firefighters administered one "shock" and then paramedics took over; the patient regained a pulse and began breathing on their own. The patient was treated in hospital and released less than a week later.

June 30, 2022

Late Wednesday afternoon firefighters were dispatched to a structure fire on Master drive in Rothesay. Firefighters arrived to find a large garage with smoke showing from the eaves of the building. Crews forced entry into the building, made an aggressive attack, and coordinated ventilation which led to quickly knocking down the fire and limiting damage to the building.



July 6, 2022

Fire department members along with the RCMP and Ambulance New Brunswick responded to an accident on Route 1 where a pedestrian was struck and killed by a vehicle.

July 19, 2022

After a significant thunder storm passed over the area, a home was damaged after lightning struck tree nearby. Pieces of the roof and chimney were damaged along with a fence that was attached to the home.

July 28, 2022

A passerby noticed smoke coming from the area of Parkside Road in Quispamsis late Wednesday afternoon. On arrival firefighters found an abandoned structure completely destroyed by fire with fire starting into the trees nearby. Firefighters were able to extinguish the fire before it extended any further into the forested area.



August 24, 2022

Firefighters were dispatched to a fire on Lindwood Court in Quispamsis last just after 9 PM. A fire was discovered in the upstairs of the home by a basement tenant after hearing the smoke alarm sound. Fortunately, the tenant was able to extinguish part of the fire prior to firefighters arriving; however, the home did suffer smoke damage throughout. There were no injuries in the fire.

August 28, 2022

Firefighters were dispatched for a vehicle fire on Old Neck Road in Quispamsis. A pick-up truck was fully involved in fire and resulted in the fatality of a male occupant. The Saint John Police Department, Kennebecasis Regional Police Force and Office of the Fire Marshal assisted in the investigation.

August 31, 2022

A neighbour on Anna Avenue in Rothesay called 911 after seeing a fire in the basement of the home across the street from them. Firefighters arrived to find a significant fire in the basement of the home; the fire was attacked while crews performed a dangerous search upstairs to check for any potential victims. We later discovered that the occupants of the home were away at the time of the fire. The home suffered significant damage and the fire was investigated by our investigators with assistance from the Office of the Fire Marshal. We also requested mutual aid for water tankers from Nauwigewauk Fire Department, Simonds Fire Department and Hampton Fire Rescue.



Fire Investigator Certification

Lieutenant Paul Nixon and Senior Firefighter Matt McCully completed the National Fire Protection Association NFPA 1033 Fire Investigator level 1 course. Paul and Matt completed a month-long online training program and attended a two-day workshop in Moncton to complete the training. With the training complete, they will be appointed as fire investigators by the Office of the Fire Marshal.

Fire Prevention and Pubic Education

June

Oldies 96 Grand Opening

Pump 3, our 1951 Dodge Seagrave Bickle attended the Oldies 96 grand opening in Quispamsis. As a local radio station Oldies96 staff members were eager to have our antique truck attend. The radio station shows a great willingness for future cooperation with the department on fire prevention messaging.

Library Summer Reading Club Launch and Story Time

We attended the Kennebecasis Public Library's summer reading program launch. The program encourages youth to read throughout the summer with each week having a different theme. The summer's overall theme was transportation and each week a different style of transportation would be featured (IE air, land, water). A few weeks later the department offered a firefighter to read a story for one the library's transportation themes. Our firefighter brought a fire truck and a story related to firefighting to over 100 children. Following the tour, the participants were offered a tour of the truck.

July

Mudfest

Engine 2 and Tank 2 provided a way for attendees of Mudfest 2022 to cool and clean off. The event was loved by all and the firefighters had a great time despite getting muddy!

Canada Day 2022

Canada day celebrations in the valley were a huge hit in 2022. Our crews attended events in both Quispamsis, and Rothesay. In Quispamsis at the Arts & Culture Park, crews from station two provided a target shoot for the kids. In Rothesay the crew from station one as well as several of the chiefs visited the commons and had the opportunity to socialize with residents and show off the gear to any willing children.

Station Visit

The duty crew at station #1 welcomed back Kaitlyn, a former 'Firefighter for a Day' winner for a tour. Kaitlyn has recently shown a passion for firefighting, and recently received her own firefighting outfit. Excited to show the firefighters her gear and check out the trucks, she came to our station for a visit.



2022 IronMan

In August of 2021, when Captain Doug Barrett was supposed to be racing his second IronMan triathlon, he instead found himself in the hospital having surgery for colon cancer. His goal then became "cancer to ironman 365" and after training all this year, Doug completed the 2022 IronMan triathlon in Mont-Tremblant, Quebec. We are proud of Doug for his commitment not only as an IronMan but to overall health and wellness.



Regional Cooperation

On June 26th, Long Reach and Peninsula Fire Departments held a large-scale training exercise Sunday morning involving departments from across Southern New Brunswick. The KVFD sent a tanker truck and Division Chief John Codling attended the exercise as well.

Throughout July, department members conducted boat and water rescue training several times with the Long Reach Fire Department. On August 9th, members trained on ladder operations with Ladder 4 from Hampton Fire Rescue.



Response Summary

Response Types Kennebecasis Valley Fire Department	June 2022	Historical Average	July 2022	Historical Average	Aug 2022	Historical Average
Fire/explosion - dollar loss	3	3	5	4	3	3
Rubbish/grass fire - no dollar loss	1	7	7	9	5	8
Chimney Fire	0	0	0	0	0	0
Total Fire	4	10	12	13	8	11
Rescue - Miscellaneous	0	1	3	1	1	1
Vehicle Accident	9	8	13	9	11	9
Total Rescue	9	9	16	10	12	10
Public Hazard - gasoline or fuel spill	1	1	1	1	1	1
Public Hazard - power line down / utility pole hazard	3	1	3	6	0	2
Public Hazard - miscellaneous	2	1	1	2	1	1
Total Public hazard	6	3	5	8	2	4
Gas Leak - propane	3	0	1	0	1	0
Gas Leak - response to carbon monoxide detector alarm	1	0	0	1	0	0
Total Gas leak	4	1	1	1	1	1
Public Service - first aid	54	49	67	51	57	47
Public Service - assist police or other agency	1	1	1	1	0	1
Public Service - mutual aid	1	1	2	1	1	1
Public Service - citizens trapped in elevator	0	0	0	0	0	0
Public Service - animal rescue	1	0	0	1	0	0
Public Service - flooding	1	0	0	2	1	1
Public Service- miscellaneous	0	2	2		1	
Total Public services	58	52	72	55	60	51
Alarm No Fire - accidental miscellaneous	7	3	2	2	5	4
Alarm No Fire - smoke or steam mistaken	0	1	0	1	3	1
Alarm No Fire - sprinkler surge or discharge	0	0	0	0	0	0
Alarm No Fire - detector activated	10	5	2	7	6	7
Alarm No Fire - unknown odours	0	0	1	0	0	0
Alarm No Fire - miscellaneous	2	2	3	3	6	3
Total Alarm no fire - No malicious intent	19	12	8	14	20	15
False Alarm (Mischief) - miscellaneous	1	0	0	1	0	1
Total False alarm - Mischief	1	0	0	1	0	1
Total Response Types Kennebecasis Valley Fire Department	101	86	114	102	103	93



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF OCTOBER 26, 2022 @ 3:00pm**

**MINUTES
REGULAR MEETING**

Held by Zoom and In Person

In Attendance:

BOARD MEMBER	POSITION
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Robert (Bob) McLaughlin	Quispamsis Representative
Libby O'Hara	Quispamsis Representative
Kerrie Luck	Quispamsis Representative
Colin Boyne	Rothesay Representative
Derrick Stanford	Rothesay Representative
Donald Shea	Rothesay Representative
Cherie Madill	Secretary/Treasurer of the Board
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
Insp. Anika Becker	KRPF OIC Administration
Insp. Mary Henderson	KRPF OIC Operations
Rebecca Moore	KRPF Administrative Assistant

Absent:

Vibhuti Harquail	Quispamsis Representative
Tanya Cyr	KRJBPB Secretary

Chairperson Mackay French calls the meeting to order at 3:05pm.

1. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda.

It was moved by Libby O'Hara and seconded by Colin Boyne that the Agenda for the Regular Meeting of October 26, 2022 be approved as presented MOTION CARRIED.

2. LAND ACKNOWLEDGEMENT

Deputy Chief Jeff Giggey read the Land Acknowledgement.

3. APPROVAL OF MINUTES OF SEPTEMBER 25, 2022 MEETING:

Chairperson Mackay French called for a motion to approve the Minutes of the Regular Meeting of September 25, 2022.

*It was moved by Bob McLaughlin and seconded by Libby O'Hara that the Minutes of the Regular Meeting of September 25, 2022 be approved as presented. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

Bob McLaughlin – Building

5. TREASURER REPORT:

Cherie Madill shared her screen and went over the financial statements. Everything was in order.

Libby O'Hara requested clarification as to whether the KVFire share of IT & HR staff Revenue line was revenue as it was in and out. Cherie Madill explained that due to accounting rules it needs to be shown as revenue and an expense like the Retirement Investment Income lines. Kevin Darling and Cherie Madill will be having more discussion to see if there is a way to clarify these line items.

*It was moved by Kevin Darling and seconded by Bob McLaughlin to receive and file the Treasurer's report as presented. **MOTION CARRIED.***

6. CHIEFS REPORT:

Training Summary:

Stands as presented.

Community Policing Related Highlights:

Stands as presented.

Monthly Crime Occurrence:

Stands as presented.

Canine Update

Deputy Chief Giggey advised that the Canine position was posted today. There was discussion around the table on the Canine unit and what is involved in the selection process and uses of the canine.

Labour Management

Insp. Henderson advised that the discussion around health benefits for married couples has been placed back in the hands of the Union for discussion.

Succession Planning

Insp. Henderson advised succession planning is ongoing.

Human Rights/Language

Insp. Henderson advised no reports.

Strategic Plan Update

Insp. Henderson advised SLT, Tanya Cyr, Rebecca Moore, Tiffany Mackay French, and Kevin Darling attended a strategic planning session at the Shadow Lawn on October 19th & 20th which was facilitated by Philanthropica and a great foundation was laid.

Training

Insp. Becker advised training is being offered to families of police officers titled "Living with a First Responder".

Outreach & Diversity

Insp. Becker advised the EDI Committee met and is working well.

Rewards & Recognition Ceremony

Insp. Becker advised a Rewards and Recognition ceremony is being held November 17th at the Rothesay Town Hall and will be honoring Sgt. Evan Scott with his 40-year pin and Sgt. Colin Flynn with his 20-year pin.

*It was moved by Don Shea and seconded by Libby O'Hara to receive and file the Chiefs Report as presented. **MOTION CARRIED.***

7. COMMITTEE REPORTS:

Finance

Kevin Darling advised we are expecting approximately a 15% increase in Insurance premiums in 2023. He is seeking bids from additional insurance companies.

Kevin Darling advised he is expecting correspondence stating that there is a Director's Liability Policy included in our insurance which will protect board members against litigation.

Kevin Darling advised the budget has been presented and we are waiting on approval from both Towns.

Policy

Keving Darling advised the policy committee has met and approved the first 4 sections of the Governance Manual. The Committee will be meeting again on November 2, 2022 and copies will be available to the Board on Friday November 4th. All board members would like an electronic copy except for Libby O'Hara who requested a hard copy. The governance Manual will then be reviewed and voted on in the November meeting.

See e-mail attached hereto.

Building & Grounds/Transportation

Bob McLaughlin advised he has received the parking lot drawings and they will be reviewed by the Town of Quispamsis PAC on November 8th. The project will then be sent to tender. He advised he has talked to approximately 9 contractors and there are only 3 that are possibly available to have the project completed by the end of the year. The paving of the parking lot is dependent on weather. He also advised the lighting will be improved in the parking lot.

*It was moved by Libby O'Hara and seconded by Colin Boyne to receive and file the Committee reports as presented. **MOTION CARRIED.***

8. CORRESPONDENCE:

Nothing to report.

9. OLD BUSINESS:

Nothing to report.

10. NEW BUSINESS:

Nothing to report.

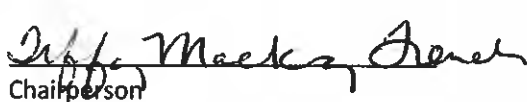
11. MOTION TO ADJOURN:

There being no further business to discuss, Chairperson Mackay French called for a motion to adjourn the Regular Meeting.

It was moved by Don Shea and seconded by Kevin Darling that the Regular Meeting be adjourned.

MOTION CARRIED.

Respectfully Submitted,


Chairperson

Tiffany Mackay French



KRPF Administrative Assistant

Rebecca Moore

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at October 31, 2022

	<u>2022</u>	<u>2021</u>
-----Financial assets-----		
Cash - General	647,364	411,160
Sick Pay/ Retirement Investments	985,244	882,299
Accounts Receivable	161,170	134,627
Sales tax recoverable	48,188	73,247
	<u>1,841,967</u>	<u>1,501,334</u>
----Liabilities-----		
Accounts payable and accrued	403,114	499,323
Vested sick leave/retirement accrual	867,499	829,289
Sick leave replacement	15,299	15,299
Accrued pension benefit liability	56,000	311,900
Debenture payable	539,000	679,000
	<u>1,880,912</u>	<u>2,334,810</u>
NET ASSETS (DEBT)	<u>(38,945)</u>	<u>(833,477)</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,126,117	4,055,548
Accumulated amortization	<u>(2,230,154)</u>	<u>(2,122,155)</u>
	1,895,963	1,933,393
Unamortized Debenture costs	3,278	4,450
Prepaid expenses	110,225	139,558
	<u>2,009,466</u>	<u>2,077,401</u>
ACCUMULATED SURPLUS	<u>1,970,521</u>	<u>1,243,924</u>
Assets	3,851,433	3,578,734
Liabilities	3,851,433	3,578,734

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
October 31, 2022

20222021

	-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year	
<i>Millennium Drive</i>					
Land	194,248	0	0	194,248	194,248
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	581,281	0	0	581,281	547,754
Structure	1,106,997	0	0	1,106,997	1,106,997
	2,313,229	0	0	2,313,229	2,279,702
Accumulated amortization	(1,089,004)	0	0	(1,089,004)	(1,021,871)
Net book value of Building	1,224,225	0	0	1,224,225	1,257,831
Paving	52,600	0	0	52,600	52,600
Accumulated amortization	(43,395)	0	0	(43,395)	(40,765)
Net book value of paving	9,205	0	0	9,205	11,835
Landscaping	3,268	0	0	3,268	3,268
Accumulated amortization	(3,268)	0	0	(3,268)	(3,268)
Net book value of landscaping	0	0	0	0	0
<i>Furnishings</i>	198,387	0	0	198,387	198,387
Accumulated amortization	(152,087)	0	0	(152,087)	(142,168)
Net book value of furnishings	46,300	0	0	46,300	56,219
<i>Machinery & equipment</i>	80,043	0	0	80,043	80,043
Accumulated amortization	(51,949)	0	0	(51,949)	(45,961)
Net book value of equipment	28,094	0	0	28,094	34,082
<i>Information technology equipment</i>	505,103	0	0	505,103	494,196
Accumulated amortization	(418,583)	0	0	(418,583)	(393,685)
Net book value of IT equipment	86,520	0	0	86,520	100,511
<i>Vehicles</i>	779,239	0	0	779,239	753,104
Accumulated amortization	(471,867)	0	0	(471,867)	(474,437)
Net book value of vehicles	307,372	0	0	307,372	278,667
Total Tangible Capital assets	4,126,117	0	0	4,126,117	4,055,548
Total Accumulated amortization	(2,230,154)	0	0	(2,230,154)	(2,122,155)
Net Book Value	1,895,963	0	0	1,895,963	1,933,393

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
TEN MONTHS ENDING OCTOBER 31, 2022

Page 3

	-----TEN MONTHS -----				
	---ACTUAL---		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	156,448	50%	\$139,305	\$104,167	\$125,000
Taxi & Traffic Bylaw	2,433	-27%	1,633	3,333	4,000
Interest income	14,764	1672%	2,236	833	1,000
Retirement investment income	33,346	150%	35,376	13,333	16,000
NB Integrated Enforcement Unit	67,083				
Secondments	222,420	-2%	195,195	227,667	273,200
	<u>496,494</u>	42%	<u>373,746</u>	<u>349,333</u>	<u>419,200</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	3,113,301	-12%	\$3,166,448	3,544,109	\$4,252,931
Benefits	749,109	-6%	660,681	793,325	951,990
Training	62,167	43%	36,133	43,333	52,000
Equipment	33,839	93%	10,480	17,500	21,000
Equip repairs & IT support	388	-95%	5,260	8,333	10,000
IT equip & services agreement	71,235	6%	42,174	67,370	80,844
Communications	74,918	9%	70,810	68,500	82,200
Office function	10,582	-15%	18,841	12,500	15,000
Leasing	8,767	-32%	9,920	12,917	15,500
Policing-general	39,559	19%	47,800	33,333	40,000
Insurance	53,913	27%	37,325	42,417	50,900
Uniforms	94,895	142%	38,544	39,167	47,000
Prevention/p.r.	7,337	26%	9,894	5,833	7,000
Investigations	55,455	48%	25,149	37,500	45,000
Detention	23,911	-9%	23,924	26,354	31,625
Taxi & Traffic Bylaw	80	-90%	0	833	1,000
Auxillary	467	-86%	253	3,333	4,000
Public Safety	30,629	0%	26,315	30,629	36,755
	<u>4,430,552</u>	-7%	<u>4,229,951</u>	<u>4,787,288</u>	<u>5,744,745</u>
VEHICLES					
Fuel	87,064	16%	64,872	75,000	90,000
Maint./repairs	44,641	-20%	49,618	55,833	67,000
Insurance	27,319	-8%	25,532	29,583	35,500
New vehicles	211,938	189%	125,904	73,333	88,000
Equipment	2,659	-47%	3,645	5,000	6,000
	<u>373,621</u>	56%	<u>269,571</u>	<u>238,750</u>	<u>286,500</u>

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KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
TEN MONTHS ENDING OCTOBER 31, 2022

Page 4

	-----TEN MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
EXPENDITURE continued:					
BUILDING					
Maintenance	62,262	87%	37,252	33,333	40,000
Cleaning	33,689	-4%	37,092	35,000	42,000
Electricity	34,559	-12%	31,416	39,167	47,000
Taxes	39,922	-6%	41,158	42,680	51,216
Insurance	6,335	-12%	6,212	7,167	8,600
Expansion	1,095	-96%	33,527	25,000	30,000
Grounds	18,064	81%	9,075	10,000	12,000
Interest on Debenture	14,093	8%	16,802	13,000	15,600
Debenture Principal	119,167	0%	116,667	119,167	143,000
	<u>329,186</u>	1%	<u>329,200</u>	<u>324,513</u>	<u>389,416</u>
ADMINISTRATION					
Salaries	730,013	-1%	682,460	738,178	885,814
Benefits	181,414	1%	145,799	178,796	214,555
KVFire share of IT & HR staff	(13,333)	0%		(13,337)	(16,004)
Professional Fees	65,712	-5%	64,106	69,167	83,000
Travel/Training	37,145	86%	19,094	20,000	24,000
Board Travel/Expenses	4,145	-1%	2,076	4,167	5,000
Insurance	5,420	28%	3,673	4,250	5,100
Labour Relations	10,099	-19%	3,010	12,500	15,000
Extraneous legal fees	0		3,515		
Sick Pay/Retirement	57,212	0%	50,383	57,378	68,853
Retirement int & dividends	33,346	150%	23,478	13,333	16,000
	<u>1,111,172</u>	2%	<u>997,594</u>	<u>1,084,432</u>	<u>1,301,318</u>
TELECOM/DISPATCH					
Dispatch Centre Annual Fee	220,276		211,553	220,870	265,044
Data/networking Charges	8,850		8,461	8,896	10,675
Startup costs	0		18,240	0	
	<u>229,126</u>		<u>238,254</u>	<u>229,766</u>	<u>275,719</u>
	5,977,164	-5%	5,690,825	6,315,415	7,578,498
CONTRIBUTED BY MEMBER TOWNS	<u>6,315,412</u>		<u>5,826,658</u>	<u>6,315,415</u>	<u>7,578,498</u>
SURPLUS (DEFICIT)	<u>338,248</u>		<u>135,833</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS page 5
NOTES TO THE FINANCIAL STATEMENTS
October 31, 2022

STATEMENT OF FINANCIAL POSITION

BANK balance		647,364	at October 31, 2022
ACCOUNTS PAYABLE balance	403,114		
Debenture costs to be paid in June & December	(124,413)		

Current Accounts Payable		278,701	Paid in November

Extra (Shortfall) in bank account		368,663	

Prepays include insurance & Managed Health Care's deposit of \$23,000

STATEMENT OF OPERATIONS

Crime Control:

	<u>2022</u>	<u>2021</u>	higher
* Benefits Health insurance	\$204,037	\$167,815	21.58%
Retirees health insurance	7,921	(1,793)	

Overtime:

	<u>Oct 29/22</u>	<u>Oct 30/21</u>	difference
OT	72,807	64,375	8,432
Court OT	12,391	11,231	1,160
Total overtime costs	<u>85,198</u>	<u>75,606</u>	<u>9,592</u>

Administration:

	<u>2022</u>	<u>2021</u>	higher
* Benefits Health Insurance	64,706	38,286	69.01%
Retirees health insurance	233	817	

Benefits include - employer share of CPP, EI, Worksafe NB, Health insurance,
counselling & pension

Included in professional fees:

	<u>2022</u>	<u>2021</u>
Record check online ordering system fees	18,806	18,298
Bank & credit/debit card payment fees	2,702	2,496

2022 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov 20	Dec
TOTAL COMPLETED CALLS	338	360	385	392	456	464	478	510	461	466	271	
TOTAL FILES CREATED	167	191	199	212	227	241	235	290	228	240	157	
POPA/M Tickets/E Tickets	83	70	87	116	189	79	122	123	83	104	40	
Bylaw Tickets	2	1	1	0	0	0	6	0	0	0	0	
Crimes Against Persons	5	11	11	17	8	11	13	14	7	12	9	
Property Crime	28	16	30	33	30	36	34	48	39	25	22	
Other CC	4	6	6	5	6	6	10	7	13	11	3	
Traffic Collisions (Non-Injury)	39	39	25	30	34	25	21	27	27	35	23	
Fatal and Injury Traffic Collisions	1	0	1	2	5	4	3	2	3	1	1	
Intimate Partner Violence Files	4	14	19	12	6	6	12	17	8	12	5	
Impaired Driving (All categories)	5	6	7	4	15	11	11	33	14	18	11	
Mental Health Calls	8	16	15	10	5	11	15	7	9	5	6	
COVID – 19 EMA/Quarantine Act/Mandatory Quarantine	4	2	5	6	0	0	0	0	0	0	0	



Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



This was a summer for surpassing key milestones for our region's growth. The last three months have been the fastest period of population growth in recent history, Port Saint John and its partners moved 100,000 TEUs in cargo volume which is more throughput than Port Saint John has ever experienced on an annual basis, and our region also welcomed our three millionth cruise passenger. We can certainly see and feel the momentum!

At Envision Saint John: The Regional Growth Agency we have continued to drive our roadmap for growth. I have highlighted a few Q3 successes below and encourage you to read the entire Q3 Impact Report for more details.

- The region's first-ever **Pride of Place campaign** launched with the intent to inspire local ambassadors in advance of the Agency launching marketing campaigns in external markets.
- **Hotel Occupancy** rates are trending at pre-pandemic levels; and the removal of the federal government's ArriveCan app should encourage the return of more American visitors.
- **Cruise ship passenger volumes** are exceeding expectations with ships arriving in port at 90-100% capacity.
- A collaborative communications and engagement strategy, in partnership with YSJ and The Chamber, to build back and secure future **air access from Air Canada** had some early success with an in-person meeting with Air Canada and the return of a second daily flight to Toronto.
- A talent recruitment mission at the **DalMed Family Medicine Resident Education Weekend** generated both leads and learnings to attract future doctors.
- **The InnovateNB Celebration** was announced in partnership with provincial innovation players and this inaugural event will be hosted in our region November 22, 2022.

Always Moving Forward.

A handwritten signature in black ink that reads "Paulette Hicks".

Paulette Hicks
CEO

Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



Our focus continues to be on:

1. Developing a strong integrated foundation of core services, building the team, implementing operational effectiveness, and honing brand, sales, and marketing messages -- the growth enablers.
2. Building and strengthening the platform framework to ensure integrity, relevance, and transparency -- how we do the work.
3. Identifying new and evolving existing platforms that are essential to achieving the following ambitious 10-year outcomes:
 - Grow the region's population by 25,000 from 2021 Census.
 - Increased the region's municipal property tax base by 30-35%.
 - Improve the region's brand perception.

PLATFORMS IN PLAY

The Agency is actively convening the following platforms that will have a combination of short, medium, and long-term outcomes. Some of these platforms will be considered or contain sprint platforms, which are highly focused, with accelerated deadlines, and more immediate impact. Some activities may appear in more than one platform. Our Core Services are underpinning each of these platforms.

1. Port Saint John
2. Tucker Park 2.0
3. Tourism
4. Talent
5. Strategic Real Estate & Infrastructure
6. Entrepreneurship & Innovation
7. Growth Readiness
8. Place Brand

Q3 2022 IMPACT REPORT

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PLATFORMS IN PLAY:

1. PORT SAINT JOHN

- Port Saint John is one of the biggest growth opportunities of our lifetime. A thriving Port will translate into a thriving, prosperous community having an impact on generations to come.
- \$247M in public and private sector investments in infrastructure, improved rail, and truck connections, and expanded container services have translated into increased capacity and new opportunities.
- The value proposition is very strong -- Port Saint John is the economic gateway to North America with access to three Class 1 railways.
- Envision Saint John and Port Saint John have an ongoing partnership to advance business development opportunities specific to the Port and the broader supply chain network.

Platform Activity:

Port Modernization Workforce Partnership	<ul style="list-style-type: none"> • A growth readiness approach to develop a scalable and nimble recruitment and training model that supports and aligns with the needs of all potential employers and ensures the Port Saint John ecosystem is effectively resourced to meet growing demand of potentially 800 new roles. • A state-of-the-art training simulator was acquired June 2022 and is being fully leveraged to build capacity and accelerate training. • The Agency strategic Human Resource support to employers' association to assist with scaling recruitment and hiring.
Global Marketing Strategy	Partnering with Port Saint John on a marketing and sales strategy to raise awareness of the Port on the global stage.
Supply Chain	Developing a strategy to optimize the supply chain growth potential for the region.
Community Liaison Committee	Ongoing communication and dialogue with groups that have a vested interest in Port related activities and development.

Platform Partners include:

Port Saint John
ILA Local 273
Port Saint John Employers Association
CP Rail
DP World

PETL
Saint John Learning Exchange
Saint John Newcomers Centre
Additional Employers

Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



2. TUCKER PARK 2.0

- The Saint John region has a unique value proposition with its Tucker Park health care and academic cluster including the Saint John Regional Hospital, Dalhousie Medical School, UNB's Integrated Health Initiative (IHI) and nursing programs, and NBCC's Community Allied Health programs.
- The UNB's IHI, along with the private sector investment to build the Health & Technology District Saint John, will take Tucker Park to the next level.
- UNB's IHI has established a world-class centre of excellence in applied health innovation in New Brunswick. The initiative includes five pillars -- inter-disciplinary education, collaborative research, technical and social innovation, knowledge transfer and commercialization and state-of-the-art, purpose-built infrastructure.
- The Health & Technology District Saint John will be a place where innovators and entrepreneurs, students and faculty, work alongside scientists, clinicians, and health care practitioners to develop new technologies and improve health outcomes, patient experiences, and the economics of health care delivery in the region and beyond.
 - Phase 1 is projected to attract up to 50 new businesses, create an estimated 1,000 new jobs and bring \$50 million to the Saint John regional economy annually.
 - Phases 2 and 3 will bring further private sector investment of about \$70 million to Saint John, providing exceptional space for additional new businesses, creating more than 2500 jobs, and adding another \$100 million to the economy annually.

Platform Activity:

Integrated Health Initiative (IHI)	Agency is collaborating with UNB to assist with project stewardship, socialization, marketing, and sales support, and access to capital.
Health & Technology District	<ul style="list-style-type: none"> • Lark Group leading ongoing virtual and local meetings for securing building occupancy. • Agency leading ongoing meetings with potential investors and stakeholders to support the District framework. • Continuing to develop and execute integrated communication strategies to promote the business opportunity. • Partnering with innovation players on business development opportunities.

Platform Partners:

UNBSJ
Dalhousie Medical School
NBCC
ONB
Horizon Health

City of Saint John
Lark Group
NBIF
TechImpact

Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



3. TALENT

- The Agency's 10-year outcomes are dependent on effectively delivering a talent strategy for the region.
 - The careers of the Saint John region are well defined - for today and tomorrow.
 - Saint John region is recognized for distinct career opportunities and sectors.
 - Saint John region is recognized as a great place to work and advance a career.
- Population growth is correlated with real and perceived employment opportunity and career advancement.

Platform Activity:

Region Talent Strategy	<ul style="list-style-type: none"> Developing a talent strategy that has been socialized and endorsed by Strategic Workforce partners. Implementation roadmap in development concurrently while supporting initiatives that are already underway.
Saint John Region Talent Story	<ul style="list-style-type: none"> Discovery sessions to identify and understand current and forecast distinct regional labour composition.
Data, Measurement & Forecasting	<ul style="list-style-type: none"> Providing economic impact assessment for partners to evaluate return on investment for proposed talent initiatives. Conducting research and analyzing data to inform talent strategy. Met with Industry Association leads to foster data partnerships.
Strategic Recruitment & Retention	<ul style="list-style-type: none"> A talent recruitment mission at the DalMed Family Medicine Resident Education Weekend generated both leads and learnings to attract future doctors. Discovery meetings to identify public and private supports to improve targeting and acceleration of recruitment of international talent. Supported the scaling of the Port Employer's Association team in preparation for accelerated growth at the Port.
Harmonization of Supply & Demand	<ul style="list-style-type: none"> Collaborating with TechImpact to implement a Digital Boot Camp pilot targeting NEET (not in employment, education, or training) population in the Saint John region. Discovery sessions with experiential and co-op learning programs; opportunity to assist with visibility and employer experience.
Employer Readiness	Collaborating with provincial and regional partners on developing talent/new HR toolbox for employers.
Immigration	Collaborating with the City of Saint John to support alignment of City's Immigration Strategy with regional and provincial immigration strategies.

Platform Partners:

GNB PETL/WorkingNB
UNBSJ
NBCC
BCAPI
YMCA
Industry Associations

ONB
City of Saint John
TechImpact
Learning Exchange
NBMC

Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



4. TOURISM

- Tourism is a serious economic driver with an estimated \$1.3B GDP annual impact for the Province of NB.
- Visitor Spend in the Saint John Region in 2019, pre-pandemic, was over \$300M.
- The region has a strong value proposition as a destination - a beautiful and unique region on the Bay of Fundy and proximity to iconic tourism gems including St. Martins and the Fundy Trail Parkway; a historic urban city at its core home to locally owned restaurants, bars, and boutiques with an abundance of trails and waterways within 15-minutes in any direction.
- The Agency's mandate includes the attraction of Leisure Visitors, Meetings & Conventions, Sport Tourism and Major Events.
- The Agency also manages a Visitor Experience Program that includes Visitors Information Centres and the production of visitor collateral including maps etc.

Platform Activity:

Destination Marketing	<ul style="list-style-type: none"> • Ongoing destination marketing campaigns targeting leisure visitors in the Maritimes and Ontario. The campaign includes digital marketing, social, video and audio tactics and will wrap-up in late November. • Proactive social media strategy on Facebook, Instagram, Twitter and Tik Tok. • Monthly e-newsletter to the Agency's destination opt-in list. • Social media influencers engaged on marketing partnerships with key attractions to build content and raise awareness of the Fundy Trail Parkway and Sculpture Saint John. • Ten-week "500 Reasons to Visit" Contest promoting things to see and do in the region and encouraging visitor engagement online.
Sales	<ul style="list-style-type: none"> • Attended several sales missions/marketplaces and hosted FAMs (familiarization tours) for the Meeting & Conventions and Travel Trade markets. Conference attendance is returning to pre-pandemic levels and the sales team has been actively following up on leads. • Attended an international conference hosted by Destination Canada - Innovate Canada - in partnership with Port Saint John to attract business events and possible trade opportunities. • Hired a Sport Tourism & Major Event salesperson in July to build and execute a sales strategy. • Collaborating with Moncton, Fredericton, and the Province on future joint sales activations to create larger impact for all partners. • Pitched story ideas, hosted, and supported travel media.
Sponsorships/Product Development	<ul style="list-style-type: none"> • The inaugural Fundy Sea Shanty Festival was successful, generating a significant economic impact in the region and has announced its return in 2023. The Agency was a presenting sponsor alongside Port Saint John and DP World. Some sponsors are already secured for the 2023 event. • Moonlight Bazaar expanded its footprint in uptown Saint John to allow additional visitors and vendors to participate. This is a non-ticketed event, but the organizers have stated it had the largest attendance to-date generating economic impact for uptown bars, restaurants, and hotels. The Agency was a co-sponsor of the new Mars activation with Port Saint John. • Sculpture Saint John had its fifth and final installment adding to its legacy by building out the sculpture trail even further with the addition of seven new sculptures. The Agency was a sponsor, provided marketing amplification and wrote a growth story featuring event organizer Diane Alexander.

Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



	<ul style="list-style-type: none"> KV Musicfest held their event on Labour Day weekend and the Agency was a sponsor. A meeting is scheduled to discuss the 2023 event. The Saint John Seaglass Festival held its inaugural event in August with the Agency as a sponsor. Plans for 2023 have not been announced.
Visitor Services Reimagination	The Regional Welcome Centre opened in the new Area 506 Waterfront Container Village as a pilot for 2022. Data and learnings will inform future strategies to deliver information services to an integrated clientele (ie. visitors, new residents, potential business owners etc.)
Reversing Falls Reimagination	A new tenant - The Plank - was announced for the former Reversing Falls restaurant and Skywalk attraction. The Agency operated a welcome centre at the location.

Platform Partners:

GNB - Tourism, Heritage & Culture
 Saint John Hotel Association
 Port Saint John
 YSJ
 ONB

Tour Operators
 Local Industry
 Event Planners

Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



5. STRATEGIC REAL ESTATE & INFRASTRUCTURE

- Real estate and infrastructure investments are foundational to ensuring the growth and sales readiness of the region, augmenting the region's place brand, and driving growth outcomes.

Platform Activities:

Fundy Quay	Public infrastructure construction underway. Developer is finalizing plans for anticipated 2023 spring construction.
Commercial Real Estate	Working with commercial property owners and developers on business development opportunities.
Industrial Parks	Working with Municipalities and YSJ on business development opportunities and growth strategy.
Community Assets	Offering data analytics, strategic direction, navigator services for access to capital, and sales and marketing support. For example, providing economic impact assessment to support successful funding request for Saint John Theatre Company's reimagination of the Sydney Street Courthouse.

Platform Partners:

GNB
ONB
YSJ

City of Saint John
Member Municipalities
Developers

Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



6. ENTREPRENEURSHIP & INNOVATION

- The role of the Agency is to be a navigator to support startup, entrepreneurs, and businesses to gain the supports needed to assess, build, and grow their business. The agency has mapped the landscape for programs and funding that will allow direct and tailored care for each client.

Platform Activity:

Tucker Park 2.0	IHI: <ul style="list-style-type: none"> Agency is collaborating with UNB to assist with project stewardship, socialization, marketing, and sales support, and access to capital. Health & Technology District: <ul style="list-style-type: none"> Lark Group leading ongoing virtual and local meetings for securing building occupancy. Agency leading ongoing meetings with potential investors and stakeholders to support the District framework. Continuing to develop and execute integrated communication strategies to promote the business opportunity. Partnering with innovation players on business development opportunities.
Reimagination of BlockOne	Partnering with UNBSJ on the reimagination of BlockOne.
InnovateNB Celebration	Sponsoring and co-hosting the InnovateNB Celebration with provincial innovation players. This inaugural event will be hosted in our region November 22, 2022.
Impact Loans	Continuing to promote and manage the Impact Loan program.

Platform Partners:

UNBSJ
 ConnexionWorks
 TechImpact
 McKenna Institute

Propel ICT
 NBIF
 ONB

Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



7. GROWTH READINESS

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

Platform Activity:

Air Access	The Agency developed a growth value proposition for Air Canada that was shared with strategic partners. Discussions are ongoing and resulted in a meeting in the Saint John region with Air Canada and The Chamber in September.
Onboarding New Residents	<ul style="list-style-type: none"> • Helping align, scale, foster collaboration, raise awareness, and invest in connector programs. • Kicked off sprint platform with Fusion to collaborate and engage with emerging leaders. • Began scoping process to document the optimal navigation journey and no-wrong door approach to onboarding into the community. • Supported international student Welcome Events for the region in September.
Immigration	<ul style="list-style-type: none"> • Exploring a dynamic technology-based solution that will respond as an intake tool, service navigator, referral, and connection service for newcomers. • Collaborating with the City of Saint John to support alignment of City's Immigration Strategy with regional and provincial immigration strategies. • Hosting exploratory calls in partnership with the Province to promote the Saint John region as a destination of choice.
Affordable Housing	Provided input to City of Saint John Affordable Housing Strategy.
Predictive Index	Developing a Predictive Index model in partnership with municipalities to support economic and population modelling that will inform growth readiness strategies and investments.

Platform Partners:

City of Saint John
Municipal Members
YSJ

The Chamber
Local Immigration Partnership Members

Q3 2022 IMPACT REPORT

Helping to Create Conditions for Growth



8. PLACE BRAND

- Developing a stronger place brand for the region is one of the Agency's 10-year outcomes. Ultimately our community is highly regarded, and our residents and businesses are proud ambassadors.
- Our goal was to develop a distinct, authentic, memorable representation of the Saint John region -- the aspirational "North Star" that captures hearts and minds, enlisting supporters, attracting investors, and motivating those who can activate growth.
- The place brand is the paramount brand element in the Envision Saint John positioning ecosystem, living in balance with the agency and destination brands.
- Its purpose is to set out the defining character of the region and attract attention from students, those looking for career opportunities, emigrating to Canada, seeking investment opportunities, or relocating/establishing a business enterprise.

Platform Activity:

Market Research - Benchmark	Envision Saint John hired Narrative Research to establish a baseline of perception of the Saint John Region.
Roadshow	The Agency rolled out the region's new place brand to municipal councils and strategic partners to enlist support and socialize the new brand before its official launch.
Campaign	<p>The Agency rolled out the Saint John Region's new brand promise - Always Moving Forward -- through a pride of place marketing campaign that focuses on the region's proven track record of forward-thinking and strong determination for future growth.</p> <ul style="list-style-type: none"> • The campaign focuses on quality of life, career opportunities, growth, and development. • Tactics includes digital, social, radio, sponsored stories, and transit advertising as well as billboards and grassroots activations including decals and stencils showcasing The Saint John Region - Always Moving Forward.
'Look Book' - Film Industry	The Agency has developed a 'Look Book' for the region to pitch for film and TV productions in support of our local partners.

Town of Rothesay

General Fund Financial Statements

2022-10-31

Includes:

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G8
Variance Report	G9
Capital Summary	G10

Town of Rothesay

G2

Balance Sheet - Capital General Fund 2022-10-31

ASSETS

Capital Assets - General Land	4,515,620
Capital Assets - General Fund Land Improvements	8,549,962
Capital Assets - General Fund Buildings	5,492,528
Capital Assets - General Fund Vehicles	3,862,581
Capital Assets - General Fund Equipment	3,463,504
Capital Assets - General Fund Roads & Streets	42,993,433
Capital Assets - General Fund Drainage Network	20,857,922
Capital Assets - Under Construction - General	1,035,502
	<hr/>
	90,771,053
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)
	<hr/>
	(39,444,687)
	<hr/>
	<hr/>
	\$ 51,326,366

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(510,000)
Total Long Term Debt	5,353,000
	<hr/>
Total Liabilities	\$ 4,843,000
Investment in General Fund Fixed Assets	46,483,366
	<hr/>
	<hr/>
	\$ 51,326,366

Town of Rothesay

G3

Balance Sheet - General Fund Reserves
2022-10-31

ASSETS

BNS Gas Tax Interest Account	4,800,554
BNS General Operating Reserve #214-15	6,631
BNS - Gen Operating Reserve GIC	900,000
BNS General Capital Reserves #2261-14	1,396,093
	<u>\$ 7,103,279</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,890,604
Invest. in General Capital Reserve	1,224,687
General Gas Tax Funding	909,950
Invest. in General Operating Reserve	906,631
Invest. in Land for Public Purposes Reserve	152,084
Invest. in Town Hall Reserve	19,322
	<u>\$ 7,103,279</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 2022-10-31

CURRENT ASSETS

Cash	1,626,243
Receivables	68,439
HST Receivable	466,581
Inventory	31,163
Gen Operating due to/from Util Operating	455,653
Total Current Assets	<u>2,648,079</u>
Other Assets:	
Projects	<u>3,792,418</u>
	<u>3,792,418</u>
 TOTAL ASSETS	 <u><u>6,440,497</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,017,426
Other Payables	568,830
Gen Operating due to/from Gen Capital	510,000
Accrued Pension Obligation	(7,123)
Accrued Retirement Allowance	395,287
Def. Rev-Quispamsis/Library Share	78,686
TOTAL LIABILITIES	<u>2,563,106</u>

EQUITY

Retained Earnings - General	303,811
Surplus/(Deficit) for the Period	<u>3,573,579</u>
	<u>3,877,391</u>
	<u><u>6,440,497</u></u>

Town of Rothesay

G5

Statement of Revenue & Expenditure
10 Months Ended 2022-10-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,515,125	1,515,126	15,151,258	15,151,258	(0)		18,181,510
Sale of Services	67,060	51,708	380,753	355,884	24,869		447,600
Services to Province of New Brunswick	0	5,000	57,975	50,000	7,975		60,000
Other Revenue from Own Sources	40,910	5,520	214,568	85,904	128,664		94,943
CORE grant	10,915	10,914	109,144	109,144	0		130,973
Conditional Transfers	6,447	0	331,229	40,000	291,229		40,000
Other Transfers	0	0	840,174	840,174	0		1,102,674
	<u>\$1,640,458</u>	<u>\$1,588,268</u>	<u>\$17,085,101</u>	<u>\$16,632,364</u>	<u>\$452,736</u>		<u>\$20,057,700</u>
EXPENSES							
General Government Services	126,341	133,685	2,042,021	2,130,922	88,901		2,543,618
Protective Services	431,132	433,773	4,869,548	4,898,204	28,656		5,765,750
Transportation Services	195,943	236,989	2,967,177	3,012,176	44,998		3,759,550
Environmental Health Services	70,257	68,083	709,956	713,333	3,378		862,000
Environmental Development	71,648	82,024	491,138	603,835	112,697		682,700
Recreation & Cultural Services	122,486	135,772	1,982,341	1,985,752	3,411		2,297,632
Fiscal Services	356	2,333	449,340	470,372	21,032		4,146,450
	<u>\$1,018,164</u>	<u>\$1,092,659</u>	<u>\$13,511,521</u>	<u>\$13,814,594</u>	<u>\$303,073</u>		<u>\$20,057,700</u>
Surplus (Deficit) for the Year	<u>\$622,294</u>	<u>\$495,609</u>	<u>\$3,573,579</u>	<u>\$2,817,770</u>	<u>\$755,809</u>		<u>\$ -</u>

Town of Rothesay

G6

Statement of Revenue & Expenditure
10 Months Ended 2022-10-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	2,020	1,667	18,645	16,667	1,978		20,000
Town Hall Rent	6,616	6,083	66,661	60,833	5,828		73,000
Community Garden	0	0	1,120	1,000	120		1,000
Fox Farm Rental	1,750	1,667	13,020	16,667	(3,647)		20,000
Arena Revenue	48,188	39,683	159,196	154,433	4,763		224,900
Recreation Programs	8,486	2,608	122,110	106,284	15,826	1	108,700
	67,060	51,708	380,753	355,884	24,869		447,600
Other Revenue from Own Sources							
Licenses & Permits	28,602	2,583	113,164	51,833	61,330	2	55,000
Recycling Dollies & Lids	99	67	628	667	(38)		800
Interest & Sundry	5,753	1,000	39,014	10,000	29,014	3	12,000
Miscellaneous	5,456	870	47,054	8,696	38,358	4	10,435
Fire Dept. Administration	1,000	1,000	10,000	10,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	40,910	5,520	214,568	85,904	128,664		94,943
Conditional Transfers							
Canada Day Grant	0	0	1,680	1,500	180		1,500
Grant - Other	6,447	0	270,959	0	270,959	5	0
Grant - Students	0	0	58,590	38,500	20,090	6	38,500
	6,447	0	331,229	40,000	291,229		40,000
Other Transfers							
Surplus of 2nd Previous Year	0	0	52,674	52,674	0		52,674
Utility Fund Transfer	0	0	787,500	787,500	0		1,050,000
	0	0	840,174	840,174	0		1,102,674
EXPENSES							
General Government Services							
Legislative							
Mayor	4,585	3,917	34,116	39,167	5,051		47,000
Councillors	11,217	11,258	108,951	112,583	3,633		135,100
Regional Service Commission 9	1,310	1,500	5,239	6,000	761		6,000
Other	502	1,208	6,087	12,083	5,996		12,500
	17,613	17,883	154,393	169,833	15,441		200,600
Administrative							
Administration - Wages & Benefits	84,986	82,921	861,607	887,091	25,484	7	1,173,818
Office Building	10,781	10,375	160,637	157,800	(2,837)		179,250
Supplies	6,138	4,000	117,060	119,000	1,940		144,000
Solicitor	644	4,167	14,037	41,667	27,630	8	50,000
Professional Fees	0	917	31,155	32,167	1,011		35,000
Covid-19 Expenses	0	2,083	6,697	20,833	14,136	9	25,000
Other	3,934	7,637	94,031	98,104	4,073		116,110
	106,483	112,100	1,285,224	1,356,662	71,438		1,723,178
Other General Government Services							
Website/Other	0	170	1,356	2,423	1,067		2,763
Community Communications (Team)	749	1,115	3,636	3,497	(139)		7,237
Civic Relations	60	83	60	833	773		1,000
Insurance	0	0	254,475	256,784	2,309		256,784
Donations	0	2,000	20,675	26,000	5,325		36,500
Cost of Assessment	0	0	293,934	293,934	0		293,934
Property Taxes - L.P.P.	0	0	17,824	17,622	(202)		17,622
Fox Farm Rental Expenses	1,436	333	10,446	3,333	(7,112)		4,000
	2,245	3,702	602,405	604,426	2,022		619,840
Total General Government Services	126,341	133,685	2,042,021	2,130,922	88,901		2,543,618

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G7

Protective Services

Police						
Police Protection	252,932	252,932	2,531,642	2,529,322	(2,320)	3,035,186
Crime Stoppers	0	0	2,800	2,800	0	2,800
	<u>252,932</u>	<u>252,932</u>	<u>2,534,442</u>	<u>2,532,122</u>	<u>(2,320)</u>	<u>3,037,986</u>
Fire						
Fire Protection	177,485	177,758	2,000,066	2,005,249	5,183	2,360,764
Water Costs Fire Protection	0	0	330,000	330,000	0	330,000
	<u>177,485</u>	<u>177,758</u>	<u>2,330,066</u>	<u>2,335,249</u>	<u>5,183</u>	<u>2,690,764</u>
Emergency Measures						
EMO Director/Committee	0	1,667	116	16,667	16,550	20,000
	<u>0</u>	<u>1,667</u>	<u>116</u>	<u>16,667</u>	<u>16,550</u>	<u>20,000</u>
Other						
Animal & Pest Control	715	417	2,755	4,167	1,412	5,000
Other	0	1,000	2,168	10,000	7,832	12,000
	<u>715</u>	<u>1,417</u>	<u>4,923</u>	<u>14,167</u>	<u>9,244</u>	<u>17,000</u>
Total Protective Services	431,132	433,773	4,869,548	4,898,204	28,656	5,765,750

Transportation Services

Common Services						
Administration (Wages & Benefits)	124,602	141,779	1,411,114	1,513,270	102,156	1,872,999
Workshops, Yards & Equipment	33,820	55,430	577,378	574,136	(3,242)	679,413
Engineering	11,209	417	26,510	4,167	(22,344)	5,000
	<u>169,631</u>	<u>197,626</u>	<u>2,015,002</u>	<u>2,091,573</u>	<u>76,571</u>	<u>2,557,412</u>
Roads & Streets	2,775	4,583	67,275	47,833	(19,442)	55,000
Crosswalks & Sidewalks	4,325	2,112	10,522	17,900	7,377	20,200
Culverts & Drainage Ditches	4,199	3,083	118,766	46,833	(71,932)	60,000
Street Cleaning & Flushing	1,085	0	8,823	45,000	36,177	45,000
Snow & Ice Removal	34	10,833	498,129	464,333	(33,796)	667,000
Flood Costs	0	0	616	15,000	14,384	15,000
	<u>12,419</u>	<u>20,612</u>	<u>704,131</u>	<u>636,900</u>	<u>(67,231)</u>	<u>862,200</u>
Street Lighting	12,116	12,083	122,591	120,833	(1,758)	145,000
Traffic Services						
Street Signs	0	1,042	9,335	10,417	1,082	12,500
Traffic Lanemarking	0	0	32,456	40,000	7,544	40,000
Traffic Signals	591	3,333	8,385	33,333	24,948	40,000
Railway Crossing	1,186	2,083	16,217	20,833	4,617	25,000
	<u>1,777</u>	<u>6,458</u>	<u>66,392</u>	<u>104,583</u>	<u>38,191</u>	<u>117,500</u>
Public Transit						
Public Transit - Comex Service	0	0	57,601	56,204	(1,398)	74,938
Public Transit - Other	0	208	1,460	2,083	623	2,500
	<u>0</u>	<u>208</u>	<u>59,061</u>	<u>58,287</u>	<u>(774)</u>	<u>77,438</u>
Total Transportation Services	195,943	236,989	2,967,177	3,012,176	44,998	3,759,550

Environmental Health Services

Solid Waste Disposal Land Fill garbage	18,980	17,500	173,679	175,000	1,321	210,000
Solid Waste Disposal Landfill Compost	3,682	3,000	28,606	30,000	1,394	36,000
Solid Waste Collection Fero	47,594	47,583	475,753	475,833	80	571,000
Solid Waste Recycling bins	0	0	3,093	0	(3,093)	0
Clean Up Campaign	0	0	28,824	32,500	3,676	45,000
	<u>70,257</u>	<u>68,083</u>	<u>709,956</u>	<u>713,333</u>	<u>3,378</u>	<u>862,000</u>

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Environmental Development Services

Planning & Zoning

Administration	23,648	31,732	297,638	385,719	88,080	19	460,000
Planning Projects	0	2,083	1,500	20,833	19,333	20	25,000
Heritage Committee	0	208	0	2,083	2,083		2,500
	<u>23,648</u>	<u>34,024</u>	<u>299,138</u>	<u>408,635</u>	<u>109,497</u>		<u>487,500</u>

Envision Saint John

Tourism	48,000	48,000	192,000	192,000	0		192,000
	0	0	0	3,200	3,200		3,200
	<u>48,000</u>	<u>48,000</u>	<u>192,000</u>	<u>195,200</u>	<u>3,200</u>		<u>195,200</u>
	<u>71,648</u>	<u>82,024</u>	<u>491,138</u>	<u>603,835</u>	<u>112,697</u>		<u>682,700</u>

Recreation & Cultural Services

Administration	27,078	26,841	316,983	308,548	(8,435)		385,025
Beaches	0	0	48,766	51,000	2,234		51,000
Rothsay Arena	29,396	28,254	314,994	307,550	(7,443)		383,000
Memorial Centre	6,815	5,333	40,397	62,071	21,675	21	72,988
Summer Programs	1,058	631	64,849	60,435	(4,413)		61,800
Parks & Gardens	41,656	51,536	524,796	548,713	23,917	22	638,500
Rothsay Common Rink	934	1,183	37,328	39,401	2,073		54,800
Playgrounds and Fields	6,864	11,167	97,539	113,167	15,627	23	134,000
The Hive expenses	610	2,475	8,182	24,750	16,568	24	29,700
Regional Facilities Commission	0	0	430,117	356,102	(74,016)	25	356,102
Kennebecasis Public Library	6,935	6,935	73,832	69,348	(4,485)		83,217
Special Events	1,140	1,417	24,558	37,167	12,609	26	40,000
PRO Kids	0	0	0	7,500	7,500		7,500
	<u>122,486</u>	<u>135,772</u>	<u>1,982,341</u>	<u>1,985,752</u>	<u>3,411</u>		<u>2,297,632</u>

Fiscal Services

Debt Charges							
Interest	356	2,333	84,340	105,372	21,032	27	187,450
Debenture Payments	0	0	365,000	365,000	0		784,000
	<u>356</u>	<u>2,333</u>	<u>449,340</u>	<u>470,372</u>	<u>21,032</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>356</u>	<u>2,333</u>	<u>449,340</u>	<u>470,372</u>	<u>21,032</u>		<u>4,146,450</u>

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Town of Rothesay

Capital Projects 2022

General Fund

9 Months Ended 2022-09-30

	ANNUAL BUDGET	COUNCIL APPROVED	CURRENT Y-T-D	Remaining Budget
General Government				
12010560 R 2021 T001 Town Hall Improvements	100,000	0	1,175	98,825
12010760 G 2022 001 IT	110,000	0	75,893	34,107
Total General Government	210,000	0	77,068	132,932
Protective Services				
12011560 Protective Serv. Equipment Purchases P-202*-0	1,250,000	0	188,361	1,061,639
Total Protective Services	1,250,000	0	188,361	1,061,639
Transportation				
12028060 T-2022-001 Asphalt	2,110,000	2,527,220	2,055,853	54,147
12028160 T-2022-002 Designated Highway	500,000	0	0	500,000
12028260 T-2022-003 Buildings - Master Drive HVAC	85,000	83,052	0	85,000
12028360 T-2022-004 Intersection Improvement	420,000	472,547	173,052	246,948
12028460 T-2022-005 Fleet Replacement	615,000	494,267	506,453	108,547
Unassigned:				
Total Transportation	3,730,000	3,577,086	2,735,359	994,641
Recreation				
12028560 R 2022 001 Recreation Purchases	235,000	113,142	132,903	102,097
12028660 R 2022 002 Recreation Pickle Ball	50,000	80,000	15,051	34,949
12028760 R 2022 003 Arena Renovation	2,000,000	102,826	0	2,000,000
12027860 R-2021-002 2021 Wells Building	0	0	234,310	-234,310
Total Recreation	2,285,000	295,967	0	1,902,736
Carryovers				
12020560 R-2013-07 Major Recreation Facility	0	0	4,850	-4,850
12021860 G-2020-009 Town Hall Improvements	0	0	14,684	-14,684
12027260 T-2020-005 Asphalt Microseal 2020	0	0	4,020	-4,020
12027660 T-2020-014 Traffic Study	0	0	41,077	-41,077
12027760 T-2021-001 2021 Asphalt Engineering	0	0	11,614	-11,614
12027960 T-2021-004 Intersection Improvement Sprucey	0	0	53,465	-53,465
12027560 T-2020-013 Stormwater Master Plan	0	0	64,930	-64,930
12027160 R-2020-002 Wells Field Replacement	0	0	1,648	-1,648
	0	0	196,289	-196,289
Total	\$ 7,475,000	\$ 3,873,053	\$ 3,579,340	\$ 3,895,660

2022 Budget and Funding Allocation

Funding	2022	Operating	Reserve	Gas Tax	Borrow	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		
	\$ 7,475,000	\$ 3,000,000	\$ -	\$ 2,850,000	\$ 1,250,000	\$ 375,000

	Budget	Actual
Sweeper	340,000	338,929
2 - 1Tons	167,000	49,440
2 - 1/2Tons	108,000	110,395
Chipper		
	615,000	498,764

Town of Rothesay

Variance Report - General Fund

10 months ending 2022-10-31

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Recreation Programs	122,110	106,284	\$ 15,826	Playground program revenue higher than anticipated
2	Licenses & Permits	113,164	51,833	\$ 61,330	increase in construction
3	Interest & Sundry	39,014	10,000	\$ 29,014	Increase in bank interest rates
4	Miscellaneous	47,054	8,696	\$ 38,358	Street Disturbance permits kept
5	Grant - Other	270,959	0	\$ 270,959	Wells ballfield Clain#2 & Wells Bldg grant ACOA \$3575
6	Grant - Students	58,590	38,500	\$ 20,090	More funding received than anticipated
				Total	\$ 435,578
				Variance per Statement	\$452,736
				Explained	96%

Expenses*General Government*

7	Administration - Wages & Benefits	861,607	887,091	\$ 25,484	2 positions not yet replaced, training and development not
8	Solicitor	14,037	41,667	\$ 27,630	timing
9	Covid-19 Expenses	6,697	20,833	\$ 14,136	expenses not incurred

Protective Services

10	EMO Director/Committee	116	16,667	\$ 16,550	No EMO expenses to date
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Transportation

11	Administration	1,411,114	1,513,270	\$ 102,156	transportation position not filled
12	Engineering	26,510	4,167	\$ (22,344)	Wijac St. upgrades and extensions
13	Roads & Streets	67,275	47,833	\$ (19,442)	Restoration on Chapel Road
14	Culverts & Drainage Ditches	118,766	46,833	\$ (71,932)	Coordinating storm sewer repairs
15	Street Cleaning & Flushing	8,823	45,000	\$ 36,177	Timing
16	Snow & Ice removal	498,129	464,333	\$ (33,796)	Salt
17	Flood Costs	616	15,000	\$ 14,384	No flood occurred to date
18	Traffic Signals	8,385	33,333	\$ 24,948	Timing

Environmental Health

				\$ -	
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Environmental Development

19	Administration	297,638	385,719	\$ 88,080	timing Software/Equipment and Planning bylaw enforcement
20	Planning Projects	1,500	20,833	\$ 19,333	Timing

Recreation & Cultural Services

21	Memorial Centre	40,397	62,071	\$ 21,675	Fewer R&M compared to budget during winter months
22	Parks & Gardens	524,796	548,713	\$ 23,917	Fewer expenses incurred compared to budget during winter
23	Playgrounds and Fields	98,186	113,167	\$ 14,981	Fewer R&M compared to budget
24	The HIVE	8,182	24,750	\$ 16,568	Fewer expenses compared to budget
25	Regional Facilities Commission	430,117	356,102	\$ (74,016)	Repayment of Emergency funding to CRA
26	Special Events	24,558	37,167	\$ 12,609	Timing

Fiscal Services

27	Interest	84,340	105,372	\$ 21,032	Budgeted for interim loan interest, project delayed loan not
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		Total	\$ 258,133
		Variance per Statement	\$303,073
		Explained	85%

Town of Rothesay

Utility Fund Financial Statements

October 31, 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

U1

Capital Balance Sheet

As at 2022-10-31

ASSETS

Assets:

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

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 Improvement:	(42,031)
Accumulated Amortization Utilites Vehicles	(30,341)
Accumulated Amortization Utilites Equipment	(222,747)
Accumulated Amortization Utilites Roads & Streets	(19,067)
	<hr/>
	(18,218,960)

TOTAL ASSETS

38,409,699LIABILITIES

Current:

Total Current Liabilities

-

Long-Term:

Long-Term Debt

8,487,192

Total Liabilities

8,487,192EQUITY

Investments:

Investment in Fixed Assets

29,922,507

Total Equity

29,922,507

TOTAL LIABILITIES & EQUITY

38,409,699

Town of Rothesay

U2

Balance Sheet - Utilities Fund Reserves
2022-10-31

ASSETS

BNS Utility Capital Reserve # 00241 12	1,380,226
	<u>\$ 1,380,226</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	960,412
Invest. in Utility Operating Reserve	107,772
Invest. in Sewerage Outfall Reserve	312,041
	<u>\$ 1,380,226</u>

Town of Rothesay

U3

Utilities Fund Operating Balance Sheet
As at 2022-10-31

ASSETS

Current assets:

Accounts Receivable Net of Allowance	750,807
Total Current Assets	750,807

Other Assets:

Projects	1,107,809
	1,107,809

TOTAL ASSETS	\$ 1,858,616
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LIABILITIES

Accrued Payables	18,322
Due from General Fund	455,653
Deferred Revenue	13,346
Total Liabilities	487,322

EQUITY

Surplus:

Opening Retained Earnings	40,526
Profit (Loss) to Date	1,330,769
	1,371,295

TOTAL LIABILITIES & EQUITY	\$ 1,858,617
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Town of Rothesay
Utilities Operating Income Statement
10 Months Ended 2022-10-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	(146)	0	827,744	851,791	(24,047)	1	1,127,500
Meter and non-hookup fees	(13)	0	46,274	37,500	8,774		50,000
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	240	0	1,851,011	1,860,000	(8,989)	2	1,860,000
Connection Fees	2,800	6,667	57,550	66,667	(9,117)	3	80,000
Interest Earned	9,001	6,667	89,057	66,667	22,390	4	80,000
Misc. Revenue	750	440	8,201	4,400	3,801		5,280
Surplus - Previous Years	0	0	48,220	48,220	0		48,220
TOTAL RECEIPTS	12,632	13,773	3,316,938	3,324,244	(7,306)		3,640,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	315,000	315,000	0		420,000
Audit/Legal/Training	0	625	8,481	13,750	5,269		15,000
Other Water	80	167	1,599	1,667	68		2,000
Purification & Treatment	9,343	18,458	452,553	450,583	(1,970)		487,500
Transmission & Distribution	355	10,000	80,234	100,000	19,766	5	120,000
Power & Pumping	3,080	3,667	42,851	36,667	(6,184)		44,000
Billing/Collections	97	417	3,666	4,167	500		5,000
Water Purchased	0	83	1,499	833	(666)		1,000
Misc. Expenses	11,407	417	17,311	16,167	(1,144)		17,000
McGuire Road Operating	0	1,583	13,269	15,833	2,565		19,000
TOTAL WATER SUPPLY	24,361	35,417	936,463	954,667	18,203		1,130,500
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	472,500	472,500	0		630,000
Audit/Legal/Training	0	417	7,270	10,167	2,897		11,000
Collection System Maintenance	3,697	4,917	26,937	70,167	43,230	6	79,000
Sewer Claims	4,463	5,000	20,192	20,000	(192)		20,000
Lift Stations	3,046	4,667	39,293	46,667	7,374		56,000
Treatment/Disposal	9,968	6,500	97,503	80,500	(17,003)	7	93,500
Misc. Expenses	0	1,417	21,619	14,167	(7,452)	8	17,000
TOTAL SWGE COLLECTION & DISPC	21,173	22,917	685,313	714,167	28,854		906,500
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		18,194
Interest on Long-Term Debt	0	0	169,585	169,585	0		268,998
Principal Repayment	0	0	194,808	194,808	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
TOTAL FISCAL SERVICES	0	0	364,393	364,393	0		1,603,000
TOTAL EXPENSES	45,534	58,333	1,986,169	2,033,226	47,057		3,640,000
NET INCOME (LOSS) FOR THE PER	(32,902)	(44,560)	1,330,769	1,291,018	39,751		(0)

Town of Rothesay

Variance Report - Utility Operating
10 Months Ended October 30, 2022

U5

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	827,744	851,791	(24,047)	Water usage lower than anticipated
2	Sewer	1,851,011	1,860,000	(8,989)	budgeted for new potential users
3	Connection fees	57,550	66,667	(8,989)	timing
4	Interest Earned	80,056	60,000	20,056	conservative budget
Expenditures					
Water					
5	Transmission & Distribution	80,234	100,000	19,766	timing
Sewer					
6	Collection System Maintenance	26,937	70,167	43,230	Timing, flushing hasn't started
7	Treatment/Disposal	97,503	80,500	(17,003)	Purchased aerator (frog)
8	Misc. Expenses	21,619	14,167	(7,452)	Chapel Road sewer repair
-					
Fiscal Services					
Transfer to Reserve Accounts			-	-	

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Town of Rothesay

Capital Projects 2022

Utility Fund

10 Months Ended 2022-10-31

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget
WATER				
12031230 W-2022-001 Water Quantity/Quality	100,000	-	0	100,000
12031330 W-2022-002 Water Model update	100,000	-	0	100,000
12031430 W-2022-003 Filtration Bldg Water	550,000	638,227	68,958	481,042
12031530 W-2022-004 Hillsview Water line replacement	50,000	-	0	50,000
	<u>\$ 800,000</u>	<u>\$ 638,227</u>	<u>\$ 68,958</u>	<u>\$ 731,042</u>

SEWER				
12028130 T-2022-001 Sewer work in Ashphalt contract	100,000	\$ 100,000	0	100,000
12046030 S-2021-001 Turnbull Court Design	1,000,000	\$ 950,395	271,212	728,788
12044130 S-2021-008 WWTP Design Phase II	600,000	\$ 572,280	519,562	80,438
12046230 Maliseet sewer repair	0	\$ -	102,851	-102,851
	<u>1,700,000</u>	<u>1,622,675</u>	<u>-</u>	<u>806,375</u>

Total Approved	<u>2,500,000</u>	<u>2,260,902</u>	<u>962,583</u>	<u>1,537,417</u>
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Carryovers

Funded from Reserves

12045030 S-2020-001 Turnbull Court Design	0	0	122,146	-122,146
12043430 W-2021-004 Well Development - Quality	-	0	23,080	-23,080
	<u>0</u>	<u>0</u>	<u>0</u>	<u>-145,226</u>
	<u>2,500,000</u>	<u>2,260,902</u>	<u>1,107,809</u>	<u>1,392,191</u>

Funding:

	Total	Operating	Reserves	Borrow	Gas Tax	Grants
Water	800,000	450,000	50,000		300,000	
Sewer	1,700,000	250,000	\$	800,000	200,000	450,000
	<u>\$ 2,500,000</u>	<u>\$ 700,000</u>	<u>\$ 50,000</u>	<u>\$ 800,000</u>	<u>\$ 500,000</u>	<u>\$ 450,000</u>

Town of Rothesay

2022-10-31

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	1,000.00	
Saint John Theatre Company	1,000.00	1,000.00	
Symphony NB	1,000.00		1000 paid in Nov
sub	15,500.00	7,000.00	
Other:	21,000.00		
Junior Achievement		300.00	
You Can Ride Two		1,000.00	
CIMB-FM Oldies 96		1,000.00	
Bradley Joudrey		500.00	
KV Girls Softball Association		500.00	
NB Sports Hall of Fame Inc - Ad		225.00	
RNS - Art Show		500.00	
NB Competitive Festival of Music		250.00	
St Pauls Church		500.00	
SJ Regional Hospital Foundation - Breast Health Fund		1,000.00	
St Joseph's Hospital Foundation - bronze "September for St. Joe"		1,000.00	
Saint John Seafarers' Mision		200.00	
KV Oasis Youth Centre		2,500.00	
Joanne Munroe		500.00	
Shining Horizons Therapeutic Riding Association		1,200.00	
Kennebecasis Rowing & Canoe Club		2,500.00	
sub	21,000.00	13,675.00	
	36,500.00	20,675.00	
G/L Balance		20,675.00	-
Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00		Recreation
KV Committee for Disabled	5,500.00		Transportation
	15,800.00	2,800.00	

TOWN OF ROTHESAY

FINANCE COMMITTEE

November 24, 2022

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Helen Boyle

Town Manager John Jarvie via WebEx

Treasurer Doug MacDonald

Financial Officer Laura Adair

Absent: Councillor Don Shea

The meeting was called to order at 8:45am.

The agenda was accepted (HB/NG)

The minutes from October 27, 2022 were accepted as presented (NG/HB).

October financial statements:

- a) General Fund – Treasurer Doug MacDonald reviewed October financial statements. Variances are consistent with past months, and he expects a small surplus at year end. Under transportation 2 new staff were hired in Utilities to fill vacancies. No accrual has been set up for the fuel escalation clause in the garbage and snowplowing contract. Motions to move money to/from reserves will be presented to council in December.
- b) Utility Fund – Variances consistent with past months. The Maliseet sewer lines repair and Turnbull Court Phase I were not budgeted under capital expenditures however a few other capital projects weren't completed this year, therefore unplanned capital can be paid by operating fund without having to use the reserve fund.

It was agreed **the financial statements for both funds should be referred to Council for approval (HB/NG)**

Donation request – Summary to date

Mayor Nancy Grant informed finance committee that it has been a tradition of municipalities to donate to the Saint John Theater company, who always ensure to recognize its donors.

Motion to accept and receive and file (HB/NG)

Initial Capital Budgets

- a) **General Fund** – pg 26 list of projects and how they will be funded.

Treasurer Doug MacDonald discussed items listed but advised ultimately the decision on which projects are accepted is for Council to decide.

Councillor Helen Boyle questioned whether any of the cost for the condenser at the Arena could be recouped if a new Arena was built. Treasurer Doug MacDonald believed it could be sold and some of the cost could be recovered.

Deputy Mayor Matt Alexander suggested that Town Hall should try coordinating with Quispamsis and GNB to minimize disruption caused to residents when major road work is being done.

b) Utility Fund – pg 27 list of projects and how they will be funded

Regardless if the Waste Water Treatment Plant gets completed, the dredging of the lagoon will be required. A large volume of sludge in the lagoon has accumulated which was the cause of odor issues this summer. Dredging at Maliseet lagoon will take place during cooler months to avoid as much odor as possible. Ideally dredging would receive grant funding if completed as part of the WWTP otherwise cost will need to be funded by debt.

To be discussed by council at Monday's meeting.

Motion to present to council draft budget (NG/DS)

Items for information

- a) 2022 Capital Projections – Treasurer Doug MacDonald explained the Capital Projections spreadsheet on pg 28 & 29. It compares the original budgeted costs and projects, compared to actual tendered amounts and projected costs for year end and how those projects will be funded for in 2022.

General Fund (pg 28) and Utility Fund (pg 29) have a few projects that have been approved but not completed and will carry forward into 2023.

- b) Compliance report

Motion to accept and receive items for information (HB/DS)

Next Meeting

Council working session November 28, 2022
Regular Finance Meeting January 19, 2023

The meeting adjourned at 10:00am.

Deputy Mayor Matt Alexander
Chairman

Laura Adair
Recording Secretary



ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE

Common Room, Rothesay Town Hall

Tuesday, November 22, 2022

10:00 a.m.



PRESENT:

MAYOR NANCY GRANT, *ex-officio member*
COUNCILLOR HELEN BOYLE
DR. SHAWN JENNINGS
NANCY HASLETT
DIANE O'CONNOR, CHAIRPERSON
WILLA MAVIS
ROBERT TAYLOR
MIRIAM WELLS, VICE-CHAIRPERSON
ANGELA CAMPBELL
GUEST: DIANNE TAYLOR

DRAFT

RECREATION COORDINATOR KERI FLOOD
AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY ELIANE KNOX

ABSENT:

KARA JOHNSON
SAMAH MAGHLAWY
JILL JENNINGS
TOWN MANAGER JOHN JARVIE

Chairperson O'Connor called the meeting to order at 10:07 a.m.

1. APPROVAL OF AGENDA

MOVED by N. Haslett and seconded by Vice-Chairperson Wells the agenda be approved as circulated.
CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of September 20, 2022.

Chairperson O'Connor indicated that after her review of the minutes, if one of the members could invite KV Old Boys as guest speakers to The Hive for coffee & chat, evening session or in-person winter season.

She also added to advertise more Rothesay Hive, such as at Church bulletins. She will work with K. Duffley. Mayor Grant indicated that she could do the same. R. Taylor has local churches email addresses. K. Duffley informed that she already prepared a poster and one pager, which could be used.

Counc. Boyle proposed to advertise at Kennebecasis Valley Quilting Guild. She will reach out to them too.

MOVED by R. Taylor and seconded by Counc. Boyle the Age Friendly Advisory Committee meeting minutes of September 20, 2022 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS AND PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

N/A

7. NEW BUSINESS**7.1 Age Friendly Advisory Committee Mandate & Terms**

K. Duffley indicated that she inserted in the package the mandate, terms, and action plan as a reminder to what needs to be accomplished.

7.2 Age-Friendly Programming Update

K. Duffley reported the following:

<p>Rothesay Hive Programming</p>	<p>What's Going On:</p> <ul style="list-style-type: none"> • Movie Matinee: Sound of Music we had seven attendees. In December it will be a Christmas Movie. Kirstin asked the members for suggestions. • Fitness classes continue to be popular again this month and are mostly at full capacity! • The Band Frail Program has concluded at the Rothesay Hive. • The Zoomers on the Go program goes until the week of December 5th. In January they will be at the Bill McGuire Centre for more space as the program was full and there was more interest. • Tai Chi: Working on bringing Tai Chi indoors at Rothesay Hive during the winter months, Fridays at 3 pm. • FCNB: Will be doing another presentation on Frauds and Scams at the Hive on December 1st at 1:45 pm. • Teen Resource Centre from Saint John will be visiting the Hive on December 29th during our Coffee and Chat to share a volunteer intergenerational opportunity with members. • Mindful Moments: Enjoy the Changing Seasons – posted on Monday, November 21st (Views: 157) <p>Rothesay Hive Facebook Group: 579 members Rothesay Hive Registered Members: 119 members</p>
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The Rothesay Hive Garden Club: End of Season Update	<p>The Rothesay Hive Garden Club has finished for the season. All the vegetables are out of garden. The Garden Club members grew and delivered the following vegetables to Kennebecasis Valley Food Basket:</p> <ul style="list-style-type: none"> • radishes: 229 radishes in bundles of 10, • yellow beans: 10 pounds 2 ounces of beans, • beets: 17 pounds 13 ounces of beets with tops, • tomatoes: 75 pounds 5 ounces of tomatoes, carrots: 2 pounds no tops, 21 pounds with tops for a total of 23 pounds of carrots.
Renforth Senior Exercise Classes	The Renforth Seniors Exercise Classes remains popular. The class is still being offered at the Bill McGuire Centre on Mondays and Wednesdays from September to June each year.
Fall Speaker Series	<ol style="list-style-type: none"> 1. Dr. Suzanne Dupuis-Blanchard, Director Research Centre on Aging - Nursing Homes Without Walls (Views: 299) 2. Kim Cookson, Artist – Art Therapy (Views: 318) 3. Dr. Helen Rees, Podiatrist – Putting Your Best Foot Forward (Views: 450) 4. Brenda Doucet, President of the KV Pickle Ball Club – The Game of Pickleball 5. Dr. David Elias, Canadian Health Solutions – Our Health and Wellness
Winter Speaker Series	Will return to the in-person Rothesay Winter Speaker Series during Fundy Winterfest (February and March 2023). It will have speakers and topics from some of your suggestions at our last meetings. More information to come.
RES Clubs	<p>RES will be offering Lunchtime Clubs this winter for grades 3-5 students during their lunch recess and are looking for people willing to run these clubs, including an Indoor Gardening Club, Handcrafts Club, & Board Game/Puzzling Club. The Indoor Gardening Club would have one or two volunteers to run it for a group of approximately 15 students.</p> <p>The time commitment would be from 12 - 1 pm, once a week, at the school, for a total of eight weeks (January 9 – March 2). The day of the week would be either Tuesday, Wednesday, or Thursday, depending on the club leader's availability. The volunteers would have to complete a criminal record check and policy 701 questionnaire prior to working with students. A school staff member would assist the leaders in preparing for the clubs, gathering resources, and training a student helper.</p> <p>If you think this could be of interest to you, please let me know and I will connect you with the coordinator.</p>
RHS Cribbage	Rothesay High School Students will be coming to the Rothesay Hive on December 6 th at 10:15 am to play cribbage. If you are interested, I can register you!

50+ Friendship Games Saint John	The 30 th anniversary of the 50+ Friendship Games was a success, they had around 200 participants signed up for the various activities held in the Greater Saint John Area. The two programs that were supposed to be held in Rothesay, at the Rothesay Hive ended up being cancelled because they did not have enough players for the type of games to occur. The Games will return in 2023 during the first week of June.
Date and Time of Meetings?	Might be needing to switch the date and time of the meeting, so I will let you know.

Vice-Chairperson Wells asked about the Rothesay COOP sessions. K. Duffley explained that she reached out to Rothesay High School, but she did not hear back. Vice-Chairperson Wells Speaker series money is donating the Hive, how to spend that. Kirstin waiting from Canadian Health Solutions. Counc. Boyle did take the Committee suggestions. Chairperson O'Connor confirmed that they want to meet with the Committee, probably in the new year. They have some ideas. One of the Committee members should give them a nudge in the new year. He is in Florida and working remotely. Kara Johnson is absent today; Vice-Chairperson Wells will talk to her. K. Duffley will send her an email as a reminder. Personal contact information is great. Chairperson O'Connor said that they are always looking for placement.

7.3 Big Brothers Big Sisters of Saint John

Chairperson O'Connor informed she recently met with Debbie Cooper and the organization. She is the Mentoring Coordinator of Programming to match up people. They heard about Rothesay Hive and a wonderful opportunity for them to get involved. They have placement in the valley. She wants to come to a meeting. She has great ideas, and they have grants. They have a program named "Between Generation" for seniors and young people. They also have activities online and virtual mentoring. Chairperson O'Connor suggested that Debbie Cooper attend a meeting in the new year. They can go to the organization or virtually. It is all about intergenerational program. R. Taylor added that Debbie Cooper have been involved with Big Brothers Big Sisters for a long time. Chairperson O'Connor said Debbie Cooper is also a senior. She will coordinate an invitation with K. Duffley in the new year.

Vice-Chairperson Wells asked if Debbie Cooper lives in Rothesay. Chairperson O'Connor will ask her.

8. CORRESPONDENCE FOR ACTION

N/A

9. CORRESPONDENCE FOR INFORMATION

N/A

10. OTHER BUSINESS

Vice-Chairperson Wells questioned how much money was raised for the program and if having success with sponsors. Furthermore, if we do need people to secure more donors. Chairperson

November 22, 2022

O'Connor advised that Go Ahead Seniors gave another cheque of \$1,000. She said that they are pretty flush at the moment. K. Duffley communicated she is planning a year-end review for 2022. K. Duffley will be sending the review to sponsors. Moreover, she will ask them if they wish to continue their sponsorship in 2023. Mayor asked if K. Duffley could also send it to her so she can provide it to Town Council when it is finished.

N. Haslett questioned regarding Councillor Bill McGuire that contacted her how remain on the Committee and how long you can remain on the Committee. Mayor Grant responded 6-year term. N. Haslett also asked could you serve on another committee and one year break? Vice-Chairperson Wells advised that you could not stay on the same committee after six years, need to take a one-year break. Mayor Grant informed that there will be a report on nominated committees at the December Town Council meeting. Chairperson O'Connor said her term is for another year. Two other people want to join.

Vice-Chairperson Wells announced that this will be her last meeting. She thanked the members for their support, the volunteers for all they have done, Kirstin Duffley for all the accomplishments. It makes her very proud. She is curious what will unfold.

Chairperson O'Connor thanked her for everything she has done, her contacts, suggestions, and support. She said when she is back in town to come to Rothesay Hive. The Committee appreciated all your work.

11. DATE OF NEXT MEETING

The next meeting scheduled on Tuesday, December 20, 2022, at 10:00 a.m. is cancelled due to busy holiday season and will probably be held in January 2023. K. Duffley will send the invitation to all.

12. ADJOURNMENT

MOVED by Vice-Chairperson Wells and seconded by R. Taylor the meeting be adjourned.

CARRIED.

The meeting adjourned at 10:32 am.

CHAIRPERSON

RECORDING SECRETARY

22 November 2022

PRESENT:

SHAWN JENNINGS (Remote)
GARY MYLES, VICE CHAIRPERSON
HOLLY YOUNG
HELEN BOYLE
ADRIENNE ALBERT
JON MCEACHERN
BILL MCGUIRE (Remote)
JEAN-FRANCOIS LEGARE

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
AGE FRIENDLY COORDINATOR KIRSTIN DUFFLEY

ABSENT:

FACILITIES COORDINATOR RYAN KINCADE
RECREATION COORDINATOR KERI FLOOD

Vice Chairperson G. Myles called the meeting to order at 6:30 p.m.

APPROVAL OF AGENDA

MOVED by H. Boyle and seconded by J. Mceachern the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

1. Meeting minutes of October 18, 2022

MOVED by H. Boyle and seconded by S. Jennings the Meeting Minutes of October 18th 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:

N/A

7. CORRESPONDENCE FOR ACTION

N/A

22 November 2022

8. NEW BUSINESS

8.1 Parks and Recreation Update

C. Jensen and K. Duffley highlighted the following:

- Regular hours at the Rothsay arena.
- The new ball field is finished and will be ready for play in the spring of 2023.
- Phase one of the pickleball project will be completed this month.
- The Rothsay Common ice surface will open the first full week of December weather permitting.
- 2 more km have been added to the Wells trail system.
- The recent Halloween event was very successful.
- The Santa Claus parade is this Saturday starting at 6pm. The parade will start at KVHS and 36 groups registered.
- Fundy Winterfest is coming soon and will last six weeks and will include Rothsay, Quispamsis, Saint John, Grand Bay, and Hampton. Fundy Winterfest will be from February 1st to March 12th 2023.
- The winter speaker series is in person for the first time in 2 years because it was remote last year and the year before. The Fall speaker series is about half way through now.
- The Rothsay Hive fitness classes have been full recently, Tai Chi will be offered indoors during the winter months..
- The Rothsay Hive has 572 Facebook group members and 119 Rothsay Hive Members!

8.2 Bill McGuire Centre Rent Increase

- The Bill McGuire Centre has undergone extensive renovations to the interior and exterior of the facility over the last few years, the most recent being a new heat pump put in two years ago that provides both heat in the winter and cooling during the summer months.
- Discussion was held regarding a rate increase for the centre with 4hr, 8hr, and full weekend options for various events. The last rate increase at the centre was 5 years ago.
- Proposed rental rates: 4 hour rental \$250
 : 8 hour rental \$500
 : Weekend rental \$1200

MOVED by H. Boyle and seconded by B. McGuire that the Bill McGuire Centre rates should increase.

CARRIED.

9. CORRESPONDENCE FOR INFORMATION
N/A

10. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday December 13th, 2022

22 November 2022

11. ADJOURNMENT

MOVED by JF. Legare and seconded by H. Boyle.

CARRIED.

Meeting adjourned at approximately 7pm.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2022 December 12 Open Session FINAL 135
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, November 23, 2022
5:30 p.m.



PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
COUNCILLOR DAVE BROWN
GEORGE THAMBI
SARAH RICHARDS
CYNTHIA VANBUSKIRK
SHAWN CARTER, VICE CHAIRPERSON

DRAFT

DIRECTOR OF OPERATIONS BRETT McLEAN
RECORDING SECRETARY DEBBIE KEYES

ABSENT: TOWN MANAGER JOHN JARVIE
PETER GRAHAM

Chairperson Alexander called the meeting to order at 5:32 p.m.

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of October 19, 2022.

MOVED by Counc. Brown and seconded by S. Richards the minutes be approved as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Capital Projects Summary

- Rothesay Road Asphalt is complete and sidewalks have been reinstated
- Painting of lines begins on Tuesday November 29, 2022 (weather permitting)

6.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION.

6.3 Speed Radar Sign Report

RECEIVED FOR INFORMATION.

7. CORRESPONDENCE FOR ACTION

7.1 20 October 2022 email from resident RE: No streetlights on River Rd

The Committee discussed the streetlight policy, which indicates the town only lights intersections. There is no other intersections between Pickett Lane and Maliseet Drive, but there is a walkway

which is built (to a street standard) into the new Sagamore Heights development. There will be streetlights in the new development. The Committee suggested that the resident could put a streetlight at the end of their driveway.

MOVED by Counc. Brown and seconded by S. Carter to send a letter to the individual and acknowledge their concerns and advise the resident of the streetlight policy and the potential to install a streetlight near civic #46 River Road where the walkway enters into Sagamore Heights.

CARRIED

7.2 15 November 2022 email from resident RE: Request for speed sign on Rothesay Road at Gibbon Road and request for no exit sign on Gibbon Road

DO McLean advised the speed sign has been placed on Rothesay Road by our Public Works Department and that a no exit sign is already in place on Gibbon Road.

MOVED by S. Richards and seconded by S. Carter to send a letter to the individual and acknowledge the residents concerns and to advise the resident that the speed radar signs are placed temporarily and will remain there for approximately 3 to 6 weeks.

CARRIED

7.3 07 November 2022 letter from resident RE: Crosswalk lights - Intersection of Grove Avenue and Hampton Road

DO McLean advised crosswalk light button has been moved by our Public Works Department to facilitate greater wheelchair accessibility.

MOVED by C. Vanbuskirk and seconded by G. Thambi to send a letter to the individual and acknowledge their concerns and advise that the crosswalk button has been moved.

CARRIED.

8. NEW BUSINESS

8.1 Discussion - Brock Court Drainage

DO McLean started the conversation by stating that:

- The existing drainage system on Brock Court was installed by the developer who built the 4 houses that are on Brock Court.
- The system has not performed well over the years.
- The reason the Town provides storm drainage is to collect water that runs off Town property.
- Storm sewer is not an outlet for residents with water on their property to drain that water out to the street.
- The Town sewer system was not built to drain all the water from resident's properties.
- It doesn't make sense to install new pipes and pick up water when there is nowhere for it to go.
- The plan is to take the storm water across the Scotiabank property, out to Hampton Road and across the Common and through the associated drainage network, but the Town has to acquire land or easement over the land that belongs to Scotia Bank.
- The Town is in negotiations with Scotiabank and they have asked for all the engineering, from a drainage stand point, that Dillon Consulting completed a number of years ago.
- Scotiabank has engaged their own engineering firm to study the Town's proposed project.

DO McLean recommended we defer the drainage project until the land or easement over the land owned by Scotiabank is secured.

8.2 Discussion – Comparison of speed radar methods at the Common

➤ 10 November 2022 Spreadsheet by DO McLean

- Data results (signs vs puck) concluded (over a 2 week period) that there is nothing definitive to say that the signs have any impact on traffic speed. The Committee agreed that the results of the data indicate that we do not need to further calm traffic. The results indicate the traffic speed does not exceed 60/km/hr.

The Committee agreed to maintain status quo with respect to the digital speed sign and to place pucks in such a way as to differentiate between Gondola Point Road through traffic and Church Avenue bound traffic on Gondola Point Road.

8.3 Discussion - **Draft 2023 Capital Budgets**

- Transportation:

➤ The Committee reviewed the Plan:

- Street Resurfacing includes:
 - Biscayne Court
 - Fernwood Lane
 - Mcquire Road
 - McMackin Lane
 - Capri Avenue
 - Bel-Air Avenue
 - Phoenix Court
 - Usher Court
 - Charles Crescent
- Curbs and Sidewalk
 - Charles Crescent
 - Scott Avenue

Deputy Mayor suggested adding Scott Avenue to the curb/sidewalk list because it's a short distance and close to the school. DO McLean advised it's possible. The plan has been to delay the upgrade of Scott Avenue with water, new sanitary and sidewalk until the adjacent arena project moved ahead. There is no property affected by adding the sidewalks as a stand alone project and cost would be about \$100,000. If there is no arena project in 2023, it would be reasonable to add a sidewalk on Scott Avenue.

C. Vanbuskirk suggested having a copy of the sidewalk policy put in the next WUC meeting for reference along with the list of streets currently on the 5 year Sidewalk Expansion priority list.

Councillor Brown left meeting

- Clark Road Intersection
 - DO McLean started the discussion about the intersection stating that it is prone to flooding, the Town has had a plan since 2014 to raise the intersection, widen it to provide proper lane assignments and signalize all legs of the intersection. The area is the last of the Town's flood related road

raising projects.

- C. Vanbuskirk inquired about the old gas station that used to be on the corner of Clark Road and Gondola Point Road and if the soil has been cleaned, DO McLean advised the lot has been deemed clean by the Environment.

Councillor Brown returned to meeting

- Fleet/Equipment
 - Vacuum Truck purchase – The Town has budgeted in the 2023 operational budgets to spend approximately \$130,000 on vacuum truck services for annual sewer flushing and maintenance of catch basins. DO McLean suggested we order truck as soon as possible to have it delivered by the time we do the annual flushing work in September, in order to save \$130,000 towards the cost of the truck. DO McLean mentioned there is a place to store the truck so it's not sitting outside in the weather.
- Utility Capital Plan
 - Water Capital Plan:
 - Filter building treatment train addition – has been approved and ordered, the Town will not receive until next November, manufactured in Budapest.
 - Sewer Capital Plan
 - Turnbull Court Sewer replacement – Phase 2 – waiting for permit approval from province.
 - Lagoon dredging – several complaints from residents about odor coming from lagoon, dredging of the existing lagoon will allow it to operate at a higher level of service.
 - WWTF Phase 2 Design – design of treatment plant continues as the Town decides which direction to go with the project.

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING

The next meeting is scheduled on Wednesday, December 21, 2022.

In light of the close proximity to the holidays, C. VanBuskirk proposed scheduling an in-person meeting at a local business. Staff will investigate if this is possible.

11. ADJOURNMENT

MOVED by Counc. Brown and seconded by G. Thambi to adjourn the meeting.

The meeting adjourned at 6:42pm

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
~~2022 December 12 Open Session~~ FINAL 139
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, December 5, 2022 at 5:30 p.m.



DRAFT

PRESENT: ANDREW MCMACKIN, CHAIRPERSON
JOHN BUCHANAN
MATTHEW GRAHAM
COUNCILLOR TIFFANY MACKAY FRENCH
COUNCILLOR DON SHEA
CHRISTIANE VAILLANCOURT

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

ABSENT: KELLY ADAMS
TRACIE BRITTAIN, VICE-CHAIRPERSON

Chairperson McMackin called the meeting to order at 5:31 p.m.

1. APPROVAL OF THE AGENDA

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

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of November 7, 2022

MOVED by C. Vaillancourt and seconded by M. Graham the Minutes of November 7, 2022 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

N/A

5. OLD BUSINESS

TABLED ITEMS

Tabled February 5, 2018 – no action at this time

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

Tabled September 8, 2020 – no action at this time

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

Tabled October 3, 2022 – no action at this time

5.3 School Avenue (PIDs 30146708 & 30146674) – Rezoning & Subdivision Agreement

5.4 50 Hampton Road

Andrew McKay

OWNER:

Glynn Johnston

PID:

00255984

PROPOSAL:

Rezoning (1 apartment building – 27 units)

MOVED by Counc. Shea and seconded by M. Graham the rezoning application for 50 Hampton Road be removed from the table.

CARRIED.

DPDS White acknowledged this is Chairperson McMackin's last meeting as he has reached the maximum term for a committee member. He extended appreciation for Chairperson McMackin's service on the Committee.

The applicant, Andrew McKay, was in attendance. DPDS White advised the request is to permit a three story 27-unit apartment building at 50 Hampton Road. He summarized the report, noting the item was tabled pending receipt of a supplemental staff report to address potential amendments, to the draft development agreement, to ensure the project is completed in a timely manner. Four changes are proposed:

- Project must start within 36 months;
- Once started the project must be completed within 24 months; and
- No occupancy will be permitted unless the project is complete:
 - o Removal of clause 44; and
 - o Removal of clause 42 – *not included in report by error; a letter of credit is not required with removal of clause 44.*

The Committee inquired about: low anticipated traffic volumes for a 27-unit apartment building during peak times (7-9 cars per hour); shadow impact on garden homes at 52-54 Hampton Road; a prior suggestion to relocate the driveway off the Arthur Miller Field property; potential tenants; access for fire trucks; recourse for the Town if the project is not completed 24 months following commencement; and definition of "complete" before occupancy.

DPDS White responded with the following: a traffic study was completed by professional engineers and reviewed by the Town Engineer – no concerns were raised; the developer is amenable to contributing to the cost of installing a crosswalk for improved pedestrian access; the shadow study indicates there will be no impact to the neighbouring property; there is a reasonable distance between the apartment building and the property line of 52-54 Hampton Road; the Town Engineer reviewed the request, and staff are not prepared to recommend the driveway be located on the Arthur Miller Field property; if desired, the developer can market the building to seniors but there cannot be discrimination based on age when renting the units; the Kennebecasis Valley Fire Department conducted a review and no concerns were raised with access for fire trucks – the layout is suitable as it provides greater access to neighbouring properties on both sides; non-compliance will require a decision of Council regarding a breach of contract – the project may be halted and the property reverted back to its original zoning; the amendments for completion may become the new precedent; and the project will be considered finished upon completion of exterior sitework (building, curb, driveway, landscaping, etc.) – some interior work may be unfinished at the time of "completion" subject to overall compliance with the Building Code.

Mr. McKay confirmed the placement of the apartment building is intended to be as far away from 52-54 Hampton Road as possible. He added condominium owners were aware of, and did not have concerns with, the proximity between the two condominium buildings – which is significantly less than the distance between the apartment building and the closest condominium building.

Town Manager Jarvie arrived at the meeting.

When questioned, Mr. McKay noted he is amenable to the proposed changes to the draft development agreement. C. Vaillancourt asked if labour and material shortages were a concern for completion of the project. Mr. McKay stated, if approved, the intent is to begin the project next year. He does not anticipate any issue with completion of the exterior before the 24 month deadline, however more time may be required to finish the interior. M. Graham asked what is considered the start of the project. DPDS White clarified demolition of the existing building is not considered the start, but rather the issuance of the building permit.

C. Vaillancourt mentioned a large project was started in Saint John, on the corner of King Street, but has stalled and left a vacant, partially prepared, lot. She asked if this could happen for the subject property. DPDS White advised interest in developers completing their projects in a timely manner is not unique to Rothesay. The purpose of the proposed amendments, to the draft development agreement, is to offer a reasonable solution to these concerns. He added the factors behind the project stalled on King Street are unique to that project.

Counc. Shea mentioned the cost of the affordable units is roughly \$1700/month. If the developer is unable to fill these units within a certain period of time, he asked if they are permitted to rent at the cost of a regular unit (\$2200). DPDS White advised it is not possible as this would be a breach of contract. He noted he does not anticipate that the developer will be unable to find potential tenants at this cost. Counc. Shea questioned if \$1700 is considered “affordable”. DPDS White advised efforts are being made to ensure this is not an unreasonable cost; it is based on an objective single-person household income, rather than a two-person household which occurs in some municipalities.

MOVED by Counc. Mackay French and seconded by Counc. Shea the Planning Advisory Committee hereby recommends that Council enact By-law 2-10-33 to rezone land located at 50 Hampton Road (PID 00255984) to the Multi-Unit Residential Zone [R4] for a multi-unit apartment building, subject to the execution of a Development Agreement.

NAY vote from C. Vaillancourt.

CARRIED.

MOVED by Counc. Mackay French and seconded by J. Buchanan the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into an agreement as amended, to allow for development of a multi-unit apartment building on land located at 50 Hampton Road (PID 00255984).

ON THE QUESTION:

C. Vaillancourt inquired about a public hearing. DPDS White noted Council will make a decision subsequent to a public hearing on January 16, 2023. Town Clerk Banks confirmed a public hearing is scheduled for January 16, 2023, at 7:00 p.m. in Town Hall, and will be duly advertised.

NAY vote from C. Vaillancourt.

CARRIED.

Mr. McKay left the meeting.

6. CORRESPONDENCE FOR INFORMATION
N/A

7. DATE OF NEXT MEETING(S)
The next meeting will be held on **TUESDAY, January 3, 2023.**

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

The meeting adjourned at 6:00 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHERESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	6 December 2022
RE	:	50 Hampton Road (PID 00255984) Multi-Unit Apartment Building

RECOMMENDATIONS:

- Council refer the Planning Advisory Committee recommendation to the Public Hearing, scheduled for Monday, January 16, 2023 at 7:00 p.m. in the Common Room, Town Hall, 70 Hampton Road, for the proposed development at 50 Hampton Road (PID 00255984)
- Council schedule a special Council meeting immediately following the Public Hearing on Monday, January 16, 2023 to consider By-law 2-10-33

BACKGROUND:

The Planning Advisory Committee (PAC) has reviewed the application for a multi-unit apartment building at 50 Hampton Road (PID 00255984) at its last three Committee meetings. Council scheduled a public hearing for Monday, January 16, 2023, on the advice of the PAC.

The Committee has made recommendations (see attached) to enact By-law 2-10-33 and to enter into a development agreement, as amended.

Council can choose to consider scheduling a special meeting immediately following the public hearing on January 16, 2023 to consider 1st (and possibly 2nd) Reading by Title of By-law 2-10-33. If the decision is affirmative, 2nd Reading (if not already done), 3rd Reading by Title and Enactment can then be considered at the February 13th Council meeting, along with authorization to enter into a development agreement.

In the alternative, 1st (and possibly 2nd) Reading by Title of By-law 2-10-33 can be considered at the February 13th Council meeting and, if affirmative, 3rd Reading and Enactment and authorization to enter into a development agreement can be considered at the March 13th Council meeting.

Original signed by
Mary Jane Banks, BComm
Town Clerk



2022December12OpenSessionFINAL_144

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Planning Advisory Committee
DATE : December 5, 2022
RE : 50 Hampton Road (PID 00255984)

The Planning Advisory Committee discussed the following motions at its regular meeting on Monday, December 5, 2022:

MOVED by Counc. Mackay French and seconded by Counc. Shea the Planning Advisory Committee hereby recommends that Council enact By-law 2-10-33 to rezone land located at 50 Hampton Road (PID 00255984) to the Multi-Unit Residential Zone [R4] for a multi-unit apartment building, subject to the execution of a Development Agreement.

NAY vote from C. Vaillancourt.

CARRIED.

MOVED by Counc. Mackay French and seconded by J. Buchanan the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into an agreement as amended, to allow for development of a multi-unit apartment building on land located at 50 Hampton Road (PID 00255984).

NAY vote from C. Vaillancourt.

CARRIED.



ROTHESAY

2022December12OpenSessionFINAL_145

BUILDING PERMIT REPORT

11/1/2022 to 11/30/2022

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/03/2022	BP2022-00010	12 ALMON LANE	DETACHED GARAGE	\$35,000.00	\$253.75
11/03/2022	BP2022-00088	48 IONA AVE	ABOVE GROUND POOL	\$9,500.00	\$72.50
11/07/2022	BP2022-00160	7 ELMHURST CRES	STORAGE SHED	\$10,000.00	\$72.50
11/08/2022	BP2022-00162	38 CHATWIN ST	ADDITION	\$40,000.00	\$290.00
11/08/2022	BP2022-00163	68 GROVE AVE	DETACHED GARAGE	\$10,000.00	\$72.50
11/09/2022	BP2022-00164	18 BEACH DR	DECK	\$4,695.00	\$36.25
11/09/2022	BP2022-00165	87 HORTON RD	DECK	\$4,000.00	\$29.00
11/09/2022	BP2022-00166	2773 ROTHESAY RD	WINDOWS	\$5,000.00	\$36.25
11/09/2022	BP2022-00167	87 HORTON RD	FENCE	\$4,000.00	\$29.00
11/14/2022	BP2022-00168	10 KINGSWOOD AVE	ACCESSORY BUILDING	\$6,000.00	\$43.50
11/24/2022	BP2022-00169	19 PARTRIDGE RD	WINDOWS	\$6,174.00	\$50.75



ROTHESAY

2022December12OpenSessionFINAL_146

BUILDING PERMIT REPORT

11/1/2022 to 11/30/2022

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$134,369.00	\$986.00
Summary for 2022 to Date:				\$13,920,826.96	\$101,586.00

2021 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,602,000.00	\$11,667.25
Summary to Date:	\$9,364,295.23	\$70,487.75



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 8 December 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 31/10/22*	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
202	Secondary Plan road design	50,000	-	Wiljac – design underway
202	Drainage Study	200,000	80%	Final Report Submitted -recommendations for 2023 budget
202	Wells Ballfield	250,000	95%	Substantially Complete
202	WWTP Phase II design	600,000	89%	Preliminary Design in Review Stage
202	Production Wells (#7)	290,000	30%	Regulatory approval for withdrawal rate pending final approval from NB Environment
2021	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
2021	Station Rd, cast iron line replacement	250,000		Deferred
2021	Turnbull Ct sewer replacm't Phase II	1,000,000	20%	Project pending WAWA permit approval
2021	SCADA	35,000	26%	In design phase
2021	Fire Department Stn 2 Reno	1,250,000	15%	Approved by Municipal Capital Borrowing Board, budget adjustment made and increase approved by both Towns
2022	2022 Street Resurfacing	1,760,000	81%	Work 90% complete
2022	2022 Curb & Sidewalk	350,000	81%	Sidewalk work complete
2022	2022 Designated Highways	500,000	50%	Provincial funding approved, project 99% complete
2022	Storm Sewers	100,000		Included in resurfacing tender
2022	Intersection improvements Grove Avenue at Hampton Road	420,000	37%	Conduit and pole bases complete, awaiting delivery of poles and signals
2022	Fleet/Equipment	615,000	90%	Sweeper purchased and in service; one of two 1 Ton trucks purchased
2022	Buildings	85,000		HVAC system delivered and installed, external unit ordered with delivery pending
2022	Information Technology	125,000	70%	Inc new photocopier, booking software
2022	Town Hall HVAC	100,000	10%	
2022	Parks Equipment	200,000	56%	Mowers in service
2022	Pickle Ball Courts	50,000	20%	Item on September Agenda
2022	Renforth park concrete walkway	15,000	100%	Completed
2022	Fitzgerald Field fencing	6,000		Completed
2022	Arena	\$2.0M		
2022	Turnbull Ct sewer replacement Ph II	\$1.0M	28%	Tender awarded, waiting for permit approvals
2022	Water quantity	100,000		pending
2022	Water model update	100,000		deferred
2022	Water Treatment Train expansion	550,000	10%	Purchased and on order
2022	Wells New Building	\$1.7M	30%	Design Work Underway
2022	Hillview water line replacement	50,000		Preliminary design complete

* Funds paid to this date.

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: November 22, 2022

Applicant: Sophia Recovery Centre

Address: 83 Hazen St, Saint John, NB E2L3L2

Contact: Julie Atkinson Tel. 506 343 0860

Email: director@sophiarecovery.com

Organization Description: Not-for-profit organization established in 2008 to provide recovery support services and programs for women who struggle with substance use disorders and other addictions

Amount Requested: \$ 5000

Descriptions of proposed event or activity: Support is requested for the maintenance of a satellite site located at 120 Hampton Road in Rothesay. Peer support and small group programs are offered from this location to allow women to build positive, healthy connections

Project costs: Operational + program costs for the satellite site (with 1 FT staff person) are approx \$62,000 annually.

within the local community.

Benefits to town of Rothesay: We know that 1 in 5 Canadians will struggle with mental health and substance use disorders in their lifetimes—many residents of Rothesay will be among them. Women are able to resume full, healthy lives and be active members of the community when they have access to the continuing care + support that promotes sustained, long term recovery. This leads to healthier, happier families and neighbourhoods.

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).



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor and Council
FROM	:	Doug MacDonald, Treasurer
DATE	:	December 5, 2022
RE	:	Motions for Capital Budgets 2023

The Finance Committee has recommended the following motions be adopted:

Motion: Utility Capital Fund

RESOLVED that the Utility Fund 2023 Capital Budget of \$2,600,000 be approved.

Motion: General Capital Fund

RESOLVED that the General Fund 2023 Capital Budget of \$6,617,000 be approved.



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : November 24, 2022
RE : Capital Budgets 2023

In recommending the 2023 capital budget staff take a number of factors into account. Among these are projects that are continuing from the previous year, issues raised by the public, projects suggested by Council members, the views of the standing committees and staff's appreciation of work required to maintain Town standards and improve service delivery.

The following are brief descriptions of the capital items proposed for 2023.

GENERAL FUND

Street resurfacing [\$1.1M] includes a number of streets

Street list listed separately

Sidewalk/curb of \$125,000 represents a project on Charles Crescent. Sidewalk plans are developed from a comprehensive plan and policy which prioritizes high traffic areas, school zones, etc. The plan is due for an update in 2023.

Intersection Improvement includes the completion of the Grove Avenue traffic lights approved in 2022.

Fleet replacement \$750,000 the purchase of "flushing" equipment ("vacuum truck"). The equipment will replace contracted services and allow for additional service delivery.

Parks equipment items are to replace an existing truck (\$70,000) and existing equipment at the end of its useful life.

Phase 2 of the Pickle Ball courts has been included in the 2023 budget.

Under the heading Protective Services [\$1.25M] is Rothesay's share of a renovation to the fire station in Quispamsis. Formerly the Quispamsis civic building housed the fire department in rented space on the lower level. With the acquisition, the fire department is the sole occupant, and the upstairs is being renovated for department use; an additional bay is being added at the rear of the building. Funds will be borrowed for this amount and adjustments made when the relative funding shares change.

ROTHESAY

TO: Mayor and Council 2022December12OpenSessionFINAL_151

FROM: Doug MacDonald

RE: 2023 Capital Budgets

-2-

November 24, 2022

Under the heading General Government the expenditures are largely for maintaining the technology in the building and some minor renovations in the Town Hall.

The Wells Building total project cost is estimated as \$3 million, of which \$500,000 was incurred in 2022. Therefore, the remainder has been budgeted in 2023.

No amount has been included regarding an arena project until such time as the funding is secured.

There is also a project in the planning stages related to the reconfiguration of the Clark/Gondola Point Road intersection. Final estimates for this project are to be completed and funding to be obtained via a debt application. This project will be presented to Council separately at a later date.

UTILITY

Filter Building Treatment Train [\$630,000] is a project to expand the capacity of the water treatment plant and is necessary to reflect increasing demand and an increase to the regulated volumes from the ground water source. The 2023 budget represents costs actually approved in 2022 but delayed due to supply issues.

Second phase of the Turnbull Court project [\$1M] is the replacement of sewer lines from Lowwood to the new lift station next to Taylor Brook. The project was approved in 2022 and materials have been purchased in 2022, but the completion has been delayed due to regulatory issues.

Engineering design for the new sewage treatment facility is for the first stage only. The town's share of this amount is approximately 27% and will be funded by borrowing. Final design has not been completed nor an estimate as to the construction cost. This project is to be considered separately.

The wastewater treatment facility will include, independent of the design of the facility, dredging of the existing lagoon. The 2023 budget includes the preliminary estimate of these costs. Borrowing will be required to finance this project.



UTILITY CAPITAL FUND BUDGET 2023 – HIGHLIGHTS

1. Capital Budget totals \$2.6 million;
2. The water budget consists of \$630,000 which is the completion of the filter treatment train project started in 2022.
3. The sewer budget of \$1.97 million includes:
 - Second phase of replacement of sewer lines in the area of Turnbull Court started in 2022 and to be completed in 2023 (\$500,000)
 - Dredging of Cell #1 at the Maliseet Drive sewer lagoon and completion of the facility design (\$1.37 million). Additional treatment facility budget to be added once design completed, EIA approvals, etc. Rothesay share to be from borrowed funds.
 - Estimated annual replacement projects (\$100,000).

Rothsay

UTILITY CAPITAL PLAN - 2023

	2023	Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow
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WATER CAPITAL PLAN - 2023

Filter building treatment train addition	\$ 630,000			\$ 300,000	\$ 330,000	
	\$ 630,000	-	-	300,000	330,000	-

SEWER CAPITAL PLAN - 2023

Asphalt related sewer work	\$ 100,000				100,000	
Turnbull Ct sewer replacement -Phase 2	500,000			-	-	500,000
Lagoon dredging	1,320,000	-		-	220,000	1,100,000
WWTF Phase 2 design	50,000	-	-		50,000	
WWTF Phase 2 construction						
	\$ 1,970,000	-	-	-	370,000	1,600,000
	\$ 2,600,000	\$ -	\$ -	\$ 300,000	\$ 700,000	\$ 1,600,000



GENERAL CAPITAL FUND BUDGET 2023 – HIGHLIGHTS

1. Total Capital Budget of \$6.617 million
2. Projects funded by operating revenue, Gas Tax and reserves, grants, and debt.
3. **Transportation**
 - Street surfacing of \$1.1 million (list attached)
 - Sidewalk/curb projects of \$125,000 – Charles Crescent
 - Grove/Hampton Road intersection (\$175,000)
 - Fleet plan includes \$750,000 to purchase a “vacuum” flushing vehicle
4. **Recreation**
 - Parks equipment \$215,000 – \$70,000 vehicle plus various equipment
 - Wells building (\$2.5 million) not included pending funding
 - Phase 2 Pickle Ball courts (\$150,000)
5. **Protective Services**
 - Rothesay share of building renovations

Town of Rothesay

Capital Plan Summary
General Fund

2023

Services


	Total	Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT						
Building (Town Hall - HVAC)	40,000	40,000	-	-	-	-
IT (software upgrades)	17,000	17,000	-	-	-	-
	<u>57,000</u>	<u>57,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
PROTECTIVE (Fire Dept)	<u>1,270,000</u>	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>
	<u>1,270,000</u>	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>
TRANSPORTATION						
Street surfacing (per approved list)	1,100,000	500,000	-	600,000	-	-
Curb & Sidewalks	125,000	-	-	125,000	-	-
Buildings	85,000	85,000	-	-	-	-
Intersection Improvement	175,000	175,000	-	-	-	-
Fleet / Equipment	750,000	750,000	-	-	-	-
	<u>2,235,000</u>	<u>1,510,000</u>	<u>-</u>	<u>725,000</u>	<u>-</u>	<u>-</u>
RECREATION						
Parks Equipment	215,000	215,000	-	-	-	-
Recreation Master Plan	60,000	60,000	-	-	-	-
Pickle Ball Courts - Phase 2	150,000	150,000	-	-	-	-
Arena Condenser	100,000	-	-	100,000	-	-
Wells Building	2,500,000	1,790,000	-	-	710,000	-
McGuire Centre repairs	30,000	30,000	-	-	-	-
	<u>3,055,000</u>	<u>2,245,000</u>	<u>-</u>	<u>100,000</u>	<u>710,000</u>	<u>-</u>
Total Capital Expenditures	<u>\$ 6,617,000</u>	<u>\$ 3,832,000</u>	<u>\$ -</u>	<u>\$ 825,000</u>	<u>\$ 710,000</u>	<u>\$ 1,250,000</u>
						\$ 6,617,000

Town of Rothesay

	Operating	borrow
Clark Road, Gondola Point Road Intersection		\$2,400,000.00
Streets - Asphalt		
Biscayne Court	\$37,542.42	
Fernwood Lane	\$32,634.00	
Mcguire Road	\$175,824.00	
Mcmackin Lane	\$62,992.50	
Capri Avenue	\$85,840.00	
Bel Air Avenue	\$148,000.00	
Phoenix Court	\$27,274.92	
Usher Court	\$13,042.50	
Charles Crescent	\$399,877.50	
	\$983,027.84	
sidewalks		
Charles Crescent	\$125,000.00	
engineering	\$132,963.34	
total	\$1,240,991.18	\$2,400,000.00
	\$1,115,991.18	



TO : Mayor and Council

Submitted By: 
Doug MacDonald, Treasurer

DATE : December 7, 2022

RE : General Fund Reserve Motions 2022

Recommendation:

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that Gas Tax Funding in the amount of \$839,941.00 for the year 2022, be transferred to the General Capital Reserve Fund (Gas Tax).

RESOLVED that the sum of \$ 900,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$ 175,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

Town of Rothesay

Capital Plan Summary

General Fund


Services

General Fund Services	2022 Total	Revised Nov Actual	2022 Projected	2022 Proposed Actual Funding (Draft)				
				Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT								
Building (Town Hall - HVAC)	100,000	15,859	20,000	20,000	-	-	-	-
IT (software upgrades & copier)	110,000	85,960	100,000	100,000	-	-	-	-
	<u>210,000</u>		<u>120,000</u>	<u>120,000</u>	-	-	-	-
PROTECTIVE (Fire Dept)	<u>1,250,000</u>	410,115	<u>1,250,000</u>	<u>100,000</u>	-	-	-	<u>1,150,000</u>
	<u>1,250,000</u>		<u>1,250,000</u>	<u>100,000</u>	-	-	-	<u>1,150,000</u>
TRANSPORTATION								
Street surfacing (per approved list)	1,660,000	2,100,952	1,800,000	900,000	-	900,000		-
Curb & Sidewalks	350,000							
Storm Sewers	100,000							
Designated Highways	500,000	816,335	1,150,000	313,000			837,000	
Buildings	85,000	-	-					
Intersection Improvement	420,000	327,542	350,000	350,000			-	
Fleet / Equipment	615,000	506,453	510,000	510,000				
Carryovers		203,397	235,000	235,000				
	<u>3,730,000</u>		<u>4,045,000</u>	<u>2,308,000</u>	-	900,000	837,000	-
RECREATION								
Parks Equipment	200,000	148,734	245,000	245,000				
Booking software	14,000							
Renforth Park walk way	15,000							
Ball field fencing	6,000	25,874	26,000	26,000				
Pickle Ball courts	50,000	12,506	80,000	60,000			20,000	
Arena Renovations	2,000,000	-	-					
Wells building		240,902	610,000	610,000				
	<u>2,285,000</u>		<u>961,000</u>	<u>941,000</u>	-	-	20,000	-
Total Capital Expenditures	<u>\$ 7,475,000</u>	4,894,629	<u>\$ 6,376,000</u>	<u>\$ 3,469,000</u>	<u>\$ -</u>	<u>\$ 900,000</u>	<u>\$ 857,000</u>	<u>\$ 1,150,000</u>

\$ 6,376,000



TO : Mayor and Council

Submitted By: 
Doug MacDonald, Treasurer

DATE : December 7, 2022

RE : Utility Fund Reserve Motions 2022

Recommendation:

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that \$57,550.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

RESOLVED that the sum of \$250,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$300,000.00 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that \$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.

RESOLVED that \$11,256.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

Town of Rothesay

UTILITY CAPITAL PLAN - 2022	Original Budget	2022 Projected	2022 Proposed Actual Funding (Draft)				
			Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
Water quantity/quality	\$ 100,000	\$ 25,000	\$ -		\$ -	\$ 25,000	\$ -
Water model update	100,000	-	-	-	-	-	-
Hillsview water line replacement (design)	50,000	-	-		-	-	-
Filter building treatment trains	550,000	70,000	-		-	70,000	
	<u>\$ 800,000</u>	<u>\$ 95,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 95,000</u>	<u>\$ -</u>
SEWER CAPITAL PLAN - 2022							
Asphalt related sewer work	\$ 100,000	\$ 175,000	\$ -	\$ -		\$ 175,000	\$ -
Maliseet Drive sewer replacement		\$ 105,000	\$ -			\$ 105,000	
Turnbull Ct sewer replacement -Phase 2	1,000,000	450,000			250,000	-	200,000
Turnbull Ct sewer replacement Phase 1	-	140,000				140,000	-
WWTF Phase 2 design	600,000	540,000	300,000	-		140,000	100,000
	<u>\$ 1,700,000</u>	<u>\$ 1,410,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 560,000</u>	<u>\$ 300,000</u>
TOTAL CAPITAL 2022	\$ 2,500,000	\$ 1,505,000	\$ 300,000	\$ -	\$ 250,000	\$ 655,000	\$ 300,000
Original Funding proposal							
Water			50,000		300,000	450,000	
Sewer				450,000	200,000	250,000	800,000
			<u>50,000</u>	<u>450,000</u>	<u>500,000</u>	<u>700,000</u>	<u>800,000</u>



TO	Mayor and Council
FROM	Doug MacDonald
DATE	December 5, 2022
RE	Insurance Coverage

Recommendation:

Council approve renewal of the Town insurance policy with Marsh Canada Limited for coverage for the period from January 1, 2023 to December 31, 2023 at an aggregate cost of \$280,086.00.

Background:

Cain Insurance Services Ltd. ("Cain") (a subsidiary of Arthur J. Gallagher Canada Limited) manages our insurance account and serves as our agent. There is no compelling reason in my opinion to change insurance agents. Cain has developed an expertise in Municipal insurance and a wide range of similar clients in the Province; and the service provided during my tenure has been excellent.

The fee quote received for the period beginning January 1, 2023 is \$280,086.00, an increase of 10% over the prior period. The increase is a result of an industry wide increase in the property insurance premiums due to recent significant loss claims.

There are some changes in coverage from 2022 as noted below:

Municipal General Liability, including Environmental Impairment Liability (EIL)

- Increased Primary and EIL by 6% due to market inflationary changes

Umbrella

- Increased "Layer 1" by 15% due to market inflationary changes

Property

- 6% increase applied to the limits to account for inflation)

Given we are pleased with the service provided by our existing insurer, I recommend we renew the insurance coverage for the period beginning January 1, 2023



Acceptance of Municipal Insurance Program Proposal

To: Marsh Canada Limited
Public Sector Division
120 Bremner Boulevard, Suite 800
Toronto, Ontario Canada M5J 0A8
Telephone: 416 868 2600

Policy Term (mm/dd/yy): 01/01/23 - 01/01/24

Annual Premium: \$280,086

We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

Signed on Behalf of Town of Rothesay

Authorized Signature

Date

Please print the name of the person signing above

Implementation of Limit of Liability:

In no event shall either party be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by Marsh or its affiliates. The aggregate liability of Marsh, its affiliates and its and their employees to you or your affiliates arising out of or relating to the provision of services by Marsh or its affiliates shall not exceed \$10 million. This provision applies to the fullest extent permitted by applicable law.



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	7 December 2022
RE	:	Committee Appointments

RECOMMENDATION: Council approve the following Committee/Board appointments and terms.

BOARD OF FIRE COMMISSIONERS (KVFD)

Stephane Bolduc	December 31, 2024	<i>*reappointment</i>
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KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

John Buchanan	December 31, 2024
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KENNEBECASIS PUBLIC LIBRARY

D. J. Allison Maxwell	December 31, 2024	<i>*reappointment</i>
VACANT		

PLANNING ADVISORY COMMITTEE

Tracie Brittain	December 31, 2024	<i>*reappointment</i>
Matt Graham	December 31, 2024	<i>*reappointment</i>
Kelly Adams	December 31, 2024	<i>*reappointment</i>
Ralph Forte	December 31, 2024	

WORKS AND UTILITIES COMMITTEE

Shawn Carter	December 31, 2024	<i>*reappointment</i>
Cynthia VanBuskirk	December 31, 2024	<i>*reappointment</i>
Stephen Rosenberg	December 31, 2024	

HERITAGE PRESERVATION REVIEW BOARD

Sarah MacKinnon	December 31, 2024	<i>*reappointment</i>
Catharine MacDonald	December 31, 2023	<i>*reappointment</i>
Howard Pearn	December 31, 2024	<i>*reappointment</i>
Raha Mosca	December 31, 2023	<i>*reappointment</i>
Lorraine Forbes	December 31, 2024	<i>*reappointment</i>

PARKS AND RECREATION COMMITTEE

Holly Young	December 31, 2024	<i>*reappointment</i>
Dr. Shawn Jennings	December 31, 2024	<i>*reappointment</i>
Colin Boyne	December 31, 2024	

ROTHESAY

TO: Mayor and Council

FROM: Nominating Committee

RE: Committee Appointments

2022December12OpenSessionFINAL_164

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7 December 2022

AGE FRIENDLY ADVISORY COMMITTEE

Dr. Shawn Jennings	December 31, 2023	<i>*reappointment</i>
Diane O'Connor	December 31, 2023	<i>*reappointment</i>
Jill Jennings	December 31, 2024	<i>*reappointment</i>
Robert Taylor	December 31, 2024	<i>*reappointment</i>
Angela Morse	December 31, 2024	<i>*reappointment</i>
Nancy Haslett	December 31, 2024	<i>*reappointment</i>
Willa Mavis	December 31, 2024	<i>*reappointment</i>
Dianne Taylor	December 31, 2024	
Don Shaw	December 31, 2024	

TRADE AND CONVENTION CENTRE

Ronalda Higgins	December 31, 2024	<i>*reappointment</i>
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Letters of Thanks for service (non-returning)

Andrew McMackin (PAC)
Peter Graham (WUC)
Gary Myles (Parks and Rec)
Miriam Wells (AFAC)
Nea Creamer Stephenson (AFAC)
Colin Boyne (Police Commission to Parks and Rec)
Susan Webber (Kennebecasis Public Library)



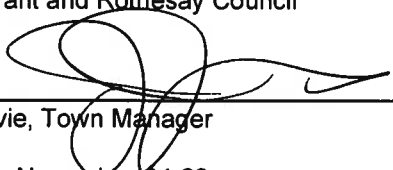


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 12th, 2022

TO: Mayor Grant and Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: Thursday, November-24-22

SUBJECT: CONFIDENTIALITY AGREEMENT with SERVICE NEW BRUNSWICK

RECOMMENDATION:

Rothesay Council HEREBY authorizes the Mayor and Clerk to enter into a Confidentiality Agreement with Service New Brunswick to receive and utilize Property Assessment Data.

BACKGROUND:

Service New Brunswick (SNB) maintains the provincial mapping land registry of property showing the extent and ownership of the land (Cadastre¹). The land registry, known as PLANET features current real property ownership information, property mapping and historical information such as registered documents and plans, historical grantor/grantee index and books, and the Georeferenced Civic Address Data Base (GCADB).

In 2019 the Province of New Brunswick amended Section 23 of the Assessment Act and created a separate data entity known as the Real Property Assessment List. The Real Property Assessment List contains confidential information including owner names, address', assessment values, etc. that is no longer supplied with the Cadastre Data.

The attached agreement would expire on October 24th 2024 and does provide Rothesay with access to the Real Property Assessment List which is joined to the Cadastre data and imported into the Town's GIS, mapping system.

FINANCIAL IMPLICATIONS:

There are no financial costs associated with this agreement

¹ A cadastre or cadastral map includes details of the ownership, the tenure, the precise location, the dimensions (and area), and the value of individual parcels of land.

ATTACHMENTS

Attachment A – Data Use and Confidentiality Agreement with Service New Brunswick

A handwritten signature in blue ink, appearing to read "B. White", is positioned above a horizontal line.

Report Prepared by:

Brian White, Director of Planning and Development Services



DATA USE AND CONFIDENTIALITY AGREEMENT

THIS AGREEMENT made in duplicate as of the 25 of October 2021 until 24 of October 2024.

BETWEEN:

Service New Brunswick,
a Crown corporation with head offices at 850 Lincoln Road,
Fredericton, NB E3B 4Z7
(hereafter called "SNB")

OF THE FIRST PART

-and-

Rothesay,
70 Hampton Road, Rothesay, New Brunswick, E2E 5L5
A body corporate located in the County of Kings and
incorporated under the laws and regulations of the
Province of New Brunswick.
(hereafter called "Rothesay")

OF THE SECOND PART

WHEREAS pursuant to section 23(4.1) of the Assessment Act, the Director may release information contained in the real property assessment list to any person or body that the Director considers appropriate if the person to whom the information or documentation is released agrees in writing that the information or documentation will be restricted to use in the assessment functions of that government.

AND WHEREAS the parties are entering into this agreement whereby *Rothesay* will be supplied with certain Confidential Information belonging to SNB for the purpose of support Municipal planning and Development Operations;

AND WHEREAS for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below, the parties agree to enter into a confidential relationship with respect to the disclosure of this Confidential Information.

NOW THEREFORE in consideration of the mutual covenants and agreements contained in this agreement and other good and valuable consideration, the parties agree as follows:

1. (a) **Definition of Confidential Information.** For purpose of this Agreement, "Confidential Information" includes but is not limited to any documents, instructions, guidelines, data, material,

advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or confidential that is disclosed to Rothesay.

(b) Exclusion From Confidential Information. Rothesay's obligations under this Agreement do not extend to information that is:

- (i) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of Rothesay;
- (ii) discovered or created by Rothesay before disclosure by SNB;
- (iii) learned by Rothesay through legitimate means other than from SNB or SNB's representatives; or
- (iv) is disclosed by Rothesay with SNB's prior written approval.

2. The parties acknowledge that each is bound by the provisions of privacy legislation in force from time to time with respect to the provision of this Agreement, including but not limited to the *Right to Information and Protection of Privacy Act c. R-10.6*; or any other applicable privacy legislation in effect from time to time.
3. The Confidential Information is provided on an "as is" basis and SNB makes no representations or warranties whatsoever with respect to the Information, whether expressed or implied, in relation to the Information and expressly disclaims any implied warranty of merchantability or fitness for a particular purpose.

Obligations of Rothesay.

4. **(a) Strict Confidence.** Rothesay shall hold and maintain the Confidential Information in strictest confidence. Rothesay shall carefully restrict access to Confidential Information to parties with a "need-to-know", or in response to a subpoena, warrant, order, or demand of a Canadian court of law.

(b) Use. Rothesay shall use the Confidential Information only for the purpose of Supporting Municipal Planning and Development Operations.

Rothesay shall not, without prior written approval of SNB, use for Rothesay's own benefit, publish, copy or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of SNB, any Confidential Information.

(c) Notification. Rothesay shall notify SNB's Property Assessment Services Director of Gama and System Support immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this Agreement. Rothesay will cooperate with SNB in every reasonable way to help SNB regain possession of the Confidential Information and prevent its further unauthorized use or disclosure, and to cooperate with SNB's investigation of the circumstances surrounding its loss.

5. **Time Periods.** The parties agree that this Agreement shall begin on the date of signing. The nondisclosure provisions of the Agreement shall survive the termination of this Agreement.
6. **Relationships.** Nothing contained in the Agreement shall be deemed to constitute the Service Provider an employee of SNB for any purpose.

7. **No Assignment.** Neither this Agreement nor any rights or obligations hereunder, in whole or in part, may be assigned by a party without the prior written consent of the other party.
8. **Severability.** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
9. **Entire Agreement.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both parties.
10. **Applicable Law.** This Agreement will be governed by the laws of the Province of New Brunswick and the federal laws of Canada. The parties submit to the exclusive jurisdiction of the courts of the Province of New Brunswick.
11. **Waiver.** A waiver must be made in writing and signed by the party claimed to have waived or consented. Such waiver and consent will not be considered a waiver of any other right. Any waiver does not prevent the party who has waived from insisting on compliance at a later date.
12. **Execution.** This Agreement may be executed in any number of counterparts, which together shall constitute one instrument. Delivery of an executed counterpart of a signature page of this Agreement by facsimile or electronically shall be effective as delivery of a manually executed counterpart of this Agreement.

Service New Brunswick

Name: Stephen Walsh
Title: PAS System Support Manager

Rothesay

Name: Nancy E. Grant
Title: Mayor

Name: Mary Jane Banks
Title: Clerk



Schedule "A" – Data to be Provided by SNB to Rothesay

Data Being Shared

For the Region of Taxing Authority (TA) 400;

REGION, PAN, OWNER_1, OWNER_2, ADDRESS_1, ADDRESS_2, POSTAL_COD, P_LOCATION, P_DESCRIPTION,
P_TYPE_COD, SEQ_NUMBER, PID, PID2, PID_OVERFL, MAP_SHEET, TAX_AUTH, NBHD_CODE, TAX_CLASS, CURR_ASSMT,
TAX_CREDIT, SUB_UNIT, VOL_NUM_1, PAG_NUM_1, DOC_NUM_1, TRAN_DAT_1, TRAN_TYP_1, VOL_NUM_2,
DOC_NUM_2, TRAN_DAT_2, TRAN_TYP_2, VOL_NUM_3, PAG_NUM_3, DOC_NUM_3, TRAN_DAT_3, TRAN_TYP_3,
YEAR_FIRST, STATUS, L_TYP_HOLD, SPEC_ID_CO, NUM_UNITS, FLIP_CODE, COUNTY, CUR_NT_LEV, CUR_BIA_TX,
BLDG_CLASS, BLDG_AGE, P_TYP_CD2, P_TYP_CD3, P_TYP_CD4, P_TYP_CD5, P_TYP_CD6, P_TYP_CD7, P_TYP_CD8,
P_TYP_CD9, P_TYP_CD10, STOREY_HT, RES_ASSMT, NRES_ASSMT, CRED_PORT



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

**Rothesay Council
December 12, 2022**

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: December 12, 2022

SUBJECT: Rothesay Arena Bleachers

BACKGROUND FOR INFORMATION

Gerry's Welding and Fabrication Inc. was contacted to discuss installing new frames to raise the existing bleachers. With current demand and work load the company has indicated that this work could not be completed until March or April. A second quote was obtained from Linkletter's Welding(PEI) for a similar amount with a comparable timeline for installation.

Financial Implications

New riser frames (prime painted only)- \$60 375.00(inc HST)
Installation- \$7000.00(inc HST)

Total- \$67 375.00(inc HST)

Recommendation

With the current application seemingly moving forward with potential funding for a new arena that we delay the work until we have a decision on a new facility.

Report Prepared by: 

Charles Jensen, Director of Parks and Recreation

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
CC	:	
DATE	:	8 December 2022
RE	:	Accommodations Levy Envision Saint John -The Regional Growth Agency

Recommendation:

It is recommended that Council:

- a) direct the Clerk to schedule a public hearing to consider the adoption of an accommodation levy bylaw; and
- b) request Envision Saint John – The Regional Growth Agency make a presentation at the hearing.

Background:

The following is an excerpt from the Members Agreement executed with Grand Bay-Westfield, Hampton, Quispamsis and Saint John to establish Envision Saint John -The Regional Growth Agency. The commitment to execute a levy on overnight visitors staying in commercial lodging was the subject of much discussion at the time. If Rothesay is to honour the spirit of the Agreement, the time frame to consider adopting a levy has arrived.

5.3 Accommodation Levy

- (a) As contemplated by the Prospectus, each of the Members agree that they shall use their best efforts to enact through the legislated process, on or before December 31st, 2022, a by-law under section 101.1 of the *Local Governance Act*, S.N.B. 2017, c. 18 consistent with the requirements of this Section 5.3 providing the collection of a 3.5% levy against the purchase price charged to any guest of any premises operated to provide, for remuneration, temporary sleeping accommodation for the public for a continuous period not exceeding 31 days, and includes hotels, motels, inns, bed and breakfasts, resorts, hostels, campgrounds consisting of tents, yurts, cabins and trailer sites, buildings owned or operated by a post-secondary institution, any other facility or building which contains rooms offered as accommodations or rental units and dwelling units that are offered as lodgings.
- (b) The Members further agree that the proceeds of the Accommodation Levy shall be transferred to the Agency, less an agreed to five percent (5%) administration fee. By no later than December 31st, 2022, the Agency, or a third party as unanimously agreed to by the Members, shall begin to administer all aspects of the Accommodation Levy with the permission of and to the satisfaction of the Members in a manner consistent with the Members' by-laws enacted in accordance with this Section 5.3 and shall retain not more than a five percent (5%) administration fee for providing said administration services. Should the responsibility of administering the Accommodation Levy under the by-laws be transferred to the Agency, or a third party, pursuant to the terms hereof, Members shall cease retaining a five percent (5%) administration fee upon the transfer of such responsibility to the Agency or such third party. If the Agency is not permitted or is unable to assume such administrative responsibilities then the Members commit to explore alternative options.

- (c) Each of the Members shall take all reasonable steps to give effect to and enforce their Accommodation Levy by-law .
- (d) If any Member does not enact an Accommodation Levy bylaw as contemplated under this Section 5.3 for any reason, that Member will be afforded the option to provide additional funds directly to the Agency in an amount, as agreed to by the Members, that equals to the estimated annual Accommodation Levy that would have been collected by it had it enacted such a by-law. In the event that the Member does not elect to contribute such additional funds:
 - (i) the contributing Members may by majority vote among themselves elect to exclude that Member from any activities of the Agency funded by, or any benefits associated with, the Accommodation Levy resources, including but not limited to, any strategic discussions related to tourism investments, any application of funds or resources arising out of Accommodation Levy, any regional tourism initiatives and any tourism related advertising; and
 - (ii) each of the contributing Members may negotiate among themselves and reach an agreement on alternative approaches with respect to the application of the Accommodation Levy or may, in their sole discretion, elect to withhold some or all of their Accommodation Levy contributions from the Agency or cancel the Agency's or any third party's right to administer the Accommodation Levy.

4144-0171-8312 v18

Analysis

There are few Rothesay properties in the business of providing overnight accommodation. The obvious businesses are Shadow Lawn (9 rooms) and the Rothesay Motel (9+3 seasonal rooms). There are several other businesses that might be included in such a levy bylaw, such as Rothesay Netherwood School and the Villa Madonna depending on the nature of the programs they offer.

As Council will recognize there are a small number of room nights involved and the revenue is to go to regional marketing efforts administered by Envision Saint John. Therefore, the Members Agreement provides for Envision Saint John to administer the bylaws. We have not yet had confirmation from Envision Saint John that the organization has the capacity in place to administer such a bylaw.

It seems reasonable that the property owners that could be subject to implementation of a levy be given an opportunity to share with Council their views before such a levy is adopted. It is recommended a public hearing be held to provide an opportunity to hear from potentially affected businesses (including those of which we are not aware.) We would expect such a hearing to include a presentation from Envision Saint John on the operation of the levy and it's benefits to the businesses.
