

Town of Rothesay

Land Acknowledgement

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

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

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

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



ROTHESAY

COUNCIL MEETING

By Webex Videoconference

Monday, February 14, 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

10 January 2022

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 UNBSJ Integrated Health Initiative

Dr. Petra Hauf, Vice-President

4.2 Envision Saint John

Paulette Hicks, CEO

5. CORRESPONDENCE FOR ACTION

5.1 20 January 2022 Email from Jour de la Terre RE: Earth Day Canada Municipalities Mobilizing Movement

Refer to staff

5.2 24 January 2022 Email from Gary Brown RE: Operation White Heart

Refer to Parks and Recreation Committee

5.3 24 January 2022 Resolution of Saint John Council to Strengthen Democracy by Supporting Local Journalism

Endorse motion and forward to the Union of the Municipalities of New Brunswick (UMNB)

5.4 25 January 2022 Letter from Kennebecasis Park Limited RE: Wastewater Treatment Plant with attachments

Refer to staff

5.5 26 January 2022 Email request from Fibromyalgia Association of Canada

Light Town Hall Purple for Fibromyalgia Awareness Day May 12, 2022

6. CORRESPONDENCE - FOR INFORMATION

6.1 5 January 2022 Letter from Portage RE: 2020-2021 Annual Report

6.2 17 January 2022 Letter from Renforth Boat Club RE: Response to June correspondence

6.3 18 January 2022 Memorandum from Acting Deputy Minister Donaghy RE: Regional Collaboration Implementation – Transition Facilitators

6.4 26 January 2022 Email and presentation from NB Power RE: Point Lepreau Generating Licence Application Process and Public Hearings

6.5 8 February 2022 Proclamation request – Melanoma Skin Cancer Awareness Month

ROTHESAY

Regular Council Meeting

Agenda

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14 February 2022

7. REPORTS**7.0 February 2022 Report from Closed Session**

- 7.1 20 December 2021 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 17 November 2021 Kennebecasis Public Library (KPL) Board meeting minutes
- 7.3 8 December 2021 Kennebecasis Valley Fire Department Inc. (KVFD) Board meeting minutes
- 31 October 2021 KVFD Statement of Expense with Budget Variance
- 8 December 2021 Memorandum from Fire Chief RE: Allocation of Unbudgeted Revenue
- 8 December 2021 KVFD Fire Chief's Report
- 30 November 2021 KVFD Response Report
- 10 February 2022 KVFD Annual Report (*available online at www.kvfire.ca/news*)
- 7.4 31 December 2021 Draft unaudited Rothesay General Fund Financial Statements
- 31 December 2021 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 December 2021 Donation Summary
- 27 January 2022 Draft Finance Committee meeting minutes
- Saint John Theatre Company
 - NB Museum
 - "You Can Ride Two" Cycling for kids with disabilities
 - CINB-FM Communications Inc. Oldies96
- 7.5 18 January 2022 Draft Age Friendly Advisory Committee meeting minutes
- 7.6 18 January 2022 Draft Parks and Recreation Committee meeting minutes
- 7.7 19 January 2022 Draft Works and Utilities Committee meeting minutes
- 7.8 7 February 2022 Draft Planning Advisory Committee meeting minutes
- 95 Hampton Road PIDs 00242271, 30130348, 30020051, 30130355 (*see Item 9.6*)
- 7.9 January 2022 Monthly Building Permit Report
- 7.10 10 February 2022 Capital Projects Summary

8. UNFINISHED BUSINESS**TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Strong Court Sidewalk – Anglophone South School District** (Tabled April 2021)*No action at this time***8.3 Rothesay Arena Open House** (Tabled September 2021)*No action at this time***9. NEW BUSINESS****9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 UNBSJ Integrated Health Initiative***Presentation**Receive and file*

ROTHESAY

Regular Council Meeting
Agenda

-3-

14 February 2022

9.1.2 Envision Saint John

20 January 2022

Email from Envision Saint John RE: Regional Growth Dashboard 1.0

Receive and file

FINANCE/ADMINISTRATION

9.2 General Fund Reserve Motion

26 January 2022

Memorandum from Treasurer MacDonald

9.3 Local Improvement Levy – Kennebecasis Park

21 January 2022

Memorandum from Town Clerk Banks

14 February 2022

Warrant of Assessment

9.4 Local Improvement Levy – Mulberry Lane

21 January 2022

Memorandum from Town Clerk Banks

14 February 2022

Warrant of Assessment

9.5 Control of Negative Effects of Fireworks

10 February 2022

Memorandum from Town Manager Jarvie

11 January 2022

Memorandum from Fire Chief to Quispamsis Council

7 January 2022

Emails (2) from community member RE: Fireworks petition

DEVELOPMENT SERVICES

9.6 95 Hampton Road – Public Hearing

8 February 2022

Memorandum from Town Clerk Banks

3 February 2022

Planning Advisory Committee Supplementary Staff Report

1 December 2021

Planning Advisory Committee Staff Report

OPERATIONS

9.7 Victoria Garden Subdivision Infrastructure Acceptance

10 February 2022

Report prepared by DO McLean

9.8 Engineering Design and Construction Management Services: 2022 Asphalt Resurfacing Program

11 February 2022


Report prepared by DO McLean

10. NEXT MEETING

Regular meeting

Monday, March 14, 2022

11. ADJOURNMENT



The Integrated Health Initiative

Transforming Health Care and Fuelling Innovation

February 14, 2022 | Dr. Petra Hauf

UNB

1

Integrated Health Initiative

A shared vision for the co-location strategy at Tucker Park created collaborative and synergistic opportunities, building the foundation for the Integrated Health Initiative (IHI):

1. Saint John Regional Hospital
2. UNB Saint John campus
3. Dalhousie Medicine New Brunswick
4. NBCC Allied Health



Interdisciplinary Approach
Reforming Health Care
Engaging Partners in Meaningful Collaborations
Ground-breaking Solutions
Cutting-edge Discoveries

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2

Integrated Health Initiative

The Integrated Health Initiative (IHI) is built on five ambitious pillars:

- 1. Preparing a future-ready health sector workforce**
through interdisciplinary Health Education.
- 2. Enabling gains in health system performance**
through integrated and Collaborative Health Research.
- 3. Bringing new solutions to health systems and societal challenges**
through integrated Technical and Social Innovation.
- 4. Creating jobs and economic opportunities in NB**
through enhanced Knowledge Transfer and Commercialization.
- 5. Securing NB as a focal point for national collaboration**
through the Health and Social Innovation Centre.

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3

World-class Education:

Interdisciplinary Health Education

Bachelor of Health

Three majors:
Society and Health
Management in
Health
Biomedical Sciences
and Health

Extracurricular Certificate in Health and Wellness

Enrichment program
featuring experiential
learning

Masters in Health Masters in Public Policy

Interdisciplinary
graduate programs:
Healthy Community,
Public Health,
Biomedical Sciences

Masters of Business Administration

Course-based, one-year
MBA with specialization
in Management in
Health

Attracting global talent

Bridging the jobs gap

Building resilience and adaptability in the workforce

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4

Sustainable Public Health Care:

Institute for Integrated Health Research and Innovation

New Health Research Clusters:

Digital Transformation of Healthcare

Public Health and Health Policy

Management in Health

Aging in the Community

Child Rights for Child Health

Innovation of regional and national importance

Interdisciplinary and **collaborative** research units

Complementary research programs

Increased knowledge **economy**
Improved **services** for every citizen

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Dr. Shelley Doucet

Jarislowsky Chair in Interprofessional Patient-Centred Care

Dr. Tony Reiman

Canadian Cancer Society Research Chair

Dr. Ziba Vaghri

Chair in Child Rights for Child Health
Director Global Child

5

Vibrant and Sustainable Communities:

Social and Structural Innovation and Alignment


- Find **effective ways to address health outcomes and health services** and **increase economic productivity**.
- **Create a hub** where public and private partnerships engage entrepreneurial students and researchers to spinoff new businesses, products and services.
- **Increase New Brunswick's GDP.**
- Succeed in the marketplace with special emphasis on social innovation, strengthening civil society and improving mental health.
- **Prioritize social science research and community engagement** to reduce social conditions such as poverty, illiteracy and substance dependency
 - Promise Partnership
 - Urban and Community Studies Institute
 - Poverty Action Policy Lab.

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6

Energized Private Sector:
Health and Technology District Saint John

- o IHI has already been successful in attracting **out of province private-sector investment**.
- o UNB together with the Lark Group and Opportunities New Brunswick will build the **Health and Technology District Saint John** on the UNB Saint John campus.
- o IHI is **creating a vibrant ecosystem** of innovators and entrepreneurs working alongside scientists, clinicians, health care providers from a variety of technologies and research fields.
- o We will build a continuum from **UNB's Digital Health Incubator** to practical applications and commercialization of new approaches and innovations.



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7

Energized Private Sector:
Health and Technology District Saint John

Phase 1:

- Initial **\$30 million private-sector investment**.
- approx. **50 new businesses** creating up to 1,000 new jobs.
- adding **\$50 million annually** to the Saint John regional economy.
- **IHI and Lark Group** bring together networks and expertise to strategically impact the health sector in NB and beyond.

Phases 2 & 3:

Additional \$70 million investment providing exceptional space for additional businesses creating up to **2,500 jobs** and adding another **\$100 million annually** to the economy.

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8

Alignment with Provincial and Regional Priorities: Integrated Health Initiative

UNB Saint John's Health and Social Innovation Centre

is a critical infrastructure

- for advancing NB Health Care innovation and sustainability,
- for Education, Research and Collaboration,
- for continued growth and development.
 - more talent attraction to Saint John,
 - more innovation, community engagement and entrepreneurship,
 - more collaboration with partner institutions, community, the private sector and industry,
 - more experiential education opportunities for students through the **Digital Health Incubator.**



Exceptional Investment in the Future of New Brunswick

Enabling strategic change in the Health Sector

9

Health and Social Innovation Centre



Indigenous Healing Garden

Space for collaboration, innovation, community engagement and entrepreneurship



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10

Integrated Health Initiative: Outcomes

Significant outcomes

- National **Centre of Excellence in Health and Health Innovation**
 - Developing **better health care** for families with efficient and high-quality service.
 - Ensuring better use of the provincial health care funding.
 - Contributing to **reform and innovation**, resilience, and transformative change.
- **Growing population and talent attraction.**
- Empowering existing networks and building **new innovation ecosystems.**

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11

Integrated Health Initiative:

Economic Impact

Significant economic impact (over initial 5 years)

- UNB enrolment growth by **500 additional students** in Saint John.
- UNB employment growth of **\$40M in payroll** for faculty, staff, researcher, students.
- UNB health research funding growth of **additional \$4.5M a year** through new research funding on top of today's \$1.6M.

IHI offers outstanding return on investment

- \$76M investment for world-class education, integrated research, competitive student support and conducive infrastructure.
- \$12M investment by GNB enables us to leverage a \$12M contribution by Federal Government.
- \$30M private-sector investment to a total investment of \$106M.

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12

Integrated Health Initiative:
Strategic Investment

Transforming Health Care and Social Innovation in NB begins here and starts now:

\$106 Million Strategic Investment

- **Interdisciplinary Health Education: \$12,000,000**
 - Scholarships and bursaries
 - Extra-curricular certificate
- **Integrated and Collaborative Health Research: \$26,000,000**
 - 5 Research Chairs
 - Early-Stage Health Innovation Research Fund
- **Health and Social Innovation Centre: \$38,000,000**
 - Digital Health Incubator
 - Talent growth and innovation accelerator
- **Health and Technology District Saint John (Phase 1): \$30,000,000**
 - Vibrant ecosystem for digital health, health and technology
 - Triple Helix Collision Space

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13

Integrated Health Initiative:
Strategic Investment

\$106 Million Strategic Investment

Funding Sources:

- UNB & External Partners: \$52,000,000**
- Private Sector - Lark Group: \$30,000,000**
- Provincial Government: \$12,000,000**
- Federal Government: \$12,000,000**

Funding Source	Amount	Percentage
UNB & External Partners	\$52,000,000	49.1%
Private Sector - Lark Group	\$30,000,000	28.3%
Provincial Government	\$12,000,000	11.3%
Federal Government	\$12,000,000	11.3%

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14

2022 February 14 Open Session FINAL_015

DEFINING SUCCESS



ENVISION THE REGIONAL GROWTH AGENCY
Saint John

Who we are

2022February14OpenSessionFINAL_016

**ENVISION SAINT JOHN:
THE REGIONAL GROWTH AGENCY**
is the region's sales, marketing and
support engine strategically focused
on attracting people, visitors, business,
and investment.

Defining success

10-YEAR OUTCOMES

MORE PEOPLE

Growing the population by **25,000** from the 2021 census.

MORE TAX REVENUE

Increasing municipal property tax base by **30-35%** from 2022.

STRONGER PLACE BRAND

Our community is highly regarded and our people are proud ambassadors, as measured by a positive change related to pride of place over 2022 baseline.

How we do it

ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY

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

Strategic priorities

2022 February 14 Open Session FINAL_019

Growth Readiness

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

Talent Acquisition & Pipeline

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

Entrepreneurship & Business Growth

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

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

Opportunity - Port Saint John

2022February14OpenSessionFINAL_020

10 Year

Outcomes:

MORE PEOPLE

**MORE PROPERTY TAX
REVENUE**

STRONGER PLACE BRAND

Short and Mid-term Outcomes:

- Building the Talent Pipeline - 800-1000 Jobs
- Increased Capacity for Cargo and Cruise
- Building the Supply Chain
- New Investment Opportunities
- Product Development
- Improved Resident Access to Waterfront
- Elevating the Place Brand
- Positioning Port Saint John as the Next Great Port in Canada

Opportunity - 2022February14OpenSessionFINAL_021 UNB's Integrated Health Initiative

10 Year Outcomes:

MORE PEOPLE

**MORE PROPERTY TAX
REVENUE**

STRONGER PLACE BRAND

Short and Mid-term Outcomes:

- Building the Talent Pipeline
- Preparing the Region for Growth - Meeting Current and Future Health Occupations
- 27% Increase in Student Population - 500 New Students within 5 Years
- 50% of Students Attracted from Outside New Brunswick
- Average Graduate Salary from this Program \$60K
- \$40M in Economic Impact - Faculty Payroll, Staff Researchers and Students
- \$2.9M Additional Research Funding - Tripling the Existing Funding of \$1.6M
- Private Sector Investment and Commercialization of Research

Opportunity - Fundy Sea Shanty Festival

2022February14OpenSessionFINAL_022

10 Year Outcomes:

MORE PEOPLE

MORE PROPERTY TAX
REVENUE

STRONGER PLACE BRAND

Short and Mid-term Outcomes:

- Economic Impact
- Increased Visitation
- New Tourism Product Development
- Showcasing St. Martins - elevating our place brand, creating pride of place
- Fundy Trail Activation
- DP World Saint John - entrenchment in the community, enhancing their brand

Alignment & evaluation

2022February14OpenSessionFINAL_023

- All activities/resources will always be aligned to our 10-year outcomes.
- Strategic platforms/opportunities will be continually evaluated/measured to ensure support of the 10-year outcomes.
- Quarterly impact reports for Investors.

Regional Growth Dashboard

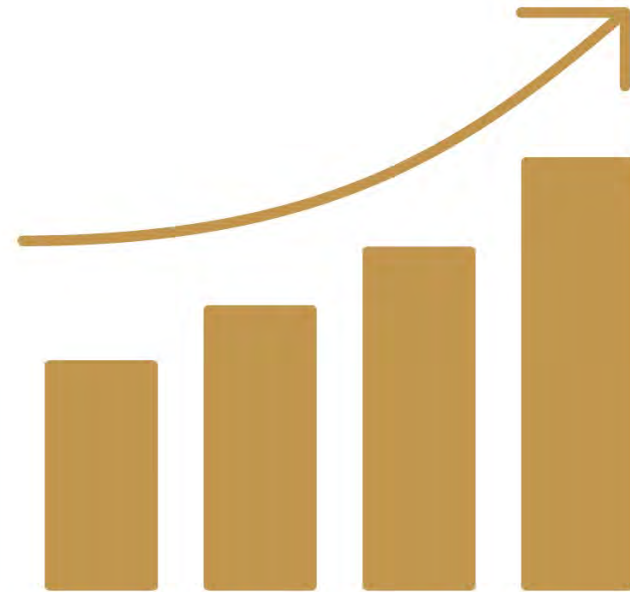
2022February14OpenSessionFINAL_024

Meaningful metrics providing insight into the **health and growth of the region.**

- Economic and social growth indicators
- A reflection of the collaborative efforts of the region

Dashboard 1.0 includes:

- Population Growth
- Property Tax Base
- Employment
- Avg Single Family Home Price
- Office Vacancy Rate
- Building Permits Value
- Housing Starts - Single and Multi Family
- Port Cargo Tonnage
- Visitors
- Visitor Spending
- Hotel Occupancy Rate
- Air Passengers
- Cruise Passengers



www.envisionsaintjohn.com/dashboard

How can we help?

www.envisionsaintjohn.com
hello@visionsaintjohn.com

Liz Hazlett

From: Liz Hazlett
Sent: January 24, 2022 2:20 PM
To: Liz Hazlett
Subject: FW: Mobilize for Earth Day 2022! 🌐

From: Jour de la Terre <infolettre@jourdela Terre.org>
Sent: Thursday, January 20, 2022 7:59 AM
To: nancygrant@rothesay.ca
Subject: Mobilize for Earth Day 2022! 🌐

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



Happy 2022 – Earth Day is three months away!

Municipalities are leading the way for a sustainable Canada and a sustainable future. We want to showcase your efforts and demonstrate that municipalities drive this change with local actions. Last year 115 municipalities joined the Earth Day municipality campaign and we look forward to that number growing this year!

Join the Earth Day Canada Municipalities Mobilizing movement, and demonstrate that by uniting, Canadian municipalities are at the forefront of this ecological transition.



>> [Register your municipality](#) <<

The toolkit will be sent to you directly as part of the official launch in early April.

Take part in the Earth Day Canada Tree Planting Relay!

The 2022 Relay starts on April 22nd, 2022 and continues on the 22nd of each month, with new municipalities pledging their commitment to plant 50 trees locally in honour of Earth Day. Register now to be part of this annual Relay that celebrates local environmental stewardship and the importance of strengthening our urban forest canopies!



>> [Contact us to join the tree planting relay](#) <<

Connect with Earth Day for help planning your event!

Do you have any questions as you start preparations for April 22nd – your local Earth Day event? We can help – check out this list of [suggested activities](#) – or [reach out to us](#) and we'd be happy to brainstorm with you!



>> [Email us](#) <<

About Earth Day Canada

Earth Day Canada is a non-profit organization that ensures the stewardship of all activities under the Earth Day name from coast to coast. In addition to organizing the April 22 celebrations, the organization works throughout the year to develop programs to help individuals, organizations and municipalities reduce their impact on the environment.





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Our mailing address :

Jour de la Terre
5818, boulevard Saint-Laurent
Montreal, Qc H2T 1T3
Canada

Liz Hazlett

From: Liz Hazlett
Sent: January 24, 2022 10:15 AM
To: Liz Hazlett
Subject: FW: " Operation White Heart " for all communities
Attachments: opark.jpg

From: J.Gary Brown
Sent: Monday, January 24, 2022 9:25:45 AM
To: eohara@quispamsis.ca <eohara@quispamsis.ca>; nancygrant@rothesay.ca <nancygrant@rothesay.ca>; donna.reardon@saintjohn.ca <donna.reardon@saintjohn.ca>; Mayor.Doucet@townofhampton.ca <Mayor.Doucet@townofhampton.ca>; J.Gary Brown

Subject: " Operation White Heart " for all communities

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

Hello, I am sending this email in hopes of that you will see the vision that I see. My name is Gary Brown and I have orchestrated two projects in 2021. First was " I am All Ears Reach Out" t-shirt campaign which to my surprise raised \$6000.00. This money was used to train 37 people in the ASIST----- (Applied Suicide Prevention Skills Training) course. The second was The Giant Steps Wellness Park at 500 Somerset st in Saint John NB . At the center of this park is a 16ft heart filled with white rock. pics attached.

My plan is to have a scaled down heart (3ft) put on peoples landscaping. I will do a video of how to do it yourself , offer myself to do it for people if they would like to have one done. They would be responsible to cover price of rock maybe \$20.00. The main reason for this email to you is to see if you could help launch this initiative by having a heart put on townhall or a park in your area. I will be introducing the idea in late March and I hoping to do a grand launch with your help in April. That is each of you have one installed on a given day. You may opt for a 3ft heart or go bigger

So, what does this do ? The plan is to watch as these hearts start popping up all over and spread . It's all about Kindness and awareness for mental health and the stigma that surrounds it. The heart will be meant to symbolise that we understand that everyone has a story and we understand that its ok not to be ok. Many people want to do something to help but do not know what they can do. This something everyone can do and it will keep the conversation going .

In closing I hope this email gives a clear picture of my vision. Hoping that this spreads right across the nation and put southern NB on the map as a caring community. Thank you. Gary Brown

Gary CRYDAGA - "Putting the play, back in play." <http://crydaga.tripod.com>



January 24th, 2022

Cities of New Brunswick Association

Re: Proposed Resolution to Strengthen Democracy by Supporting Local Journalism

I am writing to inform you that Saint John Common Council adopted the following resolution at its Council meeting of January 24th, 2022:

Whereas a healthy, professional news media is essential for the proper functioning of civil society and democracy at the local, regional, federal and international levels;

Whereas the Public Policy Forum declares — on its [website](#) for the 2017 report *The Shattered Mirror: News, Democracy and Trust in the Digital Age* (commissioned by the federal government) — that “real news is in crisis” in this country;

Whereas the U.S. Federal Communications Commission (FCC) cited eight “critical information needs” the media help to provide including emergencies; other public risks to health; education; the environment; economic opportunities; civic and political knowledge of policy initiatives; and the conduct of public officials, and candidates for office (*The Shattered Mirror* p.4);

Whereas Canadians have lost the essential services provided by roughly 3,000 media workers across Canada due to temporary and permanent [layoffs](#) from the time the COVID-19 pandemic began and advertising revenues have plunged — a time it became clearer to the public how important it is for Canadians to receive accurate information;

Whereas residents of 190 Canadian communities [lost 250 established news outlets](#) due to closings or mergers between 2008 and 2018;

Whereas two thirds of Canadians agree or somewhat agree that because of the Coronavirus/COVID-19 outbreak the federal government should treat widespread media bankruptcies and layoffs as an emergency, according to a [Nanos Research poll](#) of April 2020;

Whereas Canada’s federal government acknowledged in its [2019 budget](#) (p. 173) that “A strong and independent news media is crucial to a well-functioning democracy.”;

Whereas at least [26 municipal councils in eight provinces](#) have already passed resolutions similar to the one proposed below;



Whereas the news media in the Saint John area have been instrumental during the COVID-19 pandemic, ensuring local citizens have accurate local information;

THEREFORE BE IT RESOLVED that the City of Saint John council recognizes that a healthy, professional news media is essential to the proper functioning of democracy in our city; urges nearby municipal councils and across Canada to recognize that a robust news media is essential to the proper functioning of democracy in their jurisdictions; endorses legislation and regulations to support and rejuvenate news outlets across Canada; and urges the federal government to move quickly to pass legislation to ensure an ecosystem for a healthy news media to serve all Canadians. And that the resolution be forwarded to the area municipalities, local M.P.s and M.L.A.s; the Cities of New Brunswick Association (CNBA); and the Federation of Canadian Municipalities.

MOTION CARRIED.

Sincerely,

Jonathan Taylor
Director of Legislative Services/City Clerk
City of Saint John

Cc: Mayor Brittany Merrifield
Mayor Nancy Grant
Mayor Libby O'Hara
Mayor Robert Doucet

Hon. Glen Savoie
Hon. Trevor Holder
Hon. Arlene Dunn
Hon. Dorothy Shepard

Wayne Long, MP

**Kennebecasis Park Limited
32 Frederick Street
Saint John N.B.
E2J 2A9**

January 25,2022

**Town of Rothesay
70 Hampton Road
Rothesay N.B.
E2E 5L5**

Attention: Mayor Dr. Nancy Grant and Councillors

Dear Mayor Dr. Nancy Grant and Council,

As you may know Kennebecasis Park Limited was the original developer of Kennebecasis Park as the former Village of Renforth.


Kennebecasis Park Limited has retained holdings of property remaining in now what has been amalgamated to the Town of Rothesay.

Our purpose in writing is to ensure the design of the WWTP (Waste Water Treatment Program) considers capacity to serve the remaining lands as per the 1980 agreement with the village of Renforth. Lands adjacent Hastings Cove consist of approximately 26 acres while the property at the top of the park at Cedar Bank and Portage Road consists of approximately 5 acres. (please see the attached)

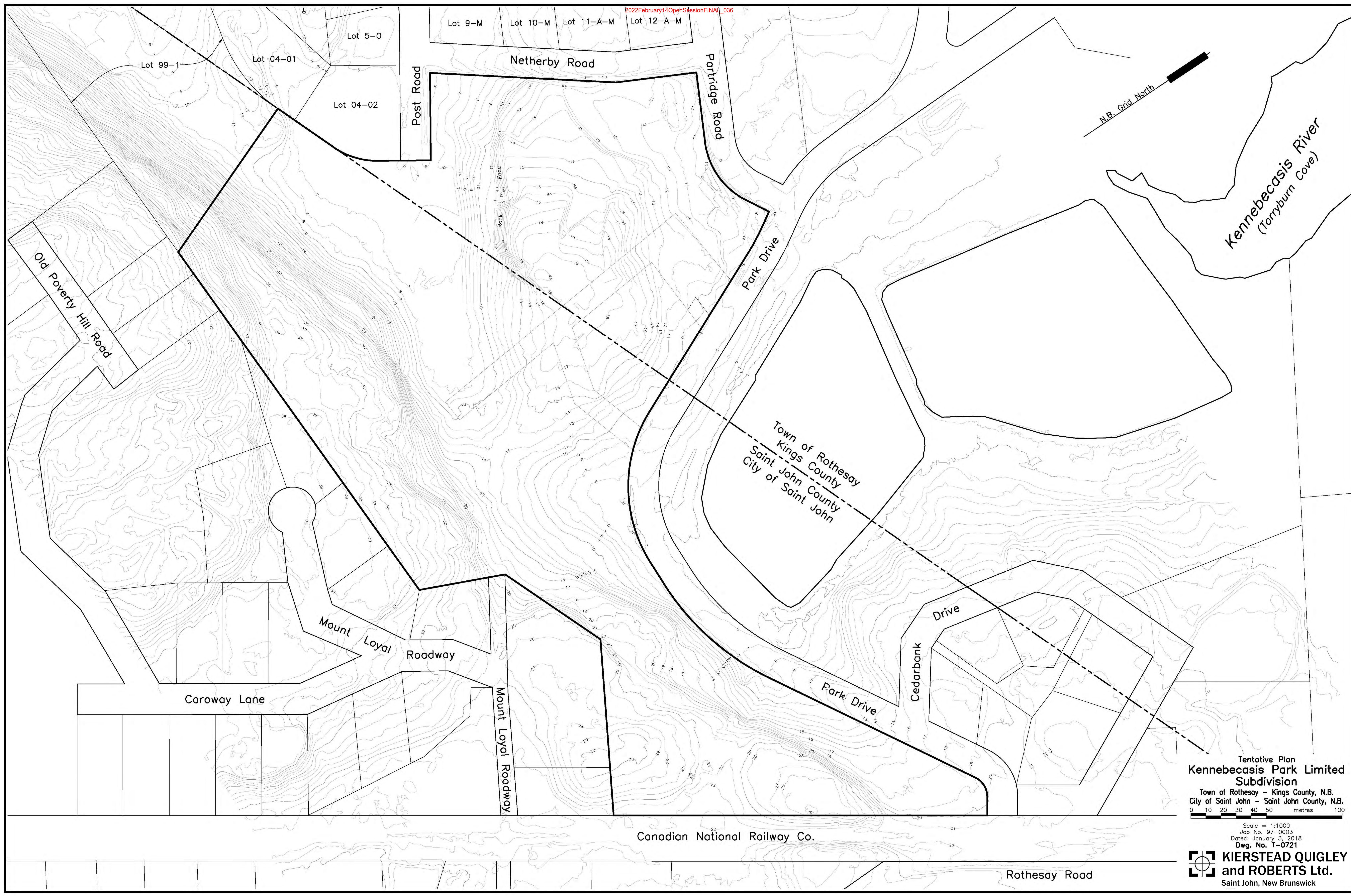
With respect to Cedar Bank and Portage Roads we have been in discussion with Town of Rothesay Director of Engineering Brett MacLean regarding the sanitary sewer from Cedar Bank to the lagoon. Currently there is a line running from Cedar Bank to the original Lagoon which we would expect to tie into to serve a lot on Cedar Bank in the near term and a potential "Pocket neighbourhood "or garden home alternative senior's housing development currently in the planning stage.

Should you require further information or wish to discuss further we would be happy to oblige. We look further to working with you on these initiatives.

Kind Regards,


**J.Roderick Flood
Secretary Treasurer
Kennebecasis Park Limited**

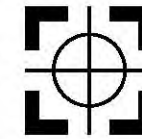
**c/ Town Manager John Jarvie
Town Engineer Brett MacLean
J. Timothy Flood, President**



Tentative Plan
Kennebecasis Park Limited
Subdivision
Town of Rothesay - Kings County, N.B.
City of Saint John - Saint John County, N.B.



Scale = 1:1000
Job No. 97-0003
Dated: January 3, 2018
Dwg. No. 1-0721

 **KIERSTEAD QUIGLEY
and ROBERTS Ltd.**
Saint John, New Brunswick

Canadian National Railway Co.

Rothesay Road

2022February14OpenSessionFINAL_038



Cedarbank Drive

Portage Road

Park Drive

Park Drive

250 PVC

250 PVC

250 PVC

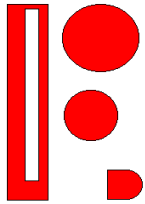
250 PVC

7

9

9

3



JOHN FLOOD & SONS (1961) LTD
CANADA'S OLDEST
CONSTRUCTION COMPANY
BUILDERS SINCE 1848
 32 FREDERICK ST. / P.O. BOX 2210
 SAINT JOHN N.B. E2L 3V1
 PH: 506 634 1112 FAX 506 634 0952

Record of Conversation

Detailed, Grouped by Each Number

Estimating 32 Frederick Street, P.O. Box 2210 Saint John N.B., E2L 3V1	Project # Admin.1848 Tel: 506 634 1112 Fax: 506 634 0952	John Flood & Sons (1961) Ltd.
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Number: 0007 **Date: 09/09/2010** **Time: 10:30 AM**

To: Town Of Rothesay Scott Hatcher 70 Hampton Road Rothesay N.B.	Logged By: John Flood & Sons (1961) Ltd. Flood, Stephen G. P.O. Box 2210 32 Frederick Street Saint John, New Brunswick E2L 3V1
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Subject	Due Date
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Portage Road Dev'mt

Details:

Tim and I met with Scott Hatcher this morning regarding the development of the lands belonging to Kennebecasis Park Limited and in particular the Cedar Bank drive area. The discussion was to ensure that any construction of water and sewer lines being carried out in the area take into account future development on the Cedar Bank site and Portage Road properties. The current project of extending Rothesay water to Kennebecasis Park does not appear to take into account the remaining lots on Cedar Bank or Portage Road. Scott advised that the next phase of the project will pick up the property by a gravity sewer to the lift station intended for Kennebecasis Park. This will require an additional line across the current dike which will be installed by the town. The indication was that our concerns would be meant and that a cooperative dialogue would continue to insure our concerns were taken into account in any future initiatives by the town.

Cc:	Company Name	Contact Name	Copies	Notes
------------	---------------------	---------------------	---------------	--------------

Signature

09/09/2010

Signed Date

2022 February 14 Open Session FINAL 040
THIS AGREEMENT made this 25 day of April, 1980.

BY AND BETWEEN:

KENNEBECASIS PARK LIMITED, a duly incorporated company under the laws of the Province of New Brunswick, having its head office in the City of Saint John, County of Saint John and Province of New Brunswick,

OF THE FIRST PART

- and -

VILLAGE OF RENFORTH, a duly incorporated Municipality under the laws of the Province of New Brunswick in the County of Kings and Province of New Brunswick,

OF THE SECOND PART

WITNESSETH that for valuable consideration, the parties agree as follows:-

1. Kennebecasis Park Limited agrees to:

- (a) convey to the Village of Renforth all its right, title and interest in the pipes, pumps, tanks and related facilities comprising the water system and the sewerage system within that portion of the Village of Renforth known as Kennebecasis Park,
- (b) convey to the Village of Renforth all its right, title and interest to the lands and premises described in Schedule "A" hereto,
- (c) convey to the Village of Renforth all its right, title and interest in the lands and premises described in Schedule "B" hereto subject to the restrictive covenants set forth in Schedule "C" hereto,
- (d) convey to the Village of Renforth easements for any other water and sewerage services that presently exist on land owned by the Kennebecasis Park Limited.
- (e) release the Village of Renforth from any responsibilities to Kennebecasis Park Limited arising under an agreement made between the Village and Kennebecasis Park Limited dated July 20, 1960,
- (f) deliver to the Village Clerk all plans, drawings, blueprints and plans touching upon the construction, maintenance and location of the water system and the sewerage system within Kennebecasis Park.

[Handwritten signatures]

2022February14OpenSessionFINAL_041
(g) make a final billing to the lot owners of Kennebecasis Park for the period up to the date of conveyance of the above described assets, and thereafter charge the lot owners nothing further, except interest on overdue accounts.


2. The Village of Renforth agrees to:

- (a) permit Kennebecasis Park Limited to connect the presently approved building lots within the Village of Renforth owned by it to the water and sewerage system from time to time, provided that the actual physical connections are made in accordance with the appropriate Village By-Laws and the reasonable charges of the Village in relation thereto are paid.
- (b) release Kennebecasis Park Limited from any responsibilities to the Village of Renforth arising under an agreement made between the Village and Kennebecasis Park Limited dated July 20, 1960.
- (c) release Kennebecasis Park Limited from any cost sharing with the Village of Renforth arising from any expansion or future development of the sewage lagoon, except for normal annual charges applicable to all owners of developed lots.

3. The parties agree to negotiate with each other and with the City of Saint John for the use on suitable terms of the Renforth water and sewerage to service future lots subdivided from lands in the City of Saint John presently owned by Kennebecasis Park Limited.

4. The transaction shall be completed on or before the 1st day of May, 1980.

IN WITNESS WHEREOF, the parties have hereunto caused their corporate seals to be hereunto affixed and caused these presents


May 1980

SCHEDULE "A"

2022February14OpenSessionFINAL_042

ALL these certain lots, pieces and parcels of land situate lying and being in the Village of Renforth, Parish of Rothesay, County of Kings and Province of New Brunswick, known and distinguished as follows:

Parcel A, Parcel B, Parcel C, Parcel D, Parcel E, Parcel F, Parcel G, Parcel H, Parcel I, Parcel J, Parcel K, Parcel L and 5 roads and easements running West from Elizabeth Parkway and the parcel of land comprising Wells numbers 2, 3, and 8 and the proposed right of way from Park Drive to the Lagoon and the several sewer easements all as shown on a Plan Showing Properties at Kennebecasis Park, prepared by Hughes Surveys & Consultants Ltd. dated April 2, 1980 hereto annexed.

SCHEDULE "B"

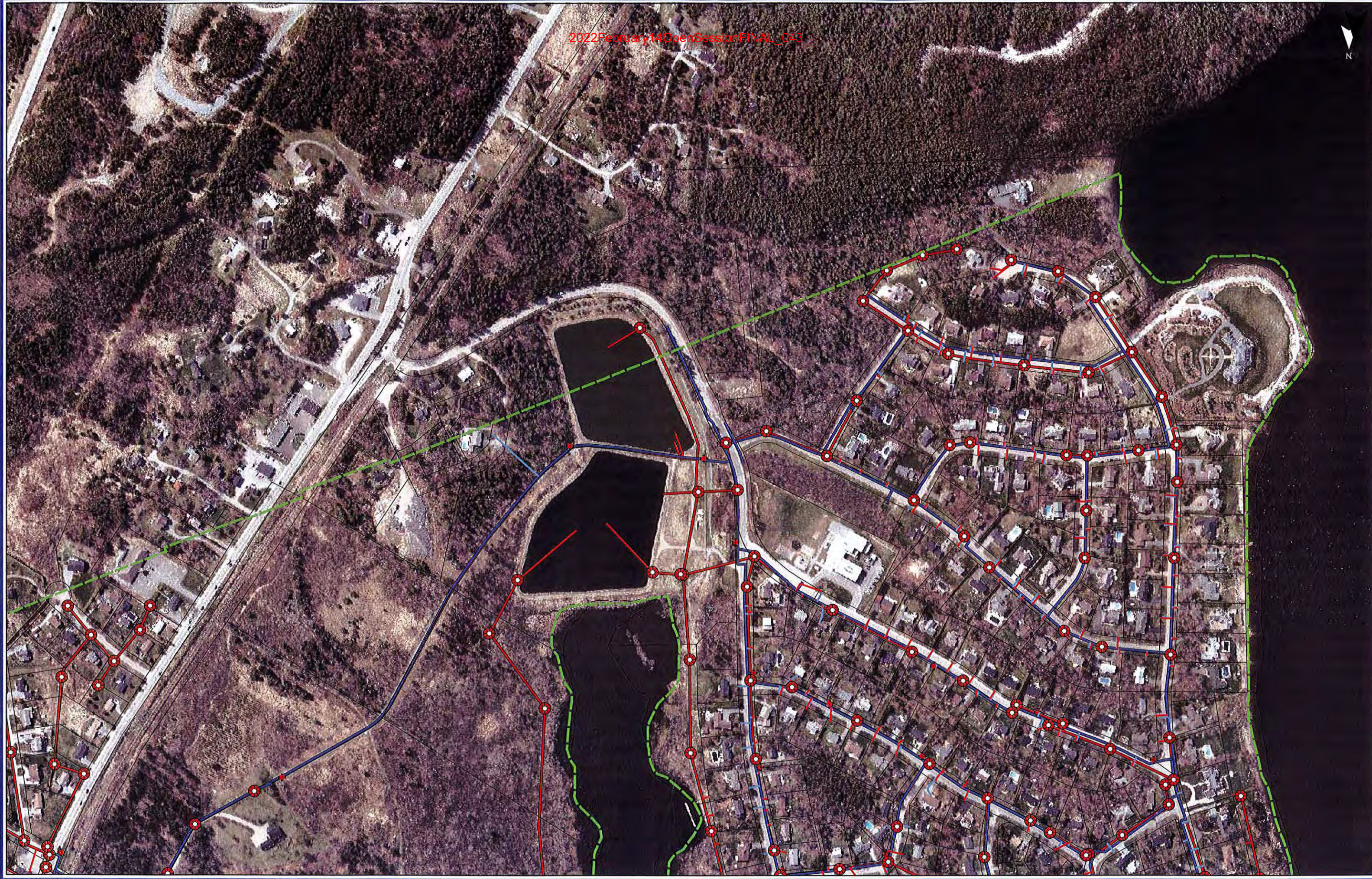
ALL that certain lot, piece and parcel of land situate lying and being in the Village of Renforth, Parish of Rothesay, County of Kings and Province of New Brunswick, known and distinguished as the Common Area between the lot lines and the Kennebecasis River marked "Common Area" as shown on a Plan Showing Properties at Kennebecasis Park, prepared by Hughes Surveys & Consultants Ltd. dated April 2, 1980 hereto annexed.

SCHEDULE "C"

A restrictive covenant with proper legal wording to limit the use of the lands conveyed and described in Schedule "B" to use only for utilities, such as water, sewerage, electricity and gas lines.

mas

827
mas



Liz Hazlett

From: Liz Hazlett
Sent: January 28, 2022 11:04 AM
To: Liz Hazlett
Subject: FW:

From: Maggie O'Brien
Sent: January 26, 2022 3:26 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject:

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

Hello,

My name is Margaret O'Brien. I am a Board member of the Fibromyalgia Association Canada.

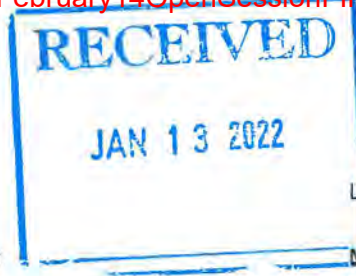
May 12, 2022, is the 30th Anniversary of the recognition of Fibromyalgia Awareness Day by the WHO. I am contacting you, on behalf of the Fibromyalgia Association Canada to request to have your Town and any displays lit up in purple on May 12th in recognition of the 2 - 4 % of Canadians living with fibromyalgia, many of them in your province.

Thank you in advance for any help you can be in advancing this issue.

Margaret O'Brien
Fibromyalgia Association Canada



2022February14OpenSessionFINAL_045



January 5, 2022

Le 5 janvier 2022

Portage Atlantic
Box 1041, Station A
Fredericton, NB E3B 5C2
Tel: 506.472.4847
Fax: 506.455.5236
www.portage.ca

Mayor Nancy E. Grant
Town of Rothesay
70 Hampton Rd.
Rothesay, NB E2E 5L5

Mairesse Nancy E. Grant
Ville de Rothesay
70, chemin Hampton
Rothesay, NB E2E 5L5

Portage Atlantique
B.P. 1041, succ. : A
Fredericton, NB E3B 5C2
Téléphone : 506.472.4847
Télécopieur : 506.455.5236
www.portage.ca

Dear Mayor Nancy E. Grant,

Chère Mairesse Nancy E. Grant;

I am writing further to our letter of July, 2021, in which I shared with you information about Portage Atlantic Programs and Services. In addition, I addressed Portage Atlantic's concerns and the challenges for pregnant women with addictions and women with addiction and their children.

Je vous écris suite à notre lettre envoyée au mois de juillet 2021, dans laquelle j'ai partagé avec vous des informations sur les programmes et services de Portage Atlantique. De plus, j'ai abordé nos préoccupations et nos défis en ce qui a trait aux femmes enceintes et mères de jeunes enfants qui souffrent de problèmes de dépendance.

As part of the efforts to education and create momentum on this critical need, Portage Atlantic is in the preparatory stages for the Fall 2022 International Women and Addiction Symposium, to be held in Saint John.

Portage Atlantique souhaite sensibiliser et créer un élan autour du manque de ressources pour ces femmes. Dans cette optique, nous préparons une (congrès scientifique) Conférence internationale sur le sujet des femmes et de la toxicomanie, qui se tiendra à Saint John septembre 2022.

If you are interested in hearing more about the vision for a Mother and Child Program in NB or to find out more about the upcoming Women and Addiction symposium, please do not hesitate to contact our Fredericton Office at (506)472-4847.

Si vous souhaitez en savoir plus sur la création d'un programme mère-enfant au Nouveau-Brunswick ou pour en savoir plus sur la Conférence internationale sur les femmes et la toxicomanie, n'hésitez pas à communiquer avec notre bureau de Fredericton au (506)472-4847.

In closing, it is my pleasure to provide you with the 2020-2021 Portage Annual Report. The report, created in-house, covers all regions where Portage operates centers. In addition to Portage Atlantic, which is featured on pages 15 and 16, I welcome you to view all of Portage's programs and services.

En terminant, il me fait plaisir de vous remettre le rapport annuel 2020-2021 de Portage. Le rapport, créé à l'interne, couvre toutes les régions où Portage exploite des centres. En plus de Portage Atlantique, qui est présenté aux pages 15 et 16, je vous invite à consulter tous les programmes et services de Portage.

Sincerely,

Sincèrement,

Russell H.T. King

Russell H.T. King
Chairman/Président du conseil
Portage Atlantic/Atlantique

Charitable organization
registration number:
12915-1072-RR0001

Numéro denregistrement
de lo rganisme de charité :
12915-1072-RR0001

*Please add
to Council
agenda*



ANNUAL
REPORT
2020-2021

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ABOUT PORTAGE

Portage “Finding a pathway around an obstacle in order to continue the journey”

MISSION

Portage fosters the strengths and skills of substance dependent persons to enable them, through comprehensive and cost-effective interventions based on the therapeutic community approach, to live lives of sobriety, filled with dignity, self-respect, and accomplishment.

VISION

Portage will develop its unique, positive psychology-based therapeutic community approach in order to be recognised as a standard in the field. It will offer both residential and non-residential services, as well as training, project management, and community development in collaboration with other providers in a continuum of services.

VALUES

Portage strongly believes in the capacity of human beings to strive towards freedom of choice, dignity, and autonomy. For Portage, the pursuit of personal growth is the inevitable result of the mobilisation of the individual's internal resources fostered by the stimulating and enriching influence of a favourable environment. Portage believes in being expressly client-centered, emphasizing the security of the client and delivering quality services with financial and management discipline. Portage has an unconditional respect for the capacity of individuals to grow and make appropriate choices for themselves



Since it was established in 1970, Portage has helped tens of thousands of people to take back control of their lives with its specialised drug rehabilitation programs for adolescents, adults, pregnant women and mothers with children, the aboriginal community, adults with mental health issues, and individuals referred by the justice system.

A WORD FROM PORTAGE

2022February14OpenSessionFINAL_049

The ongoing challenges fueled by the pandemic that held us in its grip throughout the past year tested the resilience and creative adaptability of the entire Portage organization. With an abundance of caution, we chose to remain open in order to continue providing residential treatment to our vulnerable clientele. At considerable cost, we set up separate living units in each of our centers so that our admission programs could continue to operate, and assigned dedicated teams to manage them. We held virtual admission interviews and established aftercare groups and family support groups using a Zoom platform. We built "smart rooms" equipped with full audiovisual capabilities in each of our centres to allow for ongoing hybrid therapy groups and case conferences. While exercising full compliance with public health requirements, we made sure our doors remained wide open to those in need of our help.

Each year around this time as we reflect on the developing landscape of addiction, we are left wondering why things have not gotten any better. Record numbers of people continue to die of drug overdoses, cannabis dispensaries have sprung up across the country and it is easier than ever before for youth who are too young to purchase drugs through legal dispensaries to order them online. The World Health Organization continues to express concern about the dangers posed by the widespread consumption of alcohol, while alcohol-laced soft drinks are being aggressively marketed and are readily available on convenience store shelves.

Over the decades much has been done in an attempt to counter addiction. There have been moral crusades against alcohol and drugs. There was Prohibition; there was the aggressive war on drugs; there were criminal justice laws, harm reduction strategies, and now legalization. But nothing seems to work. The assumed causes of addiction have been equally varied. Is it weakness of personality? Is it counter-culture rebellion? Are we dealing with a disease of the soul? Or are we dealing with a chronic and complex mental illness? What we do know is that nothing seems to stem the tide of addiction... So have we been looking for solutions in the wrong places?

Portage has for its part steadfastly stayed the course. With nearly 50 years of experience and tens of thousands of success stories, Portage's approach of treating the whole person has withstood the test of time. The Portage experience restores our clients' hope and dignity. It allows them to rediscover their inner strengths and develop their social skills as they pursue the quest for a productive, fulfilling life.

Portage has evolved to become a leader in the strength-based approach to addiction treatment. We were early adopters of this humanistic approach to therapeutic community treatment and have become a highly respected resource in the field. Today, we face a new challenge and opportunity as we prepare a new generation of dedicated individuals to pursue the legacy of the life-affirming journey that is the Portage treatment model. We are partnering the wisdom and experience of long-serving Portage employees with the energy, curiosity, and excitement of up-and-coming staff so that they may continue for the next 50 years to bring our brand of hope and help to those whose life has been shattered by addiction.



Peter A. Howlett
President



Peter Varnos
Executive Director

HIGHLIGHTS

2022February14OpenSessionFINAL_050

PLANS FOR THE FUTURE

THE SAINT-MALACHIE YOUTH PROGRAM NOW OPEN TO 18-21 AGE GROUP

Portage's Cassidy Lake program in New Brunswick has already been catering to young adults between 18 and 21 for the last 20 plus years with very positive results. More recently, an internal committee looked into the possibility of adapting its Québec adolescent programs to young adults. By analyzing its internal data and studying other rehabilitation services partners' expertise, the organization noticed that young adults (aged 18-21) were virtually absent from its rehabilitation programs for adults (13.5 percent of the adult program at Lac Écho in Prévost). From there, a decision was made to offer a program tailored to these young adults in Saint-Malachie, in Eastern Québec. Several adjustments were made to the program to better assist young individuals in their transition into adulthood.

Since March 2021, young people up to the age of 21 can now benefit from adapted support groups. Courses are also offered voluntarily to help transition smoothly into the job market post-treatment.

A NEW LOOK FOR THE WORKBOOK!

Portage is giving its workbook a whole new look. The workbook is an indispensable tool that allows residents to keep track of their journey through the treatment program. The Portage workbook enhances and professionalizes the help provided to individuals struggling with addiction.



VIRTUAL OLYMPIADS

This year, due to COVID-19 and social distancing restrictions, Portage's Olympiads went virtual for the first time. Residents got to experience the day at their respective centres and were able to see how the day unfolded in other centres through videoconferencing facilitated by staff.

A COMMUNITY GARDEN AT CASSIDY LAKE

The Cassidy Lake residential treatment centre in New Brunswick has launched a joint community garden project with the District NI Lions. The garden will be located at the entrance of the long driveway leading youth to a place of hope where they can work on, among other things, becoming active and responsible members of their community. The Your Community Garden project will encourage youth to assume responsibilities by working together with community volunteers on planning, establishing and maintaining the garden. The work will extend throughout the seasons and involve numerous residents, staff and members of the community.

THE COMMUNITY OUTREACH PROGRAM IN ONTARIO

The Community Outreach Program is a collaborative initiative to change the trajectory of alarming trends of mental health and addiction affecting youth in Wellington County. The proposed program applies a therapeutic community inspired approach to an after school program, day program, family support groups, and Portage fellowship groups.

PORTAGE LAUNCHES A CAPITAL CAMPAIGN TO MEET YOUNG PEOPLE'S NEEDS

Portage is launching a \$2,500,000 capital campaign over three years to build a new wing adjacent to the existing adolescent building in Lac Écho, Prévost.

This expansion meets several needs. We will be able to welcome more new residents while creating space for a new program aimed at young adults aged 18 to 21. Portage will also be able to improve the quality of its services by grouping the therapy program, school program, and enrichment activities in one place. The current building dates to 1939 and needs a makeover to comply with recent Public Health requirements, among other things.

This new wing facing the lake will reflect the original architecture of other buildings, with windows all around allowing natural light to come in, which is an important therapy element. This new building will be in harmony with the surrounding countryside, which is beneficial to physical, mental, and emotional well-being. The official inauguration is scheduled for 2022.

PORTAGE ACROSS CANADA



VIRTUAL PORTAGE

2022February14OpenSessionFINAL_052

A DIGITAL SHIFT

The COVID-19 pandemic had a definite impact on the way Portage delivers some of its addiction treatment services. While all our residential centres remained open, some services such as family support and aftercare went digital.

The digital delivery mode is a great addition to Portage's service offering. Evaluations, admissions, support group meetings and schooling can all be conducted at a distance as we await a gradual return to normality.

The organization, which will soon celebrate its 50th anniversary, has never stopped evolving and innovating in order to respond to the needs of vulnerable populations.



982

Individual interventions and evaluations conducted by videoconference



7 663

Meetings conducted by videoconference



2 088 351

Minutes spent in a videoconference



44

Informational webinars conducted

THE YEAR IN NUMBERS



444

Adults helped in our Residential Centres



365

Youth helped in our Residential Centres



431

Participants helped in our Day Centres



598

Participants registered in our Aftercare Program



619

People assisted in employment reintegration



78

People in supervised apartments

RANKING OF MAIN SUBSTANCES DECLARED AT PORTAGE

34%



Cannabis

26%



Alcohol

19%



Cocaine

14%



Amphetamines and methamphetamine

Data for the period extending from April 1, 2020 to March 31, 2021

ACCREDITATION CANADA

ACCREDITATION

Accreditation is an ongoing quality improvement process that extends over a four-year cycle. In the last year of the cycle, an accreditation survey is conducted by a recognized, independent accrediting body to validate the relevance and quality of the organization's services, safety measures, governance and leadership. Portage is now in its fourth accreditation cycle with Accreditation Canada.

PREPARING FOR THE ACCREDITATION SURVEY

Portage is in its last year of the accreditation cycle, its centres having last been accredited by Accreditation Canada until December 2021. After discussions with our advisory team, the survey which was to take place in June 2021 was rescheduled to October 2021 due to the pandemic. The survey will be conducted in a hybrid mode; large discussion groups will be held virtually, while tracers will be conducted on site. Monthly meetings have been held throughout the year and mandatory survey questionnaires have been answered. Work groups in our various centres received daily support from our quality assurance manager. Audits will be conducted during summer 2021 in final preparation for the Accreditation Canada survey.



ATLANTIC

2022February14OpenSessionFINAL_054

CASSIDY WAY

The 2010 Strides for Success fundraiser with T4G's Future Focus Foundation culminated with the construction of the Recovery Trail at the Cassidy Lake site. The trail system, which features a cabin, a large fire pit, a large platform by the water, a 3.8 km path, and more, has been used for bicycling, running, walking, snowshoeing, group sessions, and celebratory gatherings at the cabin. With a generous contribution from the Estate of Murray and Marie Cassidy, the trails are being extended and will be added to with boardwalks, benches, and lighting.



Garth and Carol Christie (the family whose generous gift is making these new developments a reality) inaugurate a portion of the trail named, 'Cassidy Way'

RECOGNITION CEREMONY

For over 24 years, Portage Atlantic has recognized thousands of youth who have overcome their substance use issues, thanks to tailored programs and services. These youth have acquired the skills, tools, and confidence necessary to help them live positive lifestyles while making valuable contributions in their respective communities.

In the fall of 2020, the annual Recognition Ceremony took place on the grounds of Cassidy Lake. Due to Covid-19 restrictions, this ceremony differed from previous years and was limited to the youth being recognized, their families, and staff members. The culmination of hard work, pride, and appreciation radiated from each of the graduates as they received their recognition certificates.

On-site schooling is an integral part of the youth program at Portage's rehabilitation centres across Canada and is a big part of the rehabilitation treatment process. Further, Portage Atlantic youth who wish to attain further college, university, or trade degrees are all able to apply for Portage bursaries. Donors such as Ecclesiastical Insurance, the Lion Ron Evans Bursary Program, and a long-time anonymous donor make this possible.



EQUINE THERAPY PROGRAM

Thanks to an initial donation from The MacMurray Foundation, Portage Atlantic was able to saddle up for a therapeutic horseback riding program in 2019. The implementation of this all-season program for youth in residence at Cassidy Lake provides a stable and non-judgmental environment where youth build and improve relationships, establish boundaries and trust, and develop communication and self-awareness skills. This initiative for therapeutic wellness is also thanks to Cassidy Lake clinical staff member, Amber Parlee. An equestrian herself, Amber wanted to share her great love of horses with the youth so that they too could experience the many benefits of working alongside these majestic creatures. Horseback riding sessions take place at Mountain View Stables in Norton, and it is a form of therapy that Atlantic youth look forward to weekly.

DONORS

AMBASSADORS (\$50,000 - \$150,000)

Anonymous (bursary)

LEADERS (\$25,000 - \$49,999)

Danna Young
Ecclesiastical Insurance Office
Nashwaakasis Lions Club
New Brunswick Children's Foundation
The Sir James Dunn Foundation
The Windsor Foundation

PARTNERS (\$10,000 - \$24,999)

Frederickton Community Foundation
Regional Development Corporation
Dan Martell Family
Bob and Sandy Wright (in memory of Deirdre Wright)

BENEFACTORS (\$5,000 - \$9,999)

Irving Consumer Product Limited
JB Boone (in memory of Winnie Boone)
The McCain Foundation
United Commercial Travellers
Jack Kidd Council 755

FRIENDS (\$1,000 - \$4,999)

Adam Bender
BDQ Foods Limited
Brennan Farms Ltd
Dave and Gail Emmerson
Eastern Fence Limited
Fernand and Ghislaine Arsenault
Hunter River Lions
John and Pam Clark

Lockhart Foundation
The Louis and Roberto George Foundation
New Brunswick Masonic Charities and Housing
Pearce Winston
Peter and Daphne McCarthy
Robert Block
Roland MacNeil
Salisbury Lions Club
Sisters of Charity of the Immaculate Conception
Star-IT Systems
Sylvie Bourgeois
The Green Corner
The Home Depot Foundation
United Postal Service
Victor Wells

REGIONAL BOARD

Russell H.T. King, Chairman, Jill Durepos, Dave Emmerson, Ronald Evans, David Ferguson, Erin Flood, Wayne Gamble, Peter A. Howlett, Tammy Johnson, Frederic Laforge, Ronald Murray, Roderick Nolan, Bruce Northrup, Patricia Rogers, Frank Wilson, Brad Woodside, Rod Wright.

QUÉBEC

2022February14OpenSessionFINAL_055

SPECIAL 17th EDITION OF THE SOIRÉE DES GRANDS PHILANTHROPE

The Foundation team showed their creativity by successfully reinventing the Soirée des Grands Philanthropes, which received a fifth nomination in the "Best Fundraising Event" category at the Canadian Event Industry Awards. Indeed, safely from the comfort of their home, all 365 participants from the Montréal and Québec City Regions enjoyed a 5-course gourmet dinner, prepared by the Fairmont The Queen Elizabeth chefs in collaboration with the Fairmont Le Château Frontenac.

The Special 17th Edition paid tribute to all philanthropists who have supported the Portage cause for many years, and helped raise the net amount of \$1,350,000. We want to thank the co-chairs of the evening: Charles Emond from Caisse de dépôt et placement du Québec, Alain Lemaire from Cascades, and Louis Vachon from the National Bank - as well as the members of the Honorary Committee. This event was held under the unifying theme TOUS VERS L'AVENIR (LOOKING FORWARD TOGETHER). Despite these challenging times, this special 17th edition was a resounding success thanks to the generosity of several partners and collaborators.



Alain Lemaire, co-founder and executive chairman of the board, Cascades and co-chairman of the Soirée



François Olivier, president and chief executive officer, TC Transcontinental and member of the evening's honorary committee; **Isabelle Marcoux**, chairman of the board, TC Transcontinental



Jean Coutu, founder, Jean Coutu Group, **Marcelle Coutu**

A SURGE OF GENEROSITY FOR MOTHERS AND CHILDREN

The partnership between Valero Energy Foundation of Canada and Portage is not solely a financial agreement, but a human-based one. This partnership between both organizations is intended to strengthen the mother and child parental bond, and thus bring back the joy of being a mother.

This exceptional contribution makes it possible to provide fun and recreational weekend activities for mothers and their children during the program. A specialized educator oversees the planning and running of these long-awaited precious days.

We appreciate the generosity of Valero Energy Foundation of Canada which provides the necessary tools to these mothers and their children to look forward to a better future.

" Our sincere thanks to Guy Nadeau from Desjardins and André Roy from PMT ROY, for both accepting to continue presiding over the Montreal and Quebec City campaigns. Their leadership and enthusiasm are a motivating force for all members of the various committees, whose loyalty and generosity we are grateful for. This enduring solidarity allows Portage to achieve its goals and continue its mission, even in these trying times. "



DONORS HONOUR ROLL

2022 February 14 Open Session FINAL_056

BUILDERS (\$250,000 and more)

Fiducie Famille Chagnon

AMBASSADORS (\$50,000 - \$249,999)

Banque Nationale
Bell
Caisse de dépôt et placement du Québec
Cascades
CGI
Cogeco inc.
Desjardins
Fondation J.A. DeSève
Fondation Marcelle et Jean Coutu
Hydro-Québec
Sun Life Québec

LEADERS (25 000 \$ - 49 999 \$)

Alimentation Couche-Tard inc.
Corporation Jamp Pharma
Fint Group
Fondation Énergie Valero du Canada
Groupe Canam inc.
iA Groupe financier
Marchés mondiaux CIBC inc.
Power Corporation du Canada
TC Transcontinental

PARTNERS (\$10,000 - \$24,999)

Air Canada
BCF Avocats d'affaires
Beneva (née du regroupement de La Capitale et SSQ Assurance)
Biron Groupe Santé
Bombardier Produits Récréatifs inc.
Club Rotary de Québec-Charlesbourg
CN
Cormier, Michelle
Corporation Fiera Capital
Cossette Communication inc.
Deloitte
Dentons Canada
d'Eschambault, Roger
Énergie Valero inc.
Estridev
Fondation de la Famille George Hogg
Fondation Famille Lupien
Fondation Famille Mongeau
Fondation Hylcan

Fondation Québec Philanthrope
Fondation RBC
Garaga inc.
GDI Services aux Immeubles
Gestion d'actifs Burgundy
Gestion Thap inc.
Groupe Canimex
Groupe Duval Auto
Groupe Geloso
Groupe Stingray inc.
Groupe TELUS
Kaufmann, Charles
KPMG
La Presse
Little, Tom et Sutherland, Ann
Manuvie Québec
McCarthy Tétrault
Metro inc.
Moison, Julie
Montreal Gazette
Normandin Beoudry
Partage-Action de l'Ouest-de-l'Île
Partenaires pour la réussite éducative dans les Laurentides
PMT ROY Assurances et services financiers
Pomerleau
Private Brands Consortium (PBC) inc.
Produits forestiers Résolu
R21 inc.
Royer, Raymond et Denis, France
Sanimax
Sœurs de la Charité de Québec
Stikeman Elliott
TC Transcontinental
TFI International

BENEFACTORS (\$5 000 - \$9 999)

Barralex inc.
Cabana Séguin inc.
CAE inc.
Énergir
Excavation Marcel Beaulieu inc.
Fairmont Le Reine Elizabeth
Fosken
Fondation Claude Gagliardi - C'est beau la vie
Fonds Fondation Paul-A. Fournier
Fonds Philanthropique Famille Denise et-Alban-D'Amours
Groupe Asselin Lévesque - Valeurs mobilières Desjardins
Héroux-Devtek
Hôtel Le Bristol Paris
Industries Lassonde inc.
Lallemant inc.

Lefebvre Gilles
Lemay, Louise
Loran Technologies et services-conseils
Marchand, Jacques
Montorson Holdings Ltd.
Picory, Francis et Lafond, Irène
PwC
Rogers Communications inc.
St-Denis Thompson
Sylvestre, Jr, Jacques
Télesystème Ltée
Thabet, Pierre
Xerox Canada

FRIENDS (\$1,000 - \$4,999)

Acier AGF inc.
Administration portuaire de Montréal
Aéroports de Montréal
Aon Canada
Association de la Construction du Québec - Région de Québec
Auberge Saint-Antoine
Beauchamp, Luc
Beauchamp, Sylvain
Bouchard, Claude
Canderel
Chiara, Vincent
Clinique de l'auto Higgins inc.
Club Laval-sur-le-Lac
DBA Clever Endeavour Games
del Buey, Philip
Deschênes, Luc
Dumont, André
EGR inc.
Epsilon Concept inc.
Équipe Logan
EY
Fairmont Château Laurier
Fairmont Le Château Frontenac
Fondation de la Corporation des Concessionnaires d'automobiles de Montréal
Fondation de la Famille Birks
Fondation de la Famille Morris et Rosalind Goodman
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Fondation Denise Dagenais
Fondation Desjardins
Fondation Famille Bina et Leonard Ellen
Fondation Famille Piché
Fondation Frontenac
Fondation Hay
Fondation Macdonald Stewart
Fondation Madeleine et Jean-Paul Tardif
Fondation Normand Brie
Fondation Suzanne et Claude Rouleau
Gespro
Gestion Privée Desjardins
Giguère, Sylvie
Groupe BOD inc.
Groupe Germain
Henrichon, Julie et Goulet, Richard

Holt Renfrew Ogilvy
Houle, Marie-Josée
HJB International Québec limitée
Intact Assurance
Krupa, Jean-Marc
Kuhl, Tricia
Lambert Sornec
Le Cabinet de relations publiques NATIONAL
Leahy, Brian
Lefebvre, Stéphane
Lemaire, Alain
Lengvari Jr, George Francis
Les Augustines du Monastère Saint-Augustin
Les Entreprises PA Électrique inc.
Les Pros de la Photo (Québec) Inc.
Liebel-Flarshem Canada inc.
Luminet Solutions
Macpek inc.
Martin, Nelson
Mayrand, Richard
McGregor, Maurice
Ménard, Pierre-Yves
Mintz, Gary
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The Benevity Community Impact Fund
Vidéotron Service Affaires
Vilder, Sébastien

ONTARIO

2022February14OpenSessionFINAL_057

BUNKER HOUSE PROJECT

When the province declared an emergency due to the pandemic in mid March, it imposed an indefinite pause to services provided by social service agencies everywhere -including Portage. However, only weeks later, Portage resumed its services by incorporating innovative measures; counselling about the pandemic to calm young minds, videoconferencing for residents to meet their families regularly, online schooling for residents and a modified admissions protocol using standalone mobile bunker houses to allow new admissions to isolate for 14 days before being safely assimilated with the main community. Aftercare therapy sessions were quickly resumed using videoconferencing.

Of all these actions, the arrival of the bunker houses at the Centre caused the most excitement among the residents, affectionately earning these measures the name "Bunker House Project". Word of the Bunker House Project quickly spread to local health authorities who promoted the model to other agencies, and to local community who rallied to help raise \$80,000 to support it.



PEDAL FOR PORTAGE

Due to public health restrictions, the third Pedal for Portage event was conducted virtually from September 14 to September 20, 2020. Since its inception, the event has raised over \$185,000 towards programs for youth with substance dependencies at the Elora Centre.

A heartfelt thank you to Nicholas Bachinski of the organizing committee.



NEW PARTNERSHIPS

Portage Ontario is pleased to announce two new partnerships established this year; Family foundation, The Tenaquip Foundation, and ivari, one of Canada's leading individual life insurance providers.

Confronted with the global pandemic, nimble individual and institutional philanthropic support is helping flatten the curve and address the inequities the crisis will exacerbate over the long term.

Portage Ontario is grateful for such invaluable empowerment by our supporters.



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ECHO Foundation
Harold E. Ballard Foundation (The)

PARTNERS (\$10,000 - \$24,999)

C.B. Powell Foundation
Cristina Mary Henonie Trust: for Scottish and Canadian Charities (The)
Guelph Community Foundation (The)
ivari
Tenaquip Foundation (The)

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Rotary Club of Guelph South Charitable Foundation Inc
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Todd Nishimura
United Way Guelph Wellington Dufferin

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2022 February 14 Open Session FINAL_058

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Secretary-General

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FINANCIAL STATEMENTS

2022February14OpenSessionFINAL_059

Centre d'accueil le Programme de Portage Inc.
Summary statement of revenue and expenses
For the period ended March 31, 2021

Deloitte

Deloitte LLP
La Tour Deloitte
1190 Avenue des
Canadaiens-de-Montréal
Suite 500
Montréal QC H3B 0M7
Canada

Tel: 514-393-7115
Fax: 514-390-8118
www.deloitte.ca

Report of the Independent Auditor on the Summary Financial Statements

To the Directors of
Centre d'accueil le Programme de Portage Inc.
The Portage Program for Drug Dependencies Inc.
The Portage Foundation

Opinion

The summary financial statements, which comprise the summary statements of financial position as at March 31, 2021, and the summary statements of revenue and expenses for the year then ended, are derived from the audited financial statements of Centre d'accueil le Programme de Portage Inc., The Portage Program for Drug Dependencies Inc. and The Portage Foundation (the "Organizations") for the year ended March 31, 2021.

In our opinion, the accompanying summary financial statements are a fair summary of the audited financial statements in accordance with the following criterion: Issuing summary financial statements, which are consistent with the audited financial statements, into an appropriate level of grouping, in such a way that the financial statements are not misleading in the circumstances, without including the notes to the financial statements.

Summary Financial Statements

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements and the independent auditor's report thereon, therefore, is not a substitute for reading the Organizations' audited financial statements and the independent auditor's reports thereon.

The Audited Financial Statements and Our Reports Thereon

In our reports dated June 21, 2021, we expressed unqualified audit opinions on the audited financial statements.

Management's Responsibility for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements in accordance with the above criterion.

Auditor's Responsibility

Our responsibility is to express an opinion on whether the summary financial statements are a fair summary of the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, *Engagements to Report on Summary Financial Statements*.

Deloitte LLP

June 21, 2021

¹ CPA auditor, CA, public accountancy permit No. A125668

	2021	2020
	\$	\$
Revenue		
Government programs	15,744,088	14,167,557
Donations from The Portage Foundation	1,197,453	1,177,350
Amortization of deferred grants related to fixed assets	24,178	50,508
Other	284,754	244,989
	17,250,473	15,640,404
Expenses		
Clinical services	11,343,241	9,896,943
Support services	4,312,704	4,132,413
Administration	1,622,852	1,631,985
Doubtful accounts	2,141	7,613
Amortization of fixed assets	28,152	56,211
	17,309,090	15,725,165
Deficiency of revenue over expenses	(58,617)	(84,761)

Centre d'accueil le Programme de Portage Inc.
Summary statement of financial position
As at March 31, 2021

	2021	2020
	\$	\$
Assets		
Current assets		
Cash	—	146,625
Accounts receivable	2,599,623	2,157,861
Prepaid expenses	55,452	57,116
	2,655,075	2,361,602
Loan receivable from The Portage Foundation	202,111	200,948
Fixed assets	251,050	280,202
	3,109,236	2,842,752
Liabilities		
Current liabilities		
Bank overdraft	118,800	—
Accounts payable and accrued liabilities	2,051,975	1,821,495
	2,170,775	1,821,495
Deferred grants related to fixed assets	217,603	241,782
	2,388,378	2,063,277
Net assets		
Invested in fixed assets	34,447	38,420
Unrestricted	686,411	741,055
	720,858	779,475
	3,109,236	2,842,752

Approved by the Board

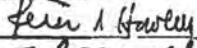

François Hamelin, Director
A. Levesque, Director

The Portage Program for Drug Dependences Inc.
 Summary statement of revenue and expenses
 Year ended March 31, 2021

	2021	2020
	\$	\$
Revenue		
Government programs	6,911,223	6,526,592
Services	1,825,962	2,078,301
Donations from The Portage Foundation	1,146,955	530,192
Amortization of deferred contributions related to fixed assets	3,558	4,447
Amortization of deferred grants related to fixed assets	35,280	35,280
Other	32,599	49,529
	<u>9,954,577</u>	<u>9,224,341</u>
Expenses		
Clinical services	5,494,988	5,349,181
Support services	2,293,924	1,884,106
Service costs - programs	2,263,598	2,172,895
Administration	476,020	500,002
Doubtful accounts	12,397	7,478
Amortization of fixed assets	48,399	46,259
	<u>10,989,326</u>	<u>9,959,921</u>
Deficiency of revenue over expenses	(634,749)	(735,580)

The Portage Program for Drug Dependences Inc.
 Summary statement of financial position
 As at March 31, 2021

	2021	2020
	\$	\$
Assets		
Current assets		
Cash	6,284	-
Accounts receivable	419,667	445,124
Prepaid expenses	35,544	48,279
	<u>461,465</u>	<u>493,403</u>
Fixed assets	<u>139,767</u>	<u>143,559</u>
	<u>601,232</u>	<u>636,962</u>
Liabilities		
Current liabilities		
Bank overdraft	-	13,293
Bank loan	-	215,000
Accounts payable and accrued liabilities	2,956,577	2,093,153
Deferred revenue	37,101	34,375
	<u>2,993,678</u>	<u>2,355,821</u>
Deferred contributions related to fixed assets	14,233	17,791
Deferred grants related to fixed assets	56,675	91,555
	<u>3,064,586</u>	<u>2,465,167</u>
Net assets deficiency		
Invested in fixed assets	68,859	33,813
Unrestricted	(2,532,213)	(1,862,418)
	<u>(2,463,354)</u>	<u>(1,828,605)</u>
	<u>601,232</u>	<u>636,962</u>

Approved by the Board
 Director
 Director

The Portage Foundation

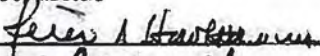

Summary statement of revenue and expenses
 Year ended March 31, 2021

	2021			2020
	Operating Fund	Fixed Assets Fund	Restricted Fund	Total
	\$	\$	\$	\$
Revenue				
Special events	-	-	1,495,855	1,495,855
Contributions	-	-	1,685,280	1,685,280
Rent	-	-	1,712,093	1,712,093
Investment income	180,046	-	-	180,046
Unrealized and realized gain on investments	672,526	-	-	672,526
Gifts in kind	-	-	117,527	117,527
Amortization of deferred grants related to fixed assets	-	312,659	-	312,659
Amortization of deferred contributions related to fixed assets	-	111,655	-	111,655
Gain on disposal of fixed assets	-	-	-	-
Miscellaneous	7,781	-	4,181	11,962
	<u>860,353</u>	<u>424,314</u>	<u>5,014,936</u>	<u>6,299,603</u>
Expenses				
Contributions	-	-	2,343,402	2,343,402
Salaries and fringe benefits	73,022	-	708,032	781,054
Unrealized and realized losses on investments	-	-	-	-
Other expenses	122,805	-	477,754	600,559
Interest on long-term debt	-	50,375	-	50,375
Amortization of fixed assets	-	1,048,817	-	1,048,817
	<u>195,827</u>	<u>1,099,192</u>	<u>3,529,188</u>	<u>4,824,207</u>
Excess (deficiency) of revenue over expenses	664,526	(674,878)	1,485,748	1,475,396

The Portage Foundation
Summary statement of financial position
As at March 31, 2021

	2021	2020
	\$	\$
Assets		
Current assets		
Cash	472,931	219,118
Accounts receivable	540,530	167,427
Prepaid expenses	6,727	8,297
	1,020,188	394,842
Advance to Les habitations communautaires Portage II, non-interest-bearing and without specific terms of repayment	—	75,000
Investments	9,890,179	9,137,349
Fixed assets	12,491,958	12,387,463
	23,402,325	21,994,654
Liabilities		
Current liabilities		
Bank overdraft	305,000	—
Accounts payable and accrued liabilities	214,034	267,738
Deferred revenue	83,743	118,228
Current portion of long-term debt	705,584	353,358
Current portion of obligation under capital lease	183,437	—
	1,491,798	739,324
Loan payable to Centre d'accueil le Programme de Portage Inc.	202,111	200,948
Long-term debt	580,952	1,286,462
Obligation under capital lease	282,212	—
Deferred grants related to fixed assets	3,125,151	3,437,810
Deferred contributions related to fixed assets	2,198,333	2,283,738
	7,880,557	7,948,282
Fund balances		
Operating Fund	2,653,043	2,165,364
Fixed Assets Fund	5,193,364	4,689,454
Restricted Fund	7,675,361	7,191,554
	15,521,768	14,046,372
	23,402,325	21,994,654

Approved by the Board

 Director
 Director

OUR ADDRESSES

QUÉBEC

Head Office

865, Richmond Square
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info@portage.ca
fondation@portage.ca

Mother and Child

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Tel: 514-939-0202
info_me@portage.ca

Mentally ill Chemical Abusers (MICA)

865, Richmond Square
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Tel: 514-935-3431
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Residential Centre for Adults - Prévost

1790, ch. du Lac Écho
Prévost, QC J0R 1T0
Tel: 450-224-2944
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ATLANTIC

Residential Centre for Adolescents

1275 Route 865
Cassidy Lake, NB E4E 5Y6
Tel: 506-839-1200
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Portage Atlantic

390, King Street
Suite 204
Fredericton, NB E3B 1E3
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atlanticfoundation@portage.ca

Day Centre Montréal

1640, rue Saint-Antoine Ouest
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Residential Centre for Adolescents - Prévost

1790, ch. du Lac Écho
Prévost, QC J0R 1T0
Tel: 450-224-2944
info_adomtl@portage.ca

Residential Centre for Anglophone Youth

1795, ch. du Lac Écho
Prévost, QC J0R 1T0
Tel: 514-694-9894
info_adowj@portage.ca

Residential Centre for Adolescents - Saint-Malachie

244, ch. de la Montagne
Saint-Malachie, QC G0R 3N0
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ONTARIO

Residential Centre for Adolescents

6681, Irvine Street
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Portage Ontario

155, University Avenue
Suite 720
Toronto, ON M5H 3B7
Tel: 416-531-1333
ontariofoundation@portage.ca

Day Centre Québec

150, rue Saint-Joseph Est
Québec, QC G1K 3A7
Tel: 418-524-0320
info_qc@portage.ca

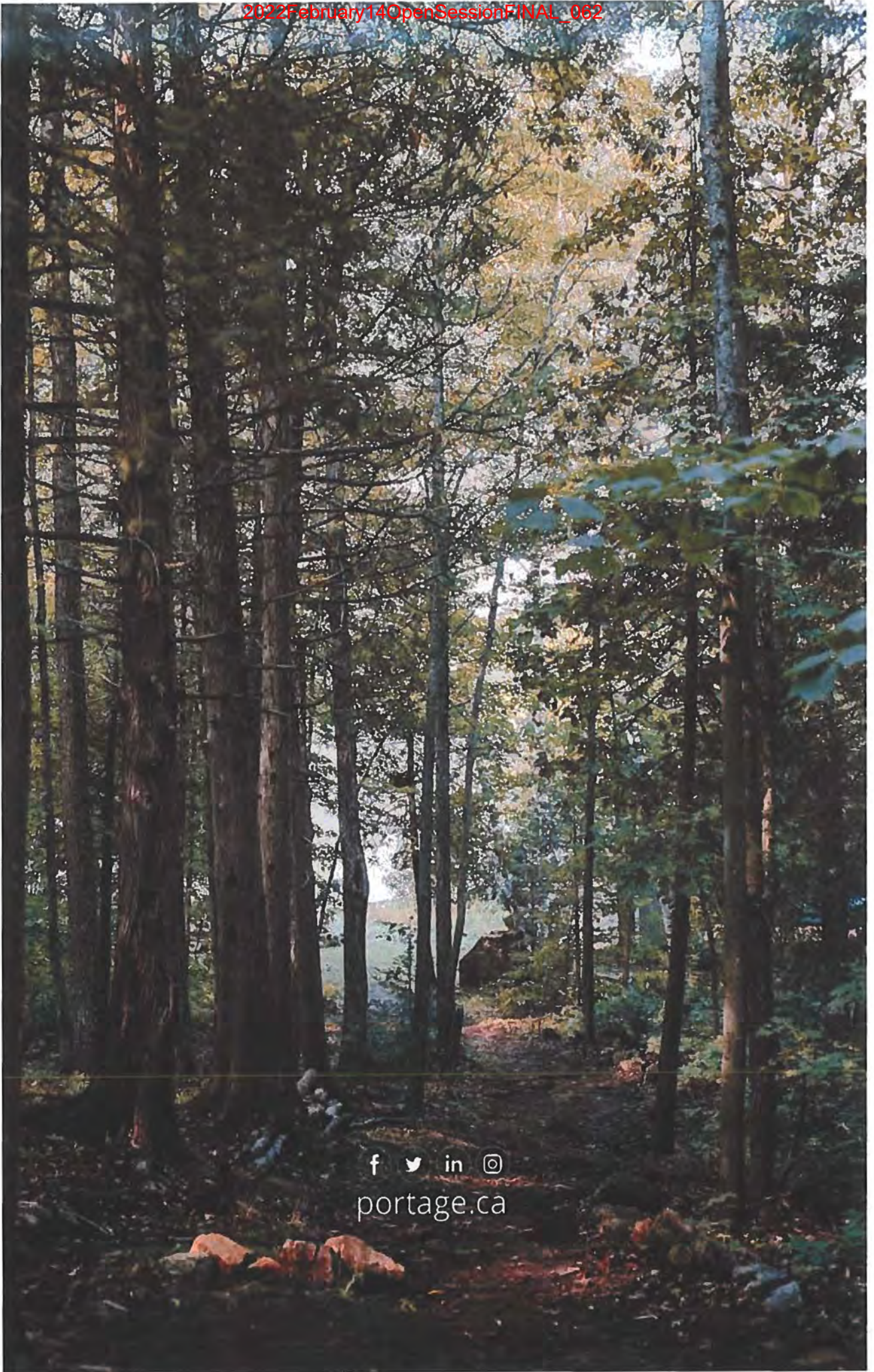
Employment Reintegration Québec

150, rue Saint-Joseph Est
Québec, QC G1K 3A7
Tel: 418-524-0320
info_qc@portage.ca

MIRE (Employment Reintegration)

2187, rue Larivière
Montréal, QC H2K 1P5
Tel: 514-598-7474
dstange@projetmire.com





f t in @
portage.ca

RENFORTH BOAT CLUB

17th January, 2022

Mayor, Town of Rothesay

Dear Mrs. Grant,

I must apologise for the late response to your correspondence in June to Rheel Guimond reminding us of the towns continuing interest and support of the Renforth Boat Club. Your message reminded us that we had dropped the ball, and as a result created a lot of discussion from our members at our monthly meetings ever since. Thankyou for re-establishing the dialog.

We have concluded that some time in the near future some major renovations will be needed to our clubhouse and possibly relocating it on the premises, and also restoring and extending the sea wall to prevent further freshet erosion. In order for us to plan a major project, such undertakings will have to fit in with the Towns future plans for the north side of the wharf. If there is any information to share regarding such plans, we will be more than happy to discuss them with you. So, the consensus for the short term is to maintain status quo.

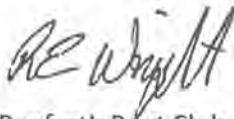
I'm proud to say 2021 marked the Renforth Boat Clubs 50th anniversary. Thanks to the Town of Rothesay's improvements and upgrades over recent years to the Renforth water front, play ground, wharf and boat ramp etc., which has provided the public a great facility to access the Kennebecasis River for both winter and summer activities, our club membership has risen to the maximum for our limited yard storage. The number of moorings in the harbor for both members and non-members has grown vastly compared to the small handful 30 to 50 years ago.

The Renforth Boat Club has taken the responsibility to control the layout of the mooring field for our members and also for non members in order to maintain clear boater access to the wharf and boat ramp and also to provide our friends at the Rowing Cub adequate open river access for their members. The Renforth Boat Club has also played a large role in support of the recent Dragon Boat events by laying and maintaining the courses and providing our facilities to the Dragon Boat Race committee.

On behalf of the members Renforth Boat Club I wish to thank the Town of Rothesay for your ongoing support over the years and we hope to continue to be a part of your future plan for the area. As always, we are more than happy to offer any assistance and support you may need for any further events or services in the Renforth bay area.

Regards,

Rick Wright



Commodore, Renforth Boat Club.



Memo Note

Local Government and Local Governance Reform /
Gouvernements locaux et de la Réforme de la gouvernance locale
P.O. Box/C.P. 6000
Fredericton, NB E3B 5H1
Tel / Tél. (506) 453-3256

Date : January 18, 2022 / Le 18 janvier 2022

To/Dest. : Brittany Merrifield, Chair, Fundy Regional Service Commission / Présidente,
Commission de services régionaux de Fundy
Marc Macleod, Executive Director, Fundy Regional Service Commission / Directeur
général, Commission de services régionaux de Fundy

Copy/Copie: Board Members (Fundy Regional Service Commission) / Membres du conseil
d'administration (Commission de services régionaux de Fundy)
Members of Council (Fundy Regional Service Commission) / Membres du conseil
(Commission de services régionaux de Fundy)
Members of Local Service District (LSD) Advisory Committees (Fundy Regional
Service Commission) / Membres des comités consultatifs des districts de services
locaux (DSL) (Commission de services régionaux de Fundy)
Terry Keating, Local Services Manager / Gestionnaire des services locaux
Wayne Tallon, Transition Facilitator / Facilitateur de la transition

From/Exp. : Ryan Donaghy, Acting Deputy Minister, Local Government and Local Governance
Reform / Sous-ministre par intérim, Gouvernements locaux et de la Réforme de la
gouvernance locale

Subject/Objet: **Regional Collaboration Implementation – Transition Facilitators / Mise en
oeuvre de la collaboration régionale – Facilitateurs/facilitatrices de la
transition**

As you are aware, it is a priority of the Government of New Brunswick (GNB) to pursue local governance reform. A detailed description of the process and associated timelines are available on our website at: www.gnb.ca/VibrantNB.

The modernization of New Brunswick's local governance system reached a significant milestone with the release of the government's white paper: [Working together for vibrant and sustainable communities](#) in November 2021. The department subsequently received

Comme vous le savez, la poursuite de la réforme de la gouvernance locale est une priorité du Gouvernement du Nouveau-Brunswick (GNB). Une description détaillée du processus et des échéanciers est disponible sur notre site web : www.gnb.ca/NBdynamique.

La modernisation du système de gouvernance locale du Nouveau-Brunswick a franchi une étape importante avec la publication en novembre 2021 du livre blanc du gouvernement : [Unir nos efforts pour bâtir des communautés dynamiques et viables](#). Le ministère a ensuite reçu des

feedback from residents, stakeholders and community leaders. As a result of this feedback, some [adjustments](#) were made in late December 2021 to the proposed restructuring plans if they improved the plan and were consistent with the vision and direction that were considered as part of the strategic restructuring project.

Transition and Implementation

Restructuring at the local and regional levels will be led and supported by the provincial government. The implementation of local and regional structural reform will be divided into “restructuring projects” that will be led by various appointed transition facilitators.

The transition facilitators’ primary purpose is to work alongside new local governments and RSCs in their transition phase. To achieve this, they will need to inspire and motivate change, as well as lead tactical initiatives such as:

- familiarizing their teams and others with new enabling legislation and regulations;
- developing options and best practices for new councils and setting boundaries;
- presenting options and best practices to support the establishment of different tax rates in local governments;
- supporting local governments in preparing for municipal elections;
- leading the staffing of local governments and RSCs executive positions;
- preparing preliminary budgets, and
- working with community representatives to determine the new legal name and type of local government.

commentaires des résidents, des parties prenantes et des leaders communautaires. À la suite de ces commentaires, certains [ajustements](#) ont été apportés en fin décembre 2021 aux plans de restructuration proposés s'ils amélioreraient le plan et s'ils étaient conformes à la vision et à l'orientation qui ont été envisagées dans le cadre du projet de restructuration stratégique.

Transition et mise en oeuvre

La restructuration aux niveaux local et régional sera dirigée et soutenue par le gouvernement provincial. La mise en œuvre de réformes structurelles locales et régionales sera divisée en "projets de restructuration" qui seront confiés à divers facilitateurs/facilitatrices de la transition désignés.

L'objectif principal des facilitateurs/facilitatrices de la transition est de travailler avec les nouveaux gouvernements locaux et les CSR dans leur phase de transition. Pour atteindre cet objectif, ils devront inspirer et motiver le changement, ainsi que mener des initiatives tactiques telles que :

- familiariser leurs équipes et les autres acteurs avec les nouvelles lois habilitantes et règlements;
- élaborer des options et des pratiques exemplaires pour les nouveaux conseils et établir les limites municipales;
- présenter les options et les pratiques exemplaires pour faciliter l'établissement de différents taux d'imposition dans les gouvernements locaux;
- appuyer les gouvernements locaux dans leurs préparation aux élections municipales;
- diriger le recrutement pour les postes de direction des gouvernements locaux et des CSR;
- préparer les budgets préliminaires; et
- travailler avec les représentants communautaires afin d'établir le nom légal et le type de gouvernement local.

The RSC structure will be improved and strengthened through changes and actions that will include:

- expanding the role and mandate of the commissions to include numerous initiatives such as economic and community development, regional tourism promotion, regional transportation and cost-sharing on recreational facilities. In addition, the regional service commissions in the Southeast, Fundy and Capital regions will also work with partners to fund service delivery in the areas of homelessness, poverty reduction and mental health;
- facilitating improved co-ordination including adjusted representation and voting processes;
- re-aligning boundaries;
- enhancing leadership capacity by expanding the executive team;
- requiring the development of a comprehensive regional strategy that will identify strengths and gaps, and establish priorities and actions, and
- establishing standards and performance measures.

We are pleased to advise you that the transition facilitator for your restructuring project is **Wayne Tallon**.

Mr. Tallon will be in contact with you within the next few days to introduce himself and to work with you to establish a committee that will help all parties work toward the full and effective transition to new entities by January 1, 2023. He will adopt an outcomes-based approach, ensure that milestones are met, and report effectively on progress.

La structure des CSR sera améliorée et renforcée par des changements et des actions qui comprendront :

- élargir le rôle et le mandat des commissions pour inclure de nombreuses initiatives telles que le développement économique et communautaire, la promotion du tourisme régional, le transport régional et le partage des coûts des installations récréatives. De plus, les commissions de services régionaux dans le sud-est, Fundy, et région de la capitale travailleront également avec des partenaires pour financer la prestation de services dans les domaines de l'itinérance, de la réduction de la pauvreté, et de la santé mentale;
- faciliter une meilleure coordination, y compris des processus de représentation et de vote ajustés;
- ajuster les limites géographiques.
- améliorer la capacité de leadership en élargissant l'équipe de direction;
- exiger l'élaboration d'une stratégie régionale globale visant à identifier les forces et les lacunes, et à établir des priorités et des actions; et
- établir des normes et des mesures du rendement.

Nous avons le plaisir de vous informer que le facilitateur de la transition pour votre projet de restructuration est **Wayne Tallon**.

M. Tallon prendra contact avec vous dans les prochains jours afin de se présenter et travailler avec vous à l'établissement d'un comité qui aidera toutes les parties à œuvrer à la transition complète et efficace vers de nouvelles entités d'ici le 1er janvier 2023. Il adoptera une approche axée sur les résultats, veillera à ce que les jalons soient respectés et rendra compte efficacement des progrès accomplis.

Please share this information with your board members. We thank you for your collaboration in supporting and undertaking this phase of local governance reform.

Veillez partager cette information avec vos membres du conseil d'administration. Nous vous remercions de votre collaboration pour soutenir et entreprendre cette phase de la réforme de la gouvernance locale.

Sincerely,

Cordialement,

(Original signed by / Original signé par)

Ryan Donaghy
Acting Deputy Minister, Local Government and Local Governance Reform /
Sous-ministre par intérim, Gouvernements locaux et de la Réforme de la gouvernance locale

Liz Hazlett

From: Liz Hazlett
Sent: January 26, 2022 9:55 AM
To: Liz Hazlett
Subject: FW: Point Lepreau Generating Licence Application Process and Public Hearings
Attachments: Dec 2 2021 GBW R SJ Q.pdf

From: Duguay, Kathleen <KDuguay@nbpower.com>
Sent: Wednesday, January 26, 2022 12:13:42 AM
To: Donna.reardon@saintjohn.ca <Donna.reardon@saintjohn.ca>; eohara@quispamsis.ca <eohara@quispamsis.ca>; nancygrant@rothesay.ca <nancygrant@rothesay.ca>; mayormerrifield@towngbw.ca <mayormerrifield@towngbw.ca>; JohnJarvie@rothesay.ca <JohnJarvie@rothesay.ca>; nancygrant@rothesay.ca <nancygrant@rothesay.ca>
Cc: Scott, W. Robert <WRScott@nbpower.com>
Subject: Point Lepreau Generating Licence Application Process and Public Hearings

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Good evening

Hope you are all doing well during these challenging times of COVID-19.

It was a pleasure meeting you. We appreciate the time you took to meet with us. We hope that the information and presentation on the licence renewal and Station operations activities that we provided you was informative (presentation attached). The questions and feedback that you shared with us were very helpful.

Since that time, we have conducted stakeholders' meetings, Council meetings, media briefings and a webinar (link to webinar – <https://www.nbpower.com/en/about-us/regulatory/nuclear/licence-renewal-2022/>)

As a reminder, the Canadian Nuclear Safety Commission (CNSC) will be hosting a two-part public hearings.

- **January 26, 2022 (10 AM to 1 PM) - Part 1 of the hearing.** (virtual)

To watch the hearing live: <http://www.nuclearsafety.gc.ca/eng/the-commission/webcasts/index.cfm>

2022 February 14 Open Session - FINAL 069
Link to the presentation that Point Lepreau Staff will be delivering at the Part 1 Hearing – January 26, 2022. <https://www.nuclearsafety.gc.ca/eng/the-commission/hearings/cmd/pdf/CMD22/CMD22-H2-1A.pdf>

- **May 11 and 12, 2022 – Part 2 of the hearing.** During Part 2, registered intervenors have the opportunity to make presentations in oral or in writing to the CNSC Commission.

The CNSC conducts an open and transparent process when considering applications from licensees. Public participation is an important part of the process and the CNSC values input from members of the public.

We would appreciate your support in the upcoming Part 2 of licensing process. The deadline for submissions is March 28, 2022. It is expected that the details on how to participate will be made available on the CNSC website over the next few weeks. Once available, we will provide you the links and details as well as any assistance that you may need if you choose to participate.

Additional engagement activities will take place over the next few months and we will keep you informed.

If you have any questions, please do not hesitate to contact us at any time.

Regards,

Kathleen Duguay
Manager, Community Affairs and Nuclear Regulatory Protocol
(506) 647 8057

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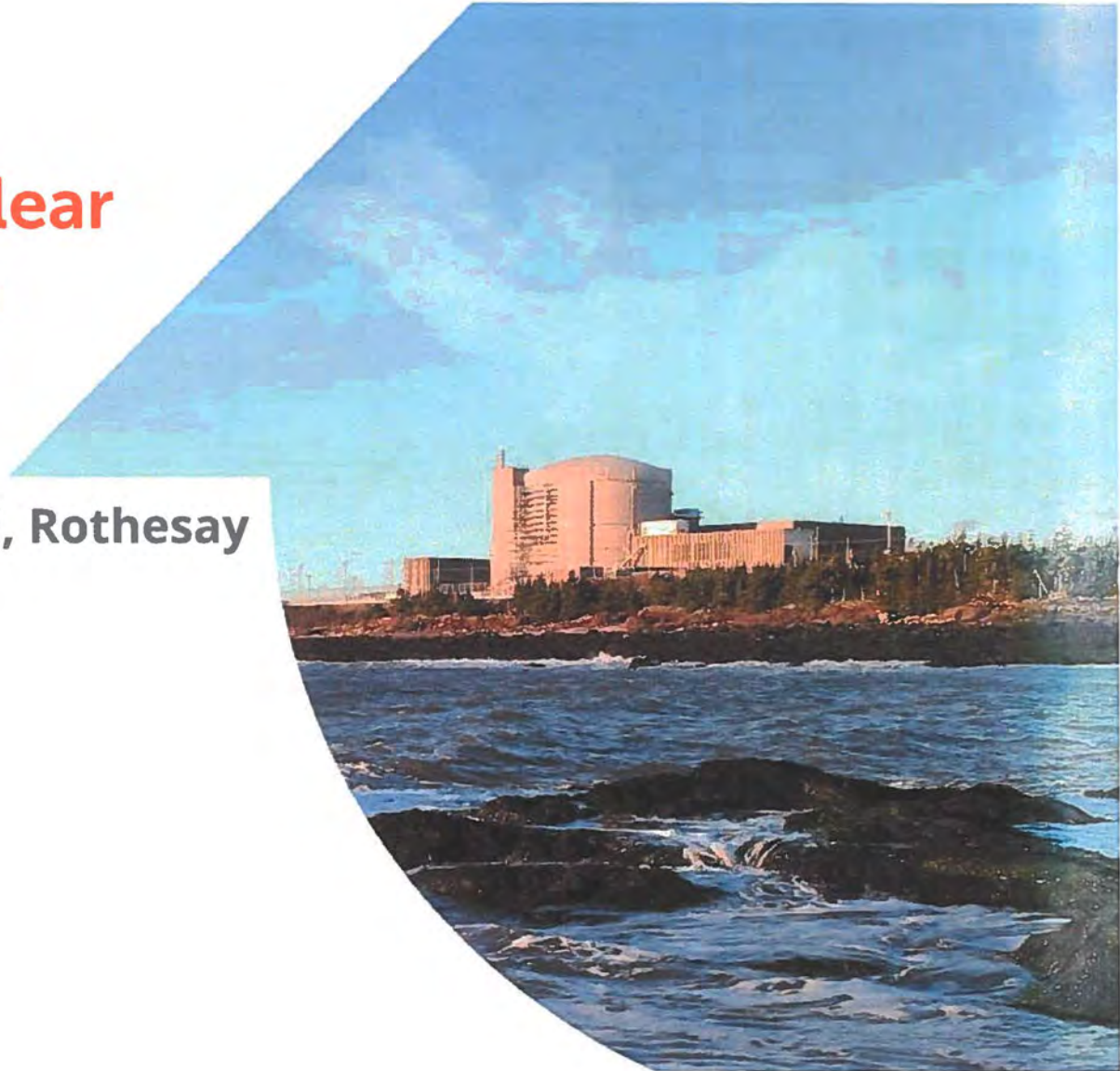
Le présent courriel (y compris toute pièce jointe) s'adresse uniquement à son destinataire, qu'il soit une personne ou un organisme, et pourrait comporter des renseignements privilégiés ou confidentiels. Si vous n'êtes

Point Lepreau Nuclear Generating Station

**Town of Grand Bay-Westfield, Rothesay
Saint John & Quispamsis**

Mayor and Council

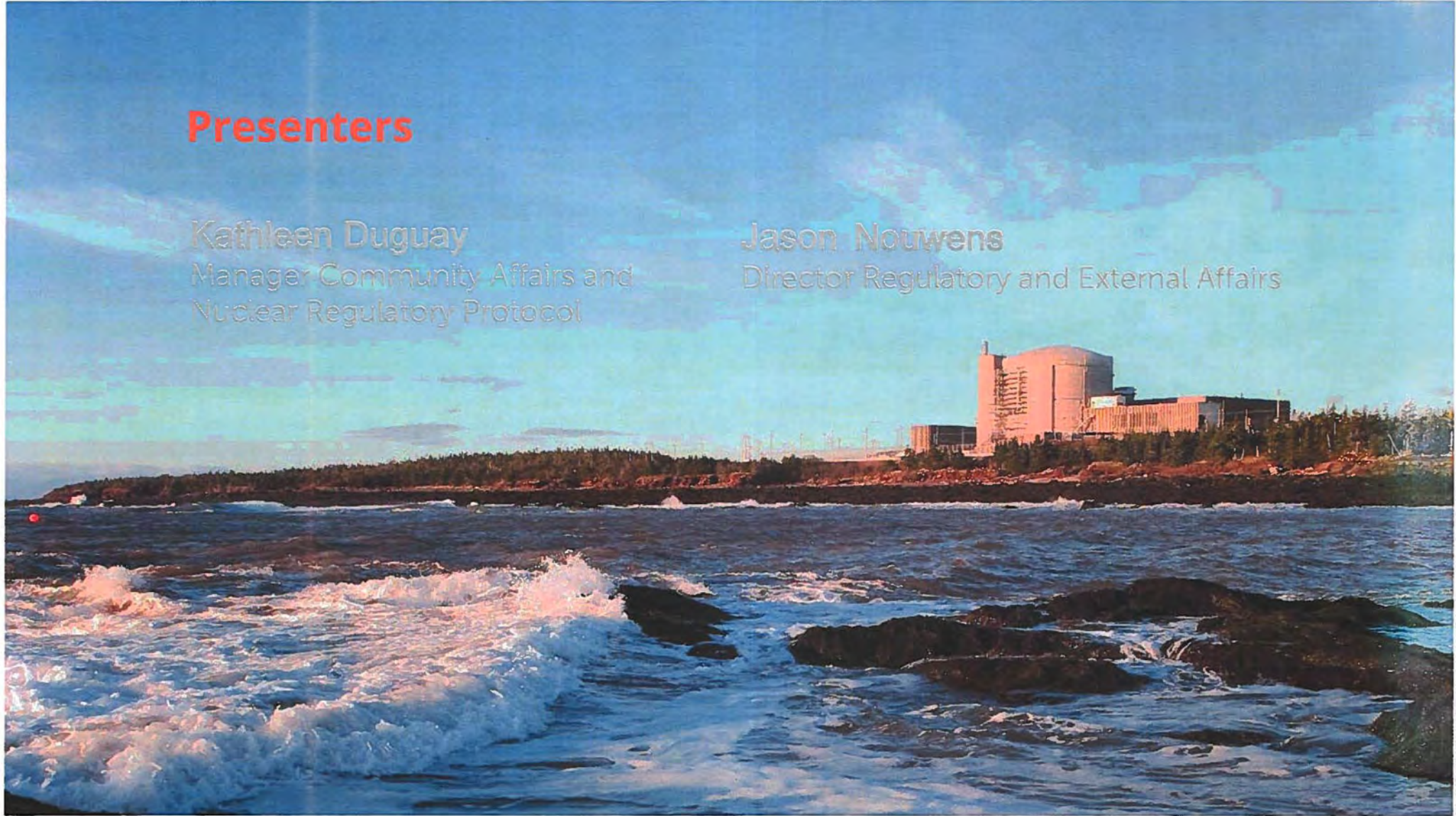
December 2, 2021



Presenters

Kathleen Duguay
Manager Community Affairs and
Nuclear Regulatory Protocol

Jason Nouwens
Director Regulatory and External Affairs



Presentation Outline

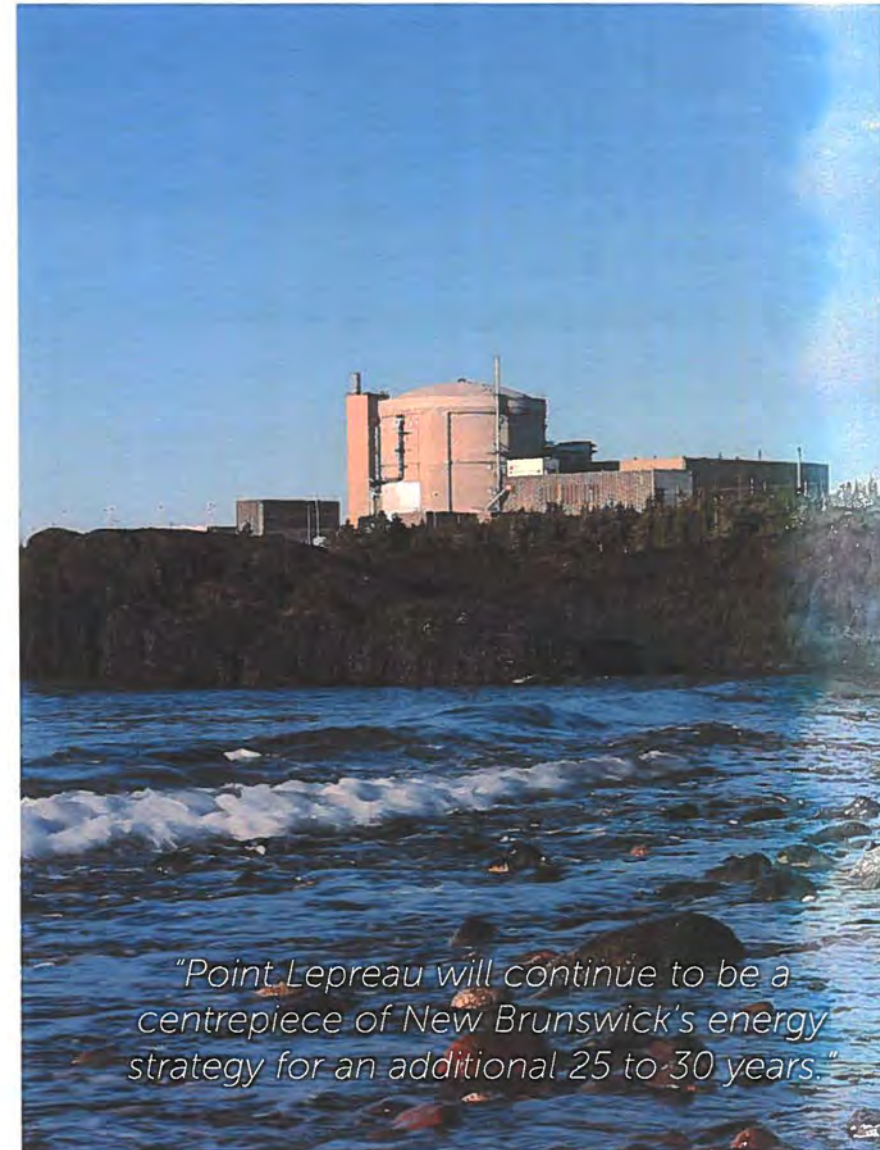
- Point Lepreau Nuclear Generating Station (PLNGS) Overview
- Licence Renewal

Station Overview



Point Lepreau Nuclear Generating Station CANDU Design

- The foundation of our provincial power supply and the source of electricity for more than one third of New Brunswick's in-province energy requirements.
- PLNGS produces approximately 660 megawatts(net) on the New Brunswick grid.
- During the 2nd fiscal quarter PLNGS represented 63 per cent of the total net generation from all NB Power generating stations.



"Point Lepreau will continue to be a centrepiece of New Brunswick's energy strategy for an additional 25 to 30 years."



Qualified and Competent Workforce

- Safety is our top priority for all our workers on site
 - received several safety awards over the years
- Approximately 900 highly skilled and trained employees
- Extensive, continuous training program
 - on-site full-scale control room simulator
 - on-site full-scale fueling simulator
 - mechanical and instrumentation labs
 - table-top and hands-on drills and exercises

Partnership / Training

- Extensive and integrated security drills and training on a regular basis both on-site and off-site
- Partnerships with external emergency response agencies including RCMP, Saint John Police and Canadian Forces

"Prevent, Detect and Defend"





Partnership / Training

- Training (industrial fire brigade drills and exercises)
- Mutual Aid training with both Saint John and Musquash Fire Departments
- PLNGS hosts training workshops which include Fire Department representatives from Fundy, Royal & Capital Associations of Firefighters

Emergency Preparedness

Emergency Preparedness is part of daily life at Point Lepreau and of its community first responder partners.

Preventative actions and practice drills are part of our regular activities.



Always striving for continuous improvement

- Continued oversight, review and feedback from internal and external sources
- Regulated by the Canadian Nuclear Safety Commission
 - Canadian Regulatory Oversight Report – PLNGS continues to meet regulatory criteria
- Operations Excellence
 - Point Lepreau received the Institute of Nuclear Power Operations Excellence Award which is the highest level of safety and reliability in the operations of commercial nuclear power plant
 - INPO promotes the highest levels of safety and reliability to promote excellence (in the operation of commercial nuclear power plants)
 - WANO peer reviews – achieving world-class performance

Safeguards and Used Fuel

- All used fuel bundles are safely stored on-site
- NB Power meets all Federal and international obligations for Safeguards and is committed to the safe use of nuclear material

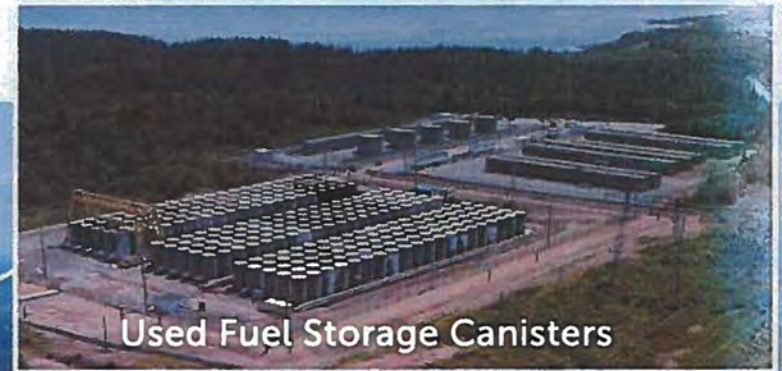
"We adhere to rigorous Canadian standards."



Managing used fuel from beginning to the end

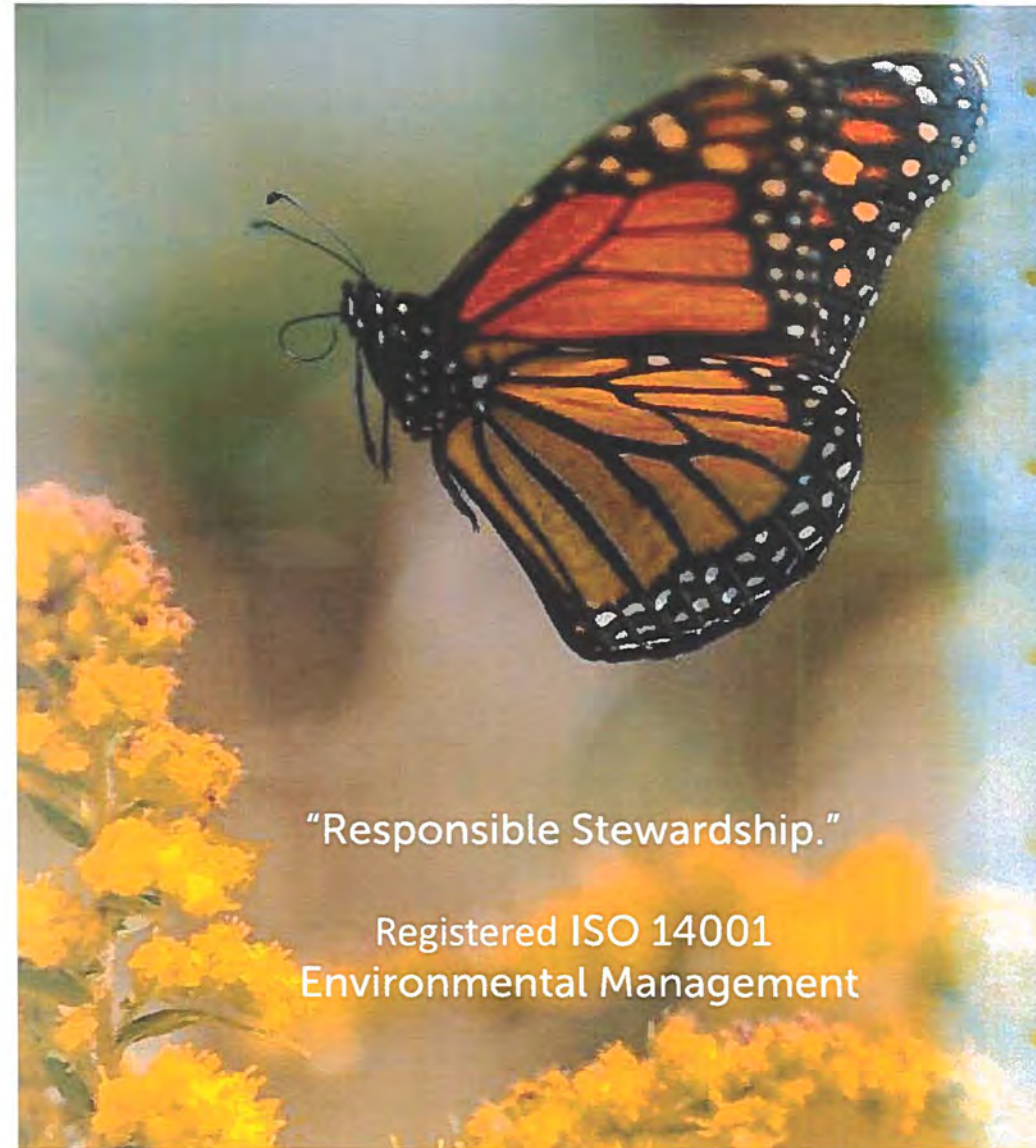
Safe, secure and sustainable nuclear waste management

"All of Canada's used nuclear fuel could fit into seven hockey rinks up to the boards."



Protecting our Environment

- Working together as part of the solution to climate change
- Working together to protect our natural habitat
- Point Lepreau works with local First Nations and environmental communities for the protection, preservation and sustainability of the land and water
- Point Lepreau's environmental initiatives include preservation of the Bay of Fundy, on-going care of a butterfly sanctuary and Naturalist Club bird migration



"Responsible Stewardship."

Registered ISO 14001
Environmental Management



First Nations Engagement

First Nations peoples and communities are very important to us and PLNGS is committed to maintaining and growing these relationships, placing a focus on those that have indicated interest in our nuclear operations.

"Fostering positive and meaningful relationships with First Nations Peoples."

Community Engagement

- The expectation of the community is that we operate our station safely and that we are environmentally responsible. Our fishers remind us that their biggest interest is the water quality in the bay, the condition of our shoreline beaches and what happens on the land next to the Bay.
- Strong engagement, partnership, and transparency with our community.
- PLNGS commits to bring a positive presence within the community and for the people of New Brunswick.

"Showing respect and regard for our communities."



Openness and Transparency

- On-going meetings with Indigenous and Community Leaders to keep communities informed
- Many regular opportunities for engagement with the public
- Committed to engagement, outreach and transparent reporting
- Public invited to the annual CNSC evaluation meeting with publicly-posted reports on performance



A valuable Contributor to the Economy

Reliable power generated at Point Lepreau represents total SALES/ EXPENDITURES OF

\$767 MILLION

Includes sales and/or cost of fuel, uranium, and fuel cycle services

2700+

DIRECT AND INDIRECT JOBS^{**} established in New Brunswick

**Includes direct jobs with NB Power as well as indirect jobs with contractors, suppliers, businesses, and other industry related participants
***Calculated as full-time equivalent positions

NET ADDITION TO PROVINCIAL GDP OF

\$287 MILLION

available for individual or business expenditures and investments

Calculated as the difference between the value of output and inputs

IN 2017/18, PLNGS PRODUCED 5.16 TERAWATT HOURS OF LOW CARBON ENERGY;

The equivalent of **REMOVING 822,304 PASSENGER VEHICLES FROM OUR HIGHWAYS FOR ONE YEAR.**

That's 156,298 more than all the vehicles registered in New Brunswick and Prince Edward Island combined!

*Statistics Canada Motor vehicle registrations, by province and territory last updated June 29, 2017.

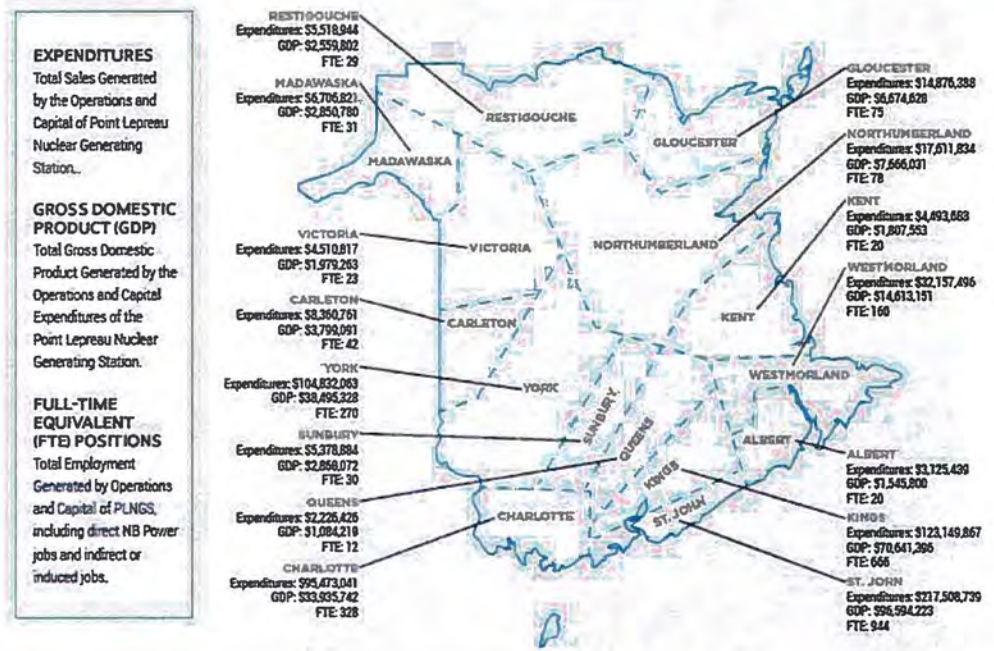
This represents the avoidance of more than **4.2 MILLION TONS OF GREENHOUSE GAS (GHG) EMISSIONS FROM ENTERING THE ENVIRONMENT.**

Low carbon nuclear power is an important factor in helping **NEW BRUNSWICK ACHIEVE ITS CLIMATE CHANGE ACTION PLAN TARGETS BY REDUCING (GHG) EMISSIONS.**

NEW BRUNSWICK ECONOMIC IMPACT MAP Benefitting the Entire Province

85% of Point Lepreau total spending occurs within New Brunswick

Approximately **900 highly skilled employees** living in provincial communities are proud to bring these benefits to life for the people of New Brunswick.



EXPENDITURES
Total Sales Generated by the Operations and Capital of Point Lepreau Nuclear Generating Station.

GROSS DOMESTIC PRODUCT (GDP)
Total Gross Domestic Product Generated by the Operations and Capital Expenditures of the Point Lepreau Nuclear Generating Station.

FULL-TIME EQUIVALENT (FTE) POSITIONS
Total Employment Generated by Operations and Capital of PLNGS, including direct NB Power jobs and indirect or induced jobs.

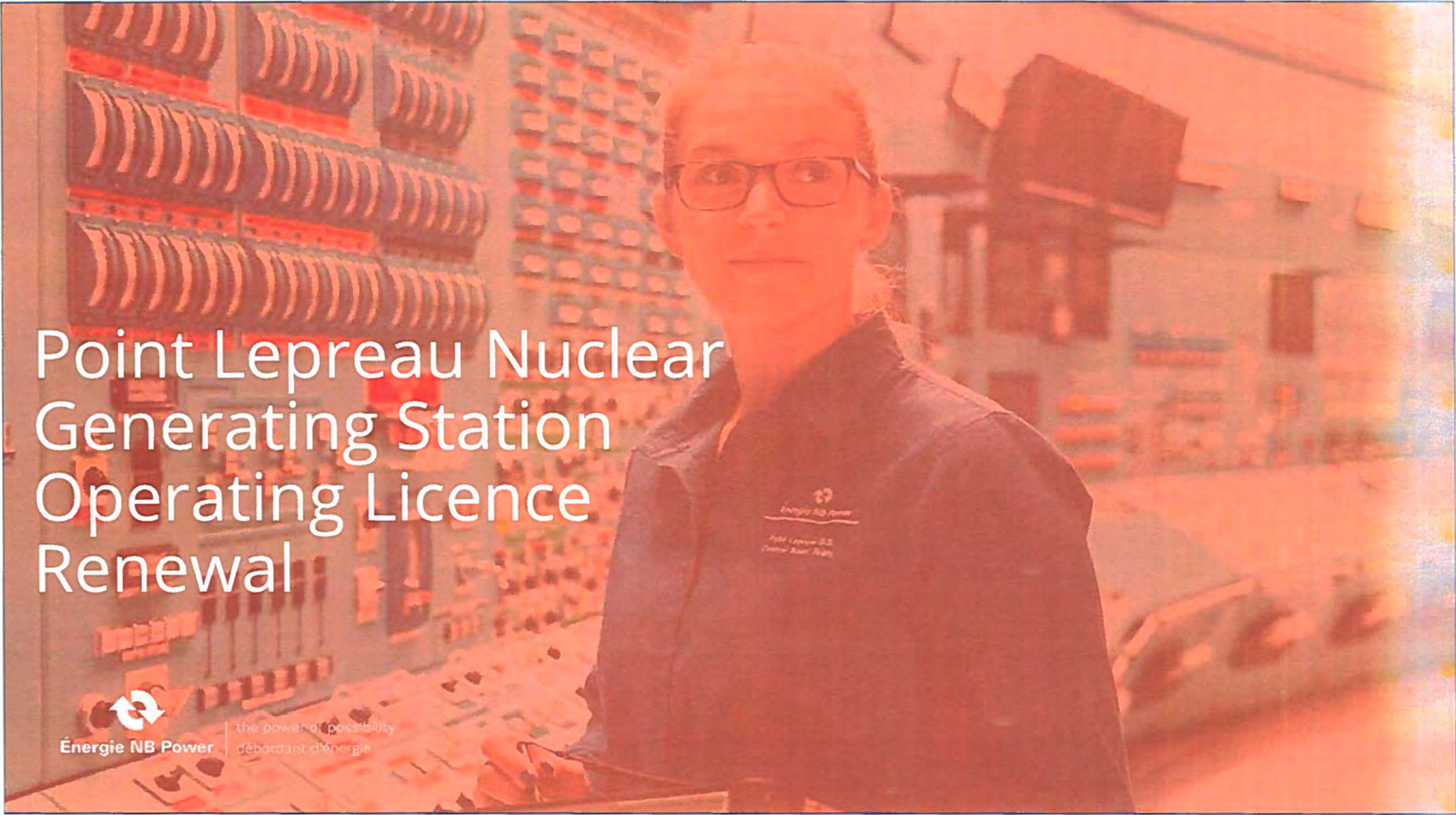


Approximately 900 highly skilled employees living in provincial communities are proud to bring these benefits to life for the people of New Brunswick.

Point Lepreau Nuclear Generating Station Operating Licence Renewal



the power of possibility
départant d'énergie



PLNGS Station Licence

A 25-YEAR LICENCE

- NB Power is seeking a 25-year licence to 2047, which will cover the remainder of the anticipated operating period

OUR COMMITMENT

- We meet and exceed all regulatory requirements as our standard of practice
- Point Lepreau is committed to strong plant reliability, performance and maintaining a strong safety culture which underpins operations and management of the station and establishes the confidence for a licensing term of 25 years.

PLNGS Licence Oversight

INDEPENDENT OVERSIGHT

- The safety of Point Lepreau Generating Station is regulated by the Canadian Nuclear Safety Commission (CNSC)

LICENCE OVERSIGHT

- As part of our licence, CNSC staff have an office on site and can inspect any part of our station at any time. As well, there are on-going processes to confirm we are meeting our license conditions through regular and detailed reporting.

Request for 25-year Licence

- In summary, NB Power has and will continue to demonstrate a sustained commitment to ensuring the safe reliable long-term operation of PLNGS to support the generation of low carbon energy for the province of New Brunswick.
- This will be done by maintaining the highest standards to operate PLNGS while ensuring our priority continues to be protecting the health, safety and environment of the people and communities we serve.
- NB Power is confident with the granting of a 25-year operating licence; PLNGS will remain compliant with all regulatory requirements and will sustain another period of safe, reliable and quality performance.

PLNGS Licence Renewal Timeline

- PLNGS filed its Licence Renewal Application in June 2021
- Part 1 Public Hearing is currently scheduled for January 26, 2022, in Ottawa
- Part 2 Public Hearing (for intervenors) is currently scheduled for May 11-12, 2022, in Saint John
- Final decision by June 30, 2022



Closing Remarks

- **SAFETY FIRST**

Our first priority is our commitment to the safety of the public, our employees and the environment

- **EARNING TRUST**

We are committed to communicating and engaging with all communities, rightsholders, stakeholders and people with an interest in the nuclear plant and its operations.

- **ENVIRONMENT**

We are working to protect our natural habitat with First Nations communities, surrounding communities and environmental communities for the protection, preservation and sustainability of the land and water.

- **CLEAN ENERGY**

Point Lepreau Nuclear Generation plays a key role in providing its customers with clean, reliable electricity that is helping reduce the effects of climate change

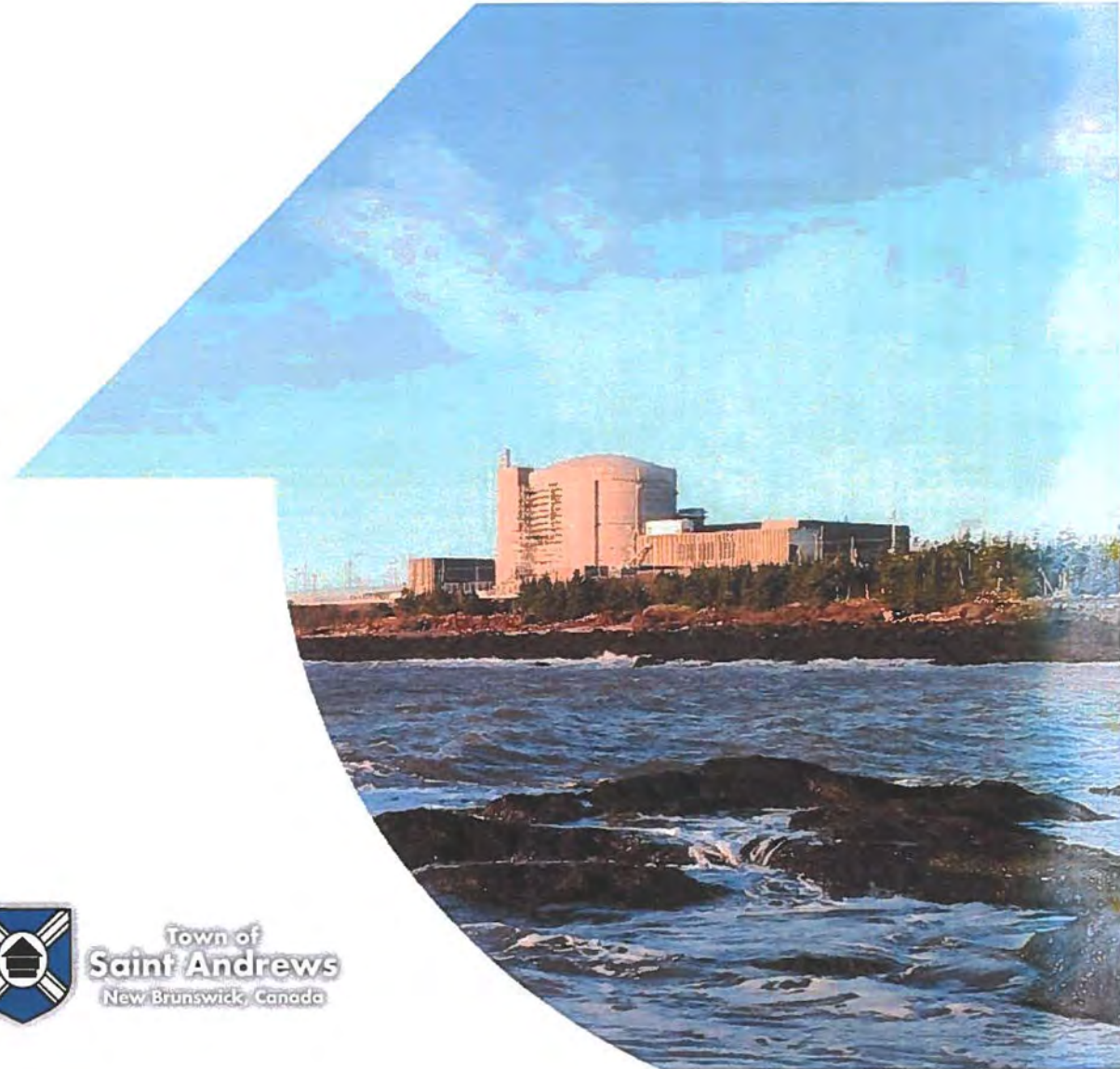
- **BUILDING THE FUTURE TOGETHER**

Through partnership, we are strengthening the economic, social and environmental well-being of people in the area

THANK YOU

If you have any questions,
please contact us at :

kduguay@nbpower.com
1-506-659-6433



the power of possibility
débordant d'énergie



Town of
Saint Andrews
New Brunswick, Canada

Liz Hazlett

From: Liz Hazlett
Sent: February 10, 2022 2:38 PM
To: Liz Hazlett
Subject: FW: Proclamation Request- Melanoma and Skin Cancer Awareness Month
Attachments: Ro NB Proclamation Request Letter.docx (18).pdf; Draft Proclamations (1).docx

From: Mary Jane Banks
Sent: February 10, 2022 10:14 AM
To: '
Cc: Nancy Grant <NancyGrant@rothesay.ca>
Subject: FW: Proclamation Request- Melanoma and Skin Cancer Awareness Month

Good morning and thank you for your email, forwarded to my attention by Mayor Grant.

Rothesay, by practice, does not normally read proclamations or declare or recognize the many and varied days requested by multiple organizations. However, the documentation will be included in the Council agenda information (Monday, February 14, 2022), that is posted to the Town website and does usually generate media awareness. Rothesay is also happy to use its social media channels to help raise awareness.

Please feel free to forward any social media messaging to my attention that you would like us to share across Facebook and Twitter.

I look forward to hearing from you~

MaryJane

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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

From: Ani Nyhus
Sent: Tuesday, February 8, 2022 6:17:03 PM
To: nancygrant@rothesay.ca <nancygrant@rothesay.ca>
Subject: Proclamation Request- Melanoma and Skin Cancer Awareness Month

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

Dear Mayor Grant,

Please find attached a letter requesting that the month of May be proclaimed 'Melanoma and Skin Cancer Awareness Month' in your municipality to support the prevention and early detection of skin cancer, the most common form of cancer in Canada.

For your convenience, I'm also attaching a draft proclamation.

Please don't hesitate to contact me if you have any questions.

Sincerely,

Ani Davidson
Save Your Skin Foundation
Volunteer

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.saveyourskin.ca&c=E,1,WVtpcUasIQR0ErPaBPYJ-d5UYOYLtI3K1IJBVnJH66ykQtE1TYyxoAD2nUTThJNmZgMgZ1mtd-AJUxVcUgDloE_Rpy52kF6UNpsd-KkxA2TU&typo=1

Dear Mayor Grant and Council,

As May marks both Melanoma Awareness Month and the beginning of summer, it is imperative that communities across Canada be reminded of the importance of sun safety at this time of the year. In order to keep your citizens aware, informed, and vigilant about the potential risks of over-exposure to UV radiation, we ask that you, as a mayoral body, **publicly proclaim May as Melanoma and Skin Cancer Awareness Month in your municipality.**

Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers. Though skin cancers should be largely preventable, their diagnosis rates are increasing. Skin cancer is the most common of all cancers. **1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes.** There are more new cases of skin cancer each year than the number of breast, prostate, lung and colon cancers COMBINED. While most forms of non-melanoma skin cancer can be surgically removed, melanoma is an aggressive form of cancer. The five-year relative survival rate of melanoma that has metastasized is 18%.

Despite these figures, many people seek sun without taking the advisable precautionary measures, or believe that only severe burns contribute to one's risk of skin cancer. In fact, **any darkening of skin colour, including a tan, is indicative of UV damage.**

Last year, Mayor of New Westminster, Jonathan Côté, challenged BC municipalities to follow his example and promote sun safety, skin cancer awareness, and early detection information among their populations. "Skin cancers are largely preventable, and yet there are more cases now than ever. This is why as Mayor of New Westminster, I'm happy to support this important initiative and challenge all BC municipalities to do the same." 50 municipalities across Canada took up the challenge and proclaimed the month of May "Melanoma and Skin Cancer Awareness Month".

If you choose to participate in the initiative this year, Save Your Skin Foundation will provide you with an **online resource package providing information** on these matters which you can share with your residents.

Save Your Skin Foundation is a Canadian non-profit registered charity founded by North Vancouver resident and melanoma survivor Kathleen Barnard. It is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives like this one.

Thank you for your consideration. We look forward to working with you.

Sincerely,



Kathleen Barnard, Founder and President
Save Your Skin Foundation

“MELANOMA AND SKIN CANCER AWARENESS MONTH”

WHEREAS It is imperative that communities across Canada be reminded of the importance of sun safety;

AND WHEREAS Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers;

AND WHEREAS Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes;

AND WHEREAS Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage;

AND WHEREAS Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early;

AND WHEREAS Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives:

NOW, THEREFORE the month of May 2022 will hereby be proclaimed as

MELANOMA AND SKIN CANCER AWARENESS MONTH



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

**Regular Monthly Meeting
December 20, 2021**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, December 20, 2021, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Brittany Merrifield, called the meeting to order at 11:12 a.m.

2. Record of Attendance

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

Absent

Libby O’Hara, Mayor, Quispamsis

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the December 20, 2021 Agenda as presented with the re-numbering of number seven (7) “adjournment” to number eight (8) and the addition of number seven (7) “Economic Social Inclusion Committee” moved from closed session.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the November 22, 2021 minutes as presented.

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

6. Finance

a. Tender 2021-01 – Supply of Aggregate

Executive Director MacLeod noted that this tender is the standard annual contract for supply of aggregate for the 2022 calendar year which is used for things such as cover material, as well as road maintenance and capping.

Motion: To award the contract for supply of aggregate to the lowest price bid of \$7.60 per metric tonne from Quality Concrete Inc.

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

b. Tender 2021-02 – Standby Leachate Hauling

Executive Director MacLeod noted that this tender is the annual contract for supply of standby collection and haulage of leachate for the 2022 calendar year.

Motion: To award the contract for supply of standby collection and haulage of leachate to the lowest price bid of \$6.50 per metric tonne from Keel Construction Ltd.

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

c. Year End Motions

Executive Director MacLeod explained that the solid waste surplus is targeted to be over \$500,000 for 2021. Staff made the decision to pay off the current short-term loan for cell #9 (\$227,505.80) and the remainder will be sent to reserves to pay for other items as determined by the board.

Motion: To approve the transfer of \$250,000 from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund.

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

It was explained that the Compost Receiving Hall collapse earlier in 2021 resulted in insurance proceeds which will be used to pay for the construction of a new building in 2022.

Motion: To approve the transfer of \$335,780 from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund.

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

Executive Director MacLeod explained that the Material Recovery Facility was built with a grant from the Building Canada Fund which requires reserves to be funded with \$25,000 annually, specifically for the MRF.

Motion: To approve the transfer of \$25,000 from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund in accordance with the replacement reserve requirements of Project No. 27900 – Canada-New Brunswick Building Canada Fund – Communities Component.

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

d. Mileage Reimbursement

The current business mileage reimbursement rate was discussed. It was explained that the current rate of \$0.41 per km in the Province of NB was set in 2012 with no index for change. It was also explained that upon investigation with the price increase in fuel, the common rate for businesses in 2021 for employees using their vehicles to do their work exceeded \$0.50. The Canada Revenue Agency publishes a number for each year as a reasonable rate for travel mileage. The reasonable allowance rate for 2021 is \$0.59 per kilometre for the first 5000 kilometres driven and \$0.53 per kilometre driven after that. However, there is no clear information justifying a higher rate for the first 5000km.

Motion: The bylaws and employee handbook be amended to reflect that per km allowance to be tied to the CRA reasonable reimbursement rate on an annual basis beginning January 1, 2022 and be paid at the flat lower rate excluding the 5000km adjustment.

It was asked if the price of fuel drops, will it be reflected in the mileage allowance? It was explained that the amount would not be adjusted throughout the year as it is based on an annual index. However, in the past, it has lowered and increased annually based on fuel prices.

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

7. Economic Social Inclusion Committee

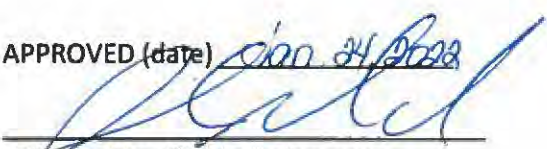
Motion: The Commission authorize Executive Director MacLeod to negotiate a Memorandum of Understanding to manage the current Economic and Social Inclusion Corporation (ESIC) programs through a transition to a full contract by 2023, pending full funding from ESIC.

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

Chairperson Merrifield called for a motion to adjourn.

Motion: To adjourn the meeting at 11:44 a.m.

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

APPROVED (date) *Jan 24, 2023*


Brittany Merrifield, Chairperson



Alicia Raynes, Recording Secretary



Agenda

Kennebecasis Public Library Board

Wednesday, November 17, 2021, 6:30 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
- 6.) New and Unfinished Business
 - a. Library bumper stickers
 - b. Phil Shedd raise
 - c. Update from Regional Forum Meeting Nov. 2nd



A meeting of the Board of Trustees, Kennebecasis Public Library was held on November 17, 2021 at 6:30pm via Zoom.

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

Regrets: N/A

Absences: Mr. Allison Maxwell

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

Approval of Agenda

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

Disposition of Minutes

Mr. Donovan moved to approve the minutes of the October regular meeting. Ms. Greer seconded, and the motion carried.

Communications

N/A

Report of the Librarian

Ms. Emerson presented her report to the board, including staff changes and absences.

Ms. Emerson updated the board about the passive and online programs taking place in November, with a focus on financial literacy.

Ms. Emerson described the changes to library operations since the September mandatory order. Proof of COVID-19 vaccination and a piece of ID for everyone over the age of 12 is now required to enter the library, except for brief processes such as holds, completed at the entrance to the library. Until the emergency order is lifted, in-person programs will be on hold.

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

Financial Statement

Mrs. Watling presented the financial report, outlining the surpluses remaining for the financial year. Discussion ensued, including Ms. Emerson's plans to reduce the surplus before year-end.

Ms. Emerson requested board approval to transfer funds from areas of surplus to those of deficit. Mr. Donovan moved to approve these transfers, and Mrs. Webber seconded, and the motion carried.

Facilities Management

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

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

New and Unfinished Business

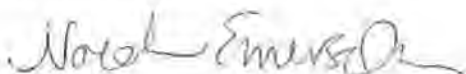
Ms. Emerson informed the board that all Fundy Region libraries are required to undertake one innovative marketing measure before year-end. KPL will be producing bumper stickers and welcomes any slogan or design suggestions from the board. Discussion ensued, including recommendations for suppliers and sticker types.

Mrs. Hansen presented an update from the Regional Forum meeting on Nov. 2nd.

Adjournment: As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 7:23 pm.

Next Meeting: The next meeting is scheduled for January 19, 2022 at 6:30pm.

Respectfully submitted,



Norah Emerson
Library Director and Secretary to the Board

6.0 Unfinished Business

None

7.0 Correspondence

7.1 Letter to Rothesay re: 2022 Operating Budget Reduction

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

CARRIED

7.2 Letter from Rothesay re: 2022 Budget

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

CARRIED

8.0 New Business

8.1 Meeting Dates

The following meeting dates were suggested:

February 9, 2022

April 13, 2022

June 8, 2022

September 14, 2022

October 12, 2022

November 9, 2022

Typically, the Fire Board does not meet in July and August. During the budget process in the Fall, the Fire Board meets each month. As always, should a special meeting be required on an issue one can be called within 48 hours notice to members.

Moved by P. Lewis and seconded by M. Biggar accept the 2022 meeting dates as provided.

CARRIED

9.0 Financial

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

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

CARRIED

9.2 Budget Variance Analysis

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

CARRIED

9.3 Memo – Allocation of Unbudgeted Revenue

The 2021 approved capital budget included funding to replace two service vehicles that had reached their planned replacement dates. The two new service vehicles have been delivered and the former vehicles are now surplus to the fleet.

Over the past month, one of the surplus vehicles, a 2013 Dodge Ram 4X4 has been advertised for sale on the Kijiji website. Once an acceptable offer has been received, the vehicle will be sold and the proceeds of the sale will be added to the miscellaneous revenue account.

The 2021 operating budget did not include the anticipated proceeds of the sale of surplus equipment in the revenue portion of the budget. The anticipated influx of funds will be added to what is expected to be an existing budget surplus that will be carried forward to the 2023 operating budget.

The Deputy Fire Chief has recommended that we begin a process to replace our existing portable radios as the warranty period on our existing stock has expired.

Moved by P. Lewis and seconded by D. Brown that the Fire Board authorize the allocation of the proceeds from sale of the surplus equipment to be used to acquire new portable radios.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Resignation of Fire Chief

At the Committee of the Whole session, Chief Ireland announced his resignation as Fire Chief with his last day of employment as of February 4, 2022.

He has accepted an offer to serve as the Director of Protective Services for a municipality in Nova Scotia. He expressed that this was a difficult decision but after careful consideration it is his belief that it is time for someone with a fresh perspective to lead the department into the future.

He stated it has been a tremendous privilege to have served in this capacity for the past 12 years while also living in such a wonderful community. He is extremely proud to be able to have helped the department achieve its vision to become recognized as a first-class fire service and is confident that the organization is well-positioned for continued success based on the competent individuals that are poised to move up the ranks.

His intention is to assist in any capacity in order to facilitate a seamless transition and offered to help recruit and train his replacement if required. Also, he will make certain that all critical information is passed on and records are updated before his last day of work.

Chief Ireland stated he is extremely grateful for the support and encouragement the Fire Board and Councils have provided to him during his time as Fire Chief. He will sincerely miss the organization and the community and wishes all continued success and improvement in the future.

Moved by M. Biggar and seconded by D. Brown the Fire Board strike a committee of the Fire Board Chair, Vice Chair and Administrator to replace the Fire Chief.

CARRIED

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

Moved by P. Lewis that the meeting be adjourned at 6:40 pm.

Date of next meeting – February 9, 2022

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.
Statement of Expense with Budget Variance
For the 8 months ending October 31, 2021

	BUDGET	ACTUAL	VARIANCES	BUDGET	
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2021	
Line REVENUE:					
1	Members Contributions	\$4,585,379	\$4,585,379	\$0	\$5,419,084
2	Rebate of Property Tax (Miscellaneous Reve	\$53,244	\$57,138	\$3,894	\$53,244
3	Local Service Districts	\$0	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$140	\$140	\$0
5	Misc. Revenue	\$750	\$2,752	\$2,002	\$1,000
6	Interest Income C/A	\$4,167	\$5,173	\$1,006	\$5,000
7	Deficit 2nd previous year	\$145,730	\$145,730	\$0	\$145,730
8		<u>\$4,789,270</u>	<u>\$4,796,312</u>	<u>\$7,043</u>	<u>\$5,624,058</u>
EXPENSES:					
ADMINISTRATION:					
9	Admin. Wages and Benefits	\$557,307	\$536,129	(\$21,178)	\$656,100
10	Convention/dues/training	\$15,000	\$3,188	(\$11,812)	\$18,000
11	Administrative Agreement	\$9,000	\$9,000	\$0	\$12,000
12	Professional Services	\$42,083	\$28,155	(\$13,929)	\$50,500
13	Office supplies/Copy Machine/ S/C	\$6,208	\$6,598	\$390	\$7,450
14	Computer hardware/software/IT	\$22,033	\$18,348	(\$3,685)	\$32,900
15	Telephone/ Internet	\$11,667	\$11,575	(\$92)	\$14,000
16		<u>\$663,298</u>	<u>\$612,992</u>	<u>(\$50,306)</u>	<u>\$790,951</u>
FIREFIGHTING FORCE:					
17	Salaries Basic	\$2,358,400	\$2,215,236	(\$143,164)	\$2,787,200
18	Overtime	\$57,000	\$21,262	(\$35,738)	\$70,000
19	Vacation Pay on Retirement	\$10,607	\$0	(\$10,607)	\$10,607
20	Force Benefits	\$573,644	\$542,165	(\$31,479)	\$654,300
21	Career Uniforms and maintenance	\$23,333	\$13,412	(\$9,921)	\$28,000
22	Medical and Fitness Testing	\$16,667	\$11,921	(\$4,746)	\$20,000
23	Employee Wellness	\$6,667	\$9,286	\$2,619	\$8,000
24	Career Recognition	\$2,250	\$0	(\$2,250)	\$3,000
25	Holiday Relief Wages and overtime	\$286,931	\$318,770	\$31,839	\$339,100
26	Holiday Relief Benefits	\$95,362	\$94,331	(\$1,031)	\$112,700
27		<u>\$3,430,860</u>	<u>\$3,226,383</u>	<u>(\$204,477)</u>	<u>\$4,032,907</u>
TELECOMMUNICATIONS:					
28	Cellular Telephones	\$4,167	\$3,281	(\$886)	\$5,000
29	Communication Equipment	\$700	\$0	(\$700)	\$1,000
30	Maintenance / Repairs	\$350	\$36	(\$314)	\$700
31	Dispatch Service	\$200,372	\$200,371	(\$1)	\$200,372
32		<u>\$205,589</u>	<u>\$203,689</u>	<u>(\$1,900)</u>	<u>\$207,072</u>
INSURANCE:					
33	Insurance	\$50,000	\$52,362	\$2,362	\$50,000
34		<u>\$50,000</u>	<u>\$52,362</u>	<u>\$2,362</u>	<u>\$50,000</u>

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	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE	BUDGET 2021	
PREVENTION AND TRAINING:					
35	Firefighter / Co. Officer Training	\$40,000	(\$2,092)	(\$42,092)	\$48,000
36	Fire Prevention	\$5,000	\$5,091	\$91	\$6,000
37	Public Education	\$2,083	\$48	(\$2,035)	\$2,500
38	Training Supplies	\$1,667	\$0	(\$1,667)	\$2,000
39		<u>\$48,750</u>	<u>\$3,047</u>	<u>(\$45,703)</u>	<u>\$58,500</u>
FACILITIES:					
40	Station 1 Operating	\$162,667	\$157,192	(\$5,475)	\$178,600
41	Station 2 Operating	\$36,195	\$36,580	\$385	\$44,700
42	Station Supplies	\$10,000	\$9,756	(\$244)	\$12,000
43		<u>\$208,862</u>	<u>\$203,528</u>	<u>(\$5,334)</u>	<u>\$235,300</u>
FLEET:					
44	Fuel Vehicle	\$16,667	\$14,391	(\$2,276)	\$20,000
45	Registration Vehicle	\$550	\$323	(\$227)	\$550
46	Vehicle Maint. & Repairs	\$70,833	\$53,806	(\$17,027)	\$85,000
47		<u>\$88,050</u>	<u>\$68,520</u>	<u>(\$19,530)</u>	<u>\$105,550</u>
OPERATIONS:					
48	New Equipment	\$18,333	\$8,217	(\$10,116)	\$22,000
49	Maint. & Repairs Equip.	\$20,833	\$17,134	(\$3,699)	\$25,000
50	Maint. & Repairs Bunker Gear	\$2,500	\$2,194	(\$306)	\$4,000
51	Medical Supplies	\$6,667	\$6,147	(\$520)	\$8,000
52	Fire Fighting Supplies	\$2,917	\$6,732	\$3,815	\$3,500
53	H&S/Cause determination	\$1,000	\$797	(\$203)	\$1,000
54		<u>\$52,250</u>	<u>\$41,221</u>	<u>(\$11,029)</u>	<u>\$63,500</u>
WATER COSTS:					
55	Water Costs - Quispamsis	\$5,241	\$5,244	\$4	\$5,241
56	Water Costs - Rothesay	\$27,237	\$27,237	\$0	\$27,237
57		<u>\$32,478</u>	<u>\$32,482</u>	<u>\$4</u>	<u>\$32,478</u>
OTHER:					
58	Miscellaneous	\$2,500	\$573	(\$1,927)	\$3,000
59	Retirement Allowance	\$37,333	\$37,333	(\$0)	\$44,800
60	Deficit 2nd Previous Year	\$0			
61		<u>\$39,833</u>	<u>\$37,906</u>	<u>(\$1,927)</u>	<u>\$47,800</u>
62		<u>\$4,819,970</u>	<u>\$4,482,129</u>	<u>(\$337,841)</u>	<u>\$5,624,058</u>
63	(DEFICIT) SURPLUS FOR THE PERIOD		\$314,183	\$344,884	\$0

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000
For the 10 months ending October 31, 2021

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
17	Salaries Basic	\$2,358,400	\$2,215,236	(\$143,164)	4 members on WSNB and budgeted for increase not yet negotiated
18	Overtime	\$57,000	\$21,262	(\$35,738)	As required
9	Admin. Wages and Benefits	\$557,307	\$536,129	(\$21,178)	Finance billing lower than budgeted/Benefit cost lower than budgeted
10	Conventions/Dues/Training	\$15,000	\$3,188	(\$11,812)	Reduced 3d party training and travel due to COVID
12	Professional Services	\$42,083	\$28,155	(\$13,929)	As required
19	Vacation Pay on Retirement	\$10,607	\$0	(\$10,607)	As required
20	Force Benefits	\$573,644	\$542,165	(\$31,479)	Budgeted 2% premium increase but premiums actually dropped
21	Career Uniforms and maintenance	\$23,333	\$13,412	(\$9,921)	As required
39	Station 1 Operating	\$162,667	\$157,192	(\$5,475)	Timing (higher propane costs for winter months)
24	Holiday Relief Wages & Overtime	\$286,931	\$318,770	\$31,839	As required
34	Firefighter/Co. Officer Training	\$40,000	(\$2,092)	(\$42,092)	Little 3rd party training to date + Air Canada refunds from 2020 cancellations + Vertical Transport accrual from 2020
45	Vehicle Maint. & Repairs	\$70,833	\$53,806	(\$17,027)	As required (newer vehicles reduced ongoing maintenance costs)
47	New Equipment	\$18,333	\$8,217	(\$10,116)	As required
	Material Variances	\$4,216,139	\$3,895,441	(\$320,699)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000 (since last finance package)
For the 10 months ending October 31, 2021

Non-Recurring Monthly Invoices	Amount	Description
09-08-21 Safety Source	\$5,730.45	Hose for Standpipe capital budget item
09-30-21 Murdoch Boyd Architects	\$56,350.00	Design work for Strn 2 capital budget item
10-13-21 Force 1 Automotive	\$5,862.70	Light package for Dodge Ram command vehicle capital
10-14-21 Cox & Palmer	\$9,700.65	Proposed release document
10-31-21 Murdoch Boyd Architects	\$70,437.50	Design work for Strn 2 capital budget item



Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners
From: Fire Chief Bill Ireland
Re: Allocation of Unbudgeted Revenue
Date: December 8, 2021

Executive Summary

The 2021 approved capital budget included funding to replace two service vehicles that had reached their planned replacement dates. The two new service vehicles have been delivered and the former vehicles are now surplus to the fleet.

Over the past month, one of the surplus vehicles, a 2013 Dodge Ram 4X4 has been advertised for sale on the Kijiji website. Once an acceptable offer has been received, the vehicle will be sold and the proceeds of the sale will be added to the miscellaneous revenue account.

The 2021 operating budget did not include the anticipated proceeds of the sale of surplus equipment in the revenue portion of the budget. The anticipated influx of funds will be added to what is expected to be an existing budget surplus that will be carried forward to the 2023 operating budget.

The Deputy Fire Chief has recommended that we begin a process to replace our existing portable radios as the warranty period on our existing stock has expired.

Recommendation

That the Fire Board authorize the allocation of up to \$15,000 from the sale of surplus equipment to be used to acquire four new portable radios.



Kennebecasis Valley Fire Department

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

December 8, 2021

Standpipe training

Consistent with our plan to become better equipped and prepared to respond to fire emergencies in multi-storey, multi-unit residential buildings, in November, all department members were trained on tactics and strategies for fighting fires inside these buildings. As part of our training program, the department rented a three-level scaffolding structure to simulate the stairways and hallways found inside mid-rise buildings. Fire department members also constructed a standpipe prop that has allowed for realistic hose connections during the training.

As a registered agency with the Commission on Fire Accreditation International, the KVFD has adopted a continuous quality improvement process that includes analyzing risk and using data to measure outcomes against adopted standards. Part of this process includes improving our fire prevention and firefighting response to larger buildings in our community.



Professional Development

After six years of part-time studies, I am pleased to congratulate Division Chief Mike Boyle on earning his Bachelor of Integrated Studies from the University of New Brunswick. Division Chief Boyle is responsible for Community Risk Reduction and serves as our Accreditation Manager.

Department Hosting Fire Cadets

Four fire school cadets from Holland College have joined us to do their on-the-job (OJT) training with the department and will be with us for the next two months. Our department has become a destination of choice for the Maritime based fire schools when placing their cadets for the OJT portion of their training and we have found this to be a mutually beneficial program to participate in. This program has yielded results for the department in the past with graduates from the program moving on to become paid members of our department.

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Response Types Kennebecasis Valley Fire Department	Jan 2021	Historical Average	Feb 2021	Historical Average	Mar 2021	Historical Average	April 2021	Historical Average	May 2021	Historical Average	June 2021	Historical Average	July 2021	Historical Average	Aug 2021	Historical Average	Sept 2021	Historical Average	Oct 2021	Historical Average	Nov 2021	Historical Average	2021 YTD	Historical Average
Fire/explosion - dollar loss	4	3	1	4	4	2	0	3	5	3	6	3	2	4	3	3	1	3	3	4	3	3	32	35
Rubbish/grass fire - no dollar loss	0	2	0	1	2	2	5	7	9	13	5	7	1	9	1	8	2	6	1	4	2	3	28	61
Chimney Fire	1	2	0	1	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	6
Total Fire	5	7	1	6	6	6	5	11	14	16	11	10	3	13	4	11	3	8	4	8	6	6	62	101
Rescue - Miscellaneous	0	1	1	1	0	0	0	0	2	1	0	1	1	1	1	1	1	0	1	0	1	0	6	8
Vehicle Accident	3	10	6	8	6	7	10	6	8	8	8	8	6	9	5	9	12	9	8	9	8	9	80	91
Total Rescue	3	11	7	9	6	8	10	6	10	9	8	9	7	10	6	10	12	9	8	10	9	9	86	98
Public Hazard - gasoline or fuel spill	0	1	0	0	0	0	0	1	1	1	1	1	1	1	1	1	0	0	1	1	5	0	10	5
Public Hazard - power line down / utility pole hazard	1	5	1	2	0	1	0	2	0	2	1	1	1	1	6	0	2	0	3	4	3	1	7	9
Public Hazard - miscellaneous	0	2	0	1	0	1	1	1	0	2	0	1	0	2	1	1	2	1	4	1	2	1	10	15
Total Public hazard	1	7	1	4	0	2	1	4	1	4	2	3	2	8	2	4	2	4	9	4	8	8	29	54
Gas Leak - propane	1	1	2	1	2	0	1	0	0	1	0	0	0	0	1	0	1	0	2	1	1	1	11	5
Gas Leak - response to carbon monoxide detector alarm	7	2	6	1	9	1	3	1	0	0	1	0	0	1	0	0	1	1	2	1	1	2	30	11
Total Gas leak	8	3	8	2	11	1	4	2	0	1	1	1	0	1	1	1	2	1	4	2	2	3	41	16
Public Service - first aid	39	49	31	51	36	56	47	50	45	48	38	49	44	51	44	47	44	43	51	51	29	46	448	544
Public Service - assist police or other agency	0	2	0	1	1	1	0	1	0	0	0	1	0	1	0	1	0	1	2	1	1	1	4	9
Public Service - mutual aid	0	1	2	1	1	1	3	1	0	1	0	1	0	1	2	1	1	1	1	1	2	2	12	10
Public Service - citizens trapped in elevator					1	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	1	0	3	1
Public Service - animal rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	3
Public Service - flooding	1	5	0	1	0	2	0	0	1	1	0	0	0	2	0	1	1	2	0	1	0	0	3	12
Public Service- miscellaneous	1	3	0	1	1	1	1	1	0	2	2	4	1	1	0	2	2	2	2	2	5	1	17	12
Total Public services	41	59	33	54	40	61	51	51	47	51	40	52	48	55	47	51	46	49	57	56	37	50	487	587
Alarm No Fire - accidental miscellaneous	4	4	1	3	1	4	5	2	0	4	3	3	4	2	4	4	9	4	8	4	4	3	43	35
Alarm No Fire - smoke or steam mistaken	0	1	0	1	1	1	1	0	0	2	0	1	0	1	0	1	0	1	3	1	1	1	6	11
Alarm No Fire - sprinkler surge or discharge	0	1	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	1	0	1	2	4
Alarm No Fire - detector activated	4	4	1	4	1	5	0	2	3	4	8	5	4	7	15	7	2	8	3	7	2	4	43	53
Alarm No Fire - unknown odours	1	0	1	1	1	1	1	1	0	1	0	0	0	0	0	0	1	1	0	1	0	0	5	5
Alarm No Fire - miscellaneous	0	2	0	1	0	2	1	2	0	2	1	2	1	3	0	3	0	2	2	2	1	2	6	22
Total Alarm no fire - No malicious intent	9	12	3	10	4	13	9	6	3	11	12	12	10	14	19	15	12	15	16	16	8	11	105	127
False Alarm (Mischief) - miscellaneous	1	0	1	0	0	0	0	0	1	0	0	0	1	1	0	1	0	1	0	1	1	0	5	4
Total False alarm - Mischief	1	0	1	0	0	0	0	1	1	0	0	0	1	1	0	1	0	1	0	1	1	0	5	4
Total Response Types Kennebecasis Valley Fire	68	98	54	85	67	91	80	85	76	93	74	86	71	102	79	93	77	88	98	97	71	88	815	995



2022 February 14 Open Session FINAL 118
Kennebecasis Valley Fire Department Inc.
A/Chief Dan McCoy

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

February 10, 2022

Mayor Nancy Grant and Council
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

Your Worship and Members of Council:

As an important stakeholder in our organization, it is with pleasure that I submit the 2021 Kennebecasis Valley Fire Department Annual Report which can be found on our website at www.kvfire.ca/news. Once again, we have chosen to go online and encourage you to check out what our website has to offer.

The annual report is used to communicate performance orientated information from the Fire Chief to the Joint Board of Fire Commissioners. In addition to statistical information, the report summarizes significant events from the past year and highlights the accomplishments of department members in 2021. If you have any questions regarding the report, please feel free to contact me.

Sincerely,

cc: Quispamsis Mayor and Council

Town of Rothesay

General Fund Financial Statements

2021-12-31

Includes:

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

Town of Rothesay

Balance Sheet - Capital General Fund 2021-12-31

ASSETS

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

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

\$ 51,326,366

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(510,000)
Total Long Term Debt	5,718,000

Total Liabilities \$ 5,208,000

Investment in General Fund Fixed Assets 46,118,366

\$ 51,326,366

Town of Rothesay

Balance Sheet - General Fund Reserves
2021-12-31

ASSETS

BNS Gas Tax Interest Account	3,818,105
BNS General Operating Reserve #214-15	905,049
BNS General Capital Reserves #2261-14	1,379,266
Gas Tax Reserves due to/from Gen Operating	500,000
	<u>\$ 6,102,420</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,890,604
Invest. in General Capital Reserve	1,209,926
General Gas Tax Funding	427,501
Invest. in General Operating Reserve	905,049
Invest. in Land for Public Purposes Reserve	150,251
Invest. in Town Hall Reserve	19,089
	<u>\$ 6,602,420</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 2021-12-31

CURRENT ASSETS

Cash	2,394,945
Receivables	100,480
HST Receivable	302,767
Inventory	31,163
Gen Operating due to/from Util Operating	738,965
Total Current Assets	<u>3,568,321</u>
Other Assets:	<u> </u>
	<u> </u>
TOTAL ASSETS	<u><u>3,568,321</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,066,830
Other Payables	632,882
Gen Operating due to/from Gen Capital	510,000
Accrued Pension Obligation	(4,900)
Accrued Retirement Allowance	446,306
Def. Rev-Quispamsis/Library Share	78,686
TOTAL LIABILITIES	<u>2,729,804</u>

EQUITY

Retained Earnings - General	81,356
Surplus/(Deficit) for the Period	257,160
	<u>338,516</u>
	<u><u>3,068,321</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
12 Months Ended 2021-12-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,416,858	1,416,858	17,002,299	17,002,299	0		17,002,299
Sale of Services	52,096	51,933	464,119	465,600	(1,481)		465,600
Services to Province of New Brunswick	19,339	5,000	67,151	60,000	7,151		60,000
Other Revenue from Own Sources	9,962	11,213	131,541	115,259	16,282		115,259
Unconditional Grant	10,933	10,933	131,193	131,193	0		131,193
Conditional Transfers	1,500	0	1,043,354	26,500	1,016,854		26,500
Other Transfers	262,500	262,500	1,300,022	1,082,149	217,873		1,082,149
	<u>\$1,773,188</u>	<u>\$1,758,437</u>	<u>\$20,139,679</u>	<u>\$18,883,000</u>	<u>\$1,256,679</u>		<u>\$18,883,000</u>
EXPENSES							
General Government Services	279,100	189,754	2,254,489	2,416,763	162,274		2,416,763
Protective Services	402,411	406,934	5,438,032	5,439,207	1,175		5,439,207
Transportation Services	578,888	435,148	3,592,475	3,687,492	95,017		3,687,492
Environmental Health Services	72,111	66,833	852,505	842,000	(10,505)		842,000
Environmental Development	36,348	46,689	507,908	649,200	141,292		649,200
Recreation & Cultural Services	193,230	156,100	2,223,888	2,147,204	(76,684)		2,147,204
Fiscal Services	3,777,937	3,164,708	5,013,223	3,701,134	(1,312,089)		3,701,134
	<u>\$5,340,025</u>	<u>\$4,466,166</u>	<u>\$19,882,519</u>	<u>\$18,883,000</u>	<u>-\$999,520</u>		<u>\$18,883,000</u>
Surplus (Deficit) for the Year	<u>-\$3,566,837</u>	<u>-\$1,707,729</u>	<u>\$257,160</u>	<u>\$0</u>	<u>\$257,159</u>		<u>\$ (0)</u>

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Town of Rothesay

Statement of Revenue & Expenditure
12 Months Ended 2021-12-31

	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	(725)	1,667	11,847	20,000	(8,153)	1	20,000
Town Hall Rent	6,399	6,083	76,321	73,000	3,321		73,000
Arena Revenue	30,027	41,817	243,824	265,200	(21,376)	2	265,200
Community Garden	(60)	0	600	1,000	(400)		1,000
Fox Farm Rental	875	1,700	18,375	20,400	(2,025)		20,400
Recreation Programs	15,581	667	113,152	86,000	27,152	3	86,000
	<u>52,096</u>	<u>51,933</u>	<u>464,119</u>	<u>465,600</u>	<u>(1,481)</u>		<u>465,600</u>
Other Revenue from Own Sources							
Licenses & Permits	3,553	6,250	86,275	75,000	11,275	4	75,000
KVFD Admin Penalties	0	0	3,150	0	3,150		0
Recycling Dollies & Lids	26	50	861	600	261		600
Interest & Sundry	1,071	1,167	16,039	14,000	2,039		14,000
Miscellaneous	2,311	746	8,464	8,951	(487)		8,951
Fire Dept. Administration	3,000	3,000	12,000	12,000	0		12,000
History Book Sales	0	0	45	0	45		0
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>9,962</u>	<u>11,213</u>	<u>131,541</u>	<u>115,259</u>	<u>16,282</u>		<u>115,259</u>
Conditional Transfers							
Canada Day Grant	0	0	1,600	1,500	100		1,500
Grant - Other	1,500	0	1,041,754	25,000	1,016,754	5	25,000
	<u>1,500</u>	<u>0</u>	<u>1,043,354</u>	<u>26,500</u>	<u>1,016,854</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	250,022	32,149	217,873	6a	32,149
Utility Fund Transfer	262,500	262,500	1,050,000	1,050,000	0		1,050,000
	<u>262,500</u>	<u>262,500</u>	<u>1,300,022</u>	<u>1,082,149</u>	<u>217,873</u>		<u>1,082,149</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,104	4,036	36,986	47,000	10,014	7	47,000
Councillors	10,821	12,056	126,140	136,100	9,960	8	136,100
Regional Service Commission 9	0	1,307	5,226	5,226	0		5,226
Other	75	292	3,397	13,500	10,103	9	13,500
	<u>14,000</u>	<u>17,690</u>	<u>171,749</u>	<u>201,826</u>	<u>30,077</u>		<u>201,826</u>
Administrative							
Office Building	23,334	10,692	182,392	177,500	(4,892)		177,500
Solicitor	11,923	4,167	20,564	50,000	29,436	10	50,000
Administration - Wages & Benefits	183,550	127,256	1,025,963	1,107,747	81,784	11	1,107,747
Covid-19 Expenses	3,898	2,083	27,033	25,000	(2,033)		25,000
Supplies	11,126	11,950	122,059	143,398	21,339	12	143,398
Professional Fees	13,274	2,500	26,510	30,000	3,490		30,000
Other	11,149	9,458	117,435	126,498	9,063	13	126,498
	<u>258,254</u>	<u>168,106</u>	<u>1,521,956</u>	<u>1,660,143</u>	<u>138,187</u>		<u>1,660,143</u>

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Other General Government Services						
Community Communications	1,507	833	2,738	10,000	7,262	10,000
Civic Relations	156	83	341	1,000	659	1,000
Insurance	0	0	247,058	223,290	(23,768)	223,290
Donations	4,197	2,833	22,147	34,000	11,853	34,000
Cost of Assessment	0	0	266,004	266,004	(0)	266,004
Property Taxes - L.P.P.	0	0	16,782	18,000	1,218	18,000
Fox Farm Rental Expenses	985	208	5,713	2,500	(3,213)	2,500
	<u>6,846</u>	<u>3,958</u>	<u>560,784</u>	<u>554,794</u>	<u>(5,990)</u>	<u>554,794</u>
	<u>279,100</u>	<u>189,754</u>	<u>2,254,489</u>	<u>2,416,763</u>	<u>162,274</u>	<u>2,416,763</u>
Protective Services						
Police						
Police Protection	233,517	233,517	2,836,560	2,802,204	(34,356)	2,802,204
Crime Stoppers	0	0	2,800	2,800	0	2,800
	<u>233,517</u>	<u>233,517</u>	<u>2,839,360</u>	<u>2,805,004</u>	<u>(34,356)</u>	<u>2,805,004</u>
Fire						
Fire Protection	168,035	169,958	2,254,719	2,262,703	7,984	2,262,703
Water Costs Fire Protection	0	0	330,000	330,000	0	330,000
	<u>168,035</u>	<u>169,958</u>	<u>2,584,719</u>	<u>2,592,703</u>	<u>7,984</u>	<u>2,592,703</u>
Emergency Measures						
EMO Director/Committee	81	1,667	975	20,000	19,025	20,000
	<u>81</u>	<u>1,667</u>	<u>975</u>	<u>20,000</u>	<u>19,025</u>	<u>20,000</u>
Other						
Animal & Pest Control	778	792	2,199	9,500	7,301	9,500
Other	0	1,000	10,779	12,000	1,221	12,000
	<u>778</u>	<u>1,792</u>	<u>12,977</u>	<u>21,500</u>	<u>8,523</u>	<u>21,500</u>
Total Protective Services	<u>402,411</u>	<u>406,934</u>	<u>5,438,032</u>	<u>5,439,207</u>	<u>1,175</u>	<u>5,439,207</u>

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Transportation Services**Common Services**

Administration (Wages & Benefits)	187,777	209,048	1,722,148	1,835,500	113,352	17	1,835,500
Workshops, Yards & Equipment	63,411	50,750	616,700	654,000	37,300	18	654,000
Engineering	47,601	625	47,601	7,500	(40,101)	19	7,500
	<u>298,789</u>	<u>260,423</u>	<u>2,386,449</u>	<u>2,497,000</u>	<u>110,551</u>		<u>2,497,000</u>

Street Cleaning & Flushing

Street Cleaning & Flushing	0	0	40,506	44,000	3,494		44,000
Roads & Streets	28,063	4,167	99,160	50,000	(49,160)	20	50,000
Crosswalks & Sidewalks	1,174	933	16,534	19,992	3,458		19,992
Culverts & Drainage Ditches	116,125	12,083	176,411	65,000	(111,411)	21	65,000
Snow & Ice Removal	91,550	119,458	520,677	651,500	130,823	22	651,500
Flood Costs	0	0	0	40,000	40,000	23	40,000
	<u>236,911</u>	<u>136,641</u>	<u>853,288</u>	<u>870,492</u>	<u>17,204</u>		<u>870,492</u>

Street Lighting

Street Lighting	14,018	10,833	161,646	130,000	(31,646)	24	130,000
Traffic Services							
Street Signs	956	1,000	9,886	12,000	2,114		12,000
Traffic Lanemarking	0	0	25,677	30,000	4,323		30,000
Traffic Signals	7,512	3,333	52,191	40,000	(12,191)		40,000
Railway Crossing	1,821	1,833	22,228	22,000	(228)		22,000
	<u>10,289</u>	<u>6,167</u>	<u>109,983</u>	<u>104,000</u>	<u>(5,983)</u>		<u>104,000</u>

Public Transit

Public Transit - Comex Service	18,735	20,875	79,358	83,500	4,142		83,500
Public Transit - Other	146	208	1,752	2,500	748		2,500
	<u>18,881</u>	<u>21,083</u>	<u>81,110</u>	<u>86,000</u>	<u>4,890</u>		<u>86,000</u>

Total Transportation Services

	<u>578,888</u>	<u>435,148</u>	<u>3,592,475</u>	<u>3,687,492</u>	<u>95,017</u>		<u>3,687,492</u>
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Environmental Health Services

Solid Waste Disposal Land Fill garbage	22,684	16,667	202,547	200,000	(2,547)		200,000
Solid Waste Disposal Landfill Compost	1,834	2,833	48,741	34,000	(14,741)		34,000
Solid Waste Collection Fero	47,594	47,333	570,984	568,000	(2,984)		568,000
Clean Up Campaign	0	0	30,233	40,000	9,767		40,000
	<u>72,111</u>	<u>66,833</u>	<u>852,505</u>	<u>842,000</u>	<u>(10,505)</u>	25	<u>842,000</u>

Environmental Development Services**Planning & Zoning**

Administration	36,348	44,398	359,908	466,500	106,592	26-28	466,500
Planning Projects	0	2,083	0	25,000	25,000	29	25,000
Heritage Committee	0	208	0	2,500	2,500		2,500
	<u>36,348</u>	<u>46,689</u>	<u>359,908</u>	<u>494,000</u>	<u>134,092</u>		<u>494,000</u>

Envision Saint John

Tourism	0	0	148,000	152,000	4,000		152,000
	0	0	0	3,200	3,200		3,200
	0	0	148,000	155,200	7,200		155,200
	<u>36,348</u>	<u>46,689</u>	<u>507,908</u>	<u>649,200</u>	<u>141,292</u>		<u>649,200</u>

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Recreation & Cultural Services

Administration	37,680	35,506	329,008	332,300	3,292	332,300
Beaches	0	0	45,695	50,636	4,941	50,636
Rothsay Arena	85,381	37,550	367,441	315,000	(52,441) 30	315,000
Memorial Centre	2,705	5,667	69,359	76,000	6,641	76,000
Summer Programs	(615)	652	56,562	62,824	6,262	62,824
Parks & Gardens	23,476	51,699	629,917	613,500	(16,417) 31	613,500
Rothsay Common Rink	4,199	6,790	64,171	43,976	(20,195) 32	43,976
Playgrounds and Fields	24,236	8,833	136,176	124,000	(12,176) 33	124,000
The Hive expenses	6,218	0	6,218	0	(6,218)	0
Regional Facilities Commission	0	0	410,103	393,125	(16,978) 34	393,125
Kennebecasis Public Library	7,404	7,404	86,923	88,843	1,920	88,843
Special Events	2,548	2,000	14,744	39,500	24,756 35	39,500
PRO Kids	0	0	7,500	7,500	0	7,500
Rothsay Living Museum	0	0	71	0	(71)	0
	<u>193,230</u>	<u>156,100</u>	<u>2,223,888</u>	<u>2,147,204</u>	<u>(76,684)</u>	<u>2,147,204</u>

Fiscal Services

Debt Charges						
Interest	73,530	73,708	180,816	182,134	1,318	182,134
Debenture Payments	376,000	376,000	804,000	804,000	0	804,000
	<u>449,530</u>	<u>449,708</u>	<u>984,816</u>	<u>986,134</u>	<u>1,318</u>	<u>986,134</u>

Transfers To:

Capital Fund for Capital Expenditures	3,078,407	2,715,000	3,078,407	2,715,000	(363,407) 36	2,715,000
Reserve Funds	250,000	0	950,000	0	(950,000) 37	0
	<u>3,328,407</u>	<u>2,715,000</u>	<u>4,028,407</u>	<u>2,715,000</u>	<u>(1,313,407)</u>	<u>2,715,000</u>
	<u>3,777,937</u>	<u>3,164,708</u>	<u>5,013,223</u>	<u>3,701,134</u>	<u>(1,312,089)</u>	<u>3,701,134</u>

Town of Rothesay

Variance Report - General Fund

12 months ending December 31, 2021

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 11,847	\$ 20,000	\$ (8,153)	Closed
2	Arena Revenue	\$ 243,824	\$ 265,200	\$ (21,376)	Arena closed due to covid
3	Recreation Programs	\$ 113,127	\$ 86,000	\$ 27,127	Playground revenue greater than expected, \$14K HIVE
4	Licenses & Permits	\$ 86,275	\$ 75,000	\$ 11,275	Higher than expected volume of renovations
5	Conditional Transfers	\$ 1,043,354	\$ 26,500	\$ 1,016,854	Safe Restart Covid funding, and SEED \$30k higher than expected
6	Other Transfers	\$ 250,022	\$ 32,149	\$ 217,873	P-Gap transfer

Total \$ 1,243,599.79
Variance per Statement \$ 1,256,679.00
Explained 99%

Expenses*General Government*

7	Mayor	\$ 36,986	\$ 47,000	\$ 10,014	
8	Councillors	\$ 126,140	\$ 136,100	\$ 9,960	
9	Other	\$ 3,397	\$ 13,500	\$ 10,103	No Developmental seminars attended due to covid
10	Solicitor	\$ 20,564	\$ 50,000	\$ 29,436	fewer services required to date
11	Admin wages and benefits	\$ 1,025,963	\$ 1,107,747	\$ 81,784	one staff short
12	Supplies	\$ 122,059	\$ 143,398	\$ 21,339	less stationary supplies used and IT system upgrades delayed
13	Other	\$ 117,435	\$ 126,498	\$ 9,063	Lower wages than expected, lower worksafe premiums
14	Insurance	\$ 247,058	\$ 223,290	\$ (23,768)	Increase in premiums

Protective Services

15	Police Protection	\$ 2,839,360	\$ 2,805,004	\$ (34,356)	Extraneous costs
16	EMO Director/Committee	\$ 975	\$ 20,000	\$ 19,025	No meetings

Transportation

17	Administration	\$ 1,722,148	\$ 1,835,500	\$ 113,352	Wages and benefits lower than budget + less OT
18	Workshops, Yards & Equipment	\$ 616,700	\$ 654,000	\$ 37,300	Less maintenance than expected
19	Engineering	\$ 47,601	\$ 7,500	\$ (40,101)	Traffic study
20	Roads and Street	\$ 99,160	\$ 50,000	\$ (49,160)	cost of supplies higher and repairs to designated highway
21	Culverts, Drainage & Ditches	\$ 176,411	\$ 65,000	\$ (111,411)	Storm water repairs
22	Snow & Ice Removal	\$ 520,677	\$ 651,500	\$ 130,823	minimal snow/ice for early 2021
23	Flood 2020	\$ -	\$ 40,000	\$ 40,000	no flood
24	Street Lighting	\$ 161,646	\$ 130,000	\$ (31,646)	higher than expected

25 *Environmental Health* \$ 852,505 \$ 842,000 \$ 10,505

Environmental Development

26	Wages	\$ 289,240	\$ 307,500	\$ 18,260	
27	Software & Equipment	\$ 59,253	\$ 100,000	\$ 40,747	software budget may be high
28	Planning bylaw enforcement	\$ 1,750	\$ 35,000	\$ 33,250	
29	Planning Projects	\$ -	\$ 25,000	\$ 25,000	

Recreation & Cultural Services

30	Rothesay Arena	\$ 367,441	\$ 315,000	\$ (52,441)	Zamboni \$10K, Arena compressor \$15K
31	Parks & Gardens	\$ 629,917	\$ 613,500	\$ (16,417)	Increase in fuel \$10K
32	Rothesay Common	\$ 64,171	\$ 43,976	\$ (20,195)	\$15k zamboni repair, no budget allocation for wages
33	Playground & Field	\$ 136,176	\$ 124,000	\$ (12,176)	Wells Bldg design
34	Regional Facilities Commission	\$ 410,103	\$ 393,125	\$ (16,978)	Adjustment for 2021
35	Special Events	\$ 14,744	\$ 39,500	\$ 24,756	Canada Day cancelled

Fiscal Services

36	Capital Fund for capital expenditures	\$ 3,078,407	\$ 2,715,000	\$ (363,407)	
37	Transfer to reserve	\$ 950,000	\$ -	\$ (950,000)	Transferred money to reserve

Total \$ (1,087,416)
Variance per Statement \$ 999,520
Explained -109%

Town of Rothesay

Account	Description	Amount	Expensed	Capital from Operating	Reserves	Gas Tax	Grants	Borrow
120105-60	Town Hall Equipment Purchases G-2020-009	44,118.30	-	44,118.30				
	Town Hall improvements	76,269.58		76,269.58				
	Conference room	96,653.02	3,753.57	92,899.45				
120115-60	Protective Serv. Equipment Purchases P-2020-010	118,192.77	-	118,192.77				
120275-60	Storm Water Master Plan T-2020-013	114,419.44	114,419.44	-				
120276-60	Traffic Study T-2020-014	42,841.54	42,841.54	-				
120243-60	Floating Dock	132,173.15	-	132,173.15				
120208-60	Recreation Equipment Purchases R-2020-004	22,317.19	-	22,317.19				
120213-60	Transportation Equipment Purchases T-2020-003	295,480.67	-	295,480.67				
120251-60	Designated Highway 2020	19,453.50	19,453.50	-				
120277-60	Engineering Asphalt 2021 - T-2021-001	2,182,655.18						
	Less transfer re Highland	- 250,000.00						
	Less transfer general asphalt	- 260,000.00						
		1,672,655.18						
	Curb and sidewalk	135,000.00		135,000.00				
	Storm drainage	130,000.00		130,000.00				
		1,407,655.18		1,127,655.18		280,000.00		
120279-60	Spruce/Clark intersection	522,575.35						
	Less transfer re Spruce Street	- 74,000.00						
		448,575.35						
	Curb and sidewalk	68,000.00		68,000.00				
	Storm drainage	31,000.00		31,000.00				
		349,575.35		349,575.35				
120120-60	Arena Renovations R-2020-011	565,191.68		195,191.68		370,000.00		
120271-60	Wells Ball Field R-2020-002	260,533.77		260,533.77				
120278-60	Wells building design	16,368.90	16,368.90					
120268-60	Church Avenue Reconstruction T-2019-002	4,759.09	4,759.09					
	Sierra street lights	6,257.70	6,257.70					
		3,936,260.83	207,853.74	3,078,407.09		650,000.00		
				3,936,260.83		500,000.00	payable to the reserve	

Town of Rothesay

Utility Fund Financial Statements

December 31, 2021

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Capital Summary

U6

Town of Rothesay

Capital Balance Sheet

As at 2021-12-31

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	1,523,835
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	803,922
Capital Assets Utilities Water System	27,756,293
Capital Assets Utilities Sewer System	24,095,854
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<u>56,628,658</u>
Accumulated Amortization Utilites Buildings	(725,668)
Accumulated Amortization Utilites Water System	(8,223,909)
Accumulated Amortization Utilites Sewer System	(8,955,197)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(30,341)
Accumulated Amortization Utilites Equipment	(222,747)
Accumulated Amortization Utilites Roads & Streets	(19,067)
	<u>(18,218,960)</u>
TOTAL ASSETS	<u><u>38,409,699</u></u>

LIABILITIES

Current:

Total Current Liabilities

Long-Term:

Long-Term Debt

Total Liabilities

8,501,1928,501,192EQUITY

Investments:

Investment in Fixed Assets

Total Equity

29,908,50729,908,507

TOTAL LIABILITIES & EQUITY

38,409,699

Town of Rothesay

Balance Sheet - Utilities Fund Reserves
2021-12-31

ASSETS

BNS Utility Capital Reserve # 00241 12	1,350,329
	<u>\$ 1,350,329</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	881,185
Invest. in Utility Operating Reserve	172,455
Invest. in Sewerage Outfall Reserve	296,690
	<u>\$ 1,350,329</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 2021-12-31

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	860,610
Total Current Assets	860,610
Other Assets:	
TOTAL ASSETS	\$ 860,610

LIABILITIES

Accrued Payables	41,133
Due from General Fund	738,965
Deferred Revenue	13,346
Total Liabilities	793,445

EQUITY

Surplus:	
Opening Retained Earnings	48,220
Profit (Loss) to Date	18,945
	67,165
TOTAL LIABILITIES & EQUITY	\$ 860,610

Town of Rothesay
Utilities Operating Income Statement
 12 Months Ended 2021-12-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	243,233	268,819	1,116,680	1,127,500	(10,820)	1	1,127,500
Meter and non-hookup fees	15,189	11,800	58,285	47,200	11,085	2	47,200
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	61,859	62,000	(141)		62,000
Sewerage Services	167	0	1,804,580	1,800,000	4,580		1,800,000
Connection Fees	2,700	5,833	68,850	70,000	(1,150)		70,000
Interest Earned	8,086	6,667	106,109	80,000	26,109	3	80,000
Misc. Revenue	463	561	7,363	6,727	636		6,727
Infrastructure Grants	0	0	1,000	0	1,000	4	0
Surplus - Previous Years	0	0	34,573	34,573	0		34,573
TOTAL RECEIPTS	269,837	293,680	3,589,299	3,558,000	31,299		3,558,000
WATER SUPPLY							
Share of Overhead Expenses	105,000	105,000	420,000	420,000	0		420,000
Audit/Legal/Training	0	625	6,010	10,500	4,490		10,500
Other Water	2,349	167	16,416	2,000	(14,416)	5	2,000
Purification & Treatment	52,953	33,333	408,751	420,000	11,249		420,000
Transmission & Distribution	8,793	10,833	74,667	130,000	55,333	6	130,000
Power & Pumping	2,287	3,500	39,654	42,000	2,346		42,000
McGuire Road Operating	13,530	19,000	13,530	19,000	5,470		19,000
Billing/Collections	186	0	2,410	0	(2,410)		0
Water Purchased	281	63	1,181	750	(431)		750
Misc. Expenses	0	250	24,944	15,000	(9,944)	7	15,000
TOTAL WATER SUPPLY	185,378	172,771	1,007,564	1,059,250	51,686		1,059,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	157,500	157,500	630,000	630,000	0		630,000
Audit/Legal/Training	0	625	7,089	14,500	7,411		14,500
Collection System Maintenance	472	2,667	63,486	64,000	514		64,000
Sewer Claims	0	1,667	19,561	20,000	439		20,000
Lift Stations	4,340	5,833	43,551	70,000	26,449	8	70,000
Treatment/Disposal	51,343	6,417	130,494	92,000	(38,494)	9	92,000
McGuire Road Operating	(7,169)	0	0	0	0		0
Misc. Expenses	417	1,167	11,812	14,000	2,188		14,000
TOTAL SWGE COLLECTION & DISPOSAL	206,903	175,875	905,993	904,500	(1,493)		904,500
FISCAL SERVICES							
Interest on Long-Term Debt	95,786	95,787	300,617	300,617	(0)		300,617
Principal Repayment	278,000	275,000	518,357	515,357	(3,000)		515,357
Other Debt Charges/Bank Charges	6,641	8,276	6,641	8,276	1,635		8,276
Transfer to Reserve Accounts	66,150	70,000	71,836	70,000	(1,836)		70,000
Capital Fund Through Operating	759,347	700,000	759,347	700,000	(59,347)	10	700,000
TOTAL FISCAL SERVICES	1,205,924	1,149,063	1,656,797	1,594,250	(62,547)		1,594,250
TOTAL EXPENSES	1,598,204	1,497,709	3,570,353	3,558,000	(12,353)		3,558,000
NET INCOME (LOSS) FOR THE PERIOD	(1,328,367)	(1,204,029)	18,945	(0)	18,945		(0)

Town of Rothesay

Variance Report - Utility Operating

U5

12 months ending December 30, 2021

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	1,116,680	1,127,500	\$ (10,820)	Covid grant revenue in Jan
2	Meter and Non-hook up fees	58,285	47,200	\$ 11,085	low estimate
3	Interest Earned	106,109	80,000	\$ 26,109	Conservative budget estimate
4	Infrastructure Grants	1,000	-	\$ 1,000	Balance of contribution from 2020
Water Supply					
5	Other Water	\$ 16,416	\$ 2,000	\$ (14,416)	Hillside trail bridge
6	Transmission & Distribution	\$ 74,667	\$ 130,000	\$ 55,333	Maintenance Well C6- C4
7	Misc. Expenses	\$ 24,944	\$ 15,000	\$ (9,944)	New water meters
Sewer					
8	Lift Stations	\$ 43,551	\$ 70,000	\$ 26,449	No maintenance on lift stations, Power lower than expected
9	Treatment/Disposal	\$ 130,494	\$ 92,000	\$ (38,494)	WWTP Design work
Fiscal Services					
10	Capital Fund through Operating	759,347	700,000	(59,347)	Conservative budget

Town of Rothesay

Account	Description	Amount	Expensed	Capital from Operating	Developer	Reserves	Gas Tax	Grants	Borrow
120423-30	Wastewater Treatment Plant - carryfwd	5,062.83	5,062.83						
120434-30	Well Development - Quality W-2020-004	34,956.71	34,956.71						
120458-30	Hillside Tank Heater	72,069.35		72,069.35					
120457-30	College Hill Road water line W-2020-009	16,212.53		16,212.53					
120454-30	Digital Radios S-2020-006	9,698.59		9,698.59					
120450-30	Turnbull Court Design S-2020-001	973,671.13		123,671.13				850,000.00	
120300-30	Filtration building water	49,871.63		49,871.63					
120413-30	Watermain extension K Park	119,220.97		119,220.97					
120459-30	Seville Street sewer	124,484.34		124,484.34					
120399-30	Maliseet Drive water	34,118.08		34,118.08					
120441-30	WWTF design costs	41,951.53	41,951.53						
transfer	Highland Drive sewer	250,000.00		125,000.00			125,000.00		
transfer	Spruce Street water	74,000.00					74,000.00		
transfer	Water work in asphalt contract	260,000.00		85,000.00			175,000.00		
		2,065,317.69	81,971.07	759,346.62			374,000.00	850,000.00	0.00
				841,317.69			1,215,317.69		841,317.69
		1,481,317.69	377,320.76						
		1,487,575.00							

WLO

Town of Rothesay

2021-12-31

219500-60

Donations/Cultural Support	Budget 2021	Paid to date
KV3C	2,500.00	2,500.00 in kind
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	3,996.81
Fairweather Scholarship	1,000.00	1,000.00
KV Oasis	2,500.00	2,500.00
Saint John Theatre Company	1,000.00	2,000.00
Symphony NB	2,500.00	2,500.00
Vocational Training Centre	6,000.00	-
sub	25,500.00	19,496.81
Other:	8,500.00	
Junior Achievement		300.00
RNS Youth for Youth		100.00
Make-A-Wish Canada		500.00
Compassionate Grief Centre		1,000.00
SJ Regional Hospital		500.00
YMCA		1,000.00
St Joseph's Hospital Fdn		1,000.00
Empty Stocking Fund		500.00
First Steps		250.00
Alzheimer's Society		150.00
Hestia House		200.00
sub	8,500.00	5,500.00
	<u>34,000.00</u>	<u>24,996.81</u>

TOWN OF ROTHESAY

FINANCE COMMITTEE

January 27, 2022

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman

Councillor Helen Boyle

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

The meeting was called to order at 8:27am.

The agenda was accepted with the addition of a funding request for a donation to Quispamsis teacher with stage IV cancer. (DS/HB)

Election of Chairperson

Don Shea nominated Deputy Mayor Matt Alexander as chairperson. (NG/HB)

Review of Minutes

The minutes of November 26, 2021 were accepted as presented (DS/HB).

December Preliminary Draft Financial Statements

General – Treasurer MacDonald explained that these were the first round draft statement and there will likely be minor changes, but we are expecting a surplus of approx. \$257,000. He explained additional revenue was received from Federal Government and Provincial Government relating to the “safe restart” program and changes to the property assessment system. It was turbulent year due to supplies issues, costs and staffing challenges caused by Covid. A number of expenditures were under budget including professional fees, sand and salt usage, budgeted flood costs, etc. The capital projects report was reviewed specifically relating to the final determination of funding sources for total expenditures. The report outlines the changes over the year from budget, and how to fund the changes.

Utilities – The same review of capital projects with the Utilities was conducted, including final funding of capital projects compared to the original budget. We still expect a small surplus.

The statements were accepted as presented (DS/NG)

Donation Requests

Vocational Training – Saint John – no donation request was received during 2021 although money was budgeted for donation.

Saint John Theater Company – agreed to **recommend to Council to fund \$1,000.** (NG/DS)

NB Museum – Correspondence to Mayor soliciting for donations. No indication for the purposes of funds. Request declined (NG/DS)

Cycling for Kids with Disabilities– agreed to **recommend to Council to fund \$1,000.** (DS/NG)

Items as information

Bank commitment letter and Local Improvement Levies for K Park & Mulberry Lane was received as information. (NG/DS)

Reserve Motion

It is recommended that the finance committee recommend to Council the following motion:

RESOLVED that Gas Tax Funding in the amount of \$500,000.00 for the year 2021, be transferred to the General Capital Reserve Fund (Gas Tax). (DS/NG)

Compliance Report

For information.

Next Meeting

The next meeting is set for February 24, 2022 unless delayed by the audit. The meeting adjourned at 9:20.

Deputy Mayor Matt Alexander, Chairman

Laura Adair, Recording Secretary

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: December 20th, 2021

Applicant: Saint John Theatre Company

Address: 112 Princess Street, Saint John, NB, E2L 1K4

Contact: Jessica Paven Tel. 506-652-7582, ext. 238

Email: jessica@saintjohntheatrecompany.com

Organization Description: See attached document.

Amount Requested: \$ 10,000.00

→ \$1,000.00

Descriptions of proposed event or activity: Atlantic Repertory Company's 2022 Education Outreach

See attached document.

Project costs: \$151,500.00

Benefits to town of Rothesay: Each year, the SJTC takes our Education Outreach program into various schools within the town of Rothesay. We plan to continue this with our 2022 ARU season, thereby providing valuable arts education experiences to students within the town of Rothesay.

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).

SAINT JOHN THEATRE COMPANY

December 20th, 2021

Re: Saint John Theatre Company proposal for funding from the town of Rothesay for the 2022 Atlantic Repertory Company season of work

To the Rothesay Town Clerk,

Each year, the Saint John Theatre Company takes our Education Outreach program into various schools within the town of Rothesay. We plan to continue to do so with our 2022 Atlantic Repertory Company season, thereby providing valuable arts education experiences to students within the town of Rothesay. Many residents of the town of Rothesay are frequent attendees at and performers in both SJTC and ARC productions, and it is therefore our hope that you will consider sponsoring us in the new year.

Brief Description of the Organization:

The Saint John Theatre Company is a professional theatre organization, established in 1990, that has for over thirty years provided exciting, high-quality theatre productions to the Greater Saint John community and beyond. Offering an array of opportunities to both professional and community-based theatre-makers and volunteers who are passionate about theatre, the Company has established a strong arts & culture presence not just in New Brunswick, but on the larger Atlantic Canadian stage – and we are constantly growing. The Company is professionally staffed and is governed by a volunteer Board of Directors, comprised of community leaders representing various stakeholder sectors in Saint John.

The SJTC produces an annual Main Stage series at Imperial Theatre; a Studio Production and a Professional Presentation series at the BMO Studio Theatre; and has recently begun to offer an annual professional series under the umbrella of Atlantic Repertory Company, which provides paid opportunities to young theatre-school graduates with ties to Atlantic Canada. Under the ARC umbrella, the SJTC also began to offer ARC Academy professional development sessions in 2020: a series of workshops, guided by industry leaders like Seana McKenna and Diane D’Aquila, centred around directing, script development, acting techniques, and more.

The Company is also the producer of the annual Fundy FRINGE Festival, which will mark its tenth year of operation in 2022 and showcases out-of-the-box theatre from across Canada and the United States.

SAINT JOHN THEATRE COMPANY

What the SJTC is perhaps most proud of, though, is our ever-growing Education Outreach program, developed in partnership with the Anglophone South School District and the University of New Brunswick (Saint John). Each year, multiple SJTC (and now ARC) productions are taken into auditoriums and classrooms across the province and students are given the opportunity to engage with the performances and ask thought-provoking questions during the Q&A sessions that follow. While our education outreach is generally conducted in person, we have had to pivot our offerings in the wake of COVID-19; for the past year and a half, we have developed skills and invested in technology which allow us to stream productions directly into schools, followed immediately by Zoom Q&A sessions with students.

Operating on a budget that has in recent years ranged between \$800,000 and \$950,000 annually, the SJTC is now the largest theatre organization in New Brunswick. In the 2021-2022 season, the Saint John Theatre Company will produce a full Main Stage series, host several musical acts as part of the Live @ the BMO series, and produce three highly diverse professional ARC productions. It is these three ARC productions that will be the main focus of this season's Education Outreach endeavours.

Funding Requirements:

The upcoming ARC season of work will include two different Education Outreach components:

1. Several more ARC Academy lecture sessions, taught tentatively by Richard Rose, R. H. Thomson, and other leading Canadian theatre-makers TBD. These lecture sessions will continue to provide educational, paid opportunities to young theatre professionals whilst COVID-19 continues to limit professional opportunities for young actors, directors, etc. The sessions will likely continue to be offered via Zoom.
2. A series of community outreach initiatives where the productions in our 2022 season will be taken into school auditoriums and classrooms, either in-person or virtually depending upon COVID-19 health and safety restrictions. The productions that we intend to offer to schools across New Brunswick all will feature and be produced by highly diverse cast & crew:
 - **The 'Ice Lady' Project** – A follow-up production to the highly successful project *We Were Here*, which was written and directed by the SJTC's Artist-in-Residence, Clyde A. Wray. *We Were Here* tells the stories of lesser-known Black historical figures from Saint John, New Brunswick and its surrounding areas. In 2021-2022, we intend to produce a sequel of sorts, also written and directed by Clyde A. Wray, which further explores the life story of one particular historical

SAINT JOHN THEATRE COMPANY

figure featured in *We Were Here*: Georgina Whetsel, also known as ‘the Ice Lady’. At the end of the nineteenth century, Whetsel was a highly successful businesswoman and the richest Black woman in North America.

- **The Ray Charles Project** – A musical production about the life of musician Ray Charles. It will be written by Clyde A. Wray, with musical direction from Gordi Munro.
- **D’Ramadan** – A production created by a group of Muslim Newcomers that will be facilitated by local actress and SJTC alumna, Olive Ozoemena. The production will be developed in partnership with the YMCA Newcomer Connections Program.

Each of these three productions, and possibly the SJTC’s Main Stage production of *Driving Miss Daisy*, will be performed live in New Brunswick schools or streamed into them for COVID-safe consumption; each performance will then be followed by a Q&A session with the cast and crew, either in person or via Zoom, where the students can ask questions about the highly diverse and educational content that each production promises to provide.

There are substantial costs associated with initiatives like ARC Academy and our Education Outreach program, particularly in the age of COVID-19. We are currently dealing with the additional costs that producing virtual outreach content creates. When producing virtual content, we have made a commitment to do so to a high standard; that standard means professionally filmed and edited productions, created using top-notch production equipment and skilled staff.

While extremely beneficial in the age of COVID-19, the cost of high-quality virtual productions, and of streaming them into schools, is undeniable. The cost of producing digital versions of the upcoming ARC season alone, which will be the main focus of our Education Outreach program, is substantial:

Item	Estimated Cost
Misc. Overhead	\$ 2,000.00
Creative Staff, Performers & Musicians	\$ 87,500.00
Design Staff	\$ 6,000.00
Show Staff	\$ 1,000.00
Video Production (\$4000 per show for equipment rentals + staff)	\$ 12,000.00
Production Expenses	\$ 47,760.00
Marketing & Printing Expenses	\$ 16,260.00
Total	\$ 161,500.00

SAINT JOHN THEATRE COMPANY

Of our \$151,500 ARC budget, nearly 8% is allocated just for video production costs.

In years past, prior to COVID-19, the Saint John Theatre Company allocated roughly \$70,000 out of our total operational budget for costs related to Education Outreach. Because we hope to have a relatively normal season in 2021-2022, we plan to allocate the same amount of funds to our Education Outreach program this year – but the fact of the matter is that, with COVID-19 and the Omicron variant still a pressing threat in New Brunswick, we need to be prepared for the possibility that digital offerings may be the only way we can reach students again this year. Subsequently, we need to factor in the \$12,000 cost of video production for all three shows being offered to schools. With the cushion of \$12,000 in digital production fees added to the cost of bringing productions into schools in person, **our actual Education Outreach costs are closer to \$82,000.**

In addition to these basic Education Outreach costs, the Saint John Theatre Company's operational budget for 2021-2022 predicts a \$1,500 cost for **online software expenses**; this includes premium Zoom licensing fees which make ARC Academy's sessions and virtual outreach into schools possible, as well as the fees that we pay to the streaming platforms which host our digitally produced content (ex: Showtix4u, Theatre Manager, etc.).

Thus, if sponsoring the SJTC is within your budget, we hope that you may consider contributing **\$10,000** to the 2022 Atlantic Repertory Company season's operational budget of \$151,500.

SAINT JOHN THEATRE COMPANY

How we will measure success:

Success of the upcoming ARC season will be measured by:

1. Audience participation:
 - Number of tickets sold
 - Number of Education Outreach participants (schools interested + students reached)
2. Community feedback:
 - Media reviews
 - Social media mentions/comments/tagged posts
 - Completion of post-show, digital feedback surveys (available via QR code at BMO Studio Theatre)
3. Artist feedback:
 - Completion of post-session, digital feedback surveys by all ARC Academy participants
 - Social media response from ARC Academy participants (and instructors)
 - Outcome of sessions (ex: do participants apply the skills that they have learned in a practical setting? i.e. directorial roles, cast in new productions, etc.)
4. Financial success & stability

SAINT  JOHN
THEATRE COMPANY

Organization contact information:

The Saint John Theatre Company Inc.
112 Princess Street
Saint John, NB, E2L 1K4

Executive Director: Stephen Tobias
Board President: George Daniel

Phone: 506-652-7582, ext. 238
Fax: 506-652-7585

Email: stephen@saintjohntheatrecompany.com **OR** jessica@saintjohntheatrecompany.com

Facebook: <https://www.facebook.com/saintjohntheatrecompany>
Instagram: [@sjtheatreco](https://www.instagram.com/sjtheatreco)
Twitter: [@sjtheatre](https://twitter.com/sjtheatre)

Websites:

<https://saintjohntheatrecompany.com/>

<https://atlanticrep.ca/>

Proposal completed by:

Jessica Raven, *Marketing Assistant*

Phone: 506-652-7582, ext. 238



277 Douglas Avenue Saint John, New Brunswick E2K 1E5 heritage@nbm-mnb.ca

Nancy Grant
70 Hampton Rd
Rothesay, NB E2E 5L5

November, 2021
0159

Dear Nancy,

We've missed you.

Sadly, these are words we hear all too often these days.

None of us has ever faced a time like the past two years. These have been challenging times for everyone. In just a matter of months, the global pandemic literally shuttered our entire planet. We really regretted having to close our own doors without saying "Farewell...for now" to our members and friends. And we really have missed you.

Even though the Exhibition Centre at Market Square in Saint John is currently closed and will remain closed for the time being, we're still here...dreaming big plans for visionary new experiences and an even brighter future for the New Brunswick Museum.

And with your support and encouragement, we'll be welcoming you back again with fanfare!

Throughout the prolonged crisis, we've seen how much the New Brunswick Museum means to our province and our communities. Friends like you mean we've been able to continue to provide big experiences for students, teachers and families across New Brunswick through our ***Live Online School Learning Programs***. Your support also makes it possible to stay connected "virtually" with online visitors to ***Reviving our Memories*** and NBM's historic ***photo collections***.

It hasn't been ideal but we don't want to lose touch.

The province and the New Brunswick Museum are working together to envision and plan for a bright future. In the coming months, we will be able to share news and updates with you. We're looking forward to being able to welcome you back with an enthusiastic "See you at the museum!" The amazing work you allow us to do is only possible with your support.

Can we count on you to help make *big plans* turn into *big experiences*?

You **can** help make it happen! Your generous support today will help preserve our province's natural history, unique and diverse cultural heritage and art collections. You'll be helping to keep NBM's important archives and library accessible and to make sure we can share New Brunswick's story and the remarkable contributions of our people...from Indigenous communities and early settlers to new immigrants...across this great province and beyond.



*For Finance
Committee
Please
NB*

You'll be helping to inspire New Brunswickers to be proud of our storied past and envision the future with optimism. Today and for generations to come. Imagine the possibilities!

As a registered not-for-profit organization, donors like you play a crucial role in sharing the New Brunswick Museum's programs and activities across our entire province. Please consider a gift of support to the New Brunswick Museum today. We issue income tax receipts for contributions over \$20. You can donate online easily using our secure website by visiting nbm-mnb.ca/donate/ or contact us at heritage@nbm-mnb.ca or (506) 977-3313 for more information.

Thank you for being by our side on this journey. And thank you for considering continuing your support for the New Brunswick Museum.

We hope that you will spend the upcoming holidays in good health and in good company. We look forward to meeting again soon in person! With good wishes,



Bernard Riordon, OC, Hon. DFA
CEO, New Brunswick Museum

PS. Your support of the New Brunswick Museum shows you believe our province needs a world-class museum to experience our province's past, present and future...a place to inspire visitors with creativity and innovation.

Would you be able to make a gift of \$50, \$100, \$200, or your most generous gift today?

X-----

If you prefer to make a contribution by cheque, please complete and return by mail to

**New Brunswick Museum
Development Office
277 Douglas Avenue
Saint John, NB E2K 1E5**

Name _____

Address _____

Address _____

Email _____

Telephone (home) _____ Telephone (mobile) _____

I/We are pleased to make a contribution of \$ _____

Signature _____





SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: Jan 25, 2022

Applicant: "You Can Ride Two"

Address: 70 B Hampton Rd, Rothesay, NB, E2E 5Y2

Contact: Susan Lawton Tel. 506-847-2037 cell 507-991-5623

Email: susan.lawton@archstonephysio.com

Organization Description: Please refer to attached document.

Amount Requested: \$ 1000.00

Descriptions of proposed event or activity:

Project costs:

Benefits to town of Rothesay:

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).

YOU CAN RIDE TWO!



Community Grant Application

Prepared for: Town of Rothesay

Prepared by: Susan Lawton, Paediatric Physiotherapist, Organizer of "You Can Ride Two"

January 25, 2022

YOU CAN RIDE TWO!

PROGRAM OVERVIEW

I am writing to request consideration for a \$1000 Grant from the Town of Rothesay for my bike program called "You Can Ride Two".

Organization Description

"You Can Ride Two" (YCR2) is a not-for-profit, volunteer-run Learn-to-Ride program for children with disabilities.

Description of Event

YCR2 is a 7-week program, researched and developed over 20 years by Edmonton Physiotherapist Janine Haleyko. It is designed to teach children with disabilities 8 years and older how to ride a two-wheeled bike. The program was brought here to Rothesay in 2021 by paediatric physiotherapist Susan Lawton. Our team of volunteers ran a very successful pilot program in summer 2021 for 8 participants. This program was run on the grounds at Rothesay High School and Rothesay Arena, with support from Archstone Physiotherapy, Millenium Bike Shop, Velo NB, and 30 volunteers from the Rothesay and Greater Saint John Area. Our goal is to expand the program this year with offerings for 20 participants, and to run it annually for free of charge.

The Rothesay site is the first centre offering the YCR2 program outside of Alberta. The local Program Director and Head Coach, Sue Lawton, is part of a national community working in conjunction with Janine Haleyko of You Can Ride 2 in Edmonton, to create partnerships and communication networks to promote adapted cycling programs across the country.

This year's program is planned for May 4 to June 22, 2022 (dates are subject to change), at Rothesay High School/Rothesay Arena Parking lot.

Benefits to the Town of Rothesay

Children with disabilities are often very limited in their ability to participate in community recreational activities. Learning to ride a bike opens up a world of opportunity to them.

- It allows them a rare experience to engage with other children in an organized activity.
 - Through peer support the children are motivated by each other and realize that they are not the only ones their age that haven't learned to ride a bike yet.
 - Children grow in confidence and self-esteem, as they learn new skills and open up opportunities for fun and physical fitness.
 - They learn skills to be able to join in play and socialization with peers in their own neighbourhood.
 - It gives families of children with disabilities a recreational physical activity that they can now enjoy together.
 - Children and families improve their sense of social, emotional and physical well-being.
-

YOU CAN RIDE TWO!

- The volunteers also gain a tremendous sense of satisfaction and purpose by having the opportunity to participate in this very rewarding project. They can't wait to come back!

Not-for-profit

With regards to our Not-for-profit status, I am currently in the midst of investigating whether we need to register our group as an official not-for-profit organization. Although I work at Archstone Physiotherapy, and several of our volunteers come from the clinic, no profits are made for the clinic or for any purpose. This is a separate community project. We had a wide variety of volunteers from the community helping us last year - nurses, teachers, occupational therapists from the school system, physiotherapists from the hospital, interested bike enthusiasts from the community, older children of volunteers, and a bike mechanic from Millenium cycle. I have been in contact with Deb McDonald from the Community Autism Society Inc. in Saint John. She has agreed to let us work under her umbrella to receive funds if you require an official non-profit status.



BUDGET

Estimated Budget for 2022:

Obtaining funding for the following expenses will allow us to run our program free of cost to the participants. We are applying for various grants through the City of Saint John, Town of Rothesay, and Smart and Caring Community Grant. In addition to the costs below, the **next step** will be to obtain a variety of bicycles for trial or loan for use during the program.

Description	Quantity	Unit Price	Cost
Rider insurance through Velo NB	20	\$ 40	\$ 800
Wingman Harnesses	8	\$ 130	\$ 1,040
Balance Buddy - Handle Supports	4	\$ 35	\$ 140
Saddle bag rack - for external support on larger bike	1	\$ 50	\$ 50
Mechanic - 6 hours	6	\$ 50	\$ 300
Advertising	1	\$ 400	\$ 400
Extra gear - bike gloves, bells	20	\$ 10	\$ 200
Other supplies - chalk, cones, bubbles, ropes, balloons, etc	1	\$ 200	\$ 200
Volunteer token	40	\$ 10	\$ 400
Rider Loot Bags - (in addition to donated items)	20	\$ 10	\$ 200
Accounting / Administration	1	\$ 500	\$ 500
Contingency Fund	1	\$ 500	\$ 500
Total		\$0	\$ 4,730

Thank you so much for your consideration. If you require any further information, please feel free to contact me:

Susan Lawton
 Coordinator "You Can Ride Two"
susan.lawton@archstonephysio.com
 work: 506-847-2037

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: 1/31/2022

Applicant: CINB-FM Communications Inc. Oldies 96
Address: 126 Hampton Road, Rothesay
Contact: Matt Mabae Tel. (506) 609-4796
Email: Matt.Mabae@oldies96.com

Organization Description: Oldies 96 is a small non-for-profit Community radio Station serving the Kennebecasis Valley, greater Saint John and surrounding communities

Amount Requested: \$ 1000.00

Descriptions of proposed event or activity: We're hoping this grant will help with costs associated with moving the radio station to Rothesay place, as our current rent is being raised by over 125 percent.

Project costs: upwards of \$5,000 for moving costs, re-wiring and hiring an engineer.

Benefits to town of Rothesay: This move will solidify our radio station in Rothesay. We're hoping to sign a 5-year lease at our location. We are the first and only radio station in the valley and would like to stay here long term.

There are many benefits to having our radio station in your community long term.

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).



2022 February 14 Open Session FINAL_155

ROTHERSEY

AGE FRIENDLY ADVISORY COMMITTEE MEETING
Webex Videoconference
Tuesday, January 18, 2022 at 10:00 a.m.



DRAFT

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

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

ABSENT: CHRISTINA BARRINGTON
ANGELA CAMPBELL
JEAN PORTER MOWATT
TOWN MANAGER JOHN JARVIE

The videoconference was called to order at 10:00 a.m.

1. ELECTION OF OFFICERS

K. Duffley called three times for nominations from the floor for Chairperson. Miriam Wells nominated Diane O'Connor as Chairperson. There being no other nominations, Diane O'Connor was elected Chairperson by acclamation.

Chairperson O'Connor called three times for nominations from the floor for Vice Chairperson. Diane O'Connor nominated Miriam Wells as Vice-Chairperson. There being no other nominations, Miriam Wells was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

MOVED by N. Haslett and seconded by S. Jennings the agenda be approved as circulated.

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

All members were requested to sign the Member Statement and return it to Town Hall. Members can email, mail, or drop off (in the Town Hall mail slot) their signed form as Town Hall is closed to the public during the Level Three lockdown.

3.2 Committee Mandate

RECEIVED FOR INFORMATION.

3.3 2022 Meeting Schedule

MOVED by M. Wells and seconded by N. Stephenson the Committee approve the 2022 meeting schedule as distributed.

CARRIED.

4. APPROVAL OF MINUTES

4.1 Meeting minutes of November 16, 2021.

MOVED by R. Taylor and seconded by J. Jennings the Age Friendly Advisory Committee meeting minutes of November 16, 2021 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. DELEGATIONS

N/A

7. REPORTS AND PRESENTATIONS

N/A

8. UNFINISHED BUSINESS

8.1 Age Friendly Community Designation Update

K. Duffley reported renewal of the designation was approved, however receipt of the formal notice will be delayed. Once received, the document will be shared with the Committee. K. Duffley and K. Flood were thanked for their hard work during the onerous process. The Committee expressed interest in sharing news of the approval on social media channels for both the Town and the Rothesay Hive.

There was a brief discussion regarding a suggestion to create a toolkit for communities interested in becoming, or maintaining their designation as, an age-friendly community. Staff, and some Committee members, have received inquiries seeking advice regarding the process. One individual, who relocated from Ontario to New Brunswick, expressed interest in using their experience with age-friendly communities to create a support network for age-friendly communities, and those applying for the designation. In response to an inquiry, K. Duffley advised a map of age-friendly communities, in New Brunswick, is available on the Government of New Brunswick website, but cautioned it may not be updated. Concern was expressed the existing toolkit available on the Government of New Brunswick website is inadequate. K. Duffley advised, though it may take time, the Province has indicated the toolkit will be updated. Mayor Grant mentioned a past celebration for the opening of the Rothesay Hive where Rothesay’s initial designation, as an age-friendly community, was announced. She proposed a similar event once the facility reopens and formal approval is received. Suggestions were made to invite representatives of the Department of Social Development, including Minister Bruce Fitch, as well as Minister Flemming (MLA), Wayne Long (MP), Jean-Claude Cormier (Go Ahead Seniors Inc.), and Premier Blaine Higgs.

9. NEW BUSINESS

9.1 Age-Friendly Programming Update

K. Duffley reported the following:

➤ Rothesay Hive:

- Closed for the duration of Level Three lockdown of the COVID-19 Winter Plan
 - Bill McGuire Centre fitness classes also cancelled
- The monthly newsletter was distributed last week with several virtual offerings
- The Facebook Group has grown to 365 members
 - “5 Ways to Beat the Winter Blues” Mindful Moments video posted January 17th (376 views, 866 reach)
- 16 Newcomers Survey responses received

When questioned, K. Duffley advised a brief review of Newcomer Survey responses indicate general interest in newcomer-related programs. She proposed promoting the survey further and reviewing the responses at the next meeting in either February or March. M. Wells asked S. El Maghlawy if she has received interest from newcomers she is in contact with. S. El Maghlawy noted survey responses are directed to K. Duffley, and in-person meetings are suspended during the lockdown.

Mayor Grant announced Council, at its December 13, 2021 meeting, authorized a letter of support for the Saint John Newcomers Centre project titled “Virtual Engage – Hybrid Version” for their application for funding through the Federal Government’s New Horizons for Seniors Program. The organization will utilize space in the Rothesay Hive, once reopened to the public, for 2.5-3 hours per week for the intergenerational program. Chairperson O’Connor announced S. El Maghlawy will be a guest speaker for a Winter Speaker Series event to discuss the project.

➤ Winter Speaker Series (Fundy Winterfest)

- Virtual events Thursdays at 6 p.m. from February – March,
 - Samah El Maghlawy “Newcomer Connection”
 - NB HEARS Project (Hearing Equality through Accessible Research and Solutions) at Loch Lomond Villa
 - KV Workroom
 - Dial-A-Ride
 - Kennebecasis Public Library
 - Riel Nason (KV author)

Chairperson O’Connor acknowledged the reach of the virtual events is greater, however they do not provide the same interactive nature as in-person events. M. Wells suggested the Rothesay Hive book club coordinate a reading of a Riel Nason book during launch of the author’s Speaker Series event. K. Duffley agreed to email the book club regarding the suggestion when programs resume. Chairperson O’Connor invited suggestions for future Speaker Series events.

Mayor Grant requested a status update on the Dial-A-Ride program. Chairperson O’Connor reported she has been unable to reach the coordinator, Annie Dunn. Mayor Grant noted this program could help members of the public, for example, newcomers employed at École des Pionniers, that are without transportation.

ROTHESAY

Mayor Grant informed the Committee funding opportunities are being explored, with neighbouring communities, to improve public transportation. She added, she hopes transportation becomes a part of the new mandate for the Fundy Regional Service Commission. S. Jennings mentioned he spoke to Ms. Dunn two weeks ago and was informed she has assumed a new role in the organization.

The following suggestions were made for future Speaker Series events: James Mullinger’s experience as a newcomer; volunteer work helping Syrian newcomers by a local retired University of New Brunswick professor; and an introductory course for computer programs (Word, Excel, Email, etc.) hosted by Rothesay High School student volunteers. Chairperson O’Connor reported she has reached out to James Mullinger but has not received a response. She noted she will try to contact him again.

Counc. Boyle proposed hosting an event for newcomers to try ice-fishing. She noted it would not be difficult to ensure the activity is COVID-19 compliant. Mayor Grant mentioned a similar event was held a few years ago. Roughly 12-13 individuals registered but only 3-4 participated due to significant rainfall on the day of the event. Participants reported an enjoyable experience despite poor weather conditions. M. Wells suggested another event could be held during the Fundy Winterfest. Chairperson O’Connor added, individuals that relocate from other provinces can also be considered newcomers.

N. Haslett commented on the Wells Recreation Park, noting the trail system is well utilized. Mayor Grant agreed, noting the area is on its way to becoming a regional park as the Town explores more improvements.

10. CORRESPONDENCE FOR ACTION
N/A

11. CORRESPONDENCE FOR INFORMATION
N/A

12. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, February 22, 2022 at 10:00 a.m.

13. ADJOURNMENT

MOVED by M. Wells and seconded by N. Haslett the meeting be adjourned.

CARRIED.

The meeting adjourned at 10:46 a.m.

CHAIRPERSON

RECORDING SECRETARY



2022 February 14 Open Session FINAL_159

ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING
Webex Videoconference
Tuesday, January 18, 2022 at 6:30 p.m.



DRAFT

PRESENT: COUNCILLOR HELEN BOYLE
COUNCILLOR BILL McGUIRE
MARY ANN GALLAGHER, CHAIRPERSON
ADRIENNE ALBERT
DR. SHAWN JENNINGS
JON McEACHERN
GARY MYLES, VICE CHAIRPERSON
HOLLY YOUNG

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

The videoconference was called to order at 6:30 p.m. The Committee welcomed new member Adrienne Albert, Rothesay High School student representative.

1. ELECTION OF OFFICERS

DRP Jensen called three times for nominations from the floor for Chairperson. Gary Myles nominated Mary Ann Gallagher as Chairperson. There being no other nominations, Mary Ann Gallagher was elected Chairperson by acclamation.

Chairperson Gallagher called three times for nominations from the floor for Vice Chairperson. Counc. McGuire nominated Gary Myles as Vice Chairperson. There being no other nominations, Gary Myles was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

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

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

All members were requested to sign the Member Statement and submit it to staff.

3.2 Committee Mandate

RECEIVED FOR INFORMATION.

3.3 2022 Meeting Schedule

The Committee reviewed the 2022 meeting schedule. Chairperson Gallagher noted the June meeting is on, or near, the usual date for the Rothesay High School graduation ceremony. She mentioned the Committee does not always meet in the summer, but if there is a June meeting, some members may not be able to attend.

ROTHESAY

Parks and Recreation Committee (by video conference) ^{2022 February 14 Open Session FINAL_160}
Minutes

-2-

18 January 2022

4. APPROVAL OF MINUTES:

4.1 Meeting minutes of October 19, 2021

MOVED by S. Jennings and seconded by G. Myles the meeting minutes of October 19, 2021 be approved as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. DELEGATIONS

N/A

7. REPORTS & PRESENTATIONS

N/A

8. UNFINISHED BUSINESS:***Meeting Addendum:***

8.1 East Riverside-Kingshurst Park Railroad Tracks

The Committee discussed an email from S. Jennings regarding a risk that wheelchairs, strollers, dogs, and other small-limbed objects could get stuck in a considerable split along the length of wood, in the train tracks, at East Riverside-Kingshurst Park. The email acknowledged CN is responsible for maintenance, but perhaps signage could be posted to warn users crossing the tracks, that they do so at their own risk. DRP Jensen advised, following receipt of the email, staff took photos of the area in question and will notify CN. He mentioned the photos may need to be retaken because the snow makes it difficult to see the full extent of the problem. G. Myles noted he had a similar issue behind his home. He contacted CN and a crew was dispatched to the area – photos were not required. DRP Jensen advised staff will contact CN, and signage can be explored if they are unable to resolve the issue.

9. CORRESPONDENCE FOR ACTION

N/A

10. NEW BUSINESS

10.1 Parks and Recreation Update

18 January 2022 Report from DRP Jensen

There was discussion with respect to:

The Rothesay Arena: closed during Level Three of the COVID-19 Winter Plan.

The Rothesay Common ice surface: remains open for public use with restrictions.

Trails: staff are out grooming trails. The Hillside trail, and Wells Park trails (and dog park) are well utilized.

Winterfest activities: staff believe most upcoming Winterfest activities can be conducted during Level Three of the COVID-19 Winter Plan.

ROTHESAY

Chairperson Gallagher asked if staff have explored a way to update the electronic message board in Renforth without having to visit the site. She noted updating the board remotely would ensure messages are displayed in a timely manner. K. Flood advised an internet connection is required, however this is difficult because of the location of the sign.

S. Jennings requested an update on the Wells Building. DRP Jensen advised an update is expected at the February Council meeting.

Counc. Boyle inquired about the orange mesh fence near the Rothesay Common ice surface. DRP Jensen advised it is used as a barrier to prevent leaves from blowing onto the ice surface. He explained, leaves must be chipped out if they become frozen to the surface, or they draw the sun causing the ice to melt and create an uneven surface. When questioned, DRP Jensen advised the fence is effective, however staff may explore more aesthetically pleasing alternative options. Counc. Boyle noted there is a misconception the purpose of the fence is for COVID-19 restrictions. Chairperson Gallagher asked if staff have concerns about capacity while in Level Three. DRP Jensen advised staff are vigilant about public compliance, and there have not been many issues.

11. CORRESPONDENCE FOR INFORMATION

N/A

12. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, February 22, 2022.

13. ADJOURNMENT

MOVED by S. Jennings and seconded by G. Myles the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:58 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
~~2022 February 14 Open Session FINAL 162~~
WORKS AND UTILITIES COMMITTEE MEETING
Webex Videoconference
Wednesday, January 19, 2022
5:30 p.m.



DRAFT

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

TOWN MANAGER JOHN JARVIE (*left the videoconference at 6:47 p.m.*)
DIRECTOR OF OPERATIONS BRETT McLEAN
RECORDING SECRETARY LIZ HAZLETT

The videoconference was called to order at 5:30 p.m. The Committee welcomed new members Sarah Richards and George Thambi and introductions were made.

1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. Peter Graham nominated Deputy Mayor Alexander as Chairperson. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

Town Manager Jarvie called three times for nominations from the floor for Vice Chairperson. Peter Graham nominated Shawn Carter as Vice Chairperson. There being no other nominations, Shawn Carter was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

MOVED by Counc. Brown and seconded by S. Carter the agenda be approved, with the following additions:

- Item 8.4 Draft Operational Policy “Municipal Services to Properties Fronting Private Lanes”
- Item 8.5 Sidewalk Priority Criteria

14 January 2022 Memorandum from Town Manager Jarvie

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

Chairperson Alexander requested Committee members review the Code of Ethics and submit the signed Member Statement to staff.

3.2 Committee Mandate

RECEIVED FOR INFORMATION.

3.3 2022 Meeting Schedule

RECEIVED FOR INFORMATION.

ROTHESAY

Works and Utilities Committee (by video conference) 2022 February 14 Open Session FINAL_163

Minutes

-2-

19 January 2022

4. APPROVAL OF MINUTES

4.1 Regular Works and Utilities Committee meeting of November 17, 2021.

MOVED by S. Carter and seconded by Counc. Brown the minutes of November 17, 2021 be adopted as circulated.

CARRIED.**5. DECLARATION OF CONFLICT OF INTEREST**

N/A

6. DELEGATIONS

N/A

7. REPORTS & PRESENTATIONS

N/A

8. UNFINISHED BUSINESS:

8.1 Capital Projects Summary (*December 2021*)

For the benefit of the new members, Chairperson Alexander explained the purpose of the Capital Projects Summary.

8.2 Solid Waste Tonnage Report

Chairperson Alexander explained the report is used to track monthly tonnage of garbage, compost, and recycling (fiber and mixed). He noted totals may fluctuate based on the number of properties, collection days in a month, or trends. In response to an inquiry, Chairperson Alexander advised Rothesay introduced curbside recycling in 2015, and listed examples of fiber (cardboard), and mixed materials (plastic containers). P. Graham asked if the plastic bag ban contributed to the decrease in mixed materials from 2020 to 2021. It was noted this is unlikely as plastic bags are lightweight, and the ban was implemented halfway through the year (June).

8.3 Placement of Speed Radar Signs

Chairperson Alexander reported three sets of mobile speed radar signs are used throughout the Town. The signs act as a traffic calming measure and collect data to determine if speeding occurs, and if additional traffic calming measures are required. The monthly report was introduced last year to track the location, and installation/removal dates, to help determine the optimal timeframe for effectiveness before the signs should be removed or relocated. Chairperson Alexander listed stop signs, narrowing of roads, speed depressions (James Renforth Drive) as examples of traffic calming measures used in the Town. He reviewed reasons why speed bumps are typically not used in Rothesay, more specifically, damage to snow plows and other vehicles, as well as noise concerns.

S. Carter asked if the signs on French Village Road are temporary. DO McLean advised they are; he received a call about speeding on French Village Road so the signs were moved from Allan Avenue. Counc. Brown mentioned the Committee's request to review the data from the signs, especially the static set on Gondola Point Road. DO McLean advised staff thought the data should be provided at the next meeting to ensure there was sufficient time to discuss the draft Private Lanes Policy tonight. For the benefit of the new members, Chairperson Alexander explained that the signs on Gondola Point Road are mobile, but remain static, to reduce speeding near the Rothesay Common – a popular public facility.

8.4 Discussion on Private Lanes Policy

Meeting Addendum:

➤ Draft Operational Policy “Municipal Services to Properties Fronting Private Lanes
Chairperson Alexander brought the new members up to speed on the purpose and progress of the policy. The Committee discussed the following:

- The importance of creating equitable treatment of private lanes – some private lanes will become eligible for Town services (Appendix A) while others will become ineligible (Appendix B).
- Once approved, the policy will be communicated to the public, ensuring ample time for property owners to make alternate arrangements, if necessary.
- Solid waste collection will remain available to property owners, fronting on lanes in Appendix B, as long as garbage receptacles are brought to the nearest public road intersection.
- One criteria for eligibility is that service to the lane was provided prior to amalgamation in 1998.
- Town development control processes require new development to be served by streets built to municipal standards and vested in the Town, otherwise these services are not provided unless an agreement is in place.
- Property owners fronting on lanes in Appendix B may appeal to the Town to reassign the lane to Appendix A.
- Private lanes in Appendix A will receive all services listed under “Service Delivery”.
- Service delivery does not include resurfacing of hard-surfaced private lanes or large scale drainage improvements.
 - Ownership of private lanes can be transferred to the Town if the road is brought up to Town standards.

The Committee agreed the item will be brought back next month for further discussion pending:

- Inclusion of Appendix A (private lanes eligible for service provision), and Appendix B (private lanes ineligible for service provision)
 - The appendices be based on the list in the October 2021 Committee minutes (also to be provided at the next meeting) with the reclassification of Knoll Lane as “eligible”
- Rewording of “Criteria” section to improve clarity
 - definition of single family homes (zoning); and
 - deciphering eligibility (lanes do not have to meet all criteria and some criteria may supersede others)
- Inclusion of a colour coded map that showcases private lanes in Appendices A and B

Meeting Addendum:

8.5 Sidewalk Priority Criteria

14 January 2022 Memorandum from Town Manager Jarvie

DO McLean advised Council expressed interest in revisiting the 5 Year Sidewalk Plan. The proposed criteria – which expands on existing criteria – is as follows:

1. school walking areas prioritized by type
2. business areas
3. proximity to seniors residences
4. areas with larger number of walkers as represented by higher density residential development

5. opportunities to connect existing sidewalk networks
6. routes to parks and recreational facilities
7. routes to neighbourhood playgrounds
8. streets with physical conditions presenting significant hazards to walking
9. busy streets (collectors and arterials)
10. situations where a sidewalk would serve the greatest number of residences

DO McLean advised regular maintenance – associated costs and labour capacity – must also be considered when expanding the sidewalk network. He cautioned that construction, and maintenance of sidewalks are not inexpensive endeavors. The Dobbin Street project was used as an example of interconnectivity – connecting Hampton Road, Dobbin Street (school zone route through Lennox Drive and Spruce Street following upgrades), and Sierra Avenue (high density residential). DO McLean asked for the Committee’s thoughts on the proposed criteria. The Committee did not offer any revisions.

C. VanBuskirk mentioned some people have asked for sidewalks on both sides of streets. She asked how the criteria might play a role in these requests. DO McLean advised it is common for arterial or collector roads to have sidewalks on both sides, however cost and obstacles (ex. power poles) are significant factors. G. Thambi asked how the Town decides which side of the street to put sidewalk on. DO McLean explained several factors are considered such as curb placement, limiting the number crossings, location of ditches (and if infill is required), cost, road right-of-way, culverts, and potential impact to private properties.

9. CORRESPONDENCE FOR ACTION

9.1 25 November 2021 Email from resident RE: Street safety in Rothesay (Rothesay Road)
Points were raised in the email regarding safety concerns attributed to lack of sidewalk on both sides of Rothesay Road, limited lighting, and insufficient stop signs/traffic lights (i.e. an uninterrupted thoroughfare). The Committee acknowledged Rothesay Road is a busy street, but believes existing sidewalk, lighting, and traffic control measures meet current standards. It is also important to note Rothesay Road is under the jurisdiction of the Province as a provincially designated highway.

MOVED by Counc. Brown and seconded by S. Carter a response be sent notifying the author that Rothesay Road is a provincially designated highway that meets current standards for sidewalks, lighting, and is an interrupted thoroughfare.

CARRIED.

9.2 30 November 2021 Email from resident RE: Request for sidewalk on Spruce Street
DO McLean mentioned the Spruce Street Extension and Intersection Improvement project, noting the intent is to create a pedestrian network extending along Dobbin Street, Lennox Drive, Clark Road, and Spruce Street to Rothesay High School and Harry Miller Middle School. The Committee agreed this aligns with the current, and proposed, criteria for sidewalk installation.

Town Manager Jarvie left the videoconference.

MOVED by Counc. Brown and seconded by C. VanBuskirk a response be sent to notify the author that sidewalk may be installed on Spruce Street in the near future.

CARRIED.

ROTHESAY

Works and Utilities Committee (by video conference) 2022 February 14 Open Session FINAL_166
Minutes -5-

19 January 2022

**10. NEW BUSINESS:
N/A****11. CORRESPONDENCE FOR INFORMATION****11.1 Contract S-2021-010: Turnbull Court Sewer Phase II**

8 December 2021 Report prepared by DO McLean

RECEIVED FOR INFORMATION.**12. DATE OF NEXT MEETING:**

The next meeting is scheduled for Wednesday, February 23, 2022.

The Committee was reminded to submit their signed Member Statements (Code of Ethics Appendix A), and honorarium forms to staff.

13. ADJOURNMENT**MOVED** by S. Carter and seconded by Counc. Brown the meeting be adjourned.**CARRIED.**

The meeting adjourned at 6:53 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2022 February 14 Open Session FINAL_167
PLANNING ADVISORY COMMITTEE MEETING
Webex Videoconference
Monday, February 7, 2022 at 5:30 p.m.



DRAFT

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

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

ABSENT: JOHN BUCHANAN
ELIZABETH GILLIS

The videoconference was called to order at 5:30 p.m.

1. ELECTION OF OFFICERS

DPDS White called three times for nominations from the floor for Chairperson. Counc. Shea nominated Andrew McMackin as Chairperson. There being no other nominations, A. McMackin was elected Chairperson by acclamation.

Chairperson McMackin called three times for nominations from the floor for Vice Chairperson. Counc. Shea nominated Tracie Brittain. There being no other nominations, T. Brittain was elected Vice Chairperson by acclamation.

2. APPROVAL OF THE AGENDA

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

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

All members were asked to review the document, sign the Member Statement and return it to Town Hall.

3.2 Committee Mandate

All members were asked to familiarize themselves with the Committee mandate.

3.3 2022 Meeting Schedule

MOVED by Counc. Mackay French and seconded by Counc. Shea the Committee approve the 2022 meeting schedule as distributed.

CARRIED.

ROTHESAY

Planning Advisory Committee ~~(by video conference)~~ ^{2022 February 14 Open Session FINAL_168}
 Minutes -2-

7 February 2022

4. ADOPTION OF MINUTES

4.1 Regular Meeting of December 6, 2021

MOVED by T. Brittain and seconded by Counc. Mackay French the Minutes of December 6, 2021 be adopted as circulated.

CARRIED.**5. DECLARATION OF CONFLICT OF INTEREST**

N/A

6. NEW BUSINESS6.1 **70 River Road Daryl Burdick**

OWNER: Daryl Burdick

PID: 30261515

PROPOSAL: Accessory Structure Variance

The applicant Mr. Burdick was in attendance. DPDS White gave a brief summary of the report, highlighting the height (25%) and building size (89%) variances for the proposed garage. He noted these variances may seem considerable, but actually are not, in relation to the overall size of the property. He explained, the size of an accessory building is controlled by requirements in the Zoning By-law for structure size and lot coverage. Whereas, main residential buildings are not capped but only regulated by a 35% maximum lot coverage. Since it is a large lot, staff believe the property can accommodate the proposed garage which would represent just 4.8% of the entire lot. Polling was conducted and adjacent neighbours were supportive of the application. He added staff are supportive of the application. Counc. Shea asked if the garage will have utilities (water and sewer). Mr. Burdick started to respond but was cut short due to technical difficulties. After a brief waiting period, DPDS White advised there is a washroom evident in the floor plans.

MOVED by Counc. Mackay French and seconded by K. Adams the Planning Advisory Committee hereby grants a height variance of 25% and a maximum building size variance of 89% to allow for an accessory structure garage 7.5m in height and 132m² in area at 70 River Road (PID 30261515).

ON THE QUESTION:

Chairperson McMackin provided a quick update to Mr. Burdick. Mr. Burdick confirmed a washroom will be constructed on the lower floor. In response to an inquiry, DPDS White advised the Committee's approval will be attached to the building permit.

CARRIED.

Chairperson McMackin thanked the applicant. Mr. Burdick thanked the Committee and left the videoconference.

6.2 **145 Hampton Road Mark Hatfield**

OWNER: Propertystar Inc.

PID: 30266845, 00243097

PROPOSAL: Rezoning – 43-unit/mixed use commercial apartment building

Mark Hatfield, Kelly Peters, and Melissa Douthwright were in attendance on behalf of the application. DPDS White summarized the report, noting more information is required before the application can proceed. He reviewed a colour-coded site plan identifying which areas will be residential, commercial, and communal. DPDS White advised access to the property, and commercial signage remains under discussion.

DPDS White relayed initial feedback from the Kennebecasis Valley Fire Department (KVFD) which is favorable, however some concerns were raised regarding access and maneuverability for large trucks. A tabling motion is proposed to review items in greater detail before a draft development agreement and rezoning by-law are prepared. He reminded the Committee that discussion is not permitted once a tabling motion is put forth.

Counc. Shea asked if the property will be subdivided to accommodate two different zones. DPDS White advised the application is not to subdivide the property, but to rezone the area from Commercial to R4 Multi-Unit Residential and allow for a mixed-use building. Counc. Shea stated he likes the concept, however commercial use is not listed as a permitted use in R4 zones. DPDS White advised further investigation is required, he will look into it and report back to the Committee next meeting.

T. Brittain asked if the entire first floor will be commercial, or will there be residential units as well. DPDS White advised the first floor will be comprised of both commercial and residential units. Counc. Shea mentioned typical lighting on commercial properties (parking lots and signage) could create a nuisance for tenants. DPDS White noted staff have similar concerns but believe these issues are resolvable. Mr. Hatfield explained parking lot lights will be downward facing to mitigate concerns, while creating a safe environment for travel at night. He confirmed he will work with Town staff to ensure commercial signage is tasteful with low lighting at night. He added he expects business hours will not exceed 8 p.m. at the latest.

Counc. Shea inquired about: stormwater storage on the roof; the closest crosswalk to Sobeys; an elevator and sprinkler system; and accessible units. He acknowledged concerns relating to the maneuverability of fire trucks on the property are already under discussion.

Mr. Hatfield responded with the following: a flat roof will be used for stormwater retention – the intent is to have a “net zero” design in accordance with Town requirements; there is a crosswalk in front of Peddlers Creek & Barrel’s Head (141 Hampton Road), and one in front of Sobeys (142 Hampton Road) at the intersection of Hampton Road and Oakville Lane; plans include an elevator and sprinkler system; the water study conducted indicates the Town water system has sufficient pressure to accommodate a sprinkler system; the driveway and overall accessibility is under review; and he has worked with Town staff over the past two years, and has an agreement with the Canada Mortgage and Housing Corporation, to provide affordable and accessible units to address the community’s aging population.

Mr. Hatfield reported, following completion of a traffic study, the first iteration of access to the property was not deemed a viable option. He relayed that the Town requested another entrance. Englobe was engaged and designs were revised, at a cost, to widen the existing entrance following a recommendation from the firm. He expressed concern that Town staff are not amenable to this option even though it is a recommendation from professionals. He mentioned the property originally had two entrances but he was told to remove one, despite indicating a second entrance would benefit plans to develop the rear portion of the property in the future. He noted he has followed guidelines thus far, however he is having a hard time understanding the will of the Town. DPDS White advised details have yet to be finalized regarding the entrance, which is why the subject was not presented to the Committee at this time.

ROTHESAY

When questioned, DPDS White advised it is standard procedure to review polling results and feedback from KVFD before preparing a draft development agreement and rezoning by-law. Once the details are confirmed – staff believe these are resolvable issues – a supplemental report will be provided to the Committee at the next meeting.

Mr. Hatfield noted he has discussed the proposal with Town staff for 6-12 months. He stated he is not sure why feedback from KVFD has not been provided during this timeframe. He reiterated it would make sense to follow the recommendation from hired professionals (Englobe). Chairperson McMackin noted he understands the applicant’s frustration, however standard procedure needs to be followed. DPDS White agreed, noting these procedures are in place to serve the public interest. Mr. Hatfield noted he looks forward to working with Town staff to resolve the issues, and return to the Committee as soon as possible.

MOVED by Counc. Shea and seconded by T. Brittain the Planning Advisory Committee hereby tables the rezoning application for 145 Hampton Road pending the receipt of a supplemental staff report containing the following:

1. Additional project details from the applicant;
2. Staff review and recommendation of traffic and access;
3. Polling results;
4. Review by KVFD; and
5. Draft development agreement and rezoning by-law.

CARRIED.

Chairperson McMackin thanked the applicant. Mr. Hatfield thanked the Committee and left the videoconference.

7. OLD BUSINESS

TABLED ITEMS

Tabled February 5, 2018 – no action at this time

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

Tabled September 8, 2020 – no action at this time

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

Chairperson McMackin asked how long tabled items typically remain on the agenda. DPDS White advised he will review the status of these items and report back.

7.3 95 Hampton Road Brett Taylor

OWNER: KV Properties Ltd.

PID: 00242271, 30130348, 30020051, 30130355

PROPOSAL: Rezoning – 36 Unit Residential Apartment Building

MOVED by Counc. Shea and seconded by M. Graham the Planning Advisory Committee remove from the table the rezoning application for 95 Hampton Road.

CARRIED.

The applicant, Brett Taylor, was in attendance. DPDS White updated the Committee, noting: the four parcels of land were consolidated; a draft development agreement and rezoning by-law were prepared; polling was conducted; feedback was received from KVFD; the design was revised with faux wood finish for a less institutional look; and the shadow study is favorable. Feedback from KVFD indicate fire trucks may have difficulty accessing and exiting the property. The Department requested that the Town consider a requirement for secondary access/exit to Woodland Avenue. On the other hand, polling responses suggest residents are opposed to a connection between Woodland Avenue and Hampton Road citing concerns the neighbourhood will become a busy thoroughfare. DPDS White clarified the recommendation pertains to scheduling a public hearing – it does not indicate approval of the application.

Counc. Shea inquired about: rezoning, and use of Town owned land as a private driveway. DPDS White advised the proposal is to rezone the four consolidated parcels to Multi-Unit Residential [R4]; whereas the other parcels would remain Commercial. He further noted a public road will be created if Woodland Avenue and Hampton Road are connected.

Chairperson McMackin asked Mr. Taylor if he had anything to add. Mr. Taylor confirmed he is working with Town staff – listing changes to the façade of the building as an example. He added he believes the concerns of the KVFD can be addressed. He added, a connection between Woodland Avenue and Hampton Road is the Town’s decision as it pertains to public property.

M. Graham mentioned polling responses suggest traffic could increase significantly, if a connection between Woodland Avenue and Hampton Road is used as a shortcut to Clark Road. DPDS White estimated it would take longer to turn left onto Woodland Avenue than it would to turn left onto Clark Road (left turning lane and advance green light). With a signalized intersection at Spruce Street and Clark Road, drivers would also not be able to bypass any intersections. M. Graham asked if the KVFD’s concerns were the main rationale for creating the connection between Woodland Avenue and Hampton Road. He proposed mitigating concerns, regarding the S turn, by creating an access route on the adjacent parcels of land owned by the applicant. DPDS White indicated staff do not believe it is the main rationale as a connection between Woodland Avenue and Hampton Road is beneficial from a planning perspective. He added there is also intent to create as much distance as possible, from the Hampton Road/Clark Road intersection, to avoid conflicts with queuing at the intersection. Mr. Taylor stated the S turn can be made less sharp which would mitigate access concerns. DPDS White noted the ability for firetrucks to exit the property is also an issue.

MOVED by Counc. Shea and seconded by Counc. Mackay French the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off Woodland Avenue and Hampton Road from Single Family Residential – Standard Zone [R1B] to the Multi-Unit Residential Zone [R4] for a 36-unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act.

CARRIED.

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

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

OWNER:

Sean Hall & Luke Moffett

PID:

00444885, 00444877, 30346308, 30187629

PROPOSAL:

41 Unit Apartment Building + 2 Single Family Dwellings

MOVED by T. Brittain and seconded by Counc. Shea the Planning Advisory Committee hereby removes from the table an application to rezone land off Highland Avenue and Hillcrest Drive from Single Family Residential – Large Service Zone [R1A] to the Multi-Unit Residential Zone [R4] subject to a development agreement.

CARRIED.

The applicants Mr. Sean Hall and Mr. Luke Moffett were in attendance. DPDS White reminded the Committee the application was tabled at the last meeting pending revisions to reduce density to 34 units plus bonus units requested by the developer, and modifications to the architectural style. He expressed concern regarding the applicants' calculation for 42 units. If the land is rezoned to R4, the applicants are permitted to have 1 unit per 200m² of land (34 units). The applicants have subtracted the two existing homes from the equation, but there is no methodology which would permit the Town to ignore the two homes when calculating density. Density bonuses are permitted in the Municipal Plan up to a maximum of 20% (in this case 6 units) resulting in a maximum density of 40 – not 42 – units. It is a misconception that developers are entitled to these bonus units as they must be approved by Council. Staff are of the opinion the architectural modifications do not suit the contextual style of the neighbourhood. DPDS White expressed concern the revised proposal did not hit the mark in terms of the Committee's direction at the last meeting, and recommends the item be tabled pending further revisions.

Chairperson McMackin asked if architectural concerns primarily relate to the design of the roof. DPDS White stated the design is largely unchanged with the exception of a mansard style roof to the fourth storey. He stated it is a good design, but not appropriate for this location. The applicants did take inspiration from one of many examples provided by Town staff, but the intent was missed. He explained, project density and architectural design are intertwined. The Fairmont Condo Building in Halifax was recommended for inspiration as it is a large 3-storey building featuring good architectural techniques that break down the perceived scale of the building. DPDS White suggested, rather than subtle changes to the roof, a three storey building with a peaked roof would fit the characteristic of the neighbourhood and not overwhelm the site.

There was a discussion regarding what is permissible in R4 zones. DPDS White stated single family homes are not a compatible use in the Zoning By-law for an R4 zone. He added apartment buildings, condominium buildings, townhouses, and garden homes are permitted to create transitional density, as exemplified across the street at 52-54 Hampton Road. When questioned, he advised multiple apartment – or condominium – buildings are also permitted. A specialized clause would be required in the development agreement to permit the two existing single family homes.

Chairperson McMackin invited Mr. Moffett to speak to the proposal. He stated presentations are limited to ten minutes in accordance with the Procedural By-law.

ROTHESAY

Mr. Moffett began by stating the original proposal was submitted in July 2021. Following the December 2021 Committee meeting, revisions were made for the January meeting which was cancelled. He put forth two options:

Option A (original proposal)

39 new residential units plus maintaining two existing residential single-family houses, 1 Fitness Unit, 1 Social Room Unit (41 units total).

Density Bonus:

A mix of 7 Age Friendly and Affordable units. The two single-family houses were inspected by GNB and would be utilized as affordable houses. With three net zero units.

Calculation 34 units * 1.2 (20% density bonus) = 41 units.

41 minus the two houses is 39.

Option B – Revised Roof & 4 Net Zero Units

41 new residential units while maintaining two existing residential single-family houses, 1 Fitness Unit, 1 Social Room Unit (43 units total).

Density Bonus:

A mix of 8 Age Friendly and Affordable units and 4 Net Zero units. Plan would be to invest in solar to power two residential units and the gym or social room unit.

Calculation 34 * 1.16 (16% density bonus) = 39 units

39 minus the two houses is 37 units

Plus 4 Net Zero units for a total of 41 units

Mr. Moffett mentioned Option B is a compromise as the modified roof is a more expensive option, and thousands of dollars were already spent to come up with a new design under the Committee’s direction. He stated it is clear Town staff will not support the proposal if the two houses remain. He indicated he believes single-family homes are permitted in an R4 zone. He noted the design, of the approved Chapel Road project, was based off what is to be expected in the new Zoning By-law for High-density Residential Zone [R6] (1 unit per 100m²) subject to conditions such as underground parking, and Multi-Unit Residential Zone [R5] (1 unit per 200m²) with single-family homes as a compatible use.

Mr. Moffett reiterated his interpretation of Municipal Plan Policy IM-7 which limits one policy per unit (either R-1 Affordable Housing or R-2 Age-Friendly Housing) and prohibits the density bonus from exceeding 20% of the maximum allowable density permitted by the Zoning By-law. He acknowledged ambiguity, suggesting the Municipal Plan does not limit the number of bonus units if Policy R-12 Sustainable Design is utilized.

Mr. Moffett cited Policy HDR-2 High-Density Residential Uses which includes *but does not limit* compatible uses to parks, municipal facilities, public utilities, *clustered residential housing*, and attached dwellings. Policy MDR-4 Clustered Dwellings describes the definition of a cottage as a detached, *single-family dwelling unit containing 140 square meters* (1,500 square feet) or less of gross floor area. He stated both single-family homes have a living area less than 1,500 square feet. He added it does not make sense to tear down affordable homes to build affordable homes.

Mr. Moffett suggested there is flexibility within the Municipal Plan as Policy R-1 mentions affordable housing standards as defined by the Canada Housing and Mortgage Corporation (CMHC), yet different standards were proposed by the Town. Mr. Moffett mentioned he supported these new standards in the interest of being fluid and cooperative.

With respect to the Net Zero units, Mr. Moffett explained expertise was sought from the Canadian Home Builders Association, Fundy Engineering, and a solar power company, to create a plan for rooftop solar panels to power 4 units (3 units and a gym). He added the original plan was for 3 units; and Moncton is the only other place in New Brunswick using solar power to achieve net zero units.

Mr. Moffett stated: he is amenable to Option A or B – the number of affordable units can be changed, if necessary; the design of the roof was modified, at a significant cost, utilizing an example provided by the Town; the original design of the building received 35 signatures of public support which suggests it is an attractive building that fits into the community; and it is not fitting to compare the proposal to a condominium building or Town Hall as they are not apartment buildings with age-friendly or affordable units. He asked that he not be penalized as he is trying to build a cost effective apartment building with reasonably priced units (not \$400,000), and a flat roof for stormwater retention and solar power. He displayed several examples in the neighbourhood of apartments, institutions, and businesses with flat roofs (one being 400m away) including the proposal for 145 Hampton Road. He concluded by requesting the Committee recommend a public hearing be scheduled for the proposal (Option A or B).

The Committee debated the next step. The following comments were made: public hearings are typically scheduled after the Committee has had an opportunity to review a draft development agreement and rezoning by-law; affordable housing will be an unattainable goal in Rothesay if developers are asked to abide by unrealistic standards – all buildings should not, and do not, look exactly the same in the community; staff are reinforcing design characteristics using guidance provided by Council during discussions for the condominium buildings at 52-54 Hampton Road; design expectations should be included in the Municipal Plan to provide clarity for developers; despite some opposition staff believe higher density along Hampton Road is fundamentally a good thing, and there is guidance in the Municipal Plan to make a clear determination of what is appropriate for the community; density requirements differ in commercially designated areas compared to residential areas; polling was conducted by the applicant, however the Town should also conduct polling to gather feedback without bias; costs should be considered as apartment buildings are constructed with the intent to make a profit; it is standard procedure to conduct polling once details of the proposal have been finalized; and the application can proceed without polling however Council may send the item back to the Committee deeming it incomplete.

Mr. Moffett suggested focusing on the issue of density, reiterating his proposal for Option A: 41 units (39 units and 2 single-family homes) and Option B: 43 units (41 units and 2 single-family homes). He clarified, the number of units would not impact the footprint of the building, instead the sizes of some units may change. Chairperson McMackin asked if the two houses were included in the calculation of the 34 units. DPDS White advised staff do not support inclusion of the two single-family homes in the proposal. He added the Committee did not provide direction with respect to the two homes at the last meeting. Mr. Moffett stated his calculations include the two houses within the 34 units. When questioned, DPDS White advised, with density bonuses and exclusion of the two homes, a 40 unit apartment building is permitted. In response to an inquiry, Mr. Moffett stated Option A follows the original design without modifications to the roof. He expanded indicating the significant cost of the redesigned roof would be offset by additional units in Option B.

There was further discussion with respect to the best course of action to proceed. K. Adams suggested more visuals of what the property would look like with all the buildings may be useful. DPDS White agreed, adding feedback from the architectural design team may also be helpful. When questioned, K. Adams stated she would like to see the outdoor amenity area. Mr. Moffett clarified this space is intended for tenants, not public use. DPDS White displayed a rendering provided, and suggested more images from different angles, and a scaled image of the buildings may be beneficial.

The Committee discussed standard polling procedure, and whether Option A, B, or both, would be discussed moving forward. Council. Mackay French mentioned three options, relating to placement of the condominium buildings, were presented to Council at the public hearing for 52-54 Hampton Road. She proposed presenting all options for this application. Mr. Moffett clarified, he is not amenable to any option that requires removal of the two existing homes. After further discussion, DPDS White explained the Committee tabled the application pending revisions to Option A (the original proposal), therefore Option B is considered the revised, and only, proposal under discussion. He advised the Committee can request the applicant return with two proposals (both options put forth in Mr. Moffett's presentation). The Committee debated wording of a proposed motion. Council. Shea asked if the suggested motion would permit the application to proceed to the stage of scheduling a public hearing. DPDS White advised a recommendation regarding a public hearing would likely follow the Committee's review of polling results and a draft development agreement and rezoning by-law at the next meeting.

MOVED by Council. Shea and seconded by Council. Mackay French the Planning Advisory Committee hereby tables the rezoning application for Highland Avenue and Hillcrest Drive pending the receipt of a supplemental staff report containing the following:

1. Polling results; and
2. Draft development agreement and rezoning by-law.

CARRIED.

Chairperson McMackin thanked Mr. Moffett. Mr. Moffett thanked the Committee.

8. CORRESPONDENCE FOR INFORMATION
 N/A

9. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, March 7, 2022.**

10. ADJOURNMENT

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

ON THE QUESTION:

In response to an inquiry, DPDS White advised the typical timeframe for polling is two weeks.

CARRIED.

The meeting adjourned at 7:42 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHERSAY

2022February14OpenSessionFINAL_176

BUILDING PERMIT REPORT

1/1/2022 to 1/31/2022

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
01/17/2022	BP2022-00002	29 SECOND ST	SIDING AND WINDOWS	\$25,000.00	\$181.25
Totals:				\$25,000.00	\$181.25
Summary for 2022 to Date:				\$25,000.00	\$181.25

2021 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$86,471.00	\$718.25
Summary to Date:	\$86,471.00	\$718.25

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 10 February 2022
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 30/11/21*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
2020	Turnbull Ct sewer replacement	\$1.11M	100%	Pipework complete, pump station commissioning underway
	Production Wells	250,000	60%	Final meeting with Provincial regulators pending
	Scribner Field replacement (Wells)	550,000	95%	Work underway
	Arena renovations	1.02M	90%	Substantially complete
	2021 Street Resurfacing	1,610,000	100%	Work 99% complete.
	2021 Curb & Sidewalk	285,000	100%	Highland Avenue Sidewalk substantially complete
	2021 Designated Highways	1,100,000		Funding denied
	Drainage Study	200,000	40%	Field survey work done, video inspection 90% complete
	Fleet/Equipment	600,000	100%	Sidewalk plow purchased; planned 2021 and several 2020 items deferred to 2022 budget
	2021	Trails	50,000	
Wells Ballfield		250,000	95%	Work continuing toward fall completion
Wells New Building		61,000	26%	Grant application submitted.
Arena Renovations		600,000	50%	Completed.
WWTP Phase II design		1,000,000	2.5%	Design work underway
Production Wells (#7)		290,000	30%	Regulatory approval for withdrawal rate pending
Shadow Hill Court water		400,000		Preliminary design and cost estimates complete
Station Rd, cast iron line replacement		250,000		Deferral approved at June Council meeting
Turnbull Ct sewer replacm't Phase II		1,000,000		Project tender awarded, construction start pending
SCADA		35,000	26%	In design phase
2022 PROJECTS TO BE LISTED IN MARCH REPORT				

* Funds paid to this date.

Liz Hazlett

From: Liz Hazlett
Sent: January 21, 2022 3:22 PM
To: Liz Hazlett
Subject: FW: Regional Dashboard 1.0
Attachments: Regional Growth Dashboard 1.0 Key Messages .pdf

From: Paulette Hicks <Paulette.Hicks@envisionsaintjohn.com>
Sent: January 20, 2022 5:07 PM
To: John Enns-Wind <john@towngbw.ca>; John Collin <John.Collin@saintjohn.ca>; John Jarvie <JohnJarvie@rothesay.ca>; Aaron Kennedy <akennedy@quispamsis.ca>; Richard Malone <richard.malone@townofhampton.ca>
Cc: Heather Libbey <Heather.Libbey@envisionsaintjohn.com>
Subject: Regional Dashboard 1.0

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

Good afternoon,

Envision Saint John: The Regional Growth Agency is pleased to let you know the first iteration of our regional dashboard went live today. You can view the dashboard here: <https://www.envisionsaintjohn.com/dashboard/>. This dashboard monitors and communicates the economic health and wealth of the Saint John region and reflects our collaborative efforts as a region.

We have also developed some Key Messages to support this release which you will find attached.

Please send this information along to your councils and I am happy to take any questions.

Thanks, Paulette

PAULETTE HICKS
CEO
ENVISION SAINT JOHN: The Regional Growth Agency
Paulette.hicks@envisionsaintjohn.com
T: 506-674-4171



Regional Growth Dashboard 1.0

Key Messages

What is the Regional Growth Dashboard 1.0?

Envision Saint John: The Regional Growth Agency has launched the first iteration of a regional growth dashboard that monitors and communicates the economic health and wealth of the Saint John region. This is the first edition of a dashboard that will evolve over time as part of a continuous improvement approach to publicizing important community indicators.

The Dashboard reflects the collaborative efforts of the region.

Why is the Dashboard important?

This is the first time that the Saint John region has released a community economic dashboard that will be regularly updated with the most recent data available. It will provide a full system snapshot of how our community is performing economically. This will help investors, newcomers, businesses, residents, and other community stakeholders understand the economic landscape and make decisions.

Is the data truly regional?

Yes. The data included in the dashboard is predominantly for the Saint John region. In two instances (Hotel Occupancy & Office Vacancy), the numbers are specific to the City of Saint John, but are still reflective of the trend for the full region.

How did you select the data that was included?

The data selected for the dashboard was informed by a review of other best practices from across the country. Specific indicators were selected based on availability, frequency of reporting and how they contributed to providing a comprehensive snapshot of the community's economic wellbeing.

Why isn't all the data from 2022?

All the data included in the dashboard has been collected for the most recent year available. In some instances, data comes from sources that release information monthly. Other indicators like population growth are complicated and it takes reporting agencies such as Statistics Canada significant time to collect, process and release data to the public.

Why are some numbers so low?

The global pandemic has impacted industries across all sectors over the past two years. Some have faced more considerable challenges than others. Tourism and travel-related industries have faced great challenges during the pandemic with both travel restrictions and public fears of the Covid-19 virus. The dashboard will help the community in tracking the recovery in these and many other industries.



TO : Finance Committee
FROM : Doug MacDonald, Treasurer
DATE : January 26, 2022
RE : General Fund Reserve Motion

Recommendation:

It is recommended that the finance committee recommend to Council the following motion:

RESOLVED that Gas Tax Funding in the amount of \$500,000.00 for the year 2021, be transferred to the General Capital Reserve Fund (Gas Tax).

Background

Annually, usually in early December, Council determines the funding required from various sources relating to capital additions based upon estimated expenditures. Consistent with this practice Council approved, at its regular meeting on December 13, 2021, an allocation of \$1,150,000 from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund. Due to the receipt of additional funds in fiscal 2021 and final calculations of actual capital expenditures I have determined the amount transferred in December exceeded the requirements. Therefore, I recommend Council transfer an amount of \$500,000 to the "Gas Tax Reserve: to be used for future capital expenditures.



ROUTESAY

MEMORANDUM



TO : Mayor and Council
FROM : Mary Jane Banks, Town Clerk
DATE : January 21, 2022
RE : Local Improvement Levy

In accordance with By-Law 3-00, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2022. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 4-00 relates to the water reconstruction project undertaken in 2000-2001 in Kennebecasis Park.



ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

T: 506-848-6600
F: 506-848-6677

Rothesay@rothesay.ca
www.rothesay.ca

Warrant of Assessment

MOVED by _____ and seconded by _____ :

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2022 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 3-00.

Local Improvement By-law #	Amount to be collected
By-law 4-00	\$58,880.73

Dated: February 14, 2022

Mayor

Clerk



ROTHERHAM

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	January 21, 2022
RE	:	Local Improvement Levy

In accordance with By-Law 1-19, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2022. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 1-19-01 relates to the road construction project undertaken in 2019.



70 Hampton Road
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Warrant of Assessment

MOVED by _____ and seconded by _____ :

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2022 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 1-19.

Local Improvement By-law #	Amount to be collected
By-law 1-19-01	\$ 4,708.33

Dated: February 14, 2022

Mayor

Clerk



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 10 February 2022
RE : Control of Negative Effects of Fireworks

Recommendation:

It is recommended Council direct staff to:

- a. draft amendments to the Nuisance Bylaw and the Fire Prevention By-law to improve clarity and strength and enforceability; and
- b. prepare social media material to advise the public of the deleterious effects of fireworks.

Background:

This matter came to Rothesay Council by way of a letter of complaint from a Quispamsis resident alleging several negative aspects to the use of fireworks (copy attached). We understand the Quispamsis Council is also considering the matter.

At present there are two direct references to 'fireworks' in Rothesay by-laws.

By-law 3-20 The Fire Prevention and Protection By-law, includes the following:

2. In this By-law:

-
- i) **"Consumer Firework"** means an outdoor, low hazard, recreational firework that is dealt with in Part 16, Sections 354 to 359 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes but is not limited to fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes and sprinklers;
 - j) **"Display Firework"** means an outdoor, high hazard, recreational firework that is dealt with in Part 18, Sections 410 to 449 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes but is not limited to rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons;

29. No person shall set off fireworks when there is a burning ban issued by the Fire Chief or the Province of New Brunswick.

Consumer Fireworks

30. Every person who sets off consumer fireworks shall:

- a. provide and maintain fully operational fire extinguishing equipment ready for immediate use and present at all times for a reasonable period thereafter, at the location or site of the setting off of the consumer fireworks. This includes having knowledge of the operational procedures associated with said fire extinguisher equipment;
- b. Follow the manufacturer's requirements for the discharge of the fireworks;
- c. Permit the inspection of any site where consumer fireworks may be stored, set off or displayed, and the consumer fireworks themselves, together with all associated equipment, by anyone authorized to enforce this By-law, forthwith upon demand; and

d. comply with the Municipality's Noise By-law.

31. No person shall store, handle or set off Consumer fireworks in an unsafe manner or in a manner that creates a nuisance, taking into account the noise, danger from fire and explosion, and risk of death, injury and damage to property inherent in the storage, handling or use of fireworks.

Display Fireworks

32. No person shall hold a public fireworks display using Display fireworks without first obtaining a permit from the Fire Chief and paying the fee as set out in Schedule "A".
33. A public fireworks display using Display fireworks shall be conducted under the direct supervision of a person who is a licensed fireworks operator.
34. The person holding the display shall be responsible to ensure that the display is conducted in conformance with the current Fireworks Display Manual prepared by Natural Resources Canada.
35. The handling, storage and use of Display fireworks shall be in conformance with the Explosives Act and its Regulations, the National Fire Code and the *Fire Prevention Act*.

This By-law directs measures to keep the use of fireworks safe but does not ban them *per se* although it could be argued that paragraph 31 sets a standard that is difficult to meet when the interests of the community at large is considered.

The penalties under the Fire Prevention and Protection By-law are significant including a minimum administrative penalty of \$250 and a minimum fine of \$1,500 if a Court conviction results.

In addition the Rothesay Nuisance By-law No. 4-03 has a small but relevant reference to 'fireworks'.

5. MISCELLANEOUS

- a. No person shall:
- ix) detonate fireworks or explosive devices not used in construction unless authorized by the Chief of Police and the Fire Chief.

One could argue that unless the two Chiefs approve a request under the Nuisance By-law, the use of fireworks is not permitted, i.e. essentially banned. There is no distinction between Display Fireworks and Consumer Fireworks in the Nuisance By-law.

It is also noted that the penalties are small in value and may appear more like a fee to those who actually follow the procedure set out in the By-law.

Enforcement:

No matter the wording in by-laws governing the use of fireworks, the effectiveness is determined by enforcement and public acknowledgement of the nuisance to others caused by this activity. We have discussed the matter of the enforcement with the police chief and he has offered some pertinent advice concerning possible amendments of the Bylaws that would increase the effectiveness of enforcement. Since the wording in the Fire prevention and Protection Bylaw is similar in Quispamsis, staff propose to consult with that Town as part of the process and to provide Council with the report on possible bylaw amendments.



Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Mayor O'Hara and Council
From: Fire Chief Bill Ireland
Re: Consumer Fireworks
Date: January 11, 2022

Executive Summary

This information is being provided at the request of Council with regards to the use of "consumer" fireworks. This issue was debated at length in 2014 during a review of the Quispamsis Noise By-law. More recently, the current approach to regulating the use of "consumer" fireworks was endorsed by Council during the adoption of the new Fire Prevention and Protection By-law.

It has been the experience of the KVFD, and more broadly the North American fire service, that "consumer" fireworks are a statistically insignificant cause of fires. More notably, the improper use of "consumer" fireworks and/or the use of illegal fireworks or incendiary devices has caused significant injury to civilians, including young adults and children.

As an all-hazards response agency, our interest in public safety extends beyond fire safety and includes all risks in the community. Our mission is to "protect people and property by ensuring public safety". Our best and most efficient tool to ensure public safety is education. The existing Fire Prevention and Protection By-law is intended to address the risks associated with "consumer" fireworks and strike an appropriate balance between public safety and recreational activities in the community.

The KVFD acknowledges that there are considerations related to this issue which extend beyond the interests of the fire service.

Overview

Consumer fireworks are tested and approved by The Explosives Regulatory Division of Natural Resources Canada and are generally considered safe for backyard use provided that they are used appropriately. The New Brunswick *Fire Prevention Act* regulates the sale and distribution of fireworks and requires written approval for “public displays” which includes the use of higher-hazard “display” fireworks. The *Act* is not intended to address the private, “backyard” discharge of consumer fireworks.

The *Fire Prevention and Protection By-law* does not prohibit the use of consumer fireworks but provides requirements intended to ensure that fireworks are stored and discharged safely.

Consumer fireworks are incendiary devices and may cause civilian injuries when used improperly. Data from the Canadian Hospitals Injury Reporting and Prevention Program (CHIRPP) indicates that 0.02% of all reported injuries are related to fireworks. The most frequent types of injury were burns (62%) and the body part most often affected was the head (40%). Research by the US Consumer Product Safety Commission found that fireworks caused similar percentages of burn injuries requiring medical treatment and also noted that fireworks related injuries were not statistically relevant when estimating emergency department treated injuries.

The National Fire Protection Association (NFPA) issued a report in 2020 entitled “Fireworks Fires and Injuries”. Based on 2014-2018 averages, 18,200 fires are caused by fireworks each year in the United States (Canadian data is not available). Only nine percent (1,600) were structure fires and sixty percent were a brush, grass or forest fires. Based on the approximately 1.3 million fires reported in the US annually, fireworks fires account for approximately 1.4% of all fires.

Over the past decade, the KVFD has not responded to any fires caused by fireworks.

Source

<https://www.canada.ca/en/public-health/services/injury-prevention/canadian-hospitals-injury-reporting-prevention-program/injury-reports/injuries-associated-fireworks.html>

www.cpsc.gov/2Fs3fs-public/2F2019-Fireworks-Annual-Report.pdf&clen=291823&chunk=true

<https://www.nfpa.org/News-and-Research/Data-research-and-tools/US-Fire-Problem/Fire-loss-in-the-United-States>

<https://www.nfpa.org/News-and-Research/Data-research-and-tools/US-Fire-Problem/Fireworks-fires-and-injuries>

Liz Hazlett

From: Liz Hazlett
Sent: January 12, 2022 4:03 PM
To: Liz Hazlett
Subject: FW: Letter of consideration (Fireworks)

From:
Sent: Friday, January 7, 2022 12:27:28 PM
To: nancygrant@rothesay.ca <nancygrant@rothesay.ca>; davebrown@rothesay.ca <davebrown@rothesay.ca>; donshea@rothesay.ca <donshea@rothesay.ca>; helenboyle@rothesay.ca <helenboyle@rothesay.ca>; mattalexander@rothesay.ca <mattalexander@rothesay.ca>; tiffanymackfrench@rothesay.ca <tiffanymackfrench@rothesay.ca>; billmcguire@rothesay.ca <billmcguire@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>
Subject: Letter of consideration (Fireworks)

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

Dear Mayor, Council Members of Rothesay, NB

In light of recent events, where a home in Quispamsis was hit with fireworks, many people from our area have come forward on social media expressing concerns, and also to share how fireworks detrimentally affect them and those they care about. We believe most people are not aware of the negative impact fireworks have on other people, pets, wildlife, and the environment. Reading what our fellow residence are saying, we are realizing that there is no limit to the damaging effects from shooting off residential fireworks. Also the petition I forward to you, speaks for itself.

Many towns/cities across Canada have banned non-professional fireworks, and we ask that the town of Rothesay also consider this.

As bylaws stand now, all rights are given to the firework shooters and none to veterans, autistic people, seniors, babies, dog owners, livestock/horse owners, wildlife, and anyone else who suffers due to the disturbing sounds of fireworks

We the citizens of Rothesay/Quispamsis thank you in advance for your consideration and look forward to coming together for the right solution.

Yours truly

Sent from my iPad

Liz Hazlett

From: Liz Hazlett
Sent: January 12, 2022 10:36 AM
To: Liz Hazlett
Subject: FW: Emails to Rothesay Council

From: Mary Jane Banks
Sent: January 12, 2022 9:07 AM
To: '
Subject: RE: Emails to Rothesay Council

Good morning

Your email with the petition link will be forwarded to Council for the February 14th Council meeting.

Your previous email dated January 4th was considered by Council at the January Council meeting and referred to staff.

Thanks for your correspondence.

MaryJane

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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

From:
Sent: January 7, 2022 1:53 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Emails to Rothesay Council

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

Here is the petition, can you please confirm that the link works. Can this be sent to all the councillors?
Thank you

https://www.change.org/p/quispamsis-rothesay-town-councils-please-ban-non-professional-fireworks-in-our-communities?recruiter=1244040341&recruited_by_id=ca234700-6a45-11ec-a544-31bcede40d38&utm_source=share_petition&utm_medium=copylink&utm_campaign=petition_dashboard

Sent from my iPad

On Jan 7, 2022, at 1:25 PM, Mary Jane Banks <MaryJaneBanks@rothesay.ca> wrote:

Good afternoon

Mayor Grant has forwarded your emails (2) with respect to fireworks to the Clerk's office, to my attention.

The first email has been added to the Council agenda for Monday's meeting. The second one, unfortunately, was received past the deadline. Rothesay Council typically meets the second Monday of every month and the deadline is noon on the Wednesday before the meeting.

There is also a reference to a petition in your second email but I did not receive a copy.

Could I suggest that future correspondence for Rothesay Mayor and Council also be copied to the Clerk's office (at this email address)?

Thank you – stay safe and be well.

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

Mary Jane

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

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

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.



ROTHESAY MEMORANDUM



TO : Mayor Grant and Council
FROM : Town Clerk Mary Jane Banks
DATE : 8 February 2022
RE : 95 Hampton Road – Public Hearing
(PIDs 00242271, 30130348, 30020051, 30130355) *To be consolidated*

RECOMMENDATION:

Rothesay Council schedule a virtual Public Hearing for **Monday, March 21, 2022 at 6:30 p.m.**, to consider rezoning the lands located off Woodland Avenue and Hampton Road (PIDs 00242271, 30130348, 30020051, 30130355 - *to be consolidated*) from Single Family Residential – Standard Zone [R1B] to the Multi-Unit Residential Zone [R4] for a 36-unit apartment building, subject to the execution of a Development Agreement in accordance with the *Community Planning Act*, SNB 2017, c 19 and amendments thereto.

ORIGIN:

The Planning Advisory Committee reviewed the above-noted application at its regular meeting on December 8, 2021. The application was tabled at that time, pending receipt of additional information. The supplementary report was reviewed at the regular Committee meeting on Monday, February 7, 2022 and the Planning Advisory Committee passed the following motion at that time:

MOVED ... and seconded ... the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off Woodland Avenue and Hampton Road from Single Family Residential – Standard Zone [R1B] to the Multi-Unit Residential Zone [R4] for a 36-unit apartment building subject to the execution of a Development Agreement in accordance with the *Community Planning Act*.

CARRIED.

*Original signed by
Mary Jane Banks
Town Clerk*

Attachments:

3 February 2022 Planning Advisory Committee Supplementary Staff Report
1 December 2021 Planning Advisory Committee Staff Report



To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
Director of Planning and Development Services
Date: Thursday, February 03, 2022
Subject: Rezoning - 95 Hampton Road (Supplementary Report)

Applicant/owner:	Brett Taylor, Director	Applicant/owner:	KV Properties Ltd.
Mailing Address:	1 Magnolia Lane PO Box 100 Rothesay, NB E2E 3L2	Mailing Address:	1 Magnolia Lane PO Box 100 Rothesay, NB E2E 3L2
Property Location:	Woodland Avenue / Hampton Road	PIDs:	00242271, 30130348, 30020051, 30130355
Plan Designation:	Commercial & High Density	Zone:	R1B & Central Commercial
Application For:	36 unit residential apartment building		
Input from Other Sources:	KVFD		

RECOMMENDATION

Staff recommend the Planning Advisory Committee REMOVE from the TABLE the rezoning application for 95 Hampton Road.

ORIGIN:

At the December 8th, 2021 regular meeting of the Planning Advisory Committee the rezoning application for 95 Hampton Road was TABLED pending the receipt of a supplemental staff report containing the following:

1. Additional project details from the applicant;
2. Staff review and recommendation of traffic and access;
3. Polling results;
4. Review by KVFD; and
5. Draft development agreement and rezoning By-law.

BACKGROUND:

In the December 2021 Staff report the applicant identified the development lands on 8 separate parcels including two parcels owned by Mr. Brian Edwards. KV Properties has completed the land transaction with Mr. Edwards and the company now owns all of properties subject to rezoning.

KV Properties proposed development would consolidate 4 property parcels (00242271, 30130348, 30020051, 30130355) into a ~3600 square meter parcel for the proposed apartment building. The remaining parcels would be consolidated as a corner lot with frontage onto Hampton Road (PIDs 30130330, 30130322, 30130314, and 00242495) and would retain their existing zoning for future development opportunities.

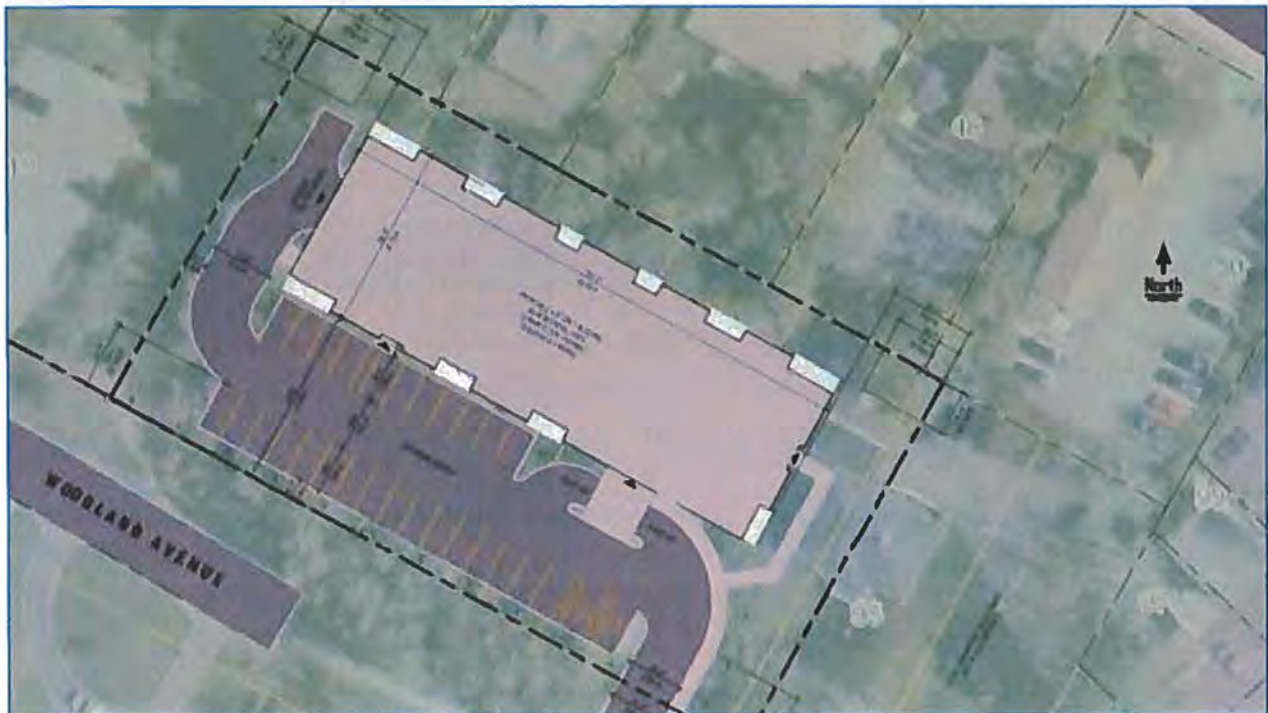


Figure 1 - Site Plan Proposed Apartment Building

As previously noted, the proposed building is setback 5 meters from the shared property boundary with 42-48 Clark Road. The proposed 5-meter setback does not meet the by-law minimum requirement of a 7.5-meters. Staff reviewed the site plan and building location with the applicant to evaluate alternatives and no reasonable alternative solutions were presented.

As noted in the previous (December 2021) report to PAC Staff believe that the overall building design in this mixed-use neighbourhood achieves good design and is appropriate to the character of Hampton Road. Staff did recommend that the applicant consider natural materials (wood) to mitigate the white “institutional” appearance of the building. The revised design (Figure 2) uses metal siding which mimics wood siding which in combination with darker colours of building should help reduce façade's mass and add visual warmth to building design.



Figure 2 - Before and After Renderings of the Proposed Building

SHADOW STUDY

As required, the applicant has submitted a shadow study (Attachment D) to illustrate the impact of the development in terms of sun and daylight access to the surrounding properties including surrounding buildings, the public realm, public and private open space. The proposed project is not adjacent to public parks or open spaces and accordingly will not affect public amenities. Shadow studies are also useful for understanding what impacts could be anticipated on the use of private residential amenity spaces such as rear yard patios, decks, pools and gardens. The submitted study demonstrates that there will be minimal daytime shadow impacts from the proposed development on the backyard amenity areas of 44 and 46 Clark Road.



Figure 3 - Summer Solstice (June 21) 4pm

KENNEBECASIS VALLEY FIRE DEPARTMENT:

As is required by Municipal Plan Policy FR-7, the KVFD did review the proposal to ensure that public safety and firefighting concerns are addressed. KV Fire Department offered that they are concerned about the access route based on the site plan schematic. The Department notes that the S turn into the driveway might not meet the NBC requirements of a 12m radius. The 6m driveway entrance and drive aisle between the parking spaces meets Fire Code but not the zoning by-law requirement of a 7.5m drive aisle. The Department notes that could be very tight in front of the building if they had to set-up the ladder truck with access becoming a major bottleneck if they were setup for a prolonged incident. The Department requested that the Town consider a requirement for secondary access/exit to Woodland Avenue.

DEVELOPMENT AGREEMENT:

The DRAFT development agreement (Attachment C) is including in this report for review by the PAC and the public should Council decide to hold a public hearing. Staff believe that some minor changes and clarifications will be necessary to the final draft agreement, those edits will be submitted for PAC's review.

POLLING:

Polling was conducted via a notification letter sent to surrounding property within one hundred (100) meters of the subject property. The responses to the letter are contained in Attachment A.

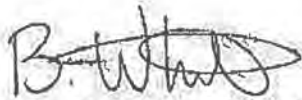
RECOMMENDATIONS:

Staff recommend the Planning Advisory Committee consider the following MOTION:

Rothesay Planning Advisory Committee HEREBY recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off Woodland Avenue and Hampton Road from Single Family Residential – Standard Zone [R1B] to the Multi-Unit Residential Zone [R4] for a 36-unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act.

ATTACHMENTS:

Attachment A	Polling Responses
Attachment B	Proposed By-Law
Attachment C	DRAFT Development Agreement
Attachment D	Application Revisions



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

Date: Thursday, February 03, 2022

ATTACHMENT A - POLLING RESPONSES

FROM: 14 WOODLAND AVE

Hi Brian,

We just received the letter of re-zoning today (not a lot of time to consider or ask for feedback)

I would like the record to state, that I oppose the development and rezoning.

- too much added traffic
- it will lower the value of single family homes in the area
- oppose any connection to woodland avenue for this development
- this area has enough multi-unit homes already - any more of these homes would create too much density and lower values (creating a ghetto)

Thank You

FROM: 14 WOODLAND AVENUE

Good afternoon,

I just received a letter regarding a zoning application for 95 Hampton Rd. As a resident of Woodland Avenue, I do have a few concerns about the property and the potential of having a road or entrance on this street. This is currently a quiet dead end street with plenty of children who enjoy riding their bicycles and such out on the road. (We do not have sidewalks) With a new building and added traffic, this street would no longer be safe for the kids to play. The reason we moved to this home was strictly because of the fact that it IS a dead end quiet street.

My family and I are 100% opposed to this development.

Thanks for your time.

FROM: 46 CLARK ROAD

Mr. White,

I just received your letter informing us of the application from Mr. Brent Taylor to rezone the property at 95 Hampton Road for a 36-unit apartment building subject to the terms of a development agreement.

I live at 46 Clark Rd and my property is directly behind the 95 Hampton Road property and share the property line.

Our family's concern is that currently students from the school and residents from Woodward Avenue are walking through the property at 95 Hampton Road and through our yard at all hours of the day and night to get to the mall area across the street from our home. With the apartment building, directly behind us we strongly believe this will increase.

Request

Our request is for a 2m high metal fence between our property and the apartment complex to remove the risk of this continuing and likely increasing.

Thank you,

Homeowner
46 Clark Road

FROM: 42 CLARK ROAD

Hi,

I own 42 Clark road. I received a letter in the mail, without my name on it. I found this strange.

I'm concerned about this development. There are markings on my property in the photo I received, indicating a setback. Please explain.

Will there be a buffer of trees left between the back of the building and the property lines on Clark road? There is mature trees that if left could at minimum provide privacy to the residents of Clark road. As opposites to a birds eye view into these homes.

How long will construction last and what are the time frames that is acceptable? Another apartment building on Hampton road has been being constructed for years.

There is a brook that runs between 42 Clark and 19 woodland Avenue. I would also be concerned about additional run off.

Thanks,

FROM: 12 WOODLAND AVENUE

Dear Brian;

Thanks to you for the prompt acknowledgment of my memo, and now I will attempt to share a few thoughts on the matter at hand.

The landscape of the Town today would be unrecognizable by those of 50 years ago, particularly in the former community of "old Fairvale." With the ballooning population, the growing commercial establishments, more eateries, more vehicle traffic, more high end high density Multi-Units, etc. etc. all of which causes people like myself (and others) who feel that our Town's planning and administration needs to slow down, take stock, and hold our balance. Don't get me wrong, I don't want to live in the past, and I'm not opposed to change and progress. The Town and it's staff are doing a great job in these difficult times, and good things are happening. But make no mistake, there are concerns.

But now to the matter at hand; which is the developers application to rezone properties in the area at 95 Hampton Road, for the purpose of developing a multi-unit building. It is my understanding that the building plan would have access to the Hampton Road via the end portion of Woodland Ave. This then brings me to our concern: As Woodland Ave. being a dead-end Street and is aligned (or can be aligned) with the Hampton Road, and as traffic volumes increases (as it will) at the Marr Road intersection and on Hampton Road (as predicted) it would then seem inevitable that traffic volumes will pressure the Town to open up Woodland Ave. as a two- way Street onto Hampton Road and Spruce Street on the other end.

The people and families in the Woodland Ave. neighborhood have always enjoyed the benefit of a dead-end, no-through-traffic street, and while I cannot speak for others (I can only advocate for myself) yet I believe that every single resident living on this street would speak with one voice in opposition to the developers application, because of the detrimental impact it would have on our neighborhood, if in fact Woodland Ave. would be opened through to Hampton Road.

It seems an unfortunate oversight that the PAC notice of the Rezoning Application was not delivered to every household on this Street. Would it not be possible to yet circulate the notice to each home on the Street?

Thank you for your time and your thoughtful consideration of my concerns.

Yours truly,

Wednesday, January 26, 2022
RE: Rezoning Application – 95 Hampton Rd


Chair & members of Rothesay P.A.C.

Since purchasing our home in 1975 the Municipality has slowly eroded away our beautiful neighbourhood. Apartment buildings were constructed on Scott Ave., Clark Rd., and even a small four unit was built illegally on 19 Woodland (as it was zoned single family residential at that time). Later on a mall was constructed & just recently expanded onto our street causing considerable noise disruptions for the abutting neighbours. This application approval will complete a surrounding of our home that initially was purchased on a beautiful, quiet dead-end street with wildlife & natural scenery.

- The current proposal to route traffic to Hampton Rd. is the best option from the perspective of the residents of Woodland Ave. We would be opposed to routing of traffic through Woodland Ave & **strictly opposed** to the continuance of Woodland Ave to Hampton Rd, (thus making another Scott Ave). The current updated Municipal plan currently shows no interest in the subject of opening up the street.
- There is a concern over the proposed building height shadowing our residential neighbourhood. Standard apartment buildings in this area have traditionally been three stories. Due to a poorly drained property it seems logical to forgo the sheltered parking on the main level and maintain the 36 units on three levels.
- Lowering the proposal to three stories would also permit more room for a sloped/trussed roof design, more in style with the existing buildings on Woodland Ave. Also consideration should be given to making the building of high quality design rather than typical brick & mortar institutional design.
- There is a concern over the density, width & height of a buffer between the end of the asphalt & Woodland Ave. It currently shows a 2 meter buffer zone with very limited shrubbery. We would prefer a thickly treed buffer or at least a fence of 2 meter height to restrict foot traffic from this project onto our adjoining properties.
- There is no indication of the location of refuse containers. This is a concern as many times the collector is onsite in the early hours of the day creating excessive noise.

In closing we wish to voice our concerns over this proposed development as outlined above. Our suggestion to the Town would be to consider moving the building closer to the Hampton Rd (utilizing the properties proposed for commercial) , leaving adequate parking to the rear of the building similar to many recent developments within the Town. This would alleviate many of the concerns we have raised while still allowing the properties to be developed.

Sincerely,



16 Woodland Ave
Rothesay, N.B.



RE: Rezoning Application – 95 Hampton Rd



Members of the Rothesay Planning Advisory Committee

Our apologies for the lateness of this letter but we just received our mail & letter from the Town a few days ago!

Please accept this letter as our official opposition to the rezoning of the property at 95 Hampton Road. In recent years the mall has been allowed to expand into our street making the noise level from it unbearable. This noise starts anytime from 5:30 a.m. and continues until late in the evening. As shift workers this makes getting rest very difficult. Adding a 36 unit apartment complex directly across the street will just add to this situation. Headlights from the parking lot will be aimed directly into our front windows. The proposed buffer between this massive complex and our street is inadequate to compensate for this. There is no indication of where the dumpsters for this complex would be located but the pickup from those as well as the snow removal could be at all hours of day or night and disruptive for the neighbours.

Although not indicated in the rezoning application we are also very concerned about the possibility of opening our street to the Hampton Road. This would change our quiet dead-end neighbourhood into a fast paced busy street.

Sincerely,


18 Woodland Ave
Rothesay, N.B.
E2E 2K5 



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

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

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

The purpose of the amendment is to rezone lands located off Woodland Avenue and Hampton Road from Single Family Residential – Standard Zone [R1B] to the Multi-Unit Residential Zone [R4] for a 36-unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act, supra.

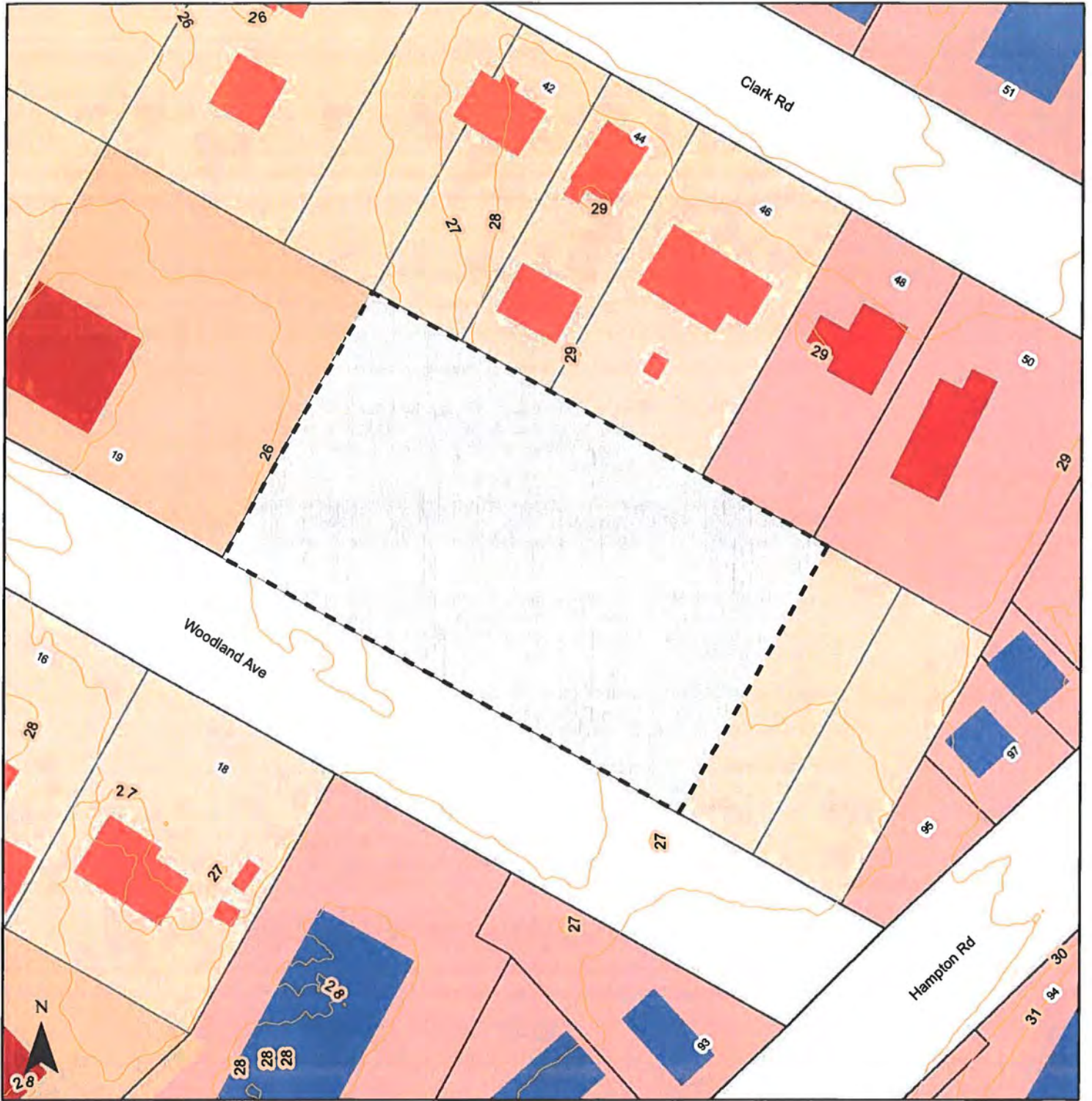
FIRST READING BY TITLE :
SECOND READING BY TITLE :
READ IN ENTIRETY :
THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK

Attachment Bylaw 2-10-29

PIDs 00242271, 30020051, 30130348, 30130355



2022-02-03, 10:48:35 AM

1:800

Buildings

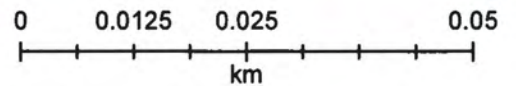
- Commercial
- Residential

Zoning

- CC
- R1B
- R4

Property Boundary

- Property Boundary



Rothesay

DEVELOPMENT AGREEMENT

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

Parcel Identifier of Parcels Burdened by Agreement: 00242271, 30130348, 30020051, 30130355
(to be consolidated)

Owner of Land Parcels: KV Properties Ltd.
1 Magnolia Lane
PO Box 100
Rothesay, NB
E2E 3L2 (Hereinafter called the "Developer")

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

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

WHEREAS the Developer is the registered owner of certain lands located off Woodland Avenue (PIDs 00242271, 30130348, 30020051, 30130355) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Developer is now desirous of entering into a development agreement to allow for the development of thirty-six (36) unit apartment building on the Lands as described in Schedules B through D. (herein after called the "Project")

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

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

1. The Developer agrees that the total number of residential units situated on the Lands shall not exceed thirty-six (36) residential apartment units.

Schedules

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

Site Development

3. The Developer agrees that except as otherwise provided for herein the use of the Lands shall comply with the requirements of the Rothesay Zoning By-law and Subdivision By-law, as may be amended from time to time.
4. The Developer agrees to develop the Lands in a manner, which, in the

opinion of the Development Officer, is generally in conformance with Schedules B, C, D and E.

Architectural Guidelines

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

Storm Water

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

Municipal Streets

10. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:
 - a. surveying and staking of lots and streets;
 - b. rough grading of streets to profiles approved by Rothesay;
 - c. fine grading of streets to profiles approved by Rothesay;
 - d. hard surfacing of the streets as shown on the plan to Rothesay specifications; sub-grade standards, compaction and finish as approved by Rothesay's Engineer, in writing, before final hard surfacing may be installed;
 - e. constructing the proposed connection of Woodland Avenue to Hampton as approved by Rothesay's Engineer;

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

Municipal Sidewalks

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

Water Supply

17. The Developer agrees to connect to the Town's nearest and existing water system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
18. The Town agrees to supply potable water for the purposes and for those

purposes only for a maximum of thirty-six (36) residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.

19. The Developer agrees to pay the Town a fee for connection of the building to the Town water system including sprinkler feed to the Town water system calculated in the manner set out in By-law 1-18, Rothesay Water By-law as amended from time to time, to be paid to the Town twelve (12) months following the issuance of the building permit.
20. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
21. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.
22. The Developer agrees to comply with the Town's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to the Town's water system.
23. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion or if an invoice for water service is more than 90 days in arrears.
24. The Developer agrees to provide, prior to the occupation of the building, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection to the Town water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Sanitary Sewer

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

Retaining Walls

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

Indemnification

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

Notice

33. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **KV Properties Ltd., 1 Magnolia Lane, PO Box 100, Rothesay, NB, E2E 3L2** and to the Town if delivered personally or by prepaid mail addressed to **ROTHESAY, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5**. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

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

Termination

35. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed on or before **INSERT DATE** being a date 5 years (60 months) from the date of Council's decision to enter into this Agreement. Accordingly, the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform to the provisions of the Rothesay Zoning By-law.
36. Notwithstanding the preceding paragraph (47) above, the Parties agree that the development shall be deemed to have commenced if within a period of not less than three (3) months prior to **INSERT DATE** the construction of the municipal service infrastructure has begun and that such construction is deemed by the Development Officer in consultation with the Town Engineer as being continued through to completion as continuously and expeditiously as deemed reasonable.
37. The Developer agrees that should the Town terminate this Agreement the

Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in this Agreement. If there are amounts remaining after the completion of the work in accordance with this Agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this Agreement, the Developer shall promptly on receipt of an invoice pay to the Town the full amount owing as required to complete the work.

Security & Occupancy

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

Failure to Comply

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

Law in order to ensure compliance with this Agreement.

Entire Agreement

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

Severability

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

Reasonableness

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

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

IN WITNESS WHEREOF, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer(s) as of _____, 2022.

Witness:

KV Properties Ltd.

Brett Taylor, Director

Rothesay

Witness:

Nancy E. Grant, Mayor

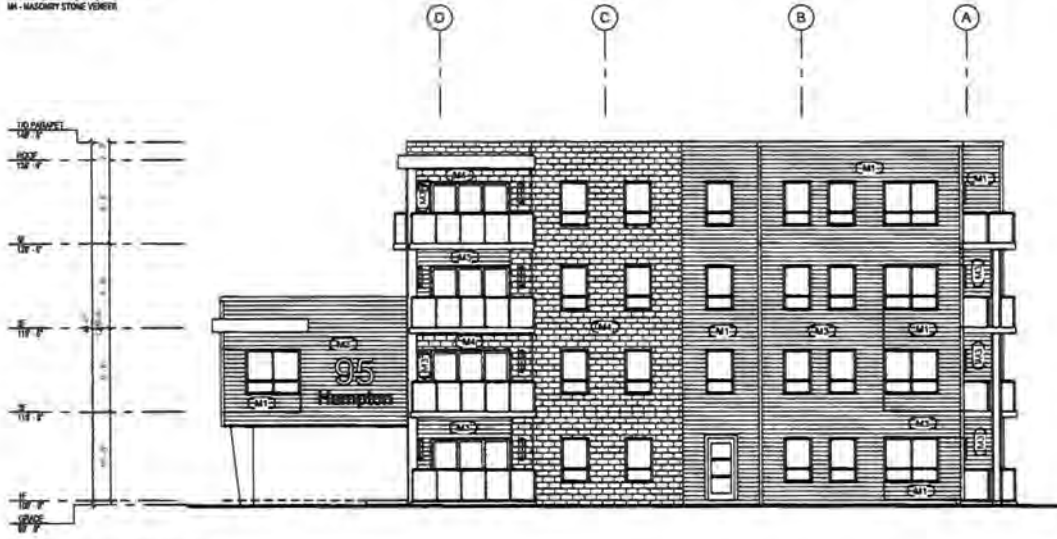
Witness:

Mary Jane E. Banks, Clerk

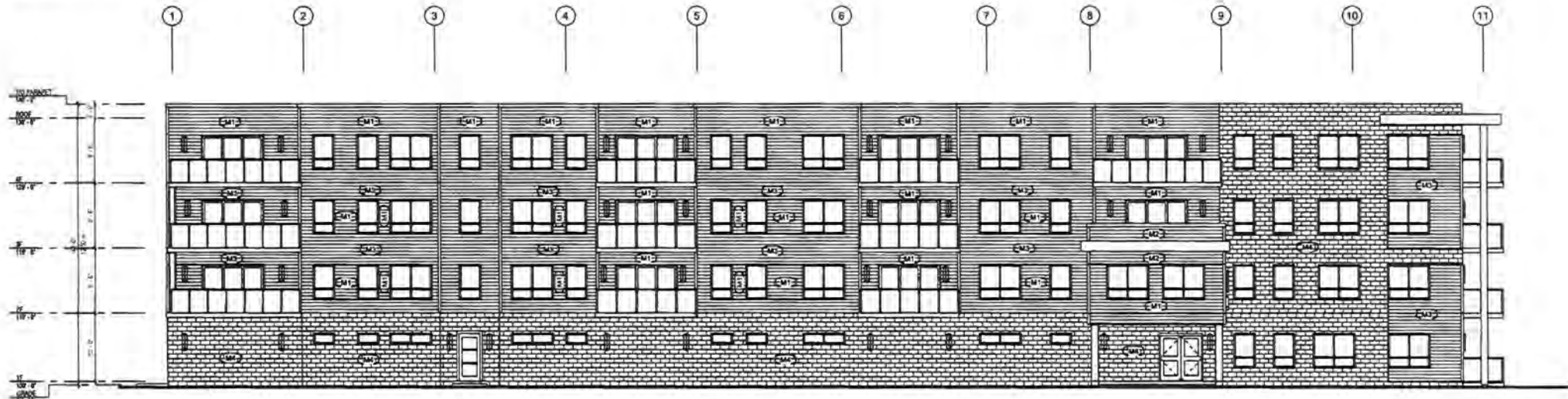
SCHEDULE A

PID: 00242271, 30130348, 30020051, 30130355 (TO BE CONSOLIDATED)

NOTES:
EXACT MATERIAL COLORS AS PER OWNER
M1 - HORIZONTAL METAL BOND COLOR 1
M2 - HORIZONTAL METAL BOND COLOR 2
M3 - METAL BOND (TEAK)
M4 - MASONRY STONE VENEER



EAST ELEVATION
1/8" = 1'-0"

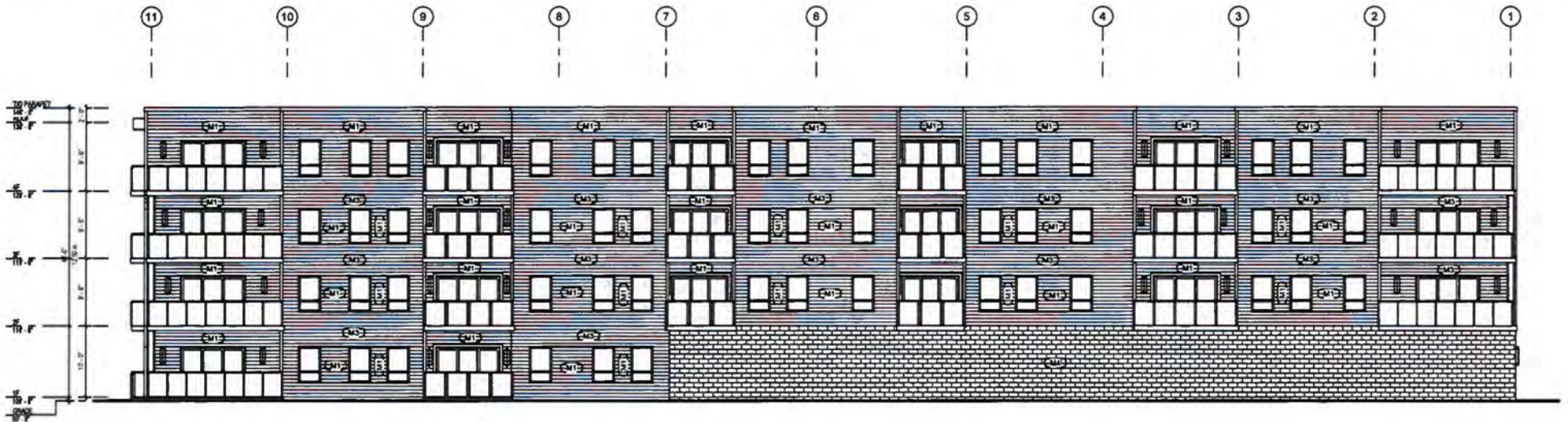


SOUTH ELEVATION
1/8" = 1'-0"

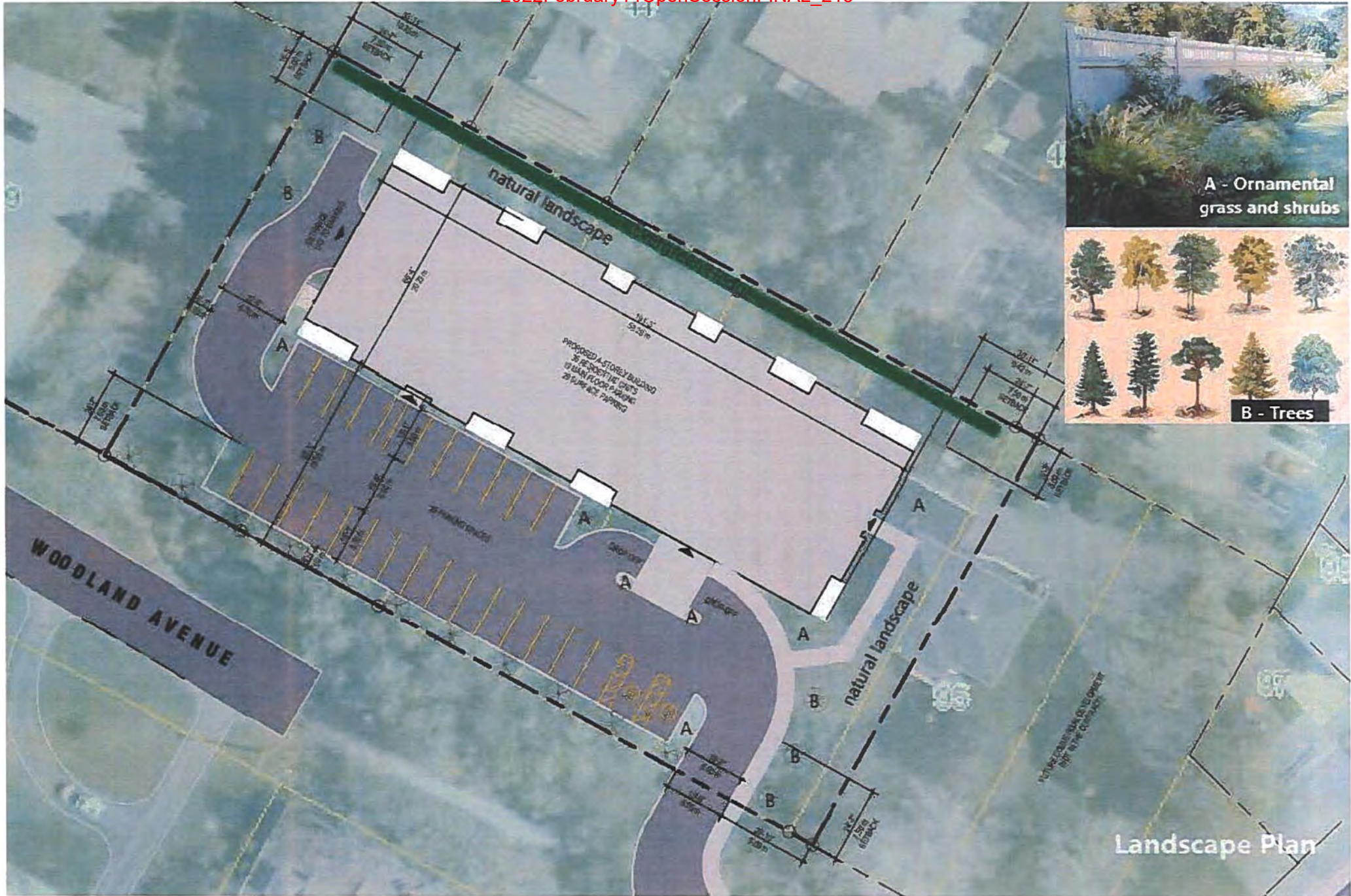
MATERIALS:
EXACT MATERIAL COLORS AS PER OWNER
M1 - HORIZONTAL METAL BEING COLOR 1
M2 - HORIZONTAL METAL BEING COLOR 2
M3 - METAL BEING TEAK
M4 - MASONRY STONE VENEER



WEST ELEVATION
1/8" = 1'-0"



NORTH ELEVATION
1/8" = 1'-0"



A - Ornamental grass and shrubs



B - Trees

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Brett Taylor
1 Magnolia Lane
PO Box 100
Rothesay, NB, E2E 3L2
Office Held by Deponent: Director
Corporation: KV Properties Ltd.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2022

I, BRETT TAYLOR, the deponent, make oath and say:

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

DECLARED TO at Rothesay,
in the County of Kings,
and Province of New Brunswick,
This ___ day of _____, 2022

BEFORE ME:

Commissioner of Oaths

BRETT TAYLOR

ATTACHMENT D





Ref: 21292-StormwaterReview

January 27, 2022

Mr. McLean,

Re: 95 Hampton Road - KV Properties- Stormwater Review

Don-More Surveys & Engineering Ltd. (Don-More) has been engaged to perform a high level review of a proposed development at the above address relative to a stormwater management strategy.

We have been provided with a revised conceptual site plan prepared by Spitfire Design Co. dated December 16, 2021 and this review is limited to details shown on this site plan.



Existing Site

The existing site can be characterised as a generally flat area with an existing single family residence in the front area and wooded area in the rear of the site. The existing site sheet drains north to the northern edge of the property away from Hampton Road.

There is a ditch/swale along the western side of Woodland Avenue which discharges to the northern edge of the site where it flows northeast along the rear of the site towards Clark Road and enters a piped storm network.

Stormwater Management Approach

The proposed site plan shows a new driveway leaving Hampton Road and entering the site, and a new building sitting on the northern portion of the site adjacent to the new parking area.

There is some discussion about the driveway changing to an extension of Woodland Avenue, but this would not change the overall approach to stormwater management.

The new site would be designed to perform stormwater management to limit peak flows to pre

development levels. Water draining from the parking areas would be directed to a Stormscepter to provide treatment of water quality. Below are preliminary design ideas for how this will be achieved.

The new building has a flat roof. We would plan to detain water on the roof of the building using flow controllers on the roof drains. Typically we design this system to pond the equivalent of 100mm of water in a 100 year event.

The new parking area would be designed to have a catch basin system which will collect the water and direct it to a Stormscepter, then discharge to the northern side of the property. The parking lot around the catch basins will be graded to create "ponds" at the catch basins and Inlet Control Devices (ICD's) will be installed on the catch basins to limit peak flows into the piped system. This results in water ponding on the parking area in peak rain events.

Following detailed design and once modelling of these two approaches has been completed, if additional measures are required to reduce peak flows we would look at either a traditional stormwater management pond at the northwestern corner of the property, or underground storage under the parking areas.

Closing

We trust this is sufficient for your present needs. Please feel free to contact the undersigned at 506.636.2136 or at at@dmse.ca for any additional information or clarification.

Yours truly,

Don-More Surveys & Engineering Ltd.



Andrew Toole, NBLs, P.Eng.



"Not For Construction"

NO.	REVISION	DATE

THIS DRAWING, INCLUDING ALL THE INTELLECTUAL PROPERTY OF SPITFIRE DESIGN CO. AND ALL COPYRIGHT IS RESERVED. NO USE MAY BE MADE OF THESE DRAWINGS, RENDERINGS OR PARTS OF THEM WITHOUT WRITTEN CONSENT FROM SPITFIRE DESIGN CO.

THIS DRAWING MAY NOT BE USED IN WHOLE OR IN PART FOR ANY PROJECT OTHER THAN THAT DESIGNATED HEREIN.

ANY CHANGES TO THIS DESIGN PRIOR TO COMMENCING CONSTRUCTION MUST BE APPROVED BY THE ARCHITECT & ARCHITECTURAL DECISIONER.

ALL CONTRACTORS MUST CONFORM TO ALL REGULATIONS, MUNICIPAL AND PROVINCIAL BY LAWS AND THE NATIONAL BUILDING CODES OF CANADA.

ALL REQUIREMENTS MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION.

SUMMER SOLSTICE



DATE: JUNE 21
TIME: 8:00 AM



DATE: JUNE 21
TIME: 12:00 NOON



DATE: JUNE 21
TIME: 4:00 PM

WINTER SOLSTICE



DATE: DECEMBER 21
TIME: 9:00 AM



DATE: DECEMBER 21
TIME: 12:00 NOON



DATE: DECEMBER 21
TIME: 4:00 PM

REAR PORCH - 8 UNIT APARTMENT

REAR PORCH - 8 UNIT APARTMENT	DATE	SUN ANGLES				AZIMUTH	
		SOLAR NOON	8:30 AM	12:30 PM	4:00 PM	SUNRISE	SET
Summer Solstice	June 21	42°	22° 02' 00"	61°	51.82°	9.51° E	6.50° W
Equinox	March 21 / September 21	45.73°	3.44° 00'	45.73°	34.40°	9.00° E	9.00° W
Winter Solstice	December 21	42.02°	6.87° 00'	42.02°	32.50°	9.03° E	9.23° W

NOTES

- 1. Sun angles based on: Solar noon = 12:00 (ST) 1:00 (MT) = 4 hours SE/CW, also same 1:00 (MT) = 4 hours = 12:00 (ST) same time (Daylight Savings Time not assumed)
- 2. Sun angles measured from true horizon (parallel to sea level)
- 3. Horizontal angles based on solar azimuth, unless to South (per north)
- 4. Equinoxes set at March 21 and September 21 (spring and autumn equinox)
- 5. Shading and sun angles shown for June 21 and September 21, 8:00 AM to 4:00 PM.

Rev #	Description	Date

spitfire DESIGN CO.
1710 Blue Heron, WEG-03
Box 6000-01-001, Unit 600-70-770, Blue Heron, Ontario

KV PROPERTIES

APARTMENT
85 Hampton Road, Redwood, Maricopa

SHADOW STUDY

Date: 3 Oct, 2021

Drawn by: E.C. Review: Date: Time: Page no: 4/20



To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
 Director of Planning and Development Services
Date: Wednesday, December 01, 2021
Subject: Rezoning - 36 Unit Apartment Building – 95 Hampton Road

Applicant/owner:	Brett Taylor, Director	Applicant/owner:	KV Properties Ltd.
Mailing Address:	14 Wiltshire Drive Quispamsis NB E2E 0E9	Mailing Address:	1 Magnolia Lane PO Box 100 Rothesay, NB E2E 3L2
Property Location:	95 Hampton Road	PIDs:	30130314, 30130322, 00242495, 00242495, 00242271, 30130348, 30020051, 30130355
Plan Designation:	Commercial & High Density	Zone:	R1B & Central Commercial
Application For:	36 unit residential apartment building		
Input from Other Sources:			

ORIGIN:

An application from Brett Taylor, Director of KV Properties Ltd. to rezone 5143.5m² (1.27 acres) of land (see Map 1) at 95 Hampton Road and Woodland Avenue from Single Family Residential – Standard Zone [R1B] and Central Commercial to the Multi-Unit Residential Zone [R4] for a 36 unit apartment building subject to the terms of a development agreement.



Figure 1 - Architectural Rendering of Proposed 36 Unit Apartment Building

BACKGROUND:

The subject parcels (8 separate Parcel Identifier Numbers (PIDs)) of land are designated for both Central Commercial and High Density residential uses (see Map 2). The applicant has a tentative purchase agreement with Mr. Brian Edwards who owns two of the eight properties subject to the land assembly¹. The property has frontage on Hampton Road although access will be via Woodland Avenue, which will be constructed by the developer. Staff note the proposed location of the building occupies the rear portion of the property in order to preserve the Hampton Road frontage for future commercial development.

The proposed building also is setback 5meters from the shared rear property boundary with 42-48 Clark Road. The proposed 5-meter setback does not meet the by-law minimum requirement of a 7.5-meter setback. Staff are reviewing the site plan and building location with the applicant to evaluate alternatives.

The property location is in area that marks the entry into Rothesay’s commercial corridor. The property also fronts on what was known as NB Provincial Highway No.9 the “old Hampton Highway”. Hampton Road is a provincially designated highway and is generally considered as Rothesay’s “main street”.



Figure 2 - Property Location (95 Hampton Road)

In general, Staff support the redevelopment of the property for higher density residential and note the added population to the area will support the existing schools and businesses in area. Also interesting to note that as our population ages and household sizes shrink this form of higher density becomes increasingly the preferred housing option, in that respect the proposed location is well suited to this form of housing.

¹ A land assembly or assemblage is the process of purchasing various smaller, contiguous parcels of property to merge them into one large land parcel or property.



Figure 3 - Proposed Site Plan (36-unit apartment building)

The Municipal Plan By-law 1-20 does contain policy direction (see Policy HDR-4 follows) that would allow Council to consider the application.

The commercial areas in Rothesay are focal points for residents, whether they are shopping or socializing. Council recognizes this function of commercial space as potential opportunity sites where higher density residential may be added as a means of providing people with better access to the Town's services, to reduce sprawl, to permit a livelihood that allows for walkability and less car dependence, and to increase density in and around the Town's commercial areas.

Policy HDR-4 High-density Residential:

COUNCIL SHALL Consider that High-density Residential (R6) development may be appropriate throughout the Commercial Designation², and may consider multi-unit dwellings through the rezoning and development agreement process where such development demonstrates compliance with the following requirements:

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;
- b) The maximum density does not exceed 100 square metres of land per apartment unit;
- c) Subject lands are adequate in size relative to the intensity and scale of the proposed land development;
- d) The subject lands do not exceed 1 acre in total area (or 40 apartment units);
- e) Underground parking is provided;

² Although the property is not designated Commercial Council can consider amendments to the Zoning By-law on lands that adjoin a different land use designation (see Policy IM-14 Adjoining Designations)

- f) Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space.
- g) Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist;
- h) Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and
- i) A building design of high quality that is consistent with community values and architectural best practices.

ANALYSIS:

Policy HDR-4 High-density Residential	Staff Comment
Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;	The proposed building has frontage on Hampton Road with access through Woodland Avenue. A traffic impact statement was prepared to determine any additional traffic enhancement or requirements. Staff are still reviewing the traffic study and are considering the possibility of connecting Woodland Avenue through to Hampton Road. No determination regarding Woodland Avenue has been made yet.
The maximum density does not exceed 100 square meters of land per apartment unit;	The 8 properties have a total area of 5143.5m ² (1.27 acres) in area and proposed density at 36 units does not exceed the 100m ² of land per apartment unit. As noted earlier the applicant anticipates future commercial development of the front portion of the site; however, no less than 3600 square meters of the property would need to be allocated for the apartment building. The remaining balance 1,543.5m ² could be retained under its current commercial zoning for future development consideration.
Subject lands are adequate in size relative to the intensity and scale of the proposed land development;	The proposed building would be located in an area containing a variety of uses including commercial (93-101 Hampton Road & 48-50 Clark Road), multi-unit residential (19 Woodland Avenue) and low-density (42-46 Clark Road) residential uses.
The subject lands do not exceed 1 acre in total area (or 40 apartment units);	As noted the entire parcel of land has a total area of 5143.5m ² , which exceeds the (4000m ²) limit on project density however, the project density at 36 units complies with the policy restriction on density. Furthermore, the applicant could easily consolidate the 8 property parcels to comply with plan policy.

<p>Underground parking is provided;</p>	<p>The proposal includes indoor parking on the building's main level and a combination of sheltered and open surface parking.</p>
<p>Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space.</p>	<p>The developer is preparing a technical shadow study of the proposed building.</p>
<p>Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist;</p>	<p>Staff are still reviewing the developer's traffic impact statement.</p>
<p>Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and</p>	<p>Staff note that because the proposed building would potentially share a property boundary with potentially a future commercial parking lot it will be very important to define property lines with landscaping and fencing such that commercial customers are clear about the private property and do not use the property.</p>
<p>A building design of high quality that is consistent with community values and architectural best practices.</p>	<p>Staff believe that the flat roof modern style of architecture in this mixed-use neighbourhood achieves good design as the scale, bulk and height of the building is appropriate to the existing or desired future character of Hampton Road and surrounding buildings. Staff are however, still reviewing the use of façade colours and materials to potentially mitigate the bright white appearance of the building and perhaps introduce materials that are more natural.</p>
<p>A building design of high quality that is consistent with community values and architectural best practices.</p>	<div data-bbox="813 1423 1409 1818" data-label="Image"> </div> <p>The use of wood siding in combination with other materials can break up the façade's massing and add warmth and texture.</p>

DEVELOPMENT AGREEMENT:

Staff will prepare a development agreement for PAC’s review before proceeding to Council. A development agreement is a contract between Rothesay and the property owners that specify the details and obligations of the individual parties concerning the proposed development. Implementation Policy IM-13 states that Council shall consider development agreement applications pursuant to the relevant policies of the Municipal Plan and consideration of the following:

Implementation Policy IM-13	Staff Review
A. That the proposal is not premature or inappropriate by reason of:	
1) The financial capability of Rothesay to absorb any costs relating to the development;	Staff are still considering options with regard to the creation of driveway on Woodland Avenue or the development of connected public street.
2) The adequacy of municipal wastewater facilities, storm water systems or water distribution systems;	Staff believe that the municipal infrastructure is adequate for the proposed development.
3) The proximity of the proposed development to schools, recreation or other municipal facilities and the capability of these services to satisfy any additional demands;	Staff believe the schools, recreation or other municipal facilities in the neighbourhood are adequate for the proposed development.
4) The adequacy of road networks leading to or within the development; and	Staff are still reviewing the traffic study.
5) The potential for damage or destruction of designated historic buildings and sites.	There are no historic buildings or sites identified within the project’s vicinity.
B. that controls are placed on the proposed development so as to reduce conflict with any adjacent or nearby land uses by reason of:	
1. Type of use;	The multi-unit residential is a compatible use with the surrounding businesses.
2. Height, bulk and lot coverage of any proposed building;	Staff’s main concern is the proposed reduced rear yard setback of 5m, otherwise the proposed building Height, bulk and lot coverage comply with the by-law.
3. Traffic generation, access to and egress from the site, and parking; open storage; and	Staff are reviewing the traffic study.
4. Signage.	No commercial signage is requested.
C. That the proposed development is suitable in terms of the steepness of grades, soil and geological conditions, proximity to watercourses, or wetlands and lands that are vulnerable to flooding.	The property is poorly drained and therefore not suitable for development of underground parking and therefore the developer has proposed parking on the main level of the building.

KENNEBECASIS VALLEY FIRE DEPARTMENT:

As is required by Municipal Plan **Policy FR-7**, the KVFD must review proposals for new development projects to ensure that public safety and firefighting concerns are addressed. KV Fire Department are still reviewing the proposed development.

POLLING:

Staff will prepare a polling notification letter to be sent to surrounding property owners.

RECOMMENDATIONS:

Staff recommend the Planning Advisory Committee consider the following MOTION:

- A. PAC HEREBY Tables the rezoning application for 95 Hampton Road pending the receipt of a supplemental staff report containing the following:
1. Additional project details from the applicant;
 2. Staff review and recommendation of traffic and access;
 3. Polling results;
 4. Review by KVFD; and
 5. Draft development agreement and rezoning By-law.

Map 1	Property Location Map
Map 2	Future Land Use Designation (Municipal Plan)
Attachment A	Proposed Development Submission from Applicant



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

Date: **Wednesday, December 01, 2021**

Map 1
2022February14OpenSessionFINAL_234
Property Location



1:600

Map 2 - Future Land Use Municipal Plan

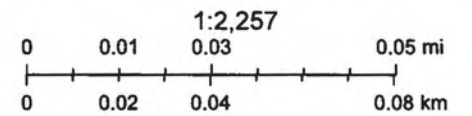
2022 February 24 Open Session MAL_C35



11/25/2021, 1:00:49 PM

Future Land Use
 High Density
 Medium Density
 Property

Commercial
 Institutional
 Rothesay Boundary
 Civic Address





"Not For Construction"

NO.	REVISION	DATE

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ALL REQUIRED PERMITS MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION.

Rev. # Description Date

Architectural Designer



Client: **KV PROPERTIES**

Project: **APARTMENT**
88 Hamilton Road Parkway, Markham

Drawing No: 1F-2F

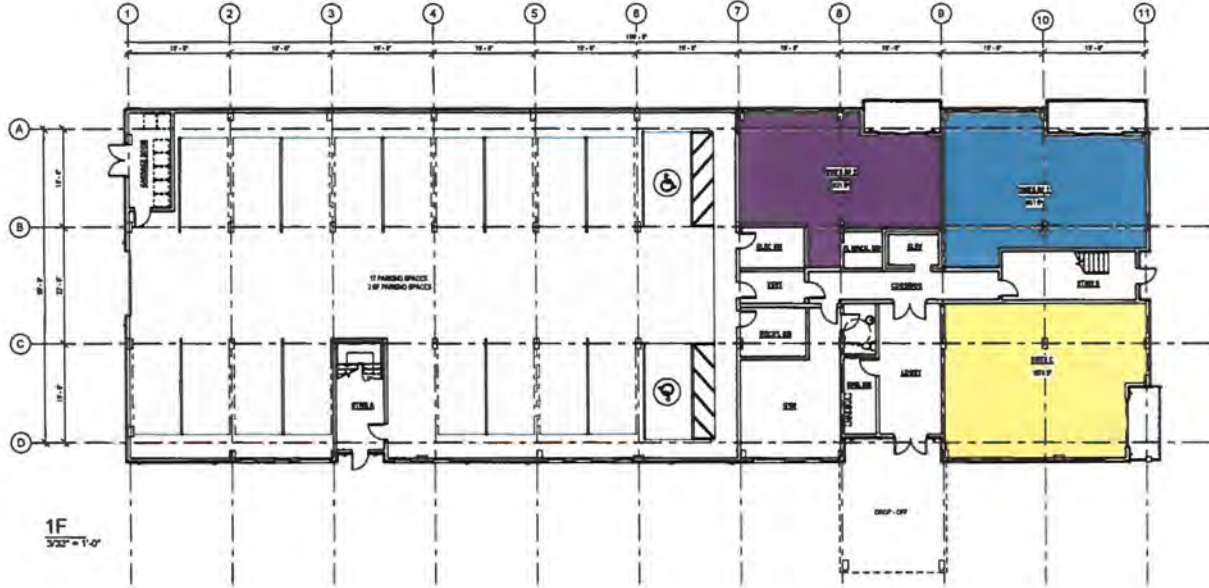
Date: 10 Nov, 2021

Drawn by: D.M.

Checked by: E.C.

Scale: AS NOTED

Sheet: **A21** of 1408



SUITE BREAKDOWN			
Items	Comments	Area	Count
SUITE A	TWO BED TWO BATH	1080 SF	18
SUITE B	TWO BED TWO BATH	1180 SF	18
SUITE B-1	TWO BED ONE BATH	800 SF	1
SUITE B-2	TWO BED ONE BATH	830 SF	1
SUITE C	TWO BED ONE BATH	1080 SF	18
SUITE D	TWO BED ONE BATH	830 SF	1
SUITE E	ONE BED ONE BATH	770 SF	3
SUITE F	ONE BED ONE BATH	820 SF	7
SUITE G	TWO BED TWO BATH	1040 SF	2
SUITE H	ONE BED ONE BATH	840 SF	3

Grand total: 38

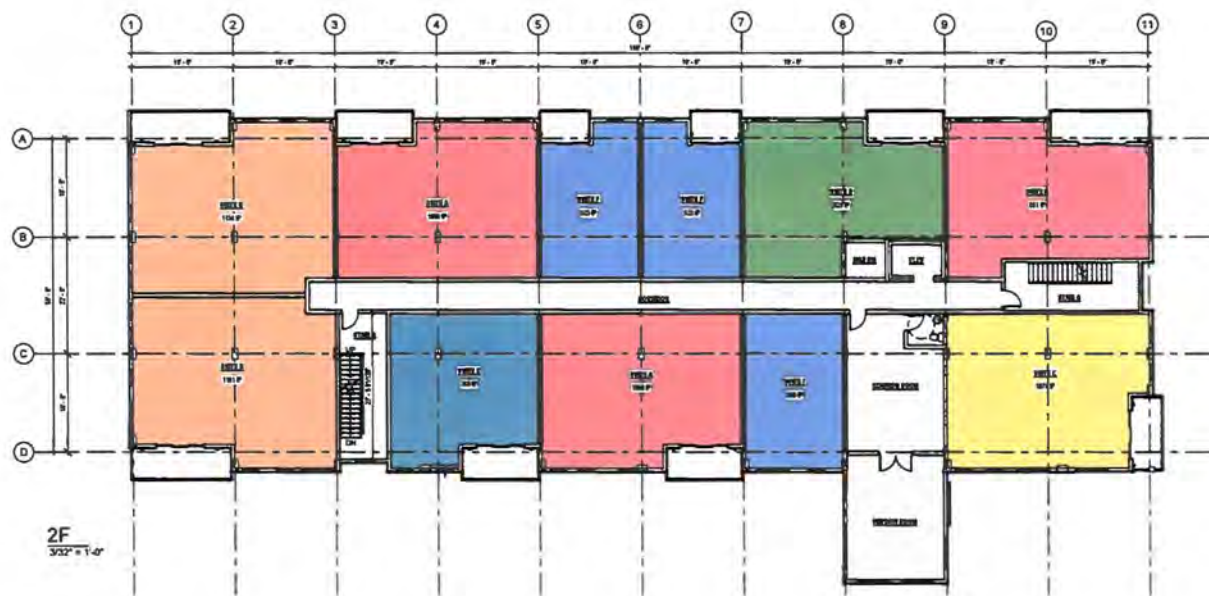
SUITE BREAKDOWN PER FLOOR			
Items	Comments	Area	Count
1F			
SUITE B-1	TWO BED ONE BATH	800 SF	1
SUITE B-2	TWO BED ONE BATH	830 SF	1
SUITE C	TWO BED ONE BATH	1080 SF	1

2F			
Items	Comments	Area	Count
SUITE A	TWO BED TWO BATH	1080 SF	2
SUITE B	TWO BED TWO BATH	1180 SF	2
SUITE C	TWO BED ONE BATH	1080 SF	1
SUITE D	TWO BED ONE BATH	830 SF	1
SUITE E	ONE BED ONE BATH	770 SF	1
SUITE F	ONE BED ONE BATH	820 SF	3
SUITE G	TWO BED TWO BATH	1040 SF	1
SUITE H	ONE BED ONE BATH	840 SF	1

3F			
Items	Comments	Area	Count
SUITE A	TWO BED TWO BATH	1080 SF	18
SUITE B	TWO BED TWO BATH	1180 SF	18
SUITE C	TWO BED ONE BATH	1080 SF	18
SUITE D	TWO BED ONE BATH	830 SF	18
SUITE E	ONE BED ONE BATH	770 SF	18
SUITE F	ONE BED ONE BATH	820 SF	18
SUITE G	TWO BED TWO BATH	1040 SF	18
SUITE H	ONE BED ONE BATH	840 SF	18

4F			
Items	Comments	Area	Count
SUITE A	TWO BED TWO BATH	1080 SF	18
SUITE B	TWO BED TWO BATH	1180 SF	18
SUITE C	TWO BED ONE BATH	1080 SF	18
SUITE D	TWO BED ONE BATH	830 SF	18
SUITE E	ONE BED ONE BATH	770 SF	18
SUITE F	ONE BED ONE BATH	820 SF	18
SUITE G	TWO BED TWO BATH	1040 SF	18
SUITE H	ONE BED ONE BATH	840 SF	18

5F			
Items	Comments	Area	Count
SUITE A	TWO BED TWO BATH	1080 SF	18
SUITE B	TWO BED TWO BATH	1180 SF	18
SUITE C	TWO BED ONE BATH	1080 SF	18
SUITE D	TWO BED ONE BATH	830 SF	18
SUITE E	ONE BED ONE BATH	770 SF	18
SUITE F	ONE BED ONE BATH	820 SF	18
SUITE G	TWO BED TWO BATH	1040 SF	18
SUITE H	ONE BED ONE BATH	840 SF	18





"Not For Construction"

DATE	REVISION	DATE

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Rev #	Description	Date

Architectural Designer

1000, 3000, 5000, 8000 SQ FT
 For 3000-5000 SQ FT CALL 416-477-4848
 For 8000-10000 SQ FT CALL 416-477-4848

Client

KV PROPERTIES

Project

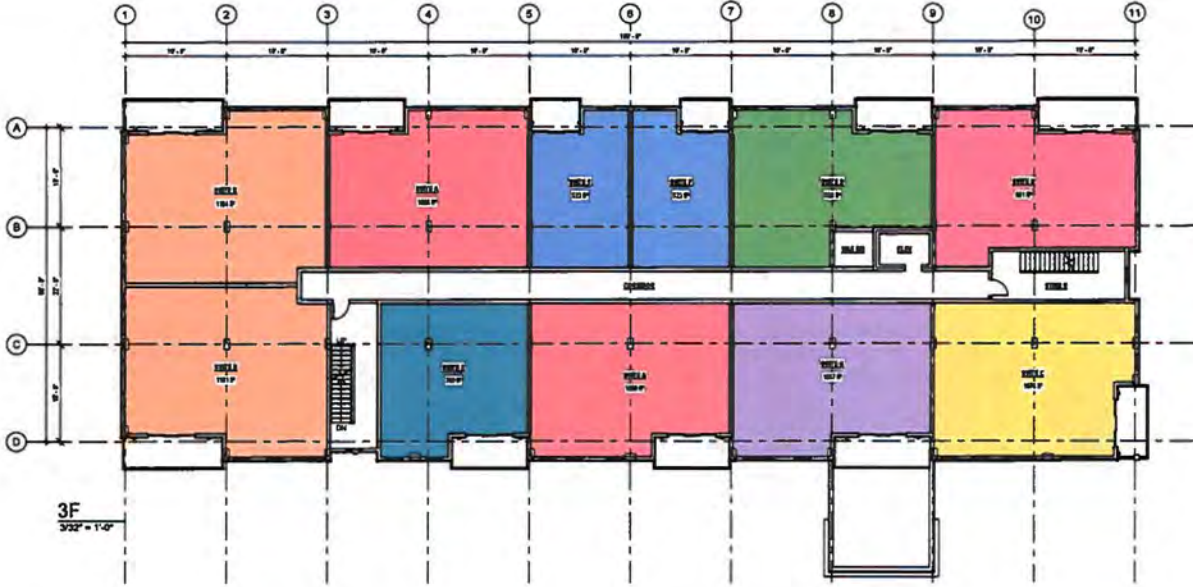
APARTMENT

90 Humber Road Highway, Markham

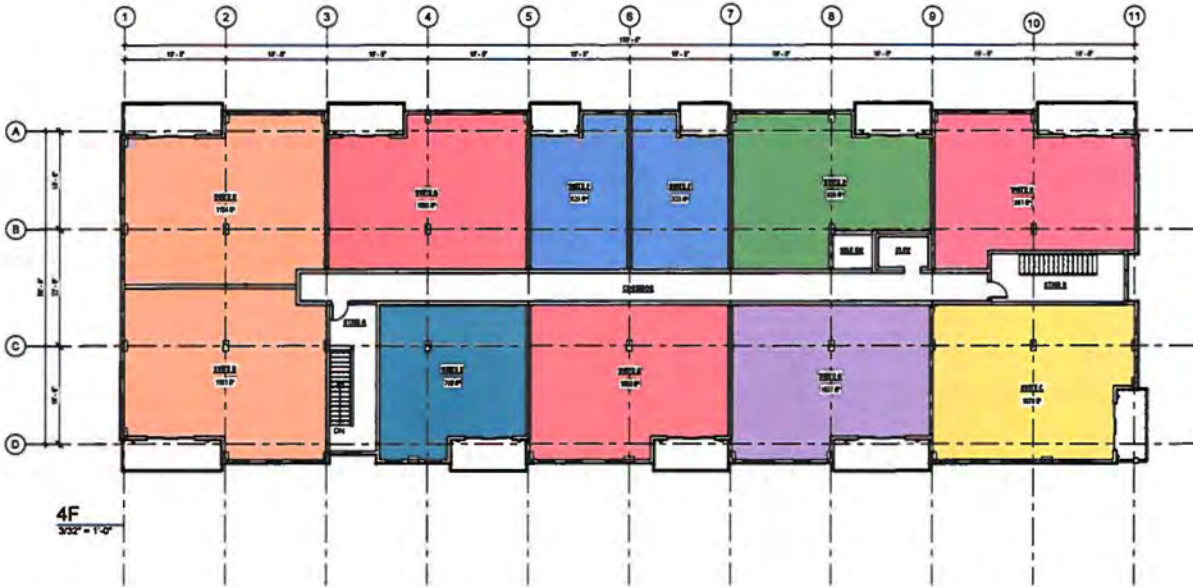
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3F-4F

Date	10 Nov 2021
Drawn by	D.M.
Check by	E.C.
Scale	AS NOTED
Sheet	A22
Page	400



3F
352' x 140'



4F
352' x 140'

SUITE BREAKDOWN				
Name	Comments	Area	Count	
SUITE A	TWO BED TWO BATH	1080 SF	2	
SUITE B	TWO BED TWO BATH	1100 SF	2	
SUITE C	TWO BED ONE BATH	840 SF	1	
SUITE D	TWO BED ONE BATH	830 SF	1	
SUITE E	TWO BED ONE BATH	770 SF	1	
SUITE F	ONE BED ONE BATH	620 SF	1	
SUITE G	ONE BED ONE BATH	620 SF	1	
SUITE H	ONE BED ONE BATH	640 SF	1	

SUITE BREAKDOWN PER FLOOR				
Name	Comments	Area	Count	
3F				
SUITE EP 1	TWO BED ONE BATH	840 SF	1	
SUITE EP 2	TWO BED ONE BATH	830 SF	1	
4F				
SUITE A	TWO BED TWO BATH	1080 SF	2	
SUITE B	TWO BED TWO BATH	1100 SF	2	
SUITE C	TWO BED ONE BATH	840 SF	1	
SUITE D	TWO BED ONE BATH	830 SF	1	
SUITE E	ONE BED ONE BATH	620 SF	1	
SUITE F	ONE BED ONE BATH	620 SF	1	
SUITE G	TWO BED TWO BATH	1080 SF	2	
SUITE H	ONE BED ONE BATH	640 SF	1	

3F				
Name	Comments	Area	Count	
SUITE EP 1	TWO BED ONE BATH	840 SF	1	
SUITE EP 2	TWO BED ONE BATH	830 SF	1	

4F				
Name	Comments	Area	Count	
SUITE A	TWO BED TWO BATH	1080 SF	2	
SUITE B	TWO BED TWO BATH	1100 SF	2	
SUITE C	TWO BED ONE BATH	840 SF	1	
SUITE D	TWO BED ONE BATH	830 SF	1	
SUITE E	ONE BED ONE BATH	620 SF	1	
SUITE F	ONE BED ONE BATH	620 SF	1	
SUITE G	TWO BED TWO BATH	1080 SF	2	
SUITE H	ONE BED ONE BATH	640 SF	1	

Grand Total 36				
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3F				
Name	Comments	Area	Count	
SUITE EP 1	TWO BED ONE BATH	840 SF	1	
SUITE EP 2	TWO BED ONE BATH	830 SF	1	

4F				
Name	Comments	Area	Count	
SUITE A	TWO BED TWO BATH	1080 SF	2	
SUITE B	TWO BED TWO BATH	1100 SF	2	
SUITE C	TWO BED ONE BATH	840 SF	1	
SUITE D	TWO BED ONE BATH	830 SF	1	
SUITE E	ONE BED ONE BATH	620 SF	1	
SUITE F	ONE BED ONE BATH	620 SF	1	
SUITE G	TWO BED TWO BATH	1080 SF	2	
SUITE H	ONE BED ONE BATH	640 SF	1	

Grand Total 36				
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Subject: Traffic Memo – Hampton Road Apartments Traffic Impact Statement

June 28, 2021

June 28, 2021

Brett Taylor
KV Properties Limited
1 Magnolia Lane
Rothesay (NB) E2E 3L2

Subject: Traffic Memo – Hampton Road Apartments Traffic Impact Statement
Englobe Ref. 2105853

INTRODUCTION

A new residential development has been proposed at 95 Hampton Road in the Town of Rothesay. The development will consist of a 40-unit apartment building with both underground and service level parking facilities. Access to the site will be facilitated off a new section of Woodland Avenue. This new section of the street will connect onto Hampton Road west of the development site. The new section of Woodland Avenue will end near the development site access and will not connect to the existing section of Woodland Avenue until some point later in the future.

As part of the development approval process, the Town of Rothesay requires that a Traffic Impact Statement (TIS) be completed for this development. The primary concern is how the development will impact traffic along Hampton Road and how the site will be accessed. KV Properties Ltd. has retained Englobe Corp. to complete this TIS. The Study Area for this TIS includes the proposed development site, the new section of Woodland Avenue, the intersection of Hampton Road and Marr Road/Clark Road, as well as the section of Hampton Road between Woodland Avenue and Marr Road/Clark Road, as shown in **Figure 1**. Should all the approvals be granted, it is expected that the proposed development will be fully operational in 2023, therefore 2028 was chosen as the future horizon year for the analysis.

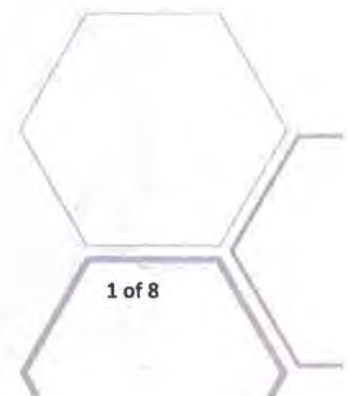


Figure 1 – Study Area



EXISTING CONDITIONS

Streets and Intersections

Hampton Road is a local collector street as well as a provincially designated arterial highway (Route 100). Hampton Road is oriented in the north-south direction and is a primary travel corridor through the Town of Rothesay, providing access to residential, commercial and institutional land uses. Near the development site, Hampton Road carries Annual Average Daily Traffic (AADT) volumes of approximately 10,500 vehicles per day and has one lane of traffic in each direction that are separated by a two-way left turn lane. Hampton Road features sidewalk along both sides of the street.

Woodland Avenue is a local street that extends in the east-west direction. The east end of Woodland Avenue ends approximately 80 m west of Hampton Road. The proposed new section of Woodland Avenue will be aligned with the existing section of the street, however it will not connect through to it. The new section of Woodland Avenue will intersect with Hampton Road at a t-intersection. Stop control will be provided on the Woodland Avenue approach.

The **Hampton Road / Marr Road / Clark Road** intersection is a 4-legged signalized intersection and is located approximately 100 m north of the proposed Woodland Avenue section. The north and south approaches are located on Hampton Road, while the east and west approaches are located on Marr Road and Clark Road, respectively. Crosswalks are present across all approaches.

Traffic Volumes

Peak hour turning movement counts were completed by Englobe in February, 2016 at the intersection of Hampton Road and Marr Road/Clark Road. These data were used to estimate the future traffic volumes along Hampton Road near the proposed development site. The 2016 traffic data are provided in **Appendix A**.

DEVELOPMENT TRAFFIC GENERATION

Trip generation rates for the proposed development were estimated using the ITE TripGen Web-based App, which is based on the 10th Edition of the Institute of Transportation Engineer’s (ITE) *Trip Generation Manual*. The proposed development will consist of a mid-rise residential building with 40 dwelling units, therefore ITE Land Use #221 (Multifamily Housing – Mid-Rise) was used to generate trips for the development. The resulting vehicle trip generation is shown in **Table 1**. It was assumed that all of these trips would be made by motor vehicle as that would represent a conservative approach in estimating traffic generation.

Table 1 – Traffic Generation for Proposed Development

Development	Size	AM Peak Hour			PM Peak Hour			Daily Total
		In	Out	Total	In	Out	Total	
Multifamily Housing - Mid-Rise (ITE Land Use #221)	40 Dwelling Units	3	11	14	11	7	18	218

The development traffic was assigned to the new Hampton Road / Woodland Avenue intersection and the Hampton Road / Marr Road / Clark Road intersection based on the existing traffic distributions along Hampton Road. The 2028 horizon year traffic volumes were estimated by applying an annual growth rate of 1.0 % to the 2016 data and adding the development traffic. The 2028 traffic volumes at the intersections of Hampton Road / Woodland Avenue and Hampton Road / Marr Road / Clark Road with the development in place are shown in **Figure 2**.

Figure 2 – 2028 Traffic Volumes with Development Traffic



LEVEL OF SERVICE ANALYSIS

A Level of Service (LOS) analysis was completed for the 2028 traffic conditions at the new Hampton Road / Woodland Avenue intersection and at the Hampton Road / Marr Road / Clark Road intersection with the proposed residential development in place. The 2028 LOS results for the two intersections with the development in place are summarized as follows:

- In 2028, the Hampton Road / Woodland Avenue intersection would operate efficiently at an overall LOS A during both peak periods. All individual movements would operate at a LOS B or better.
- In 2028, the Hampton Road / Marr Road / Clark Road intersection would operate efficiently at an overall LOS C during both peak periods.
- During the PM peak period, the eastbound left turn and northbound through movements at the Hampton Road / Marr Road / Clark Road intersection would operate at a LOS E with v/c ratios of 0.91 and 1.02, respectively. The 95th percentile queue length at the northbound approach would be approximately 128 m.
- All other individual turning movements would operate at a LOS D or better during both peak periods.

The LOS results indicate that, in 2028 with the additional development traffic, the intersection of Hampton Road and Woodland Avenue will operate efficiently. The intersection of Hampton Road and Marr Road / Clark Road will also operate efficiently overall, with some delay for the northbound through traffic and eastbound left turn traffic during the evening peak period. This is a result of the background traffic growth and not the development traffic, as only 1-2 vehicles were added to these movements from the development. The 95th percentile queue length for northbound through traffic is estimated at 128 metres, which is greater than the distance of 100 metres that will be provided between the Hampton Road / Marr Road / Clark Road intersection and the proposed Woodland Avenue extension.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95th percentile queue lengths for the 2028 traffic conditions with the development in place are summarized in **Table 2**. Detailed Synchro analysis outputs are included in **Appendix B**.

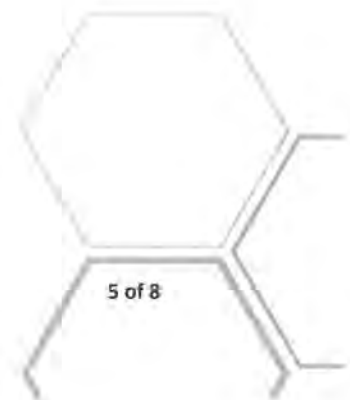




Table 2 – 2028 LOS with Development

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 th Percentile Queue (m)											
				Eastbound			Westbound			Northbound			Southbound		
North-South Street @ East-West Street	Traffic Control	Time Period		L ←	T ↑	R →	L ←	T ↑	R →	L ←	T ↑	R →	L ←	T ↑	R →
Hampton Road @ Woodland Avenue		AM Peak	LOS A 0.2	B 14.3 [0.03] <1	-	B 14.3 [0.03] <1	Shared	Shared	Shared	A 8.7 [0.00] 0	A 0.0 [0.23] 0	Shared	Shared	A 0.0 [0.35] 0	Shared
		PM Peak	LOS A 0.2	B 14.9 [0.02] <1	-	B 14.9 [0.02] <1	Shared	Shared	Shared	A 8.1 [0.01] <1	A 0.0 [0.32] 0	Shared	Shared	A 0.00 [0.24] 0	Shared
Hampton Road @ Marr Road / Clark Road		AM Peak	LOS C 24.9	C 25.9 [0.46] 33	C 26.8 [0.67] 71	Shared	Shared	D 49.1 [0.81] 66	A 5.4 [0.20] 10	C 24.3 [0.26] 16	D 37.1 [0.79] 74	Shared	C 24.0 [0.38] 37	A 9.3 [0.37] 41	A 2.0 [0.10] 5
		PM Peak	LOS C 34.6	E 76.4 [0.91] 57	C 21.9 [0.45] 46	Shared	Shared	D 36.9 [0.78] 87	A 4.9 [0.39] 15	C 23.1 [0.22] 17	E 74.1 [1.02] 128	Shared	C 23.2 [0.31] 30	A 8.2 [0.27] 30	A 1.7 [0.20] 7

PEDESTRIAN ACCESS

The Study Team completed a review of the existing pedestrian infrastructure near the proposed development site. Hampton Road currently features concrete sidewalk adjacent to the curb along both sides of the street. Crosswalks are provided in all directions at the Hampton Road / Marr Road / Clark Road intersection. It is recommended that a pedestrian connection be provided into the development site from Hampton Road. This could be achieved either by extending sidewalk along the north side of the new section of Woodland Avenue, or by providing a walkway directly to the site from Hampton Road.

The proposed development is located along a KV COMEX transit route. The nearest transit stop is located in front of Rothesay High School, which is approximately 350m from the development site.

DRIVEWAY ACCESS AND PARKING

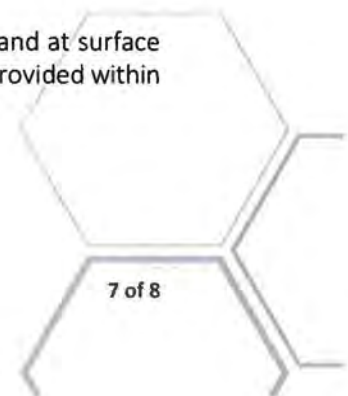
The proposed development will be accessed off a new section of Woodland Avenue. This new section will be located approximately 100 m south of the Hampton Road / Marr Road / Clark Road signalized intersection. This is greater than the minimum corner clearance recommended by the TAC Design Guide, which states that 55 m should be provided between a major signalized intersection and an access road or driveway. It is recommended that the development access off the new section of Woodland Avenue be installed at least 5 m west of Hampton Road in order to adhere to TAC recommendations.

The development’s parking facilities have not yet been established, however it is expected that both underground and surface level parking will be provided. According to the Town of Rothesay Zoning By-Law No. 02-10, the parking requirements for multi-unit residential developments vary between 1.1 to 1.5 parking spaces per unit depending on the number of bedrooms that are provided. Barrier-free parking requirements are determined based on the total number of parking spaces required. **Table 3** summarizes the parking requirements for a 40-unit residential building.

Table 3 – Parking Lot Requirements

Number of Bedrooms per Unit	Spaces Required per Unit	Total Spaces Required	Total Barrier-Free Spaces Required
0 (Bachelor)	1.1	44	2
1 to 2	1.3	52	4
3 +	1.5	60	4

The minimum total number of parking spaces required at the development (underground and at surface level) varies between 44 and 60 spaces depending on the number of bedrooms that will be provided within each residential unit. The minimum number of barrier free spaces varies between 2 and 4.



Subject: Traffic Memo – Hampton Road Apartments Traffic Impact Statement

June 28, 2021

SUMMARY AND RECOMMENDATIONS

In summary, traffic generated by the 40-unit residential development is not expected to cause operational issues to the existing street network. The Hampton Road / Marr Road / Clark Road is expected to continue to operate efficiently during peak periods. During the evening peak period, it is expected that the queue at the south leg of the intersection will extend past the new section of Woodland Avenue, which may result in extra delays for vehicles turning left out of Woodland Avenue.

Pedestrian access to the site is good due to the presence of sidewalks along Hampton Road and crosswalks at the Hampton Road / Marr Road / Clark Road intersection. It is, however, recommended that a walkway into the site from Hampton Road or a sidewalk along the new section of Woodland Avenue be provided to provide direct pedestrian access to the development.

Based on guidance from TAC, it is recommended that a minimum clearance of 5 m be provided between the corner of Woodland Avenue and Hampton Road and the development access. This access will provide access to the development's parking facilities, which, according to the Town's zoning bylaws, must include 44 to 60 parking spaces depending on the number of bedrooms provided within each residential unit.

We trust the enclosed is to your satisfaction. If, however, additional information should be required, please communicate with the undersigned.

Yours very truly,



Jill DeMerchant, P.Eng., M.Eng.

Transportation Engineer



Peter Allaby, P.Eng., M.A.Sc.

Vice President Operations

Subject: Traffic Memo – Hampton Road Apartments Traffic Impact Statement

June 28, 2021

Appendix A: Traffic Data

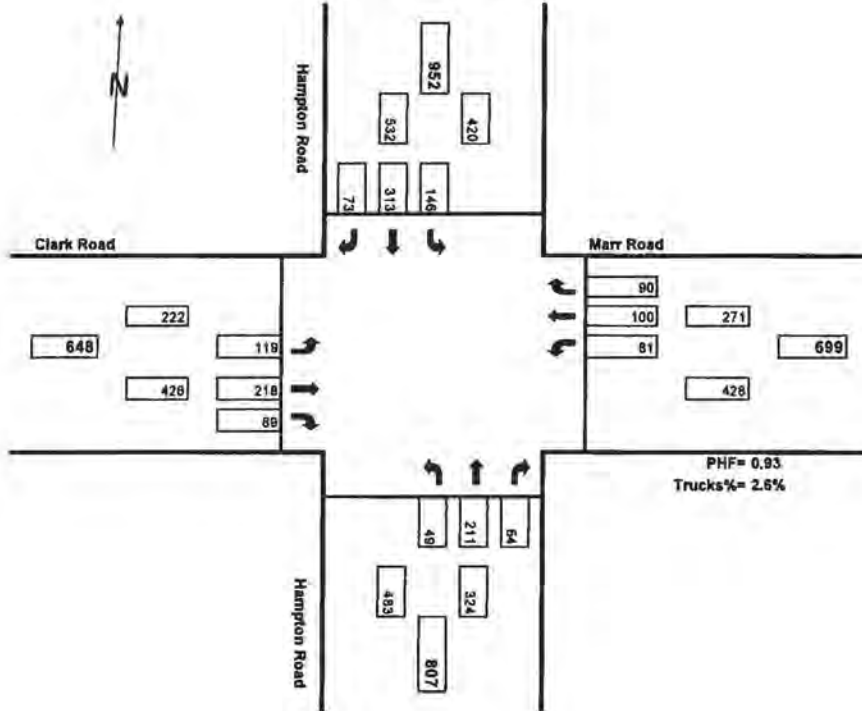


Traffic Count Summary

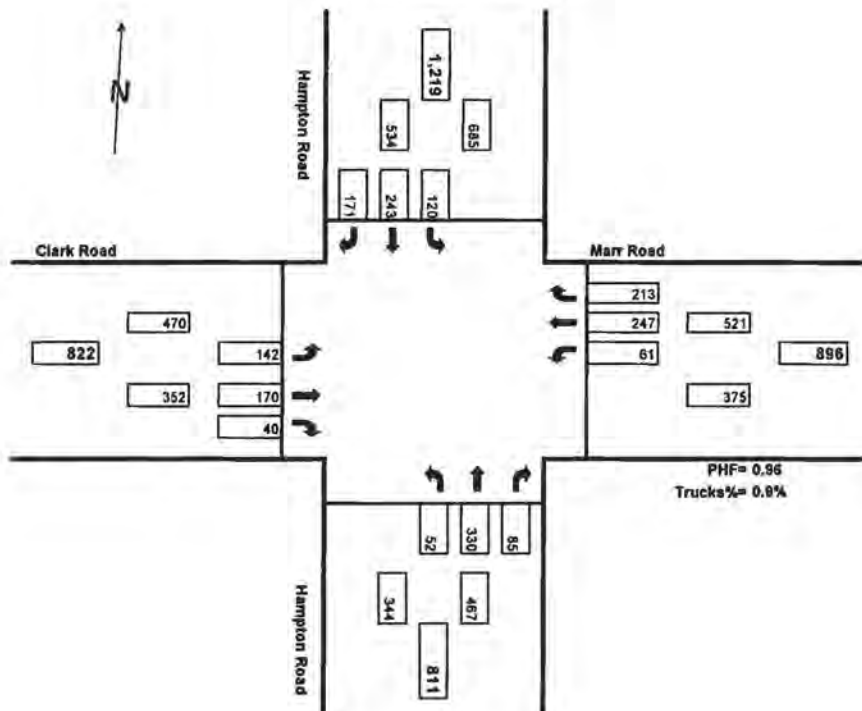
AM and PM Peak Hours

Hampton Road/Marr Road

AM Peak Hour 07:45 - 08:45



PM Peak Hour 16:15 - 17:15



Subject: Traffic Memo – Hampton Road Apartments Traffic Impact Statement

June 28, 2021

Appendix B: Level of Service Reports



Hampton Road TIS
AM Peak with Development

06-28-2021



Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	Y		Y	↑	↑	
Traffic Volume (veh/h)	4	7	1	365	544	2
Future Volume (Veh/h)	4	7	1	365	544	2
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.93	0.93	0.93	0.93	0.93	0.93
Hourly flow rate (vph)	4	8	1	392	585	2
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (m)					131	
pX, platoon unblocked	0.89	0.89	0.89			
vC, conflicting volume	980	586	587			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	915	471	472			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	99	98	100			
cM capacity (veh/h)	270	528	963			
Direction, Lane #	EB 1	NB 1	NB 2	SB 1		
Volume Total	12	1	392	587		
Volume Left	4	1	0	0		
Volume Right	8	0	0	2		
cSH	401	963	1700	1700		
Volume to Capacity	0.03	0.00	0.23	0.35		
Queue Length 95th (m)	0.7	0.0	0.0	0.0		
Control Delay (s)	14.3	8.7	0.0	0.0		
Lane LOS	B	A				
Approach Delay (s)	14.3	0.0		0.0		
Approach LOS	B					
Intersection Summary						
Average Delay			0.2			
Intersection Capacity Utilization			38.8%	ICU Level of Service	A	
Analysis Period (min)			15			

Hampton Road TIS
AM Peak with Development

06-28-2021

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	134	246	100	91	113	101	56	240	73	165	355	82
Future Volume (vph)	134	246	100	91	113	101	56	240	73	165	355	82
Satd. Flow (prot)	1752	1765	0	0	1804	1568	1752	1780	0	1752	1845	1568
Flt Permitted	0.558				0.486		0.535			0.950		
Satd. Flow (perm)	1029	1765	0	0	897	1568	987	1780	0	1752	1845	1568
Satd. Flow (RTOR)		30				109		21				88
Lane Group Flow (vph)	144	373	0	0	220	109	60	336	0	177	382	88
Turn Type	Perm	NA		Perm	NA	Perm	Perm	NA		Prot	NA	Perm
Protected Phases		4			8			2		1	6	
Permitted Phases	4			8		8	2					6
Total Split (s)	25.0	25.0		25.0	25.0	25.0	22.5	22.5		22.5	45.0	45.0
Total Lost Time (s)	4.5	4.5			4.5	4.5	4.5	4.5		4.5	4.5	4.5
Act Effct Green (s)	20.5	20.5			20.5	20.5	15.7	15.7		18.0	38.3	38.3
Actuated g/C Ratio	0.30	0.30			0.30	0.30	0.23	0.23		0.27	0.56	0.56
v/c Ratio	0.46	0.67			0.81	0.20	0.26	0.79		0.38	0.37	0.10
Control Delay	25.9	26.8			49.1	5.4	24.3	37.1		24.0	9.3	2.0
Queue Delay	0.0	0.0			0.0	0.0	0.0	0.0		0.0	0.0	0.0
Total Delay	25.9	26.8			49.1	5.4	24.3	37.1		24.0	9.3	2.0
LOS	C	C			D	A	C	D		C	A	A
Approach Delay		26.5			34.6			35.2			12.3	
Approach LOS		C			C			D			B	
Queue Length 50th (m)	16.1	41.3			28.0	0.0	6.5	39.4		20.0	25.3	0.0
Queue Length 95th (m)	33.1	#71.4			#66.0	10.3	16.1	#74.2		37.2	41.2	5.1
Internal Link Dist (m)		207.1			251.9			107.5			234.5	
Turn Bay Length (m)						50.0				75.0		40.0
Base Capacity (vph)	311	555			271	551	262	488		465	1103	973
Starvation Cap Reductn	0	0			0	0	0	0		0	0	0
Spillback Cap Reductn	0	0			0	0	0	0		0	0	0
Storage Cap Reductn	0	0			0	0	0	0		0	0	0
Reduced v/c Ratio	0.46	0.67			0.81	0.20	0.23	0.69		0.38	0.35	0.09

Intersection Summary

Cycle Length: 70
 Actuated Cycle Length: 67.8
 Control Type: Actuated-Uncoordinated
 Maximum v/c Ratio: 0.81
 Intersection Signal Delay: 24.9
 Intersection Capacity Utilization 71.2%
 Analysis Period (min) 15
 # 95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

Splits and Phases: 5: Hampton Rd & Clark Rd/Marr Rd



Hampton Road TIS
PM Peak with Development

06-28-2021



Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	Y		Y	↑	↑	
Traffic Volume (veh/h)	4	3	6	527	388	5
Future Volume (Veh/h)	4	3	6	527	388	5
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96
Hourly flow rate (vph)	4	3	6	549	404	5
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type				None	None	
Median storage veh						
Upstream signal (m)					131	
pX, platoon unblocked	0.93	0.93	0.93			
vC, conflicting volume	968	406	409			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	929	328	331			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	99	100	99			
cM capacity (veh/h)	277	668	1152			
Direction, Lane #	EB 1	NB 1	NB 2	SB 1		
Volume Total	7	6	549	409		
Volume Left	4	6	0	0		
Volume Right	3	0	0	5		
cSH	369	1152	1700	1700		
Volume to Capacity	0.02	0.01	0.32	0.24		
Queue Length 95th (m)	0.5	0.1	0.0	0.0		
Control Delay (s)	14.9	8.1	0.0	0.0		
Lane LOS	B	A				
Approach Delay (s)	14.9	0.1		0.0		
Approach LOS	B					
Intersection Summary						
Average Delay			0.2			
Intersection Capacity Utilization			37.7%	ICU Level of Service	A	
Analysis Period (min)			15			

Hampton Road TIS
PM Peak with Development

06-28-2021

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	160	192	46	70	278	240	60	374	97	135	277	193
Future Volume (vph)	160	192	46	70	278	240	60	374	97	135	277	193
Satd. Flow (prot)	1787	1827	0	0	1862	1599	1787	1823	0	1787	1881	1599
Flt Permitted	0.332				0.843		0.583			0.950		
Satd. Flow (perm)	625	1827	0	0	1586	1599	1097	1823	0	1787	1881	1599
Satd. Flow (RTOR)		17				250		18				201
Lane Group Flow (vph)	167	248	0	0	363	250	63	491	0	141	289	201
Turn Type	Perm	NA		Perm	NA	Perm	Perm	NA		Prot	NA	Perm
Protected Phases		4			8			2		1	6	
Permitted Phases	4			8		8	2					6
Total Split (s)	25.0	25.0		25.0	25.0	25.0	22.5	22.5		22.5	45.0	45.0
Total Lost Time (s)	4.5	4.5			4.5	4.5	4.5	4.5		4.5	4.5	4.5
Act Effct Green (s)	20.5	20.5			20.5	20.5	18.0	18.0		18.0	40.5	40.5
Actuated g/C Ratio	0.29	0.29			0.29	0.29	0.26	0.26		0.26	0.58	0.58
v/c Ratio	0.91	0.45			0.78	0.39	0.22	1.02		0.31	0.27	0.20
Control Delay	76.4	21.9			36.9	4.9	23.1	74.1		23.2	8.2	1.7
Queue Delay	0.0	0.0			0.0	0.0	0.0	0.0		0.0	0.0	0.0
Total Delay	76.4	21.9			36.9	4.9	23.1	74.1		23.2	8.2	1.7
LOS	E	C			D	A	C	E		C	A	A
Approach Delay		43.8			23.9			68.3			9.5	
Approach LOS		D			C			E			A	
Queue Length 50th (m)	22.0	25.6			45.5	0.0	6.8	~67.8		15.7	17.8	0.0
Queue Length 95th (m)	#57.4	45.7			#87.1	15.2	16.5	#127.6		30.1	30.2	7.4
Internal Link Dist (m)		207.1			251.9			107.5			234.5	
Turn Bay Length (m)						50.0				75.0		40.0
Base Capacity (vph)	183	547			464	645	282	482		459	1088	1009
Starvation Cap Reductn	0	0			0	0	0	0		0	0	0
Spillback Cap Reductn	0	0			0	0	0	0		0	0	0
Storage Cap Reductn	0	0			0	0	0	0		0	0	0
Reduced v/c Ratio	0.91	0.45			0.78	0.39	0.22	1.02		0.31	0.27	0.20

Intersection Summary

Cycle Length: 70

Actuated Cycle Length: 70

Control Type: Actuated-Uncoordinated

Maximum v/c Ratio: 1.02

Intersection Signal Delay: 34.6

Intersection LOS: C

Intersection Capacity Utilization 79.5%

ICU Level of Service D

Analysis Period (min) 15

~ Volume exceeds capacity, queue is theoretically infinite.

Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

Splits and Phases: 5: Hampton Rd & Clark Rd/Marr Rd



506.433.4427 (Sussex)
506.652.1522 (Saint John)
info@dmse.ca
www.dmse.ca

2022February14OpenSessionFINAL_259



Ref: 21292-WaterDemands

November 23, 2021

Mr. McLean,

Re: 97 Hampton Road - Water Demands - KV Properties

Don-More Surveys & Engineering Ltd. (Don-More) has been engaged to perform hydrant flow testing and analyse available flows relative to projected demands for a proposed new development located at 97 Hampton Road.

We understand the proposed development is a 4 story building with a footprint of 1165m². There are 36 proposed apartment units.

Using the Fire Underwriters Survey 1999 version, we can calculate the projected firefighting demands for the building. Full calculations are included in Appendix A. From this we see for non-combustible construction a peak demand of 1023gpm, and for limited combustible construction a peak demand of 1159gpm.

We can then calculate the peak domestic demands for the building. 36 residential units create a max hourly demand of 17gpm.

A hydrant flow test was conducted on November 23, 2021. Details of this test are included in schedule B.

Looking at a total combined projected demand of 1176gpm (1159gpm+17gpm), and comparing to the hydrant flow test we see a projected system pressure of about 40psi at peak demand. This is considered acceptable and based on this information we feel the system will support this development.

Closing

We trust this is sufficient for your present needs. Please feel free to contact the undersigned at 506.636.2136 or at at@dmse.ca for any additional information or clarification.

Yours truly,

Don-More Surveys & Engineering Ltd.

Andrew Toole

Andrew Toole, NBLs, P.Eng.



Appendix A

Projected Flow Calculations

T 506.433.4427
T 506.652.1522

4-60 Maple Avenue, Sussex, NB E4E 2N5
16 Fulton Lane, Saint John, NB E2H 2W4

www.dmse.ca
info@dmse.com

Fire Flow Calculations
21292- 97 Hampton Road

From "Fire Underwriters Survey- 1999 Water Supply for Public Fire Protection"

$$F = 220C\sqrt{A}$$

where: F= required fire flow in litres per minute (LPM)
 C= Coefficient related to the tyoe of construction
 A= Total floor area (m²)

Part 1: Determining an Esitmate of Fire Flow

Assuming fire resistive construction (C=0.6)

Note: For fire resistive buildings, consider the two largest ajoinging floors plus 50% of each floor immediatley above them.

$$A = 2 \cdot 1040 + (0.5 \cdot 2 \cdot 1040) = 3120 \text{ m}^2$$

$$F = 7373.12 \text{ LPM}$$

Part 2: Reduction for Non-Combustible or Limited Combustible

For Non-Combustible (-25%) F= 5529.84 LPM

For Limited Combustible (-15%) F= 6267.15 LPM

Part 3: Reduction for Sprinklers (-30%)

For Non-Combustible F= 3870.89 LPM

For Limited Combustible F= 4387.01 LPM

Range of Demands depending on Non-Combustible vs Limited Combustible:

1022.7 GPM
1159.0 GPM

Note: The are additional reductions related to sprinklers therefore this should be considered a consetvative flow rate

Domestic Demand Calculations

21292- 97 Hampton Road

Residential Portion of Building

Units	36 Units
Population	90 Persons (2.5 people/unit)
Site area	N/A m ²

Domestic Demands

Average Daily Demand	410 L/person		
Max daily demand	680 L/person		
Max hourly demand	1025 L/person		
Avg Day	0.427 l/s	25.6 l/min	6.8 Gal/min (US)
Max day	0.708 l/s	42.5 l/min	11.2 Gal/min (US)
Max hour	1.068 l/s	64.1 l/min	16.9 Gal/min (US)

Appendix B
Hydrant Flow Test

T 506.433.4427
T 506.652.1522

4-60 Maple Avenue, Sussex, NB E4E 2N5
16 Fulton Lane, Saint John, NB E2H 2W4

www.dmse.ca
info@dmse.com

Project: KV Properties
Date: November 23, 2021
Location: 97 Hampton Road, Rothesay



System Info:

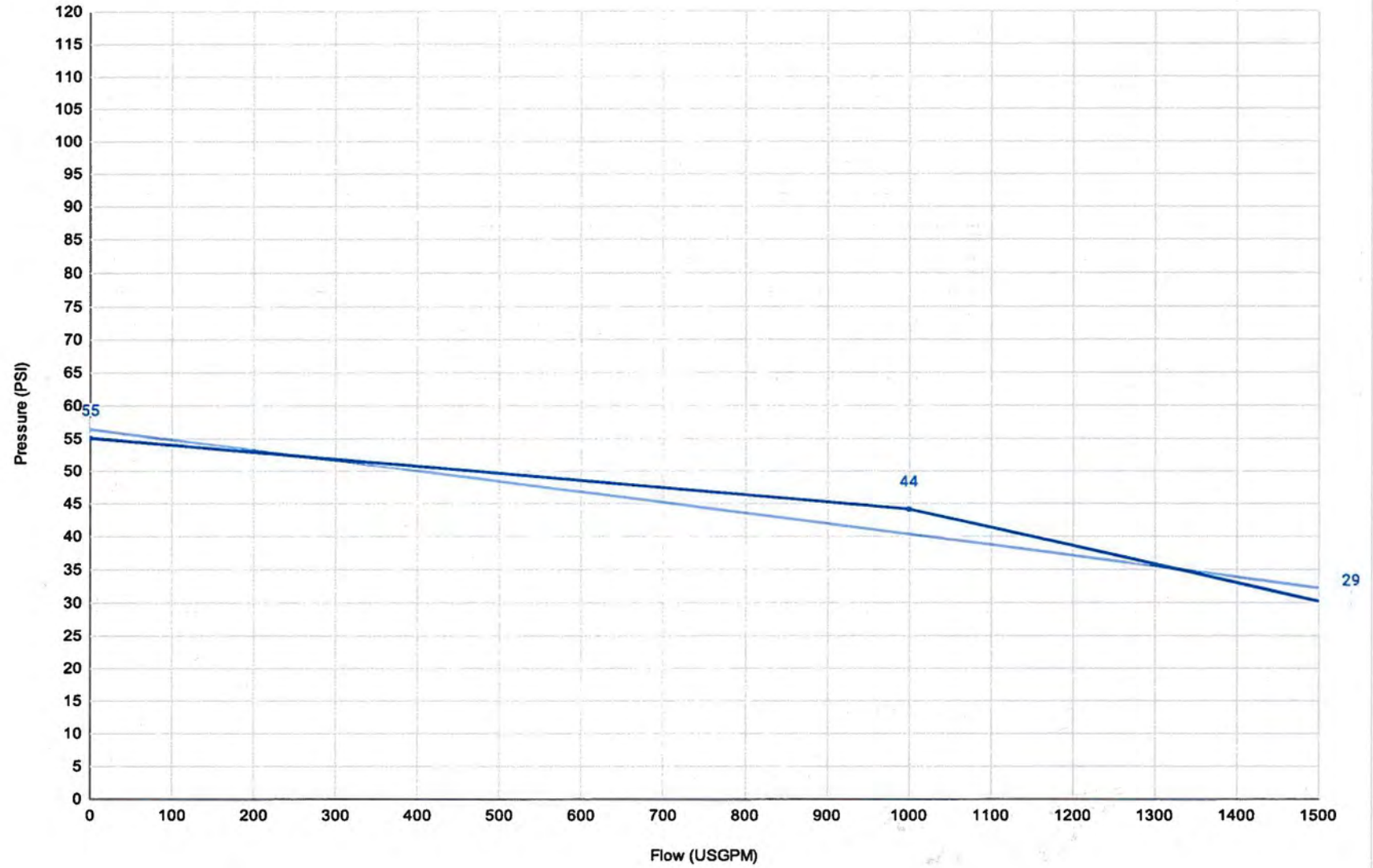
Pipe size: 200mm
 Looped: Yes
 Notes:

Test Data:

Residual Hydrant: Northeast of Rothesay High School
 Flow Hydrant: Intersection of Scott & Hampton Roads
 Static pressure: 55 psi
 Time of Test: 9:30 AM
 Pitot coefficient: 0.88

Test #	# of outlets	Orifice sizes (inches)	Pitot readings (psi)	Equivalent flow (usgpm)	Total flow (usgpm)	Residual Pressure (psi)
0	0			0	0	55
1	1	2.5	37	1000	1000	44
2	2	2.5	22	770	1540	29
3	1	2.5		0	0	
4	2	2.5		0	0	
5	1	2.5		0	0	
6	2	2.5		0	0	

Water Flow Test Summary





70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 14, 2022

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

John Jarvie, Town Manager

DATE: February 10, 2022

SUBJECT: Victorian Garden Subdivision Infrastructure Acceptance

RECOMMENDATION

It is recommended that Mayor and Council formally accept ownership of the Victorian Gardens Subdivision built infrastructure which includes:

- Watermain;
- Sanitary sewer main and associated manhole structures;
- Storm sewer main and associated catchbasins and manhole structures;
- Roadway including granular base, asphalt surface and associated right-of-way;
- Concrete curb;
- Concrete sidewalk; and
- Signage.

ORIGIN

The Developer of the Victorian Garden Subdivision is requesting that the Town formally accept the infrastructure constructed as part of the subdivision development and commence service provision such as winter and summer maintenance for streets and sidewalks and on-going maintenance of the water, sanitary sewer and storm sewer infrastructure. The Developer has retained ownership and responsibility for the stormwater detention pond.

BACKGROUND

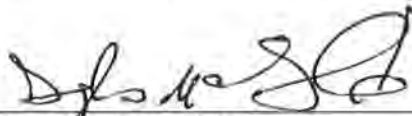
A.E. McKay, under a Developers Agreement with the Town, commenced construction of the Victorian Gardens Subdivision in 2012. The Developer opted to construct the subdivision in two phases. The water and sewer infrastructure for the entire project was installed in Phase I. Several Homes were built and a portion of roadway to serve those homes was also constructed in Phase I. Phase II did not commence for several more years. The Town did not accept the infrastructure constructed in Phase I as it was incomplete with respect to the overall subdivision design and, as such, the Developer remained responsible for service to the partially completed subdivision. The remainder of the work to complete Phase II commenced in 2021.

ANALYSIS

Dillon Consulting Ltd., who designed the entire subdivision and supervised the construction work on Phase I, has submitted test results for all components installed in Phase I. Don Moore Surveys & Engineering Ltd., who supervised the construction work on Phase II, has submitted test results for all components installed in Phase II. The test results for Phase I and Phase II clearly demonstrate that the subdivision infrastructure was properly constructed and staff recommend acceptance.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 14, 2022

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 11, 2022

SUBJECT: Engineering Design and Construction Management Services:
2022 Asphalt Resurfacing Program

RECOMMENDATION

It is recommended that the proposal submitted by Brunswick Engineering & Consulting Inc. in the amount of \$174,201.44 including HST for the 2022 Asphalt Resurfacing Program be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2022 General Fund Capital Budget includes funding for the design work associated with the Asphalt Resurfacing Program proposed for 2022.

BACKGROUND

As part of the 2022 General Fund Budget Mayor and Council approved a plan to issue an RFP for engineering design services for the Asphalt Resurfacing Program.

The following list of streets has been developed for the 2022 Asphalt Resurfacing Program using the standard formula:

- Bayley
- Beach
- Broadway
- Calistoga
- Crescent
- Crestline
- Forest
- Frances

- Holiday
- Kildare
- Seville

DISCUSSION

On January 25, 2022 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, four (4) compliant submissions were received from consulting engineering firms on February 8, 2022. Proposals were received from the following firms:

- Brunswick Engineering & Consulting Inc.,
- Engineering by Houghton,
- Dillon Consulting Ltd., and
- Exp.

The proposals were submitted in sealed envelopes with the Technical and Financial Proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the Committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the technical evaluation.

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The Brunswick proposal ranked highest in technical points and, although it did not carry the lowest overall price, the variance was 3.5% less than the average price of the four (4) submissions.

The submission from Brunswick met all of the requirements of the proposal call, in a manner acceptable to the committee, with a cost effective bid for the project.

FINANCIAL IMPLICATIONS

The 2022 General Fund Capital Budget included an amount of \$1,600,000 for the 2022 Asphalt Resurfacing Program.

Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget.

Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

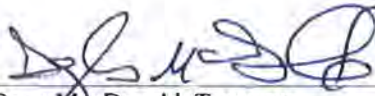
	Fees (inc HST and contingency)	HST rebate	Subtotal	2022 Budget	Percentage of budget
detailed design and construction management	174,201.44	16,221.35	157,980.09	1,600,000	9.9

Council, by virtue of approving this consultant engagement, is **not** committing the Town to spending the additional \$1,442,019.99 of the \$1,600,000 budget for the construction component on any of the proposed streets. The construction will be publicly tendered through the New Brunswick Opportunities Network (NBON) and a recommendation for award of that tender will be brought back to Council for approval at a later date.

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer