



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



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Public access to the livestream will be available online:

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

**Rothesay Land Acknowledgement**

**Deputy Mayor Alexander**

**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES** Regular Meeting 13 June 2022

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

**4.1 Steele-Kennedy Park** Gillian Wallace (*see Item 9.1.1*)

**5. CORRESPONDENCE FOR ACTION**

**5.1 14 June 2022** Letter from St. Paul's Church RE: Request for traffic calming measures on Church Avenue

**Refer to the Works and Utilities Committee**

**5.2 27 June 2022** Letter from resident RE: Woodland Avenue construction concerns

**Refer to staff**

**5.3 6 July 2022** Letter from Kennebecasis Park Limited RE: Lot J-36, Park Drive, Municipal Services Easement

**Refer to staff**

**6. CORRESPONDENCE - FOR INFORMATION**

**6.1 14 June 2022** Thank you from St. Paul's Church

**7. REPORTS**

**7.0 July 2022** **Report from Closed Session**

**7.1 13 April 2022** Kennebecasis Valley Fire Department (KVFD) Board meeting minutes

28 February 2022 KVFD Statement of Expense with budget variance

13 April 2022 KVFD Fire Chief's Report

31 March 2022 KVFD Response Report

**7.2 25 May 2022** Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes

31 May 2022 KRJBPC Statement of Financial Position

20 June 2022 KRJBPC Crime Statistics

**ROTHESAY**

Regular Council Meeting

Agenda

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11 July 2022

- 7.3 31 May 2022 Draft unaudited Rothesay General Fund Financial Statements  
 31 May 2022 Draft unaudited Rothesay Utility Fund Financial Statements  
 31 May 2022 Donation Summary  
 23 June 2022 Draft Finance Committee meeting minutes
- Shining Horizons Therapeutic Riding Association
  - Saint John Seafarers' Mission Golf Tournament
  - St. Joseph's Hospital Foundation
- 7.4 21 June 2022 Draft Age Friendly Advisory Committee meeting minutes  
 7.5 22 June 2022 Draft Works and Utilities Committee meeting minutes
- Private Lanes Policy
- 7.6 22 June 2022 Draft Heritage Preservation Review Board meeting minutes  
 7.7 28 June 2022 Draft Climate Change Adaptation Committee meeting minutes
- New Brunswick Stewardship Plan for Packaging and Paper
- 7.8 4 July 2022 Draft Planning Advisory Committee meeting minutes
- 122 Gondola Point Road and 2 & 4 Clark Road (*see Item 9.3*)
- 7.9 June 2022 Monthly Building Permit Report  
 7.10 7 July 2022 Capital Projects Summary

**8. UNFINISHED BUSINESS****TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Strong Court Sidewalk – Anglophone South School District** (Tabled April 2021)*No action at this time***8.3 Rothesay Arena Open House** (Tabled September 2021)*No action at this time***8.4 Private Lanes Policy** (Tabled March 2022)*No action at this time***8.5 Highland Avenue/Hillcrest Drive** (Tabled May 2022)*No action at this time***8.6 Holland Hills Reapplication Request** (Tabled June 2022) **Remove from table**

- 8 June 2022 Recommendation from Planning Advisory Committee  
 1 June 2022 Staff report to Planning Advisory Committee

**9. NEW BUSINESS****9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 Steele-Kennedy Park**

- 6 July 2022 Email from G. Wallace RE: Request to present

**ROTHESAY**

Regular Council Meeting

Agenda

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11 July 2022

**9.2 Council appointment to the Kennebecasis Regional Joint Board of Police Commissioners**

6 July 2022

Memorandum from Mayor Grant

**9.3 Public Hearing for 122 Gondola Point Road, 2 and 4 Clark Road  
(PIDs 30262448, 30262430, 00254912)**

6 July 2022

Memorandum from Town Clerk Banks

4 July 2022

Recommendation from Planning Advisory Committee

29 June 2022

Planning Advisory Committee Supplemental Staff Report

**9.4 Rothesay Annual Report 2021**

DRAFT

Rothesay Annual Report

**10. NEXT MEETING**

**Regular meeting**

Monday, August 8, 2022

**11. ADJOURNMENT**



14 June 2022

70 Hampton Road  
Rothesay, NB  
E2E 5L5

To the Mayor and Council of the Town of Rothesay:

On behalf of the Corporation of the Parish of Rothesay, I am writing to request that the town give some consideration to forms of traffic calming on Church Avenue.

Since the widening of Church Avenue two years ago, we have noticed an increase in vehicle speed on this small stretch. St. Paul's is a busy church and the speed of traffic on this street puts all those who use our facilities at risk, especially since we do not have a parking lot. There are many seniors coming and going throughout the week who have reduced mobility and would be at higher risk. In addition, we run an After School Program with an enrolment of 28+ children who often go to play on the Common, thereby putting them and our staff at risk. We are also planning on starting a pre-school program in the Fall which means even younger children coming and going from our facilities. Traffic calming on Church Avenue would benefit not only St. Paul's, but would also make the Common a safer place for the many who come for recreation on a daily basis, as well as the residents who live on this street.

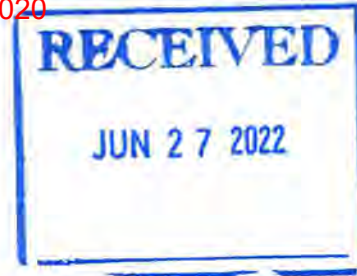
Some solutions might be increased signage, the installation of speed bumps, a focussed campaign of police enforcement, or a combination of those.

Thank you for your consideration and for all you do in service to the residents of our town.

Sincerely,

A handwritten signature in black ink that reads "Paul Rideout" with a stylized flourish at the end.

Fr. Paul Rideout  
Rector



June 27, 2022

To:  
Mayor and Council  
Town of Rothesay, NB

We understand that Council has approved the rezoning of lands at 95 Hampton Road for the eventual construction of a 36 unit apartment building. We want to thank Council for supporting the residents of our neighborhood to insure that Woodland Avenue will not be connected to the Hampton Road.

There remains however a specific question regarding the impact on Woodland Avenue during the construction phase of the proposed apartment complex; Will Woodland Avenue be used as the "transport route" for the moving in and out of heavy machinery, construction equipment, and building materials? The homeowners and residents of Woodland Avenue would have serious concerns should this Street become the construction route for contractors and builders.

We recall the recent public hearing and Council's ongoing deliberations regarding various proposals to access to and from the apartment building location. Since this is a fundamental and crucial issue, we are asking Council to consider the provision of what could be the main access/entrance into the apartment property, directly from 95 Hampton Road. This proposal would seem the best and most logical option, in that it would provide the required construction route during the building phase, and the permanent entrance for the proposed apartment complex and parking area accessible from the Hampton Road.

We respectfully anticipate your careful and reasonable consideration for the well being of our Woodland Avenue neighborhood.

Yours truly,

12 Woodland Avenue



*Kennebecasis Park Limited*

32 Frederick Street

Saint John, N. B.

July 6, 2022

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

**Attention: Mayor Dr. Nancy Grant, Mr. John Jarvie & Councillors**

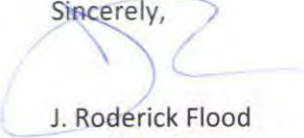
RE: Lot J-36, Park Drive, Municipal Services Easement

We have been in discussion with Town Manager John Jarvie regarding the above captioned residential lot and easement. It has been determined that the easement serves no current or future purpose to the Town. Therefore, we respectfully request that Council abandon the easement.

We have attached a copy of Plan #6989 dated 1988 which identifies the lot and easement for your review.

This is a time-sensitive matter, however, should you have any questions or concerns, please feel free to contact us at your convenience.

Sincerely,



J. Roderick Flood  
Secretary Treasurer  
Kennebecasis Park Limited  
(506) 634-1112

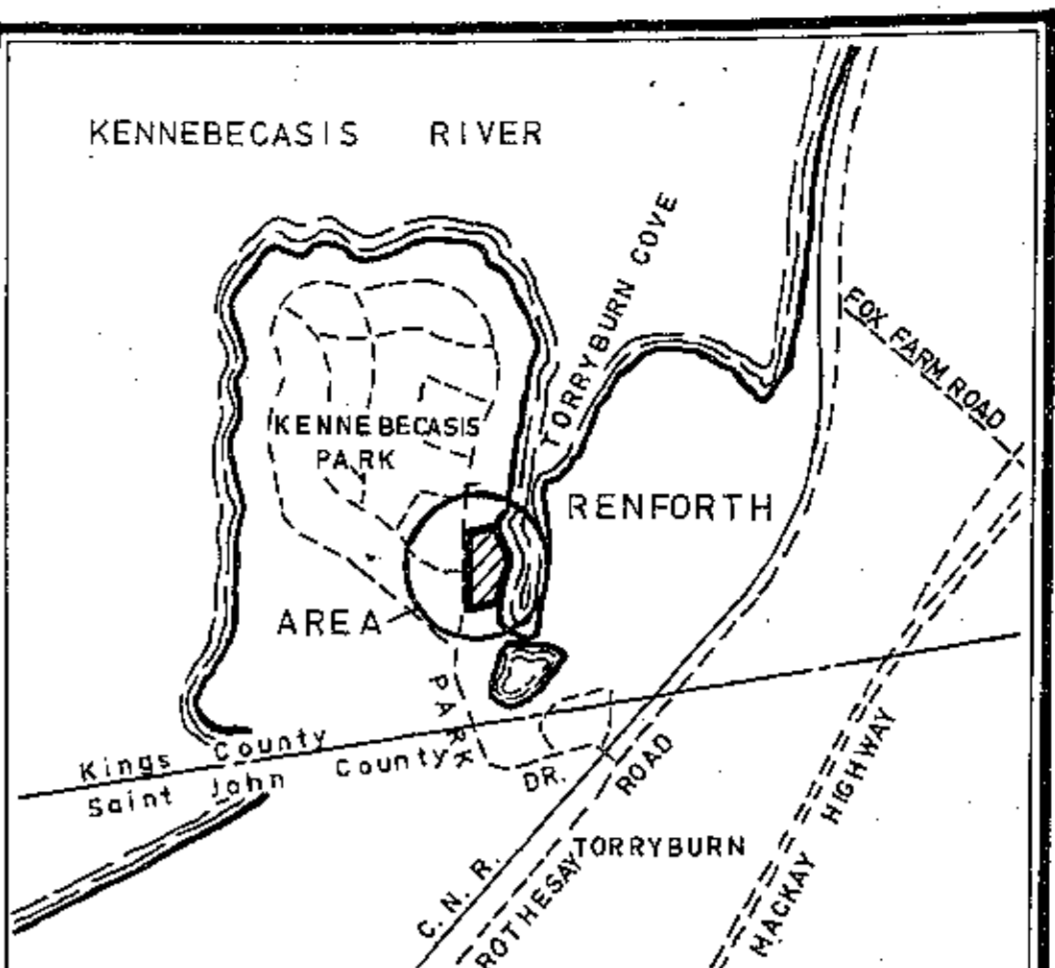
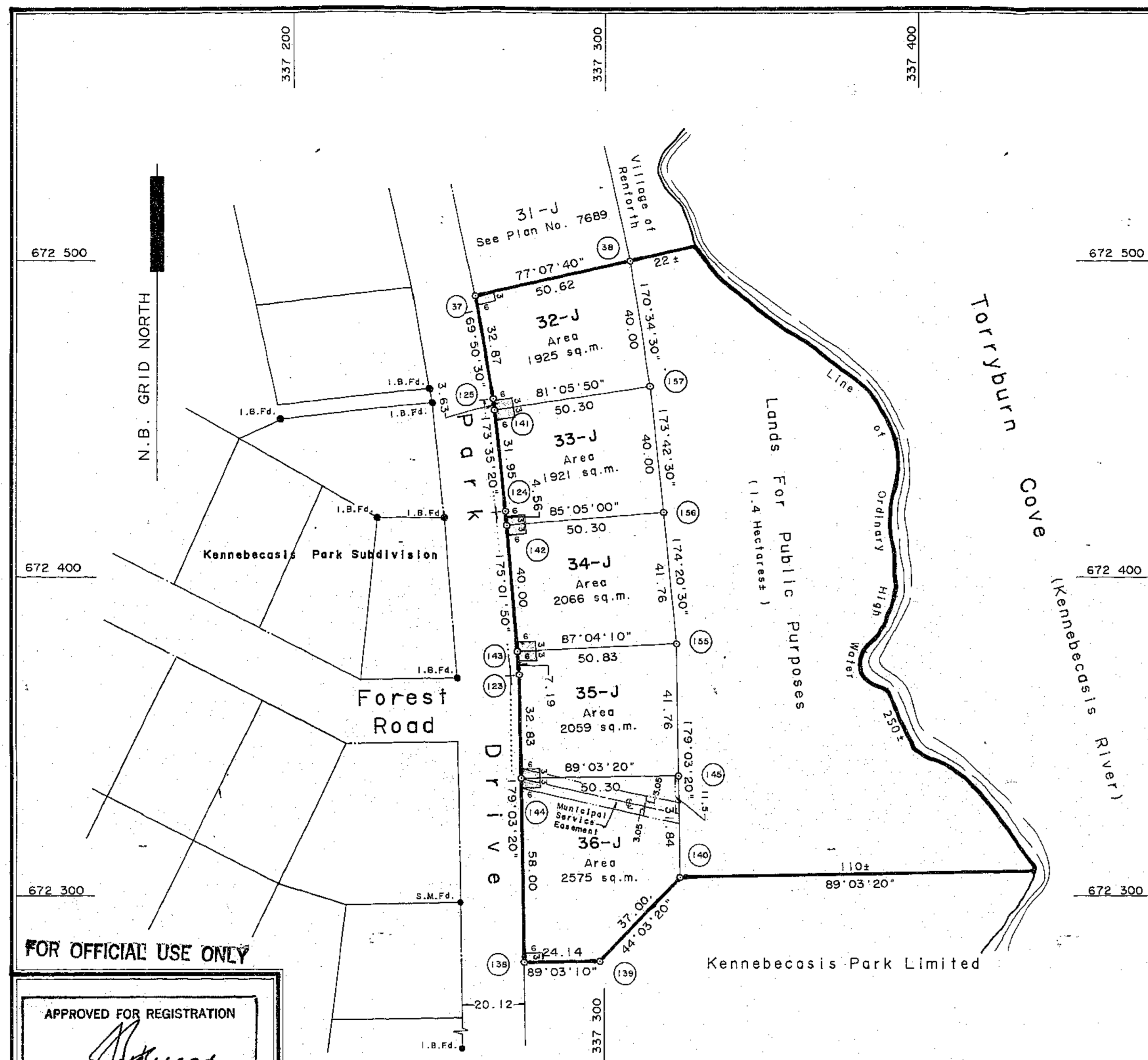
c/ Town Manager John Jarvie

a/ Plan #6989  
Proposed Motion for Land Titles

WHEREAS the Town of Rothesay obtained a municipal service easement over Lot 36-J on a plan entitled Subdivision Plan Lots 32-J to 36-J Kennebecasis Park Subdivision, said plan filed in the King's County Registry Office on the 15<sup>th</sup> day of June 1988 as plan number 9689.

AND WHEREAS the municipal service easement is not in use and is not necessary for municipal services for the Town of Rothesay.

AND THEREFORE the council of the Town of Rothesay had a meeting, held on the \_\_\_\_ day of \_\_\_\_\_, 2022. They have passed a motion to abandon and surrender the easement and to request the easement be removed from the title to Lot 36-J on plan number 9689 registered in the Kings County Office, said Lot having PID 30094262.



**Key Plan**  
Scale = 1:25,000

**LEGEND:**  
 ● - Denotes legal survey monument found  
 S.M.Set - Survey marker set  
 S.M.Fd. - Survey marker found  
 I.B.Fd. - Iron bar found  
 I.P.Fd. - Iron pipe found  
 Cal.C.Pt. - Calculated point  
 N.B.Mon. - New Brunswick Grid Monument  
 sq.m. - Square metres  
 @ - Centreline  
 --- X --- Fence  
 R - Radius  
 --- Line not to scale  
 N.T.S. - Not to scale  
 A - Arc

**NOTES:**  
 1. Azimuths refer to the NEW BRUNSWICK GRID CO-ORDINATE SYSTEM rounded to the nearest 10 seconds.  
 2. Distances are in METRES rounded to the nearest CENTIMETRE.  
 3. Lands dealt with by this plan bounded thus  
 4. Peripheral information and adjacent names derived from various sources and should be verified.

**DEED REGISTRATION DATA:**  
 GEORGE M. FLOOD ET UX, ET AL to KENNEBECASIS PARK LIMITED - deed dated August 27, 1951 - registered August 28, 1951 in book 65, page 122 as number 108925.

**SIGNATURE OF OWNER:**  
*John Edward*  
 For Kennebecasis Park Limited

**FOR OFFICIAL USE ONLY**

**APPROVED FOR REGISTRATION**  
*John Edward*  
 DEVELOPMENT OFFICER  
 VILLAGE OF RENFORTH  
 June 14, 1988  
 DATE

--- Municipal Service Easement (Sanitary Sewer)  
 These easements vest in the Village of Renforth pursuant to section 56(4.01) of the Community Planning Act and Regulation 84-217.

**SUB-DIVISION APPROVED**  
*John Edward*  
 DEVELOPMENT OFFICER  
 VILLAGE OF RENFORTH  
 June 14, 1988  
 DATE

**N. B. Grid Co-ordinate Values**

Point	Easting	Northing	Mon.
37	337 258.633	672 488.681	S.M.Set
38	337 307.980	672 499.957	"
23	337 272.887	672 369.417	"
24	337 268.404	672 420.966	"
25	337 264.431	672 456.322	"
38	337 274.386	672 278.597	"
39	337 298.522	672 278.996	"
40	337 328.522	672 305.584	"
41	337 264.247	672 452.712	"
42	337 268.799	672 416.428	"
43	337 272.265	672 376.578	"
44	337 272.425	672 336.589	"
45	337 323.729	672 337.419	"
55	337 323.033	672 379.177	"
56	337 318.914	672 420.738	"
1331	336 645.516	672 924.338	N.B. Mon.
1336	336 645.967	673 009.846	"
4130	337 645.224	671 879.474	"
4131	337 948.401	672 261.574	"

**Utility Easement**  
 These easements vest in the New Brunswick Telephone Company, Limited and The New Brunswick Electric Power Commission pursuant to section 56(4.02) of the Community Planning Act and Regulation 84-217.  
 The easements shown on this plan conform to the requirements of the following Utility Companies:

*Don Jackson 88-05-27*  
 For The New Brunswick Telephone Company, Limited

*John Edward 88-05-27*  
 For The New Brunswick Electric Power Commission

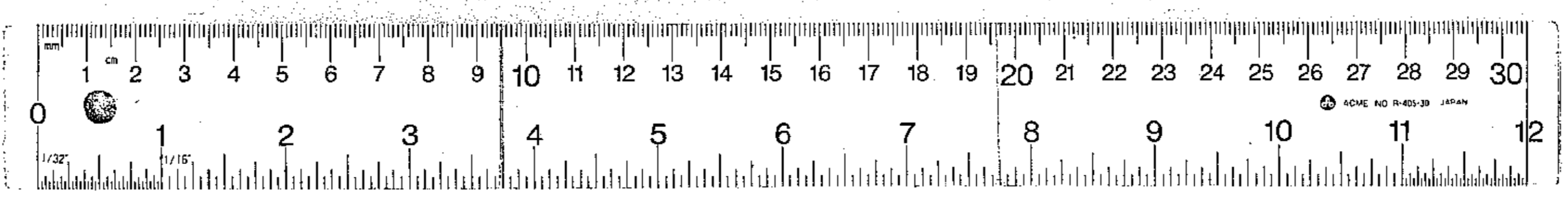
Subdivision Plan  
 Lots 32-J to 36-J  
**Kennebecasis Park Subdivision**  
 Village of Renforth,  
 Parish of Rothesay,  
 Kings County, N.B.

0 10 20 30 40 50 metres 100

Scale = 1:1,000  
 Fairvale, N.B.  
 February 26, 1988

Certified Correct  
 KIERSTEAD SURVEYS LTD.  
 Per: *Gerald R. Roberts*  
 Gerald R. Roberts, N.B.L.S., C.L.S.

Book 169, Page 48 Job No. 76-019







14 June 2022

70 Hampton Road  
Rothesay, NB  
E2E 5L5

To the Mayor and Council of the Town of Rothesay:

On behalf of St. Paul's Anglican Church in Rothesay, I would like to extend to Rothesay Council our gratitude for your financial gift in support of our community celebration for the Platinum Jubilee of Her Majesty, the Queen.

On 5 June 2022 we offered a special Choral Evensong in thanksgiving for Her Majesty's glorious reign, which incorporated many pieces of music first performed at her coronation in 1953. This was followed by an afternoon tea which completely sold out. This was the first such community celebration that St. Paul's has hosted in over two years and, as such, was a wonderful opportunity to re-connect with old friends and neighbours. We hope for many more such occasions in the future.

While this event was not primarily a fundraiser for us, we did realize a profit of \$1700 after expenses which we have sent to assist with humanitarian aid in Ukraine. Your grant helped to cover our expenses which therefore enabled us to contribute more to assist the people of Ukraine.

Thank you for all you do in service to the residents of our beautiful town.

Yours in Christ,

A handwritten signature in black ink that reads 'Paul Rideout' with a stylized flourish at the end.

Fr. Paul Rideout  
Rector

2022 July 11 Open Session FINAL - 025  
**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING**  
**FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB**  
**APRIL 13, 2022**

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Present: Chair Kirk Miller  
Vice Chair Stéphane Bolduc  
Treasurer Peter Lewis  
Commissioner Mike Biggar  
Commissioner Dave Brown

John Jarvie, Administrator  
Chief Michael Boyle  
Carlene MacBean, Executive Assistant

Absent: Commissioner Norah Soobratee

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1.0 Call to Order

Chair Miller called the meeting to order at 6:26 pm.

2.0 Chair's Remarks

3.0 Approval of Agenda

Moved by S. Bolduc and seconded by D. Brown, that the agenda be approved as presented.

**CARRIED**

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 February 9, 2022

Moved by M. Biggar and seconded by S. Bolduc, that the minutes of February 9, 2022 be approved as presented.

**CARRIED**

## 6.0 Unfinished Business

### 6.1 Station Two – Renovation Update

Chief Boyle reported that the tenders for the sub-trades closed on March 31<sup>st</sup> and were submitted to the project management company – FCC. It was hoped that construction would begin on April 11<sup>th</sup>, however, the pricing received for the mechanical, plumbing and electrical portions of the project are significantly over budget. FCC is currently working with the sub-trade contractors to get the pricing down.

Administrator Jarvie stated we will go back to both towns and sit down with the construction manager to discuss the pricing. As the towns went down borrowed with the approval of the borrowing board any increase would have to go back to them. Once we determine if the councils are willing to increase the amount we will move quickly.

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

**CARRIED**

## 7.0 Correspondence

### 7.1 Letter to both Towns re KVFD 2021 Annual Report

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

**CARRIED**

### 7.2 Email from Resident re: Thank You

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

**CARRIED**

### 7.3 Email from Resident re: Thank You

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

**CARRIED**

8.0 New Business

8.1 Short Term Plan

Chief Boyle outlined the short term plans for integration into their new positions. The goals are based on orientation and learning, networking and team building and finally planning and organization. The long term plans for the department are guided by the strategic plan, the community risk assessment and the organizational plan.

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

**CARRIED**

9.0 Financial

9.1 Draft Financial Statements for the Month Ended February 28, 2022

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

**CARRIED**

9.2 Budget Variance Analysis

Moved by D. Brown and seconded by S. Bolduc to receive and file.

**CARRIED**

10.0 Business Arising from Committee of the Whole

10.1 Approval of 2021 Audit

Moved by D. Brown and seconded by P. Lewis to receive and file the Kennebecasis Valley Fire Department audited financial statements as of December 31, 2021, and to forward a copy to both Town Treasurers.

**CARRIED**

10.2 Appointment of Firm for 2022 Financial Audit

Moved by S. Bolduc and seconded by D. Brown, the reappointment of the accounting firm of Teed Saunders Doyle as the 2022 auditors of the Kennebecasis Valley Fire Department Inc with the fee to be determined.

**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 D. Brown to receive and file.

**CARRIED**

12.0 Adjournment

Moved by P. Lewis that the meeting be adjourned at 6:55 pm.

**Date of next meeting – June 8, 2022**

Respectfully submitted,

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SECRETARY / TREASURER

Statement of Expense with Budget Variance  
 2022 July 11 Open Session FINAL\_029  
 For the 2 months ending February 28, 2022

	BUDGET	ACTUAL	VARIANCES	BUDGET	
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2022	
			(Under Budget)		
<b>Line REVENUE:</b>					
1	Members Contributions	\$867,211	\$867,756	\$545	\$5,636,875
2	Rebate of Property Tax (Miscellaneous Rev	\$0	\$0	\$0	\$58,566
3	Local Service Districts	\$0	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$0	\$0	\$0
5	Misc. Revenue	\$0	\$785	\$785	\$1,000
6	Interest Income C/A	\$833	\$947	\$114	\$5,000
7	Deficit 2nd previous year	\$213,454	\$213,454	\$0	\$213,454
8		\$1,081,499	\$1,082,942	\$1,443	\$5,914,895
<b>EXPENSES:</b>					
<b>ADMINISTRATION:</b>					
9	Admin. Wages and Benefits	\$103,457	\$91,754	(\$11,703)	\$660,700
10	Convention/dues/training	\$2,500	\$1,565	(\$935)	\$15,000
11	Administrative Agreement	\$0	\$0	\$0	\$12,000
12	Professional Services	\$8,333	(\$6,818)	(\$15,151)	\$50,000
13	CPSE Accreditation	\$500	\$0	(\$500)	\$3,000
14	Office supplies/Copy Machine/ S/C	\$1,267	\$1,135	(\$132)	\$7,600
15	Computer hardware/software/IT	\$15,950	\$13,180	(\$2,770)	\$36,000
16	Telephone/ Internet	\$2,375	\$2,434	\$59	\$14,250
17		\$134,382	\$103,251	(\$30,631)	\$798,551
<b>FIREFIGHTING FORCE:</b>					
18	Salaries Basic	\$442,000	\$367,854	(\$74,146)	\$2,873,000
19	Dedicated FP Salary	\$0	\$0	\$0	\$69,187
20	Overtime	\$9,000	\$1,536	(\$7,464)	\$70,000
21	Vacation Pay on Retirement	\$0	\$0	\$0	\$17,270
22	Force Benefits	\$117,166	\$117,722	\$556	\$683,600
23	FP Position Benefits	\$2,842	\$0	(\$2,842)	\$18,471
24	Career Uniforms and maintenance	\$4,750	\$2,569	(\$2,181)	\$28,500
25	Medical and Fitness Testing	\$3,333	\$2,162	(\$1,171)	\$20,000
26	Employee Wellness	\$1,500	\$308	(\$1,192)	\$9,000
27	Career Recognition	\$0	\$565	\$565	\$3,000
28	Holiday Relief Wages and overtime	\$54,262	\$36,427	(\$17,835)	\$352,700
29	Holiday Relief Benefits	\$19,077	\$16,313	(\$2,764)	\$124,000
30		\$653,929	\$545,454	(\$105,633)	\$4,268,728

	BUDGET	ACTUAL	VARIANCES	BUDGET	
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2022	
<b>TELECOMMUNICATIONS:</b>					
31	Cellular Telephones	\$833	\$1,219	\$386	\$5,000
32	Communication Equipment	\$350	\$375	\$25	\$1,000
33	Maintenance / Repairs	\$0	\$0	\$0	\$700
34	Dispatch Service	\$51,553	\$51,553	\$0	\$206,210
35		\$52,736	\$53,147	\$411	\$212,910
<b>INSURANCE:</b>					
36	Insurance	\$55,504	\$57,722	\$2,218	\$55,504
37		\$55,504	\$57,722	\$2,218	\$55,504
<b>PREVENTION AND TRAINING:</b>					
38	Firefighter / Co. Officer Training	\$7,500	(\$6,822)	(\$14,322)	\$45,000
39	Fire Prevention	\$2,000	\$3,440	\$1,440	\$6,000
40	Public Education	\$417	\$375	(\$41)	\$2,500
41	Training Supplies	\$833	\$0	(\$833)	\$5,000
42		\$10,750	(\$3,006)	(\$13,756)	\$58,500
<b>FACILITIES:</b>					
43	Station 1 Operating	\$16,433	\$12,696	(\$3,737)	\$183,700
44	Station 2 Operating	\$11,140	\$8,243	(\$2,897)	\$51,500
45	Station Supplies	\$2,000	\$1,761	(\$239)	\$12,000
46		\$29,573	\$22,699	(\$6,874)	\$247,200
<b>FLEET:</b>					
47	Fuel Vehicle	\$3,333	\$2,084	(\$1,249)	\$20,000
48	Registration Vehicle	\$0	\$0	\$0	\$550
49	Vehicle Maint. & Repairs	\$13,750	\$6,494	(\$7,256)	\$82,500
50		\$17,083	\$8,578	(\$8,505)	\$103,050
<b>OPERATIONS:</b>					
51	New Equipment	\$3,667	\$2,052	(\$1,615)	\$22,000
52	Maint. & Repairs Equip.	\$4,167	\$677	(\$3,489)	\$25,000
53	Maint. & Repairs Bunker Gear	\$0	\$219	\$219	\$4,000
54	Medical Supplies	\$1,667	\$686	(\$981)	\$10,000
55	Fire Fighting Supplies	\$833	\$292	(\$542)	\$5,000
56	H&S/Cause determination	\$0	\$1,323	\$1,323	\$1,000
57		\$10,333	\$5,249	(\$5,085)	\$67,000

**WATER COSTS:**

58	Water Costs - Quispamsis	\$0	\$0	\$0	\$5,398
59	Water Costs - Rothesay	\$0	\$0	\$0	\$28,054
60		\$0	\$0	\$0	\$33,452

**OTHER:**

61	Miscellaneous	\$500	\$36	(\$464)	\$3,000
62	Retirement Allowance	\$11,167	\$11,167	(\$0)	\$67,000
63	Deficit 2nd Previous Year	\$0			
64		\$11,667	\$11,202	(\$464)	\$70,000
65		\$975,958	\$804,296	(\$168,320)	\$5,914,895
66	(DEFICIT) SURPLUS FOR THE PERIOD		\$278,646	\$169,764	(\$0)



**Kennebecasis Valley Fire Department Inc.**

Budget Variances Analysis greater than \$5,000  
For the 2 months ending February 28, 2022

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
18	Salaries Basic	\$442,000	\$367,854	(\$74,146)	2 members on LTD and budgeted for increase not yet negotiated
19	Overtime	\$9,000	\$1,536	(\$7,464)	As required
9	Admin. Wages and Benefits	\$103,457	\$91,754	(\$11,703)	Chief position vacant in February
12	Professional Services	\$8,333	(\$6,818)	(\$15,151)	\$8K financial audit accrual but not yet invoiced
28	Holiday Relief Wages & Overtime	\$54,262	\$36,427	(\$17,835)	As required (many HRRF's at lower wage than Class 1 and no pension)
38	Firefighter/Co. Officer Training	\$7,500	(\$6,822)	(\$14,322)	Little training first 60 days + Elevator course accrued but not yet spent
49	Vehicle Maint. & Repairs	\$13,750	\$6,494	(\$7,256)	As required
	<b>Material Variances</b>	<b>\$638,302</b>	<b>\$490,426</b>	<b>(\$147,876)</b>	

**Kennebecasis Valley Fire Department Inc.**

Invoices over \$5,000  
For the months of January - February 2022

Non-Recurring Monthly Invoices	Amount	Description
01-01-22 Medteq Solutions	\$7,015.00	Software subscription
01-01-22 ER Software	\$6,788.25	Software subscription
01-13-22 Department of Transportation	\$20,029.53	New Radios purchase (board approved in 2021)
01-19-22 MicMac Fire (Safety Source)	\$5,250.90	Ball valves
02-11-22 Worksafe NB	\$19,195.83	Annual firefighter fee
02-17-22 Hovey Insurance	\$57,722.00	Annual insurance policy payment



# Kennebecasis Valley Fire Department

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

April 13, 2022

### **Significant Incidents**

March 8, 2022 - 30 Kirkpatrick Road, Rothesay

A home in Rothesay suffered extensive damage from a fire that started underneath a deck on the back of the home and quickly extended inside the home. The family was home at the time and was able to escape without injury after one of the children noticed smoke and alerted his parents. Although an adult homeowner tried to extinguish the fire with a fire extinguisher, it was too large to control and extended into the kitchen and roof of the home. The family of seven had support provided by the Canadian Red Cross.

March 12, 2022 - 9 Cloverdale Street, Quispamsis

On Saturday evening around suppertime, firefighters were dispatched to a house fire on Cloverdale Street in Quispamsis. On arrival, they found heavy fire coming from the front of the home and although the fire was knocked down within minutes, the home suffered significant damage. A family of two and their pets escaped the home without injury and had support from the Canadian Red Cross and accommodations provided by other family members. Mutual aid for tanker truck support was provided by Hampton Fire Rescue, Nauwigewauk Fire Department, Kingston Fire Department and Long Reach Fire Department.

### **Post Fire Education Program**

The department has a post-fire education program where firefighters visit the affected neighbourhood of a house fire and visit homes to deliver a door hanger that has information on smoke alarms and our home inspection program. This program was completed for both fires mentioned above.

### **Ice Rescue Training**

Firefighters completed classroom and practical training on ice rescue in February and March of this year. The department also held a "train the trainer" program during the ice rescue training to expand on the amount of ice rescue instructors we have available in the future.

### **Basic Life Support Training**

Every firefighter took part in basic life support (BLS) recertification training that takes place each year. This training covers CPR, choking and automated defibrillation.

### **Respectful Forced Entry**

Through March and into April firefighters are training on “respectful forced entry”. This form of forced entry is about minimizing damage while still gaining access through building doors in a timely manner.

### **Certificate in Leadership Studies**

Congratulations are extended to Firefighter Harry Ludford on the completion of the year-long Certificate in Fire Leadership program from Dalhousie University. Firefighter Ludford is active with the departments fire prevention program and is a future leader with our department.

### **Rothsay High School Co-Op Program**

The department is again hosting a co-op student from Rothsay High School; this partnership started several years ago where high school students spend part of an afternoon in the winter term at the fire department learning about the job of firefighting. We have had co-op students continue on to fire school and have hired one of them as a holiday relief firefighter.

### **Union Activities**

The department is supporting the union for two upcoming public events:

- April 23<sup>rd</sup> – garbage clean, members will be using a department vehicle
- May 5<sup>th</sup> – members will be wearing dress uniforms to carry the colours for the opening ceremony for the bantam hockey tournament at the qplex.

### **Sir Howard Douglas Scholars Award**

Chief Michael Boyle has been selected to receive the Sir Howard Douglas Scholar Award for 2021-2022 from the University of New Brunswick. This award was created to recognize, promote, cultivate and encourage outstanding UNB undergraduate students. In order to qualify for the award, students must have achieved the Dean's List in the previous year, be nominated by their faculty and participate in extracurricular and/or co-curricular activities. Chief Boyle will attend an induction ceremony in May to receive his award.

Kennebecasis Valley Fire Department 2022		January	Historical Average	February	Historical Average	March	Historical Average
	Fire/explosion - dollar loss	5	3	2	4	3	2
	Rubbish/grass fire - no dollar loss	0	2	1	1	1	2
	Chimney Fire	0	2	1	1	1	2
	<b>Total Fire</b>	<b>5</b>		<b>4</b>		<b>4</b>	
	Rescue - Miscellaneous	1	1	2	1	0	0
	Vehicle Accident	11	10	10	8	5	7
	<b>Total Rescue</b>	<b>12</b>		<b>12</b>		<b>5</b>	
	Public Hazard - gasoline or fuel spill	1	1	0	0	0	0
	Public Hazard - power line down / utility pole hazard	1	5	3	2	0	1
	Public Hazard - miscellaneous	0	2	1	1	1	1
	<b>Total Public hazard</b>	<b>2</b>		<b>4</b>		<b>1</b>	
	Gas Leak - propane	2	1	3	1	1	0
	Gas Leak - response to carbon monoxide detector alarm	2	2	0	1	4	1
	<b>Total Gas leak</b>	<b>4</b>		<b>3</b>			
	Public Service - first aid	54	49	45	51	41	56
	Public Service - assist police or other agency	1	2	2	1	0	1
	Public Service - mutual aid	3	1	0	1	0	1
	Public Service - animal rescue	0	0	0	0	0	0
	Public Service - flooding	0	5	2	1	0	2
	Public Service- miscellaneous	2	3	1	1	3	1
	<b>Total Public services</b>	<b>60</b>		<b>50</b>		<b>44</b>	
	Alarm No Fire - accidental miscellaneous	3	4	4	3	4	1
	Alarm No Fire - smoke or steam mistaken	0	1	2	1	1	1
	Alarm No Fire - sprinkler surge or discharge	2	1	0	0	0	0
	Alarm No Fire - detector activated	4	4		4	0	1
	Alarm No Fire - unknown odours	0	0	2	1	2	1
	Alarm No Fire - miscellaneous	0	2	0	1	0	0
	<b>Total Alarm no fire - No malicious intent</b>	<b>9</b>		<b>8</b>		<b>7</b>	
	False Alarm (Mischief) - miscellaneous	0	0	0	0	0	0
	<b>Total False alarm - Mischief</b>	<b>0</b>		<b>0</b>		<b>0</b>	
<b>Total Response Types Kennebecasis Valley Fire Department</b>		<b>92</b>		<b>81</b>		<b>68</b>	



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
BOARD MEETING OF MAY 25, 2022 @ 3:00pm**

**MINUTES  
REGULAR MEETING**

Held by Zoom and In Person

**In Attendance:**

<b>BOARD MEMBER</b>	<b>POSITION</b>
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Libby O’Hara	Quispamsis Representative
Kerrie Luck	Quispamsis Representative
Vibhuti Harquail	Quispamsis Representative
Matthew (Matt) Alexander	Rothesay Representative
Colin Boyne	Rothesay Representative
Derrick Stanford	Rothesay Representative
Cherie Madill	Secretary/Treasurer of the Board
Chief Steve Gourdeau	KRPF Chief of Police
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
Insp. Mary Henderson	KRPF OIC Operations
Christian Brideau	KRPF IT
Cst. Andrew Savoy	KRPF Office
Sgt. Craig MacDougall	KRPF Officer

**Absent:**

Insp. Anika Becker	KRPF OIC Administration
Robert (Bob) McLaughlin	Quispamsis Representative

**1. PRESENTATION – SGT. CRAIG MACDOUGALL:**

Sgt. Craig MacDougall exits the room (3:28pm).

Chairperson Tiffany Mackay French opens the meeting and calls the meeting to order.

**2. SWEARING IN – CHRISTIAN BRIDEAU AND CST. ANDREW SAVOY:**

Chief Gourdeau swears in Christian Brideau and Cst. Andrew Savoy and presents them with their certificates. Everyone welcomes our new employees.

Christian Brideau and Cst. Andrew Savoy exit the room (3:30pm).

**3. APPROVAL OF AGENDA:**

Chairperson Mackay French asked for an approval of the agenda.

*It was moved by Colin Boyne and seconded by Libby O'Hara that the Agenda for the Regular Meeting of May 25, 2022 be approved as presented. MOTION CARRIED.*

**4. LAND ACKNOWLEDGEMENT**

Chief Gourdeau read the Land Acknowledgement.

**5. APPROVAL OF MINUTES OF APRIL 20, 2022 MEETING:**

Chairperson Mackay French called for a motion to approve the Minutes of the Regular Meeting of April 20, 2022.

*It was moved by Vibhuti Harquail and seconded by Derrick Stanford that the Minutes of the Regular Meeting of April 20, 2022 be approved as presented. MOTION CARRIED.*

**6. DECLARATION OF CONFLICT OF INTEREST:**

No conflicts noted.

**7. SECRETARY/TREASURER REPORT:**

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

*It was moved by Kevin Darling and seconded by Libby O'Hara to receive and file the Secretary/Treasurer's report as presented. MOTION CARRIED.*

**8. CHIEFS REPORT:**

Chief Gourdeau asked if there were any questions on the Training Summary, nothing was brought forth. He moved on Community Policing and highlighted the VTRA process in relation to what happened in Texas yesterday and asked Insp. Henderson explain our process. Insp. Henderson explained what VTRA is (Violent Threat Assessment process) and advised that some of our officers have this training, however, we do rely on Cpl. Belliveau to conduct the majority of the assessments as this is a perishable skill. She discussed the Emergency Plans that we have in place with the schools in our area and it was brought forth that they are not consistent and that the school board will not regulate this. This was a concern to

some of our board members along with police SLT. Libby O'Hara asked that the police take the lead with the school board and tell them what we want. Insp. Henderson stated that Cst. Marsh has told the school board what our response protocol is and what their best response would be but it is up to the school board to develop the protocols for their lockdown procedures and then they submit them to the district. So this is in the school boards hands, the police have done what they can.

Chief Gourdeau moved to the Monthly Crime Occurrence Summary and explained that the numbers in red were the most recent statistics. He pointed out that our stats for tickets in May were 149.

#### SLT Presentations

Insp. Henderson highlighted the Canada Road Safety Week initiative and our stats. She explained that 10 joint roadside checkpoints were conducted and hundreds of vehicles were checked. Road traffic violations and criminal violations were identified.

Deputy Giggey updated on a break & enter into the storage unit on Millennium Drive. He stated that CID investigated this, executed a warrant and a vehicle and a number of power tools were seized. The suspects were arrested and charged. He also advised there was another break & enter in Rothesay where a vehicle was stolen, the vehicle was recovered in Saint John and our Ident unit was able to lift a print from the vehicle which led to the ID of two suspects (female and male). They will be arrested once located.

#### Strategic Plan Update

Chief Gourdeau stated that as a result of the recent governance policy review a number of items were identified that should be included in the Chiefs Report which are in his current report. He asked if anyone had any questions, nothing was brought forth.

Chairperson Mackay French called for a motion to receive and file the Chiefs Report as presented.

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

## **9. COMMITTEE REPORTS:**

#### Finance:

Kevin Darling updated the board regarding meetings with Scotiabank concerning our bank account and banking services. Long term pricing has been secured along with some new systems to move into more of an electronic environment to reduce the number of cheques we are issuing. These changes will come into play over the next couple of months. He introduced a corporate expense card policy which has been reviewed by the policy committee. He is asking that it be passed as our official expense card



policy. He explained how our corporate purchases currently work and how we would like to see it work in the future. He further explained how the new VISA cards would be administered, monitored and controlled.

Chairperson Mackay French called for a motion to accept and approve the corporate expense card policy as presented.

*It was moved by Kevin Darling and seconded by Derrick Stanford to accept and approve the corporate expense card policy as presented. **MOTION CARRIED.***

Policy:

Kevin Darling explained that the policy committee has met a few times and have made a number of changes to this governance document. He highlighted some of the changes including the name change from Policy Manual to Governance Manual. Sections 1 through 4 have been updated. He asked that everyone review this document and it will be brought back at the June meeting for approval. In the Fall we will begin at section 5 with the anticipation of the document being completed by year end.

Building, Grounds & Transportation:

Chief Gourdeau explained that there continues to be roofing issues which are mainly see during the winter months when the ice backs up on the roof and leaks down through causing water damaged tiles. It is likely best to replace the roof when the expansion is conducted, however, in the meantime it has been suggested that we install heating coils on the roof to keep the ice from backing up. This will be looked at again in September with the anticipation of perhaps having our surplus pay for it.

**10. CORRESPONDENCE:**

Nothing to report.

**11. OLD BUSINESS:**

Nothing to report.

**12. NEW BUSINESS:**

Kevin Darling updated the board on discussions they had with respect on how the CAP program works and how they conduct fundraising (mainly through the summer BBQ's and donations they receive). Kevin stated they are looking at how they can expand that program to do more good work within our community and how we create a fund for bursaries given the recruitment issues we have been facing. One of the obstacles we face is that the CAP program is not a registered charity so it cannot issue a tax

receipt to someone for a donation made which limits our fundraising capabilities to a certain degree. It was discussed whether it made sense for us to have our own charity. He explained the process in doing this and how we could expand the CAP program and start to build the bursary fund along with charity and CRA requirements. The board members were in agreement with Kevin Darling moving forward in our conversations with Cpl. Belliveau and Insp. Becker with respect to this matter.

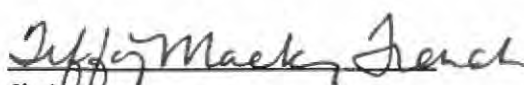
**13. MOTION TO ADJOURN:**

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


*It was moved by Libby O'Hara and seconded by Kerrie Luck that the Regular Meeting be adjourned.*

**MOTION CARRIED.**

Respectfully Submitted,



Chairperson  
Tiffany Mackay French



Executive Assistant  
Tanya Cyr

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

	<u>2022</u>	<u>2021</u>
<b>-----Financial assets-----</b>		
Cash - General	509,396	250,067
Sick Pay/ Retirement Investments	968,773	855,569
Accounts Receivable	111,175	79,466
Sales tax recoverable	36,918	37,386
Receivable from Towns	45,013	45,108
	<u>1,671,275</u>	<u>1,267,595</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	347,751	362,098
Vested sick leave/retirement accrual	822,422	838,707
Sick leave replacement	15,299	15,299
Accrued pension benefit liability	56,000	311,900
Debenture payable	539,000	679,000
	<u>1,780,471</u>	<u>2,207,003</u>
<b>NET ASSETS (DEBT)</b>	<u>(109,196)</u>	<u>(939,408)</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	4,126,117	4,055,548
Accumulated amortization	<u>(2,230,154)</u>	<u>(2,122,155)</u>
	1,895,963	1,933,393
Unamortized Debenture costs	3,766	4,938
Prepaid expenses	197,413	151,179
	<u>2,097,142</u>	<u>2,089,510</u>
<b>ACCUMULATED SURPLUS</b>	<u>1,987,946</u>	<u>1,150,102</u>
Assets	3,768,417	3,357,106
Liabilities	3,768,417	3,357,106

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

	<u>2022</u>			<u>2021</u>	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year	
<b>Millennium Drive</b>					
Land	194,248	0	0	194,248	194,248
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	581,281	0	0	581,281	547,754
Structure	1,106,997	0	0	1,106,997	1,106,997
	<u>2,313,229</u>	<u>0</u>	<u>0</u>	<u>2,313,229</u>	<u>2,279,702</u>
Accumulated amortization	(1,089,004)	0	0	(1,089,004)	(1,021,871)
Net book value of Building	<u>1,224,225</u>	<u>0</u>	<u>0</u>	<u>1,224,225</u>	<u>1,257,831</u>
Paving	52,600	0	0	52,600	52,600
Accumulated amortization	(43,395)	0	0	(43,395)	(40,765)
Net book value of paving	<u>9,205</u>	<u>0</u>	<u>0</u>	<u>9,205</u>	<u>11,835</u>
Landscaping	3,268	0	0	3,268	3,268
Accumulated amortization	(3,268)	0	0	(3,268)	(3,268)
Net book value of landscaping	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Furnishings</b>	198,387	0	0	198,387	198,387
Accumulated amortization	(152,087)	0	0	(152,087)	(142,168)
Net book value of furnishings	<u>46,300</u>	<u>0</u>	<u>0</u>	<u>46,300</u>	<u>56,219</u>
<b>Machinery &amp; equipment</b>	80,043	0	0	80,043	80,043
Accumulated amortization	(51,949)	0	0	(51,949)	(45,961)
Net book value of equipment	<u>28,094</u>	<u>0</u>	<u>0</u>	<u>28,094</u>	<u>34,082</u>
<b>Information technology equipment</b>	505,103	0	0	505,103	494,196
Accumulated amortization	(418,583)	0	0	(418,583)	(393,685)
Net book value of IT equipment	<u>86,520</u>	<u>0</u>	<u>0</u>	<u>86,520</u>	<u>100,511</u>
<b>Vehicles</b>	779,239	0	0	779,239	753,104
Accumulated amortization	(471,867)	0	0	(471,867)	(474,437)
Net book value of vehicles	<u>307,372</u>	<u>0</u>	<u>0</u>	<u>307,372</u>	<u>278,667</u>
<b>Total Tangible Capital assets</b>	4,126,117	0	0	4,126,117	4,055,548
<b>Total Accumulated amortization</b>	(2,230,154)	0	0	(2,230,154)	(2,122,155)
<b>Net Book Value</b>	<u>1,895,963</u>	<u>0</u>	<u>0</u>	<u>1,895,963</u>	<u>1,933,393</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**FIVE MONTHS ENDING MAY 31, 2022**

Page 3

	-----FIVE MONTHS-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	74,117	42%	\$53,119	\$52,083	\$125,000
Taxi & Traffic Bylaw	1,600	-4%	1,150	1,667	4,000
Interest income	2,842	582%	1,010	417	1,000
Retirement investment income	16,875	153%	8,645	6,667	16,000
Cost sharing with KV Fire Dept	0	-100%	0	6,668	16,004
Secondments	121,722	7%	96,564	113,833	273,200
	<u>217,155</u>	20%	<u>160,488</u>	<u>181,335</u>	<u>435,204</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	1,469,968	-17%	\$1,554,479	1,772,055	\$4,252,931
Benefits	392,093	-1%	375,592	396,663	951,990
Training	24,759	14%	16,577	21,667	52,000
Equipment	0	-100%	2,094	8,750	21,000
Equip repairs & IT support	388	-91%	1,945	4,167	10,000
IT equip & services agreement	30,077	-11%	21,087	33,685	80,844
Communications	40,976	20%	37,251	34,250	82,200
Office function	5,178	-17%	12,914	6,250	15,000
Leasing	4,437	-31%	5,163	6,458	15,500
Policing-general	10,766	-35%	29,064	16,667	40,000
Insurance	26,957	27%	18,429	21,208	50,900
Uniforms	28,064	43%	21,845	19,583	47,000
Prevention/p.r.	4,920	69%	8,514	2,917	7,000
Investigations	10,008	-47%	11,569	18,750	45,000
Detention	13,177	0%	11,949	13,177	31,625
Taxi & Traffic Bylaw	80	-81%	0	417	1,000
Auxillary	467	-72%	117	1,667	4,000
Public Safety	15,315	0%	12,292	15,315	36,755
	<u>2,077,629</u>	-13%	<u>2,140,880</u>	<u>2,393,644</u>	<u>5,744,745</u>
<b>VEHICLES</b>					
Fuel	43,283	15%	32,620	37,500	90,000
Maint./repairs	18,473	-34%	36,185	27,917	67,000
Insurance	13,660	-8%	12,766	14,792	35,500
New vehicles	51,376	40%	44,006	36,667	88,000
Equipment	0	-100%	0	2,500	6,000
	<u>126,792</u>	6%	<u>125,576</u>	<u>119,375</u>	<u>286,500</u>

2022 July 11 Open Session FINAL 045

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**FIVE MONTHS ENDING MAY 31, 2022**

	-----FIVE MONTHS-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>EXPENDITURE continued:</b>					
<b>BUILDING</b>					
Maintenance	21,175	27%	18,233	16,667	40,000
Cleaning	16,593	-5%	20,089	17,500	42,000
Electricity	22,103	13%	19,698	19,583	47,000
Taxes	20,306	-5%	20,579	21,340	51,216
Insurance	3,168	-12%	3,106	3,583	8,600
Expansion - interim interest	0	-100%	0	12,500	30,000
Grounds	4,765	-5%	4,221	5,000	12,000
Interest on Debenture	7,047	8%	8,401	6,500	15,600
Debenture Principal	59,583	0%	58,333	59,583	143,000
	<u>154,739</u>	-5%	<u>152,661</u>	<u>162,257</u>	<u>389,416</u>
<b>ADMINISTRATION</b>					
Salaries	348,444	-6%	333,785	369,089	885,814
Benefits	87,565	-2%	79,208	89,398	214,555
Professional Fees	37,964	10%	36,124	34,583	83,000
Travel/Training	16,935	69%	6,578	10,000	24,000
Board Travel/Expenses	2,317	11%	1,529	2,083	5,000
Insurance	2,710	28%	1,837	2,125	5,100
Labour Relations	2,654	-58%	2,610	6,250	15,000
Extraneous legal fees	0		8,075		
Sick Pay/Retirement	28,606	0%	25,192	28,689	68,853
Retirement int & dividends	16,875	153%	8,645	6,667	16,000
	<u>544,070</u>	-1%	<u>503,581</u>	<u>548,884</u>	<u>1,317,322</u>
<b>TELECOM/DISPATCH</b>					
Dispatch Centre Annual Fee	111,704		105,089	110,435	265,044
Data/networking Charges	4,256		4,256	4,448	10,675
Startup costs	0		18,240	0	
	<u>115,959</u>		<u>127,584</u>	<u>114,883</u>	<u>275,719</u>
	2,802,033	-11%	2,889,794	3,157,708	7,578,498
<b>CONTRIBUTED BY MEMBER TOWNS</b>	<u>3,157,706</u>		<u>2,913,330</u>	<u>3,157,708</u>	<u>7,578,498</u>
<b>SURPLUS (DEFICIT)</b>	<u>355,673</u>		<u>23,536</u>	<u>\$0</u>	<u>\$0</u>

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

**STATEMENT OF FINANCIAL POSITION**

BANK balance		509,396	at May 31, 2022
ACCOUNTS PAYABLE balance	347,751		
Debenture costs to be paid in June & December	(66,141)		
	-----		
Current Accounts Payable		281,609	Paid in June
		-----	
Extra (Shortfall) in bank account		227,787	

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

**STATEMENT OF OPERATIONS**

*Crime Control:*

	<u>2022</u>	<u>2021</u>	lower
* Benefits Health insurance	\$104,729	\$97,285	7.65%
Retirees health insurance	1,725	(2,556)	

Overtime:

	May 28/22	May 29/21	difference
OT	32,292	20,919	11,373
Court OT	3,680	4,805	(1,125)
Total overtime costs	<u>35,972</u>	<u>25,724</u>	<u>10,248</u>

*Administration:*

	<u>2022</u>	<u>2021</u>	lower
* Benefits Health Insurance	23,541	17,523	34.34%
Retirees health insurance	14	790	

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

Included in professional fees:

	<u>2022</u>	<u>2021</u>
Record check online ordering system fees	8,875	8,189
Bank & credit/debit card payment fees	1,379	1,221

## 2022 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun 20	Jul	Aug	Sep	Oct	Nov	Dec
<b>TOTAL COMPLETED CALLS</b>	<b>585</b>	<b>567</b>	<b>605</b>	<b>501</b>	<b>456</b>	<b>506</b>						
<b>TOTAL FILES CREATED</b>	<b>587</b>	<b>566</b>	<b>595</b>	<b>511</b>	<b>457</b>	<b>502</b>						
POBA/PA Tickets/ Tickets	83	70	87	116	189	55						
Relax Tickets	2	1	1	0	0	0						
Crimes Against Persons	5	11	11	17	8	6						
Property Crime	28	16	30	33	30	21						
Clashes CC	4	6	6	5	6	6						
Traffic Collisions (Non-Injury)	39	39	25	30	34	18						
Fatal and Injury Traffic Collisions	1	0	1	2	5	2						
Intimate Partner Violence Files	4	14	19	12	6							
Impaired Driving (All Categories)	5	6	7	4	15	5						
Mental Health Calls	8	16	15	10	5	10						
COVID-19 FEMA Quarantine Act/Mandatory Quarantine	4	2	5	6	0	5						





# Town of Rothesay

## General Fund Financial Statements

2022-05-31

**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  
2022-05-31

## 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>
	<u>\$ 51,326,366</u>

## LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(510,000)
Total Long Term Debt	5,683,000
	<u>\$ 5,173,000</u>
Total Liabilities	
Investment in General Fund Fixed Assets	46,153,366
	<u>\$ 51,326,366</u>

## Town of Rothesay

Balance Sheet - General Fund Reserves

2022-05-31

### ASSETS

BNS Gas Tax Interest Account	25,026
BNS General Operating Reserve #214-15	6,559
BNS - Gen Operating Reserve GIC	900,000
BNS General Capital Reserves #2261-14	5,018
BNS - Gen Capital Reserve GIC	1,375,000
BNS - Gas Tax Reserves - GIC	4,300,000
	<u>\$ 6,611,603</u>

### LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,890,604
Invest. in General Capital Reserve	1,210,586
General Gas Tax Funding	434,422
Invest. in General Operating Reserve	906,559
Invest. in Land for Public Purposes Reserve	150,333
Invest. in Town Hall Reserve	19,100
	<u>\$ 6,611,603</u>

**Town of Rothesay**  
Balance Sheet - General Operating Fund  
2022-05-31

CURRENT ASSETS

Cash	3,705,924
Receivables	61,071
HST Receivable	244,938
Inventory	31,163
Gen Operating due to/from Util Operating	(736,509)
Total Current Assets	<u>3,306,587</u>
Other Assets:	
Projects	<u>728,481</u>
	<u>728,481</u>
TOTAL ASSETS	<u><u>4,035,068</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	864,355
Other Payables	647,699
Gen Operating due to/from Gen Capital	510,000
Accrued Pension Obligation	(6,126)
Accrued Retirement Allowance	446,306
Def. Rev-Quispamsis/Library Share	<u>78,686</u>
TOTAL LIABILITIES	<u><u>2,540,919</u></u>

EQUITY

Retained Earnings - General	303,983
Surplus/(Deficit) for the Period	<u>1,190,166</u>
	<u>1,494,149</u>
	<u><u>4,035,068</u></u>

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## Town of Rothesay

Statement of Revenue &amp; Expenditure

5 Months Ended 2022-05-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,515,124	1,515,126	7,575,629	7,575,629	(0)		18,181,510
Sale of Services	46,858	42,025	204,561	203,523	1,037		447,600
Services to Province of New Brunswic	5,000	5,000	28,481	25,000	3,481		60,000
Other Revenue from Own Sources	10,919	7,520	50,543	42,306	8,237		94,943
Unconditional Grant	10,916	10,914	54,573	54,572	1		130,973
Conditional Transfers	0	0	146,943	1,500	145,443		40,000
Other Transfers	0	0	315,174	315,174	0		1,102,674
	<u>\$1,588,817</u>	<u>\$1,580,585</u>	<u>\$8,375,903</u>	<u>\$8,217,705</u>	<u>\$158,199</u>		<u>\$20,057,700</u>
<b>EXPENSES</b>							
General Government Services	83,520	141,027	1,060,159	1,097,099	36,941		2,543,618
Protective Services	655,597	661,447	2,713,183	2,729,339	16,155		5,765,750
Transportation Services	321,236	238,860	1,849,322	1,658,853	(190,469)		3,759,550
Environmental Health Services	93,747	100,583	363,393	372,917	9,524		862,000
Environmental Development	24,471	35,675	261,683	323,577	61,895		682,700
Recreation & Cultural Services	187,064	162,028	888,805	878,864	(9,941)		2,297,632
Fiscal Services	48,703	48,654	49,193	53,988	4,795		4,146,450
	<u>\$1,414,338</u>	<u>\$1,388,275</u>	<u>\$7,185,737</u>	<u>\$7,114,636</u>	<u>-\$71,101</u>		<u>\$20,057,700</u>
Surplus (Deficit) for the Year	<u>\$174,479</u>	<u>\$192,310</u>	<u>\$1,190,166</u>	<u>\$1,103,069</u>	<u>\$87,098</u>		<u>\$ (0)</u>

## Town of Rothesay

Statement of Revenue & Expenditure  
5 Months Ended 2022-05-31

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	2,575	1,667	8,695	8,333	362		20,000
Town Hall Rent	6,616	6,083	33,581	30,417	3,164		73,000
Community Garden	200	500	1,000	1,000	0		1,000
Fox Farm Rental	1,750	1,667	6,020	8,333	(2,313)		20,000
Arena Revenue	370	3,000	110,840	114,100	(3,260)		224,900
Recreation Programs	35,347	29,108	44,425	41,340	3,085		108,700
	<u>46,858</u>	<u>42,025</u>	<u>204,561</u>	<u>203,523</u>	<u>1,037</u>		<u>447,600</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	4,313	4,583	22,149	22,917	(768)		55,000
Recycling Dollies & Lids	78	67	248	333	(86)		800
Interest & Sundry	5,478	1,000	10,616	5,000	5,616		12,000
Miscellaneous	50	870	7,822	4,348	3,474		10,435
Fire Dept. Administration	1,000	1,000	5,000	5,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>10,919</u>	<u>7,520</u>	<u>50,543</u>	<u>42,306</u>	<u>8,237</u>		<u>94,943</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	1,680	1,500	180		1,500
Grant - Other	0	0	145,263	0	145,263	1	38,500
	<u>0</u>	<u>0</u>	<u>146,943</u>	<u>1,500</u>	<u>145,443</u>		<u>40,000</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	52,674	52,674	0		52,674
Utility Fund Transfer	0	0	262,500	262,500	0		1,050,000
	<u>0</u>	<u>0</u>	<u>315,174</u>	<u>315,174</u>	<u>0</u>		<u>1,102,674</u>

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EXPENSES

General Government Services

Legislative							
Mayor	3,104	3,917	16,713	19,583	2,870		47,000
Councillors	10,821	11,258	54,329	56,292	1,962		135,100
Regional Service Commission 9	0	0	2,620	3,000	381		6,000
Other	750	5,208	1,750	6,042	4,292		12,500
	<u>14,675</u>	<u>20,383</u>	<u>75,412</u>	<u>84,917</u>	<u>9,504</u>		<u>200,600</u>

Administrative

Administration - Wages & Benefits	80,718	84,663	421,771	425,425	3,654		1,173,818
Office Building	12,068	8,375	102,627	108,075	5,448		179,250
Supplies	(40,870)	7,000	67,721	80,000	12,279	2	144,000
Solicitor	3,411	4,167	10,246	20,833	10,587	3	50,000
Professional Fees	0	3,917	21,770	16,583	(5,186)		35,000
Covid-19 Expenses	0	2,083	6,697	10,417	3,719		25,000
Other	6,516	7,637	58,958	57,187	(1,771)		116,110
	<u>61,843</u>	<u>117,842</u>	<u>689,789</u>	<u>718,520</u>	<u>28,732</u>		<u>1,723,178</u>

Other General Government Services

Website/Other	207	170	1,356	1,571	216		2,763
Community Communications (Team)	2,032	215	2,328	1,302	(1,026)		7,237
Civic Relations	0	83	0	417	417		1,000
Insurance	0	0	254,475	256,784	2,309		256,784
Donations	1,475	2,000	10,275	14,300	4,025		36,500
Cost of Assessment	0	0	0	0	0		293,934
Property Taxes - L.P.P.	0	0	17,514	17,622	108		17,622
Fox Farm Rental Expenses	3,289	333	9,009	1,667	(7,343)	4	4,000
	<u>7,002</u>	<u>2,802</u>	<u>294,957</u>	<u>293,662</u>	<u>(1,295)</u>		<u>619,840</u>

Total General Government Services

	<u>83,520</u>	<u>141,027</u>	<u>1,060,159</u>	<u>1,097,099</u>	<u>36,941</u>		<u>2,543,618</u>
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Protective Services

Police							
Police Protection	252,932	252,932	1,266,981	1,264,661	(2,320)		3,035,186
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>252,932</u>	<u>252,932</u>	<u>1,269,781</u>	<u>1,267,461</u>	<u>(2,320)</u>		<u>3,037,986</u>

Fire

Fire Protection	402,665	405,431	1,112,641	1,116,461	3,821		2,360,764
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	<u>402,665</u>	<u>405,431</u>	<u>1,442,641</u>	<u>1,446,461</u>	<u>3,821</u>		<u>2,690,764</u>

Emergency Measures

EMO Director/Committee	0	1,667	116	8,333	8,217	5	20,000
	<u>0</u>	<u>1,667</u>	<u>116</u>	<u>8,333</u>	<u>8,217</u>		<u>20,000</u>

Other

Animal & Pest Control	0	417	645	2,083	1,438		5,000
Other	0	1,000	0	5,000	5,000		12,000
	<u>0</u>	<u>1,417</u>	<u>645</u>	<u>7,083</u>	<u>6,438</u>		<u>17,000</u>

Total Protective Services

	<u>655,597</u>	<u>661,447</u>	<u>2,713,183</u>	<u>2,729,339</u>	<u>16,155</u>		<u>5,765,750</u>
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**Transportation Services**

<b>Common Services</b>							
Administration (Wages & Benefits)	191,020	143,068	833,512	725,338	(108,174)	6	1,872,999
Workshops, Yards & Equipment	66,269	51,180	351,900	305,485	(46,415)	7	679,413
Engineering	2,201	417	9,954	2,083	(7,871)	8	5,000
	<u>259,490</u>	<u>194,665</u>	<u>1,195,366</u>	<u>1,032,906</u>	<u>(162,460)</u>		<u>2,557,412</u>
Roads & Streets	4,999	5,417	33,001	17,317	(15,684)	9	55,000
Crosswalks & Sidewalks	551	1,112	2,187	5,562	3,376		20,200
Culverts & Drainage Ditches	1,916	3,083	2,348	15,417	13,069	10	60,000
Street Cleaning & Flushing	0	2,000	8,823	13,000	4,177		45,000
Snow & Ice Removal	30,508	3,333	497,781	440,167	(57,614)	11	667,000
Flood Costs	0	7,500	663	15,000	14,337	12	15,000
	<u>37,974</u>	<u>22,446</u>	<u>544,802</u>	<u>506,462</u>	<u>(38,339)</u>		<u>862,200</u>
Street Lighting	12,337	12,083	61,275	60,417	(858)		145,000
<b>Traffic Services</b>							
Street Signs	4,802	1,042	6,921	5,208	(1,713)		12,500
Traffic Lanemarking	15	3,000	5,697	7,000	1,303		40,000
Traffic Signals	833	3,333	4,657	16,667	12,009	13	40,000
Railway Crossing	4,242	2,083	9,742	10,417	675		25,000
	<u>9,892</u>	<u>9,458</u>	<u>27,018</u>	<u>39,292</u>	<u>12,274</u>		<u>117,500</u>
<b>Public Transit</b>							
Public Transit - Comex Service	1,397	0	20,132	18,735	(1,398)		74,938
Public Transit - Other	146	208	730	1,042	312		2,500
	<u>1,543</u>	<u>208</u>	<u>20,862</u>	<u>19,776</u>	<u>(1,086)</u>		<u>77,438</u>
<b>Total Transportation Services</b>	<u>321,236</u>	<u>238,860</u>	<u>1,849,322</u>	<u>1,658,853</u>	<u>(190,469)</u>		<u>3,759,550</u>

**Environmental Health Services**

Solid Waste Disposal Land Fill garbage	13,674	17,500	81,117	87,500	6,383		210,000
Solid Waste Disposal Landfill Compost	3,670	3,000	12,482	15,000	2,518		36,000
Solid Waste Collection Fero	47,578	47,583	237,877	237,917	40		571,000
Solid Waste Collection Curbside Recycling	0	0	3,093	0	(3,093)		0
Clean Up Campaign	28,824	32,500	28,824	32,500	3,676		45,000
	<u>93,747</u>	<u>100,583</u>	<u>363,393</u>	<u>372,917</u>	<u>9,524</u>		<u>862,000</u>

**Environmental Development Services**

**Planning & Zoning**

Administration	24,471	33,384	164,183	212,919	48,737	14	460,000
Planning Projects	0	2,083	1,500	10,417	8,917	15	25,000
Heritage Committee	0	208	0	1,042	1,042		2,500
	<u>24,471</u>	<u>35,675</u>	<u>165,683</u>	<u>224,377</u>	<u>58,695</u>		<u>487,500</u>
Envision Saint John	0	0	96,000	96,000	0		192,000
Tourism	0	0	0	3,200	3,200		3,200
	<u>0</u>	<u>0</u>	<u>96,000</u>	<u>99,200</u>	<u>3,200</u>		<u>195,200</u>
	<u>24,471</u>	<u>35,675</u>	<u>261,683</u>	<u>323,577</u>	<u>61,895</u>		<u>682,700</u>



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**Recreation & Cultural Services**

Administration	30,603	27,417	167,799	160,108	(7,691)	16	385,025
Beaches	0	0	0	0	0		51,000
Rothsay Arena	37,919	28,254	141,467	160,454	18,987	17	383,000
Memorial Centre	7,538	5,333	22,208	34,905	12,697	18	72,988
Summer Programs	1,639	1,262	2,182	2,524	341		61,800
Parks & Gardens	49,586	70,214	196,868	215,200	18,332	19	638,500
Rothsay Common Rink	1,064	1,137	31,442	33,324	1,883		54,800
Playgrounds and Fields	17,244	17,584	29,392	40,166	10,774	20	134,000
The Hive expenses	1,694	2,475	3,857	12,375	8,518	21	29,700
Regional Facilities Commission	32,207	0	255,339	178,051	(77,288)	22	356,102
Kennebecasis Public Library	6,935	6,935	34,674	34,674	0		83,217
Special Events	635	1,417	3,578	7,083	3,506		40,000
PRO Kids	0	0	0	0	0		7,500
	<u>187,064</u>	<u>162,028</u>	<u>888,805</u>	<u>878,864</u>	<u>(9,941)</u>		<u>2,297,632</u>

**Fiscal Services**

Debt Charges							
Interest	13,703	13,654	14,193	18,988	4,795		187,450
Debenture Payments	35,000	35,000	35,000	35,000	0		784,000
	<u>48,703</u>	<u>48,654</u>	<u>49,193</u>	<u>53,988</u>	<u>4,795</u>		<u>971,450</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		3,000,000
Reserve Funds	0	0	0	0	0		175,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>3,175,000</u>
	<u>48,703</u>	<u>48,654</u>	<u>49,193</u>	<u>53,988</u>	<u>4,795</u>		<u>4,146,450</u>

# Town of Rothesay

## Variance Report - General Fund

5 months ending 2022-05-31

Note #		Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Grant Other	\$ 145,263	\$ -	\$ (145,263)	Wells ballfield Clain#2 & Wells Bldg grant ACOA \$3575
				Total \$	(145,263.00)
				Variance per Statement \$	(158,199.00)
				Explained	92%
<b>Expenses</b>					
<i>General Government</i>					
2	Supplies	67,721	80,000	\$ 12,279	Timing
3	Solicitor	10,246	20,833	\$ 10,587	Timing
4	Fox Farm Rental Expenses	9,009	1,667	\$ (7,343)	Repairs to replace drywall
<i>Protective Services</i>					
5	EMO Director/Committee	116	8,333	\$ 8,217	No EMO expenses to date
				\$ -	
<i>Transportation</i>					
6	Administration	833,512	725,338	\$ (108,174)	Outsourcing personnel
7	Workshops, Yards & Equipment	351,900	305,485	\$ (46,415)	Higher cost of fuel and repairs
8	Engineering	9,954	2,083	\$ (7,871)	PCI survey
9	Roads & Streets	33,001	17,317	\$ (15,684)	Restoration on Chapel Road
10	Culverts & Drainage Ditches	2,348	15,417	\$ 13,069	Timing
11	Snow & Ice removal	497,781	440,167	\$ (57,614)	Salt
12	Flood Costs	663	15,000	\$ 14,337	No flood occurred to date
13	Traffic Signals	4,657	16,667	\$ 12,009	Timing
<i>Environmental Health</i>					
<i>Environmental Development</i>					
14	Administration	164,183	212,919	\$ 48,737	Timing, Software/Equipment and Planning bylaw enforcement
15	Planning Projects	1,500	10,417	\$ 8,917	Timing
<i>Recreation &amp; Cultural Services</i>					
16	Administration	167,799	160,108	\$ (7,691)	Timing
17	Rothesay Arena	141,467	160,454	\$ 18,987	Fewer R&M compared to budget during winter months
18	Memorial Centre	22,208	34,905	\$ 12,697	Fewer R&M compared to budget during winter months
19	Parks & Gardens	196,868	215,200	\$ 18,332	Timing
20	Playgrounds and Fields	29,392	40,166	\$ 10,774	Timing
21	The HIVE expenses	3,857	12,375	\$ 8,518	lower than budgeted cost
22	Regional Facilities Commission	255,339	178,051	\$ (77,288)	Repayment of Emergency funding to CRA
<i>Fiscal Services</i>					
	Transfer to reserve	\$ -	\$ -	\$ -	

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## Town of Rothesay

Capital Projects 2022  
General Fund  
5 Months Ended 2022-05-31

	ANNUAL BUDGET	COUNCIL APPROVED	CURRENT Y-T-D	Remaining Budget	
<b>General Government</b>					
12010560	R 2021 T001 Town Hall Improvements	100,000	0	1,175	98,825
12010760	G 2022 001 IT	110,000	0	63,496	46,504
	Total General Government	210,000	0	64,671	145,329
<b>Protective Services</b>					
12011560	Protective Serv. Equipment Purchases P-202*-0	1,250,000	0	0	1,250,000
	Total Protective Services	1,250,000	0	0	1,250,000
<b>Transportation</b>					
12028060	T-2022-001 Asphalt	2,010,000	2,527,220	61,600	1,948,400
12028160	T-2022-002 Designated Highway	500,000	0	0	500,000
12028260	T-2022-003 Buildings - Master Drive HVAC	85,000	44,099	0	85,000
12028360	T-2022-004 Intersection Improvement	420,000	66,482	0	420,000
12028460	T-2022-005 Fleet Replacement	715,000	390,361	387,688	327,312
	Unassigned:				
	Total Transportation	3,730,000	3,028,162	449,288	3,280,712
<b>Recreation</b>					
12028560	T 2022 001 Recreation Purchases	235,000	113,142	14,663	220,337
12028660	R 2022 002 Recreation Pickle Ball	50,000	0	0	50,000
12028760	R 2022 003 Arena Renovation	2,000,000	0	0	2,000,000
	Total Recreation	2,285,000	113,142	14,663	2,270,337
<b>Carryovers</b>					
12027760	T-2021-001 2021 Asphalt Engineering	0	0	11,048	-11,048
12027860	R-2021-002 2021 Wells Building	0	0	56,310	-56,310
12021860	G-2020-009 Town Hall Improvements	0	0	14,684	-14,684
12027160	R-2020-002 Wells Field Replacement	0	0	516	-516
12027260	T-2020-005 Asphalt Microseal 2020	0	0	4,020	-4,020
12027660	T-2020-014 Traffic Study	0	0	36,072	-36,072
12027960	T-2021-004 Intersection Improvement Spruce/	0	0	53,465	-53,465
12027560	T-2020-013 Stormwater Master Plan	0	0	23,744	-23,744
		0	0	199,859	-199,859
<b>Total</b>	<b>\$ 7,475,000</b>	<b>\$ 3,141,304</b>	<b>\$ 728,481</b>	<b>\$ 6,746,519</b>	

	Budget	Actual
Sweeper	340,000	338,928
2 - 1Tons	167,000	51,434
2 - 1/2Tons	104,000	
Chipper	104,000	
	715,000	390,361

## 2022 Budget and Funding Allocation

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

# Town of Rothesay

## Utility Fund Financial Statements

May 31, 2022

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Capital Summary	U6

## Town of Rothesay

## Capital Balance Sheet

As at 2022-05-31

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>
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LIABILITIES

## Current:

Total Current Liabilities	<u>-</u>
---------------------------	----------

## Long-Term:

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

EQUITY

## Investments:

Investment in Fixed Assets	<u>29,908,507</u>
Total Equity	<u>29,908,507</u>
TOTAL LIABILITIES & EQUITY	<u><u>38,409,699</u></u>

# Town of Rothesay

Balance Sheet - Utilities Fund Reserves

2022-05-31

## ASSETS

BNS Utility Capital Reserve # 00241 12	13,844
BNS - Util Capital Reserve GIC	<u>1,350,000</u>
	<u>\$ 1,363,844</u>

## LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	948,919
Invest. in Utility Operating Reserve	106,483
Invest. in Sewerage Outfall Reserve	<u>308,442</u>
	<u>\$ 1,363,844</u>

**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 2022-05-31

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	876,875
Total Current Assets	876,875
Other Assets:	
Projects	487,985
	487,985
TOTAL ASSETS	\$ 1,364,860

LIABILITIES

Accrued Payables	18,322
Due from General Fund	(736,509)
Deferred Revenue	13,346
Total Liabilities	(704,840)

EQUITY

Surplus:	
Opening Retained Earnings	40,526
Profit (Loss) to Date	2,029,174
	2,069,700
TOTAL LIABILITIES & EQUITY	\$ 1,364,860

Town of Rothesay  
Utilities Operating Income Statement  
5 Months Ended 2022-05-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	0	0	287,495	300,373	(12,878)	1	1,127,500
Meter and non-hookup fees	0	0	15,564	12,500	3,064		50,000
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	68	0	1,851,011	1,860,000	(8,989)	2	1,860,000
Connection Fees	5,100	6,667	15,600	33,333	(17,733)	3	80,000
Interest Earned	11,496	6,667	42,336	33,333	9,002	4	80,000
Misc. Revenue	3,364	440	4,726	2,200	2,526		5,280
Surplus - Previous Years	0	0	48,220	48,220	0		48,220
<b>TOTAL RECEIPTS</b>	<b>20,028</b>	<b>13,773</b>	<b>2,653,832</b>	<b>2,678,960</b>	<b>(25,127)</b>		<b>3,640,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	105,000	105,000	0		420,000
Audit/Legal/Training	0	625	8,481	10,625	2,144		15,000
Other Water	27	167	239	833	594		2,000
Purification & Treatment	20,436	39,458	120,808	191,292	70,484	5	487,500
Transmission & Distribution	1,718	10,000	50,987	50,000	(987)		120,000
Power & Pumping	6,610	3,667	25,841	18,333	(7,508)	6	44,000
Billing/Collections	100	417	7,350	2,083	(5,266)	7	5,000
Water Purchased	176	83	646	417	(230)		1,000
Misc. Expenses	421	417	1,829	8,083	6,254	8	17,000
McGuire Road Operating	288	1,583	12,763	7,917	(4,846)	9	19,000
<b>TOTAL WATER SUPPLY</b>	<b>29,776</b>	<b>56,417</b>	<b>333,944</b>	<b>394,583</b>	<b>60,639</b>		<b>1,130,500</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	157,500	157,500	0		630,000
Audit/Legal/Training	0	417	6,363	8,083	1,721		11,000
Collection System Maintenance	1,584	3,917	6,047	19,583	13,536	10	79,000
Sewer Claims	0	0	10,350	10,000	(350)		20,000
Lift Stations	6,398	4,667	23,889	23,333	(555)		56,000
Treatment/Disposal	6,570	6,500	42,728	48,000	5,272		93,500
Misc. Expenses	860	1,417	19,610	7,083	(12,527)	11	17,000
<b>TOTAL SWGE COLLECTION &amp; DISPO</b>	<b>15,412</b>	<b>16,917</b>	<b>266,487</b>	<b>273,583</b>	<b>7,096</b>		<b>906,500</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	0	0	0		18,194
Interest on Long-Term Debt	24,227	24,227	24,227	24,227	0		268,998
Principal Repayment	0	0	0	0	0		535,808
Transfer to Reserve Accounts	0	0	0	0	0		80,000
Capital Fund Through Operating	0	0	0	0	0		700,000
<b>TOTAL FISCAL SERVICES</b>	<b>24,227</b>	<b>24,227</b>	<b>24,227</b>	<b>24,227</b>	<b>0</b>		<b>1,603,000</b>
<b>TOTAL EXPENSES</b>	<b>69,415</b>	<b>97,560</b>	<b>624,658</b>	<b>692,394</b>	<b>67,735</b>		<b>3,640,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>(49,387)</b>	<b>(83,787)</b>	<b>2,029,174</b>	<b>1,986,566</b>	<b>42,608</b>		<b>(0)</b>



# Town of Rothesay

Variance Report - Utility Operating  
5 Months Ended May 31, 2022

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
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Revenue

1	Sale of Water	287,495	300,373	(12,878)	budget not allocated by usage
2	Sewer	1,851,011	1,860,000	(8,989)	budgeted for new potential users
3	Connection fees	15,600	33,333	(17,733)	timing
4	Interest Earned	42,336	33,333	9,002	Increase in bank interest rates

Expenditures

Water

5	Purification & Treatment	120,808	191,292	70,484	budget allocation timing
6	Power & Pumping	25,841	18,333	(7,508)	NBPower bills higher than expected
7	Billing/Collections	7,350	2,083	(5,266)	stmt paper, postage, bank charges
8	Miscellaneous expenses	1,829	8,083	6,254	Refund for Quispam portion of ground water monitoring,
9	McGuire Road operating	12,763	7,917	(4,846)	DRB construction renos

Sewer

10	Collection System Maintenance	6,047	19,583	13,536	budget allocation timing
11	Miscellaneous expenses	19,610	7,083	(12,527)	Chapel Road sewer repair

-

Fiscal Services

	Transfer to Reserve Accounts		-	-	
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2022July11OpenSessionFINAL\_065

Town of Rothesay

Capital Projects 2022

Utility Fund

5 Months Ended 2022-05-31

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12031230 W-2022-001 Water Quantity/Quality	100,000	-	0	100,000
12031330 W-2022-002 Water Model update	100,000	-	0	100,000
12031430 W-2022-003 Filtration Bldg Water	550,000	638,227	63,823	486,177
12031530 W-2022-004 Hillsview Water line replacement	50,000	-	0	50,000
	<u>\$ 800,000</u>	<u>\$ 638,227</u>	<u>\$ 63,823</u>	<u>\$ 736,177</u>

<b>SEWER</b>				
12028130 T-2022-001 Sewer work in Asphalt contract	100,000	\$ 100,000	0	100,000
12046030 S-2021-001 Turnbull Court Design	1,000,000	\$ 950,395	234,395	765,605
12044130 S-2021-008 WWTP Design Phase II	600,000	\$ 572,280	138,435	461,565
	<u>1,700,000</u>	<u>\$ 1,622,675</u>	<u>372,830</u>	<u>1,327,170</u>

<b>Total Approved</b>	<u>2,500,000</u>	<u>2,260,902</u>	<u>436,653</u>	<u>2,063,347</u>
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**Carryovers**

Funded from Reserves

12045030 S-2020-001 Turnbull Court Design	0	0	51,332	-51,332
	<u>0</u>	<u>0</u>	<u>51,332</u>	<u>-51,332</u>
	<u>2,500,000</u>	<u>2,260,902</u>	<u>487,985</u>	<u>2,012,015</u>

**Funding:**

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

# Town of Rothesay

2022-05-31

219500-60

Donations/Cultural Support

Budget

Paid to date

KV3C	2,500.00	
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	
Fairweather Scholarship	1,000.00	-
Saint John Theatre Company	1,000.00	1,000.00
Symphony NB	1,000.00	
sub	<u>15,500.00</u>	<u>6,000.00</u>

Other:	21,000.00	
Junior Achievement		300.00
You Can Ride Two		1,000.00
CIMB-FM Oldies 96		1,000.00
Bradley Joudrey		500.00
KV Girls Softball Association		500.00
NB Sports Hall of Fame Inc - Ad		225.00
RNS - Art Show		500.00
NB Competitive Festival of Music		250.00
sub	<u>21,000.00</u>	<u>4,275.00</u>

<u>36,500.00</u>	<u>10,275.00</u>
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G/L Balance		<u>10,275.00</u>	-
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**Other:**

Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00		Recreation
KV Committee for Disabled	5,500.00		Transportation
	<u>15,800.00</u>	<u>10,275.00</u>	

# TOWN OF ROTHESAY

FINANCE COMMITTEE  
June 23 2022

In attendance:

Deputy Mayor Matt Alexander  
Councillor Don Shea  
Councillor Helen Boyle  
Town Manager John Jarvie  
Treasurer Doug MacDonald  
Financial Officer Laura Adair

Absent:

Mayor Nancy Grant

The meeting was called to order at 8:30am.

The agenda was amended to include donation request from St. Joseph's Hospital was accepted (DS/HB)

The minutes from May 19, 2022 were accepted as presented (HB/DS).

## **March Financial Statements**

Treasurer MacDonald reviewed the financial statements and variance report.

General – Revenue from ballfield grant will offset some of the overages in operating budget for increase in fuel and repairs expenses. Variance report wording for EMO expense should be adjusted to reflect no expenses incurred for committee for EMO rather than no EMO director. Treasurer Doug MacDonald anticipates capital budget will be approximately \$500K over budget compared to contracts, which can be managed with reserves.

Utilities - Treasurer MacDonald reviewed the variance report and noted most expenses related to timing and overall expect to be on budget.

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

**Donations**

The **monthly report was accepted as presented (DS/HB)**

**Helen Boyle declared conflict of interest and existed room.**

- a) KV Oasis – Treasurer Doug MacDonald to invite Executive Director, Amy Hickey to speak with committee
- b) Shining Horizons – agreed to **recommend to council to donate \$1,200 to sponsor two Rothesay residents (DS/MA)**
- c) Seafarers Mission – agreed to **recommend to council to sponsor hole \$200 (DS/MA)**
- d) St. Joseph’s Hospital – agreed to **recommend to council to donate \$1,000 (DS/MA)**

**Items for Information**

- a) Retiring allowance Actuarial Valuation – As a requirement by PSAB, actuarial report from Lifeworks has estimated an increase in accrued benefit obligation (pg34) which is approx.. \$10k higher than previous year.
- b) Compliance report – all items filed

Accepted as presented.

**Next Meeting**

July 21<sup>st</sup>, 2022

The meeting adjourned at 9:02am.

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Deputy Mayor Matt Alexander  
Chairman

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Laura Adair  
Recording Secretary



2022 July 11 Open Session FINAL\_069

# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Finance Committee  
DATE : July 4, 2022  
RE : Donation Recommendations

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The finance committee recommends the following motions re donation requests:

Council approve a donation to Shining Horizons Therapeutic Riding Association in the amount of \$1,200 to sponsor two Rothesay residents.

Council approve a donation to Saint John Seafarers' Mission golf tournament in the amount of \$200 as a "hole sponsor".

Council approve a donation to St. Joseph's Hospital Foundation in the amount of \$1,000.

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: June 7, 2022

Applicant: SHINING HORIZON THERAPEUTIC RIDING ASSOCIATION

Address: 1680 Red Head Road Saint John, NB, E2P 1K4

Contact: DAVE RYAN Tel. 506 333 0906

Email: Admin@shininghorizons.ca

Organization Description: SHINING HORIZONS PROVIDES EQUINE ASSISTED therapeutic and therapy services to persons with neurological, physical and mental health disabilities

Amount Requested: \$ 2500.00

Descriptions of proposed event or activity: Equine Assisted Activities Unmounted programs, therapeutic riding, pony pals, Horse Friends, Veterans programs, Equine Assisted Therapy for mental wellness.

Project costs: \$ 12,000.00

Benefits to town of Rothesay:

- Rothesay residents comprise 16% of our participants, and 19% of our volunteers

\$1200

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).



1680 Red Head Road  
Saint John, New Brunswick E2P 1K4  
[www.shininghorizons.ca](http://www.shininghorizons.ca)  
506 333 0906  
June 7, 2022

RECEIVED JUN 07 2022

Town of Rothesay  
70 Hampton Rd,  
Rothesay, NB E2E 5Y2

**Attention: Mayor & Council**

**Re: Shining Horizons Therapeutic Riding Association Application for Municipal Grant**

Dear Mayor & Council,

As you may be aware New Brunswick is second in Canada for children born with disabilities.

Shining Horizons Therapeutic Riding Association (SHTRA) CRA Charitable Registration number 827716044RR0001 was established in 1996, and was born out of the need of a mother in Saint John, who was looking for an activity to enhance the life of her young child, who was born with cerebral palsy, for whom therapeutic riding was discovered to be the best activity. We are a volunteer-based, registered charity affiliated with both the Canadian Therapeutic Riding Association (CanTRA) and Equine Canada. We operate from our Equine Therapy Center here in Saint John, NB

Currently we offer equine assisted activity programs to persons from St. Stephen to Sussex NB with, but not limited to, Autism, Cerebral Palsy, Down Syndrome and Neuromuscular Disorder as a source of enjoyment, therapeutic exercise, and recreational sport. Our lessons are taught by qualified instructors who are certified by the Canadian Therapeutic Riding Association (CanTRA); and our horses are specifically trained for therapeutic riding. We are also currently in training to offer Equine Assisted Therapy to persons with Mental Illness.

Our mission is to create experiences for persons with disabilities to enhance their physical, social and emotional well being. Shining Horizons and the volunteers who support our program believe that all children, regardless of their abilities, deserve the opportunity to develop personally, physically and socially to their fullest potential. Equine therapeutic riding offers this opportunity.



Therapeutic riding uses horses and equine-assisted activities to provide a wide range of long-term physical, social and emotional benefits for the rider. Horseback riding is unique in that it provides physical benefits to a broad range of physical impairments. Riders benefit from improved balance and muscle strength, improved postural control, increased range of motion of the joints, endurance and cardiovascular conditioning, to name a few. Apart from the physical benefits, there can be improved self- confidence, socialization and stress reduction.

It is not only the riders who benefit from the program- their families do as well. Shining Horizons provides caregivers, parents and family a weekly activity where they can watch their loved one enjoy themselves in a safe and beautiful setting.

Upon certification of our team in Equine Assisted Therapy, our facility, unique to Southern New Brunswick, will also be used in partnership with other qualified associations to provide Therapeutic Riding Sessions for Veterans and First Responders with PTSD and similar conditions.

Shining Horizons asks that the Town of Rothesay consider our enclosed Application for Rothesay Municipal Grant.

Thank you in advance for your consideration.

Yours Truly

David Ryan  
Executive Director  
Shining Horizons Therapeutic Riding Association  
506 333 0906

**Doug MacDonald**

---

**To:** Doug MacDonald  
**Subject:** RE: Saint John Seafarers Mission Golf Tournament

**From:** [seaf@nb.aibn.com](mailto:seaf@nb.aibn.com) <[seaf@nb.aibn.com](mailto:seaf@nb.aibn.com)>  
**Sent:** Tuesday, June 7, 2022 2:02:18 PM  
**To:** [seaf@nb.aibn.com](mailto:seaf@nb.aibn.com) <[seaf@nb.aibn.com](mailto:seaf@nb.aibn.com)>  
**Cc:** Michael Griffin  
**Subject:** Saint John Seafarers Mission Golf Tournament

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

Dear Friends of the Seafarers' Mission:

It's been almost 3 years since the Seafarers' Mission had its last golf tournament. We're excited to announce that the 15<sup>th</sup> Seafarers' Mission Golf Tournament will take place on Tuesday, September 13, 2022, at the Westfield Golf & Country Club. We will once again be competing for the "*Neil McKelvey Cup*". The *attached* letter contains details regarding the various levels of sponsorship. Also *attached* is a poster with more details for the day of the event.

Get your clubs ready; set up some individual challenges and be prepared for great day on a fine course. Remember, your participation ensures continued support of the seafarers that serve us so well.

Contact Bev at 635-1731 or reply to this e-mail, to reserve your place.

The Seafarers' Mission *Golf Committee* thanks you .....  
Mike Griffin, Keith Doiron, Bob Kane, Pat Quinn, Bev Sullivan

Dear Friends of the Mission:

The past two and a half years have been difficult for all, but now we see there is a 'light at the end of the Covid tunnel'. In getting back to a new normal, the Saint John Seafarers' Mission Golf Tournament will take place on **Tuesday, September 13, 2022** at the Westfield Golf & Country Club. It will be a 1:30 PM shotgun start. This will be the Mission's 15<sup>th</sup> tournament and we still have the same 3 key objectives: 1) raise funds for the Mission; 2) raise the profile of the Mission and 3) ensure everyone has fun. With your support, either as a sponsor, a prize donor and/or a golfer we will meet or exceed these objectives. We will once again be playing for the *Neil McKelvey Cup*.

Can we rely upon your support in one or more of the following areas? In whatever choice you make, you will be contributing to our ability to support the seafarers we serve.

**Gold Sponsor \$1000** – one team entry, major recognition at the tournament with name on banner, special mention at the dinner, name included in participants' hand-outs and mention on the seafarers' website.

**Major Sponsor \$500** - major recognition at the tournament with name on banner, special mention at the dinner, name included in participants' hand-outs and mention on the seafarers' website.

**Team Entry \$600** – 18 holes of best ball Texas scramble golf for 4 golfers, two golf carts, sit down dinner, chance to win prizes, and a fun time for all.

**Hole Sponsor \$200** - a sign with your name displayed at a hole for all to see, name included in participants' hand-outs and mention on the seafarers' website.

**Prize donation** (5 prizes at \$25 per prize or company promotional gifts) - mention at the awards presentation as prize is awarded, name included in participants' hand-outs and mention on the seafarers' website.

The tournament will be limited to the 18 teams this year, so please register early to ensure you are included in this event!

Get your clubs ready; set up your individual challenges and be prepared for another great day. Remember, your participation ensures continued support of the seafarers that serve us so well.

If you were a sponsor in our last (2019) tournament, a committee member will be contacting you. Perhaps you would prefer to contact Bev at 635-1731 or Mike 651-4743 or, reply to this e-mail to reserve your place.

Attached is a poster with the details.

Thank you,  
The Seafarers' Mission Golf Committee

Mike Griffin, Keith Doiron, Bob Kane, Pat Quinn, Bev Sullivan

# Saint John Seafarers' Mission

## 15<sup>th</sup> Annual Golf Tournament

**Tuesday, September 13, 2022**

- **Registration – 12:30 PM**
- **1:30 PM– Shotgun start**
  - **Texas Scramble**
- **The Neil McKelvey Cup to winners**
- **Capt. Al Soppitt trophy for high score**
- **\$150.00 per player - cart included**
  - **Prizes Prizes Prizes**
  - **Tax receipt available**

**Westfield Golf and Country Club**



**To register contact:**  
**Beverley (506) 635-1731**  
**or Mike (506) 651-4743**

**Doug MacDonald**

---

**From:** Doug MacDonald  
**Sent:** June 21, 2022 12:33 PM  
**To:** Don Shea; Matthew Alexander; Helen Boyle; John Jarvie; Laura Adair  
**Cc:** Mary Jane Banks  
**Subject:** FW: September for St. Joe's - Sponsorship Opportunity  
**Attachments:** Sponsorship September for St. Joe's 2022.pdf; Town of Rothesay.pdf

Please add to the agenda.

**From:** Nancy Grant <NancyGrant@rothesay.ca>  
**Sent:** June 21, 2022 12:11 PM  
**To:** Doug MacDonald <DougMacDonald@rothesay.ca>  
**Subject:** Fwd: September for St. Joe's - Sponsorship Opportunity

For Finance- just received.

Dr. Nancy Grant  
Mayor

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.

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**From:** Flood, Laurie (SJH Foundation) (HorizonNB) <[Laurie.Flood@HorizonNB.ca](mailto:Laurie.Flood@HorizonNB.ca)>  
**Sent:** Tuesday, June 21, 2022 12:06:59 PM  
**To:** Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>  
**Subject:** September for St. Joe's - Sponsorship Opportunity

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

Mayor Grant, I hope you are well. I am just putting together information on September for St. Joe's and I am hoping we can count on your support again this year. I think you will be pleased with our project as I am sure it will resonate with many of your team. This year we are supporting surgical services to decrease wait times for Orthopaedic Surgery including hip, knee, shoulder, ankle, hand and wrist surgery at St. Joe's. Our orthopaedic team is ready to increase service for these surgeries. We have operating room space, but we need additional equipment to make this happen. The addition of new equipment will help surgeons dramatically reduce wait times for these critical surgeries. Time is crucial in relieving discomfort. The new orthopaedic program at St. Joe's has been providing Knee and Hip replacement surgery for over a year and recently initiated shoulder replacement surgery here. (Since 2020 over 1000 Knee and Hip surgeries have been completed here at St. Joseph's hospital) The addition of new equipment will help surgeons dramatically reduce the wait times for these critical surgeries. Timely surgery will decrease pain and increase mobility, allowing patients a return to normal activity and a healthier lifestyle. I do hope you will find this project meaningful and consider joining us a sponsor. Thank you again for your past support I look forward to hearing from you.

*Laurie*

2022July11OpenSessionFINAL\_077

**Laurie Flood**  
**Executive Director**  
**St. Joseph's Hospital Foundation**  
**506-632-5596**

[Laurie.Flood@Horizonnb.ca](mailto:Laurie.Flood@Horizonnb.ca)

**DONATE NOW >**



----- Horizon Health Network Disclaimer -----

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**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. Date: June 21, 2022

Applicant: St. Joseph's Hospital Foundation

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

Contact: Laurie Flood Tel. 632-5596

Email: laurie.flood@horizonnb.ca

Organization Description: St. Joseph's Hospital Foundation supports excellence in healthcare through inspired transformational giving to St. Joseph's Hospital.

Amount Requested: \$ 1000

Descriptions of proposed event or activity: "September for St. Joe's" is a community wide campaign supporting priority needs for St. Joseph's Hospital. Our campaign for 2022 will support the enhancement of our minimally invasive surgical suite supporting the joint preservation and reconstruction program.

Project costs: \$200,000

Benefits to town of Rothesay: St. Joseph's support the health needs of the residents of the town of Rothesay. Please see attached Case for support. Thank you

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

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

# Tim Hortons PRESENTS September St. for Joe's

ORTHOPAEDIC SURGERY



Dr. Brendan Sheehan



## Supporting Orthopaedic Surgery at St. Joseph's Hospital

Thank you for your consideration in supporting "September for St. Joe's" and our Campaign for Orthopaedic Surgery.

For 2022 the Surgical Team has identified the need to support the Orthopaedic program with an enhancement to the minimally invasive arthroscopy suite supporting the Joint Preservation and Reconstruction Program, which includes shoulder, foot and ankle, knee, elbow, hand and wrist surgeries.

The Orthopaedic team is ready to increase service for these surgeries; we have a new physician arriving this fall, we have the operating space, but need additional equipment to make this happen. Our fundraising goal for this year's campaign is \$200,000.

Imagine helping to reduce surgical wait times for your friends, neighbours and loved ones.

New equipment will help surgeons dramatically reduce the wait times for these critical surgeries. Anyone who has experienced bone and joint pain realizes how time is crucial in relieving discomfort. Timely surgery will decrease pain and increase mobility, allowing patients a return to normal activity and a healthier lifestyle. Donations to September for St. Joe's will significantly increase the quality of life for our patients.

Orthopaedic patients continue to have lengthy waits for their surgeries; however, that long wait time is improving with the introduction of the hip and knee surgery pilot program. Since its inception in 2021 over 1000 patients have had hip or knee replacement surgery at St. Joseph's Hospital cutting the wait list in half. With your support we can continue to meet the needs of our patients.

Did you know the Orthopaedic Arthroscopy Program at St. Joseph's Hospital is one of the largest referral centers in New Brunswick, and the need is rapidly expanding? New equipment will help surgeons dramatically reduce the wait times for these critical surgeries.

Today we are asking for your consideration in supporting our campaign for Orthopaedic surgery. Together we can bring much needed comfort to so many patients.

Please choose a sponsorship package the suits your philanthropic needs or call the Foundation office to discuss further opportunities. (506) 632-5595

# Tim Hortons PRESENTS September St. for Joe's

ORTHOPAEDIC SURGERY



For More Information please call 632-5595  
Stjosephshospitalfoundation.com Find us on Facebook





# Sponsorship Opportunities



## Gold Sponsorship: \$5000

- Name mention in 30 live announcer mentions per station
- Name mention in 30 promo's per station
- 1 recorded 20 second message explaining why they give
- Full colour logo on all print material
- E-mail to Foundation contacts 4 scheduled pre -event e-mails and 2 scheduled post event e-mails
- Event posts on Foundation's Facebook page
- Post event thank you on Foundation Facebook page
- Full colour logo on banner in Hospital lobby viewed by 500-1000 patients daily
- Logo and link on Foundation website
- One Live radio interview

## Silver Sponsorship: \$2500

- Name mention in 15 live announcer mentions per station
- Name mention in 15 promo's per station
- 1 recorded 20 second message explaining why they give
- Full colour logo on all print material
- E-mail to Foundation contacts 4 scheduled pre-event e-mails and 2 scheduled post event e-mails
- Event posts on Foundation's Facebook page
- Full colour logo on banner in Hospital lobby viewed by 500-1000 patients daily
- Post event thank you on Foundation Facebook page
- Logo and link on Foundation website

## Bronze Sponsor: \$1000

- Name mention in 7 live announcer mentions per station
- Name mention in 7 promo's per station
- Full colour logo on all print material
- E-mail to Foundation contacts 4 scheduled pre -event e-mails and 2 scheduled post event e-mails
- Event posts on Foundation's Facebook page
- Post event thank you on Foundation Facebook page
- Logo and link on Foundation website

## OTHER:

For those who would like to help but cannot commit to a sponsorship, we encourage you to come on board any way you can. You can help by hosting a community event with proceeds dedicated to St. Joe's. Your partnership will bring us that much closer to our goal and ensure quality healthcare for your family, friends and neighbours.

For More Information please call 632-5595  
Stjosephshospitalfoundation.com Find us on Facebook

# 2022 Sponsorship

## September for St. Joe's

Tune in September 1st to September 30th, 2022  
to 97.3 the Wave and Country 94.1.

*Tim Hortons.*  
PRESENTS  
**September  
St. for Joe's**

ORTHOPAEDIC SURGERY



<b>Company Name</b>		
<b>Contact Names</b>		
<b>Donor name for sponsorship recognition</b>		
<b>Website</b>		
<b>Address</b>		
<b>City, Province, Postal Code</b>		
<b>Phone</b>		
<b>Email</b>		
<b>SPONSORSHIP LEVEL</b>		
<input type="checkbox"/> Presenting (\$10,000)	<input type="checkbox"/> Silver (\$2,500)	<input type="checkbox"/> Community Sponsor
<input type="checkbox"/> Gold (\$5,000)	<input type="checkbox"/> Bronze (\$1,000)	
<input type="checkbox"/> Please contact me as I'm interested in a multi-year sponsorship or a custom package.		
<b>PAYMENT INFORMATION</b>	<b>Sponsorship:</b>	
	<b>Donation:</b>	
	<b>Total Payment</b>	
<input type="checkbox"/> Please send invoice	<b>Cheque (made payable to St. Joseph's Hospital Foundation)</b>	
<input type="checkbox"/> Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> Amex	<b>Corporate / Personal (Please circle)</b>
<b>Credit Card #</b>		
<b>Expiry</b>		
<b>Cardholder</b>		
<b>Signature</b>		

For More Information please call 632-5595  
Stjosephshospitalfoundation.com Find us on Facebook

# Community Event Form

**We are grateful** for your participation and look forward to celebrating your support on 97.3 The Wave and Country 94.1

## Thank you



CONTACT INFORMATION		
Company Name		
Contact Name		
Address		
City, Province, Postal Code		
Phone		
Email		
FUNDRAISING IDEAS		
<p><b>We will host a community event supporting excellence in healthcare for our community</b></p>		
<input type="checkbox"/> BBQ	<input type="checkbox"/> Trivia Night	<input type="checkbox"/> Bottle Drive
<input type="checkbox"/> Office Casual Friday	<input type="checkbox"/> Paint Night	<input type="checkbox"/> Coin Box
<input type="checkbox"/> Bake Sale	<input type="checkbox"/> 10 friends for \$10	<input type="checkbox"/> Garage Sale
<input type="checkbox"/> Backyard Party with a Purpose	<input type="checkbox"/> Auction	<input type="checkbox"/> Golf Tournamnet
<input type="checkbox"/> Car Wash	<input type="checkbox"/> River Cruise	<input type="checkbox"/> Backyard Movie Night
<input type="checkbox"/> Other (please describe)   		



2022 July 11 Open Session FINAT\_083

# ROTHESAY

AGE FRIENDLY ADVISORY COMMITTEE MEETING  
Rothesay Town Hall Common Room  
Tuesday, June 21, 2022 at 10:00 a.m.



**DRAFT**

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

TOWN MANAGER JOHN JARVIE  
AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY  
RECORDING SECRETARY LIZ HAZLETT

**ABSENT:** ANGELA CAMPBELL  
KARA JOHNSTON  
SAMAH EL MAGHLAWY

RECREATION COORDINATOR KERI FLOOD

Chairperson O'Connor called the meeting to order at 10:00 a.m. She extended condolences on behalf of the Committee to W. Mavis on the recent loss of her husband.

## 1. APPROVAL OF AGENDA

**MOVED** by Counc. Boyle and seconded by M. Wells the agenda be approved as circulated.

**CARRIED.**

## 2. APPROVAL OF MINUTES

2.1 Meeting minutes of April 19, 2022.

**MOVED** by M. Wells and seconded by R. Taylor the Age Friendly Advisory Committee meeting minutes of April 19, 2022 be adopted as circulated.

**CARRIED.**

## 3. DECLARATION OF CONFLICT OF INTEREST

N/A

## 4. DELEGATIONS

N/A

## 5. REPORTS AND PRESENTATIONS

N/A

**6. UNFINISHED BUSINESS**

N/A

**7. NEW BUSINESS**

7.1 Age-Friendly Programming Update

K. Duffley reported the following:

<p><b>Rothesay Hive</b></p>	<ul style="list-style-type: none"> <li>- Facebook Group: 460 members</li> <li>- Memberships: 90</li> </ul> <p>Programs</p> <ul style="list-style-type: none"> <li>- Tai Chi at the Rothesay High School Soccer Field (free of charge)</li> <li>- Future Engage at the Rothesay Hive will have programs for Ukrainian Culture, History, and Food as well as a painting session for Canada Day. Members were encouraged to spread the word.</li> <li>- July Recreation: Sunset Yoga, and Concert in the Common (July 7<sup>th</sup>)</li> <li>- Canada Day (12 p.m. – 3 p.m.): Rothesay Hive information booth with games. Volunteers needed.</li> </ul>
<p><b>Intergenerational Day June 1, 2022</b></p>	<p>The event was a success with roughly 30-50 attendees, outdoor games, refreshments, and music performed by Rothesay High School students.</p> <p>The Committee thanked K. Duffley for organizing the event.</p>
<p><b>The Rothesay Hive Garden Club</b></p>	<p>The program is well-received. There are five members which is ideal for the size of the plot. Once grown, the bounty (carrots, radishes, beets, tomatoes, and beans) will be donated to the Kennebecasis Valley Food Basket.</p>
<p><b>Mindful Moments</b></p>	<ul style="list-style-type: none"> <li>- “Movement and Health” video posted June 20<sup>th</sup> Views: 257</li> </ul>
<p><b>Renforth Senior Exercise Classes (Bill McGuire Centre)</b></p>	<ul style="list-style-type: none"> <li>- Concluded on June 15<sup>th</sup> and will return September 2022.</li> </ul>

## 7.2 Canadian Health Solutions Donation – Subcommittee Report

N. Stephenson reported after viewing the Rothesay Hive facility, representatives from Canadian Health Solutions proposed establishing a Digital Health and Wellbeing access center. K. Duffley elaborated by noting the donation, or a portion of it, would be used to set up technology and space (laptop, monitor, audio, privacy, etc.) and support/facilitation of digital health assessments and tools from the organization. These assessments can be used for all ages and cover physical, mental, and social wellbeing. She noted: details are forthcoming but input was encouraged from the Committee; the proposal aligns with provincial initiatives for online health services, and the Committee's interest in offering educational programs on technology; there is a separate room inside the Rothesay Hive that can facilitate the proposal; and the Town's ICT Coordinator will be consulted with regards to acquiring the tech components. The Committee was in favour of the proposal, noting it enables an opportunity for a wide range of programming including assisting seniors with the basic computer use (tablets, email, printing, accessing online services, Microsoft office etc.). The following suggestions were made: participation from Rothesay High School students (must address concerns regarding private information); purchasing a printer for public use; acquiring computers/tablets with different operating systems (Windows/Macintosh); and offering the program in the fall when registration ramps up after summer. In response to an inquiry, K. Duffley confirmed various devices can connect to the smart TV in the Rothesay Hive. She asked that any further suggestions be emailed to Town staff.

Mayor Grant reported attending the Future Engage programs. She noted an educational program would be beneficial as some seniors experienced challenges with online participation.

N. Stephenson and K. Duffley informed the Committee of a suggestion, from former Committee member J. Porter Mowatt, for provision of a foot care program for individuals with diabetes, at the Rothesay Hive. The email from Ms. Porter Mowatt proposes the Committee consider donating a portion of the cost (\$55/person), and using the separate room in the Rothesay Hive, and the folding chair donated by Senior Watch, for the offering. In her communication, Ms. Porter Mowatt also spoke of concerns regarding connecting seniors with healthcare services. Discussion ensued. There were reservations about privacy and hygiene. The separate room is sufficient in size but is also used for storage and other programs, and it does not have a sink for handwashing. The Committee agreed the service has value to seniors, but the facility might not be the right venue for it.

### **Meeting Addendum:**

#### ***Speaker Series***

Chairperson O'Connor encouraged the Committee to submit suggestions for the Fall Speaker Series. When questioned, she confirmed a hybrid (online/in-person) option is being explored. She informed the Committee one event will focus on gut health and aging. The Committee suggested Dr. David Elias of Canadian Health Solutions, physiotherapists, or chiropractors be invited for interviews.

## **8. CORRESPONDENCE FOR ACTION**

N/A

**9. CORRESPONDENCE FOR INFORMATION**

9.1 6 May 2022 – UNB CELLab Band-Frail Program

K. Duffley reported the program: provides a unique opportunity for the Rothesay Hive, is free of charge for Type-2 Diabetics, and will begin in July.

9.2 9 May 2022 – Senior Care-Navigation & Care Skills Development Program for Informal Caregivers

K. Duffley announced the program begins in August at the Bill McGuire Centre, and is free of charge.

9.3 8 June 2022 – Proactive Care for Persons with Dementia: Using In-Home Passive Sensors to Reduce Caregiver Stress and Promote Aging in Place

K. Duffley informed the Committee the program is looking for participants.

9.4 10 June 2022 – Walk with a Future Doc

The program will be held in Saint John in September.

K. Duffley encouraged the Committee to spread the word of all the programs.

9.5 Census Profile, 2021 Census of Population

K. Duffley shared interesting data from the Census, such as:

Average age in 2016: 41.7	65 Years and Over (2016): 2,065
Average age in 2021: 43.2	65 Years and Over (2021): 2,525

In the midst of high job vacancies and historically low unemployment, Canada faces record retirements from an aging labour force: number of seniors aged 65 and older grows six times faster than children 0-14.

More than 1 in 5 (21.8%) persons working age are aged 55-64. This is an all-time high in the history of Canadian censuses and one of the factors behind the labour shortages facing some industries across the country.

In addition, from 2016 to 2021, population aging was faster in some provinces and territories, including New Brunswick.

**Meeting Addenda:**

***50+ Friendship Games***

R. Taylor and K. Duffley reported a meeting was held yesterday to plan an event for September 25-29, 2022. Rothesay participated in the past by hosting an open house with refreshments. This year, the Town will offer an event, for instance card games. R. Taylor relayed that the opening and closing luncheons will be held at the Branch 69 Legion in Saint John. The Committee briefly discussed sports included in the Games. R. Taylor noted registration forms will be available online and at city/town halls.

**ROTHESAY**

Age Friendly Advisory Committee **2022 July 11 Open Session FINAL\_087**  
Minutes

-5-

21 June 2022

**DRAFT**

***Pickleball***

Chairperson O'Connor requested a status update on pickleball courts in Rothesay. Town Manager Jarvie expects pickleball courts will be available for use at Arthur Miller Fields next year.

**11. DATE OF NEXT MEETING**

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

**12. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 10:42 a.m.

\_\_\_\_\_  
CHAIRPERSON

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





**ROTHESAY**  
2022 July 11 Open Session FINAL 088  
WORKS AND UTILITIES COMMITTEE MEETING  
Rothesay Town Hall Common Room  
Wednesday, June 22, 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  
DIRECTOR OF OPERATIONS BRETT McLEAN  
RECORDING SECRETARY LIZ HAZLETT  
ADMINISTRATIVE ASSISTANT DEBBIE KEYES

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

**1. APPROVAL OF AGENDA**

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

**CARRIED.**

**2. APPROVAL OF MINUTES**

2.1 Regular Works and Utilities Committee meeting of May 18, 2022.

**MOVED** by Counc. Brown and seconded by S. Richards the minutes of May 18, 2022 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. DELEGATIONS**

N/A

**5. REPORTS & PRESENTATIONS**

N/A

**6. UNFINISHED BUSINESS**

6.1 Capital Projects Summary

DO McLean spoke of current projects: the 2022 asphalt program (has begun); increase of the daily withdrawal rate, from 1910 cubic meters to 4000 cubic meters, at the Carpenter Pond wellfield (substantially complete – submission of report to the Province expected in the near future); Wastewater Treatment Plant project (preliminary design work underway); and Rothesay Drainage Network Review (presented to Council – recommendations to be discussed during 2023 budget deliberations).

Counc. Brown requested a status update on the purchase of a new water treatment tank/membrane system. DO McLean reported he met with representatives from Suez last week and was informed the tank was ordered. Preparations are underway with CBCL to ensure installation occurs as soon as possible.

Chairperson Alexander mentioned another upcoming project – to install traffic lights at the Grove Avenue/Hampton Road intersection (*see Item 9.2*).

#### 6.2 Solid Waste Tonnage Report

**RECEIVED FOR INFORMATION.**

#### 6.3 Speed Radar Sign Report

DO McLean advised, following the Committee's recommendation and subsequent Council approval, signs were moved near the Gondola Point Road/Isaac Street intersection. A warrant analysis will also be conducted to determine if traffic signals are necessary (*see Item 9.3*).

S. Richards asked if a certain distance must be maintained between a pair of signs. DO McLean noted the distance does not have an impact, but location does. For instance, if a sign is erected near an intersection the data may reflect reduced speeds from cars slowing down to make a turn.

#### 6.4 Private Lanes Policy

DO McLean noted, according to the proposed policy, services will be discontinued on fifteen private lanes (winter maintenance on twelve streets, and solid waste collection/recycling on three streets).

Town Manager Jarvie gave a brief overview of the next steps. Following a review by Council at its regular July meeting, notification letters will be sent to property owners. In order to allow sufficient time to receive/review public comments, and permit an adjustment period, it is likely implementation will not occur until next year.

Counc. Brown stressed the importance of informing property owners that garbage/recycling collection will continue if receptacles are brought to the nearest intersection of a public road. DO McLean advised, by request of Council, the policy was revised to mention this. Town Manager Jarvie added property owners will also be made aware of this in the notification letters.

C. VanBuskirk acknowledged Bartlett Road and Knoll Lane were moved from Appendix A to Appendix B. She asked if private lanes near the Rothesay Netherwood School property were moved as well, noting they were also discussed. DO McLean advised there were no other changes than Bartlett Road and Knoll Lane.

**MOVED** by Counc. Brown and seconded by S. Carter the Works and Utilities Committee recommends the revised Private Lanes Policy be forwarded to Council.

**CARRIED.**

#### 6.5 Brock Court drainage

Chairperson Alexander explained Council was informed of recent drainage concerns; however, it was unclear if these concerns relate to two construction projects in the area, or other issues raised in the past.



DO McLean spoke of discussions underway to direct stormwater runoff, from the area, into the Town system on Church Avenue. He cautioned this alleviates some concerns regarding capacity of the Town system, but there may still be issues with the natural flow of stormwater on private properties – which is beyond the Town’s control.

**7. CORRESPONDENCE FOR ACTION**  
N/A

**8. NEW BUSINESS**  
N/A

**9. CORRESPONDENCE FOR INFORMATION**

**9.1 HVAC Installation – Master Drive Works Facility**  
7 June 2022 Report prepared by DO McLean  
**RECEIVED FOR INFORMATION.**

**9.2 Grove/Hampton/Church Traffic Signals – Installation**  
7 June 2022 Report prepared by DO McLean

DO McLean reported a cost overrun of \$65,000 related to installation and materials. He spoke with the contractor to discuss adding the project to the 2022 asphalt program to reduce the cost. Instead, the contractor offered to match the cost of asphalt (in the 2022 asphalt program), thereby reducing the cost overrun by roughly \$30,000. The intent is to complete the groundwork before school begins in the fall, to avoid traffic interruptions. He noted staff were informed materials may arrive in October, but it is anticipated delays may occur. Council Brown commented on the efficiency of installation for the traffic signals at the Spruce/Clark intersection. DO McLean agreed, noting both projects will be completed by the same contractor.

**9.3 Gondola Point Road/Isaac Street Intersection**  
16 June 2022 Resolution of Council  
**RECEIVED FOR INFORMATION.**

**9.4 Municipal Designated Highway Program (2025-2029)**  
23 May 2022 Letter from the Department of Transportation and Infrastructure (DTI)  
Town Manager Jarvie mentioned this is the earliest the Town has received a request, from the Department, for future plans. There was a brief discussion about 2023 funding.

**10. DATE OF NEXT MEETING**

The next meeting is scheduled on Wednesday, July 20, 2022.

**11. ADJOURNMENT**

**MOVED** by Council Brown and seconded by G. Thambi the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 5:55 p.m.



2022 July 10 Open Session FINAL\_091  
**ROTHESAY**  
**MEMORANDUM**



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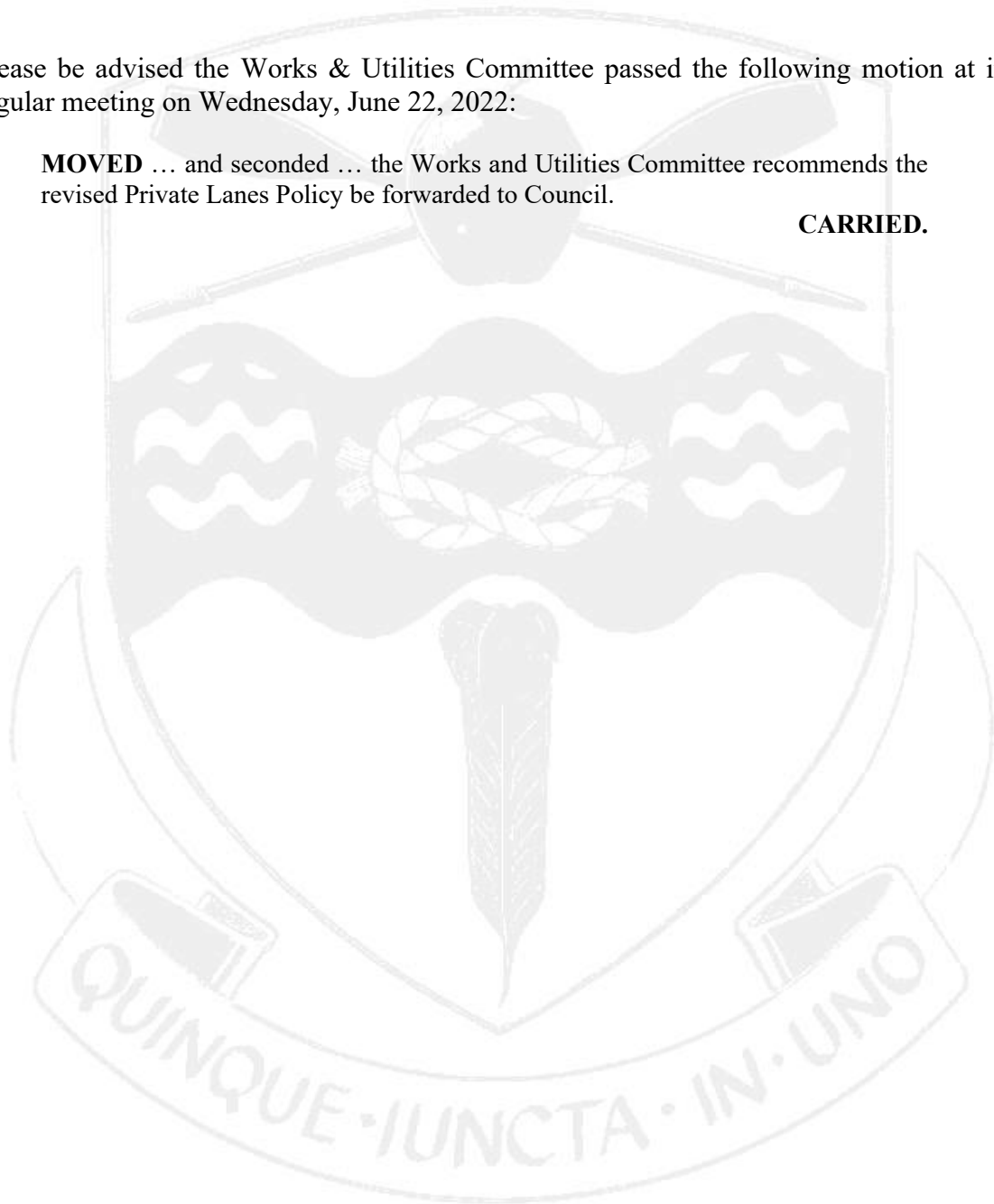
TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : June 22, 2022  
RE : Private Lanes Policy

---

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, June 22, 2022:

**MOVED** ... and seconded ... the Works and Utilities Committee recommends the revised Private Lanes Policy be forwarded to Council.

**CARRIED.**





# ROTHESAY

2022 July 11 Open Session FINAL\_092

HERITAGE PRESERVATION REVIEW BOARD MEETING  
Rothesay Town Hall Common Room  
Wednesday, June 22, 2022 at 7:00 p.m.



**DRAFT**

**PRESENT:** COUNCILLOR TIFFANY MACKAY FRENCH, CHAIRPERSON  
LORRAINE FORBES  
DREW MACARTNEY, VICE-CHAIRPERSON  
CATHARINE MACDONALD  
SARAH MACKINNON  
RAHA MOSCA

DIRECTOR OF DEVELOPMENT AND PLANNING SERVICES BRIAN WHITE  
RECORDING SECRETARY LIZ HAZLETT

**ABSENT:** HOWARD PEARN

Chairperson Mackay French called the meeting to order at 7:00 p.m.

## 1. APPROVAL OF THE AGENDA

**MOVED** by R. Mosca and seconded by L. Forbes the agenda be approved as circulated.

**CARRIED.**

## 2. ADOPTION OF MINUTES

2.1 Regular Meeting of May 18, 2022

**MOVED** by D. Macartney and seconded by L. Forbes the minutes of May 18, 2022 be adopted as circulated.

**CARRIED.**

## 3. DECLARATION OF CONFLICT OF INTEREST

N/A

## 4. DELEGATIONS

N/A

## 5. REPORTS AND PRESENTATIONS

N/A

## 6. NEW BUSINESS

6.1 **18 Hampton Road**

**Peter Van Schaick**

OWNER:

Peter Van Schaick, & Lien Phuong Vu Tran

PID:

30322358

PROPOSAL:

Heritage Permit – Garage Windows

The applicant Mr. Van Schaick was in attendance. DPDS White noted the request is to allow installation of garage windows. Images of the garage and property were shown. He highlighted the following from the staff report:

**ROTHESAY**

The application for new windows in the garage would have the lowest impact on the historic character of the garage and main dwelling on the account of the following:

- A. The windows do not face the street and cannot be seen from public property;
- B. The windows are on the second story of the garage and are not accessible from ground level;
- C. The garage is not a heritage structure and was constructed in 2006; and
- D. The windows would not diminish the heritage quality of the garage as it would continue to compliment the heritage value of the main residential dwelling.

**MOVED** by L. Forbes and seconded by D. Macartney the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit for the installation of new second story windows to the rear south facing façade of the detached garage at 18 Hampton Road (PID 30322358) subject to the following condition(s):

- a.) The windows shall be four 59” x 32” PVC awning windows, black exterior colour, with exterior wood window casings and trim painted to match existing windows.

**CARRIED.**

DPDS White thanked the applicant. Mr. Van Schaick thanked the Board and left the meeting.

**7. OLD BUSINESS**  
N/A

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

**9. DATE OF NEXT MEETING(S)**  
The next meeting will be held on **Wednesday, July 20, 2022.**

**10. ADJOURNMENT**  
**MOVED** by R. Mosca and seconded by C. MacDonald the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:06 p.m.

\_\_\_\_\_  
CHAIRPERSON

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



# ROTHESAY

2022 July 11 Open Session FINAL 094

CLIMATE CHANGE ADAPTATION COMMITTEE MEETING

Rothesay Town Hall Common Room

Tuesday, June 28, 2022

5:30 p.m.



**DRAFT**

**PRESENT:** MAYOR NANCY GRANT  
DEPUTY MAYOR ALEXANDER, CHAIRPERSON  
COLLEEN LANG  
ANN MCALLISTER  
KOREY NIXON  
LORRAINE PETERS

TOWN MANAGER JOHN JARVIE  
RECORDING SECRETARY LIZ HAZLETT  
EXECUTIVE ASSISTANT ELIANE KNOX

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

## 1. APPROVAL OF AGENDA

**MOVED** by A. McAllister and seconded by Mayor Grant the agenda be approved, as circulated.  
**CARRIED.**

## 2. APPROVAL OF MINUTES

2.1 Regular Climate Change Adaptation Committee minutes of May 24, 2022.

**MOVED** by C. Lang and seconded by K. Nixon the minutes of May 24, 2022 be adopted as amended.

ON THE QUESTION:

A. McAllister referenced a comment of hers, under Item 3.2 in the minutes: “She asked if the Climate Change Adaptation Committee will focus on Rothessay’s Community Greenhouse Gas and Energy Action Plan”. She mentioned this sounds like this is all the Committee is going to do. She proposed the minutes be amended to indicate the Plan is something the Committee will work on.

**CARRIED.**

## 3. DECLARATION OF CONFLICT OF INTEREST

N/A

## 4. DELEGATIONS

4.1 **New Brunswick Stewardship Plan for Packaging and Paper** *Brenda MacCallum*  
**(Circular Materials Atlantic)**

Presentation - [PowerPoint Presentation \(circularmaterials.ca\)](http://circularmaterials.ca)

Plan - [NB-Stewardship-Plan-for-Packaging-and-Paper-Draft-for-Consultation.pdf \(circularmaterials.ca\)](http://circularmaterials.ca)

Brenda MacCallum was unable to attend the meeting. Town Manager Jarvie advised municipalities are asked to take a position by July 29, 2022. The Committee is encouraged to provide a recommendation to Council before the deadline. He explained that Circular Materials is a group comprised of manufacturers to address responsibilities required by legislation for Extended Producer Responsibility (EPR) – an approach to recycling that requires producers, such as manufacturers, distributors, and retailers to take responsibility for the life cycle of the products they sell, including collection, such as curbside collection or collection depots.

Town Manager Jarvie reviewed the presentation, highlighting: Circular Materials has developed, and plans to submit a final Stewardship Plan to Recycle NB by October 2022; Rothesay staff were contacted to learn of municipal practices for the collection of materials; implementation is scheduled to occur six months following approval; Circular Materials sought consultation from the Province, regional service commissions (RSCs), local governments, first nations communities, and private companies providing collection and processing services; there is an opportunity to work with the Fundy Regional Service Commission (FRSC) and regional municipalities to provide a consistent approach; the proposed role of the Town is twofold – operation of the collection system, and public education regarding changes; current collection or depot systems for municipalities; types of packaging and paper currently collected; some materials accepted by RSCs are not included in the definitions of packaging, packaging-like products and paper; Rothesay does not collect materials from commercial properties; 2/3 of waste material in the region is generated from industrial, commercial, and institutional properties (ICIs); tipping fees for garbage/recycling/compost; and a phased approach to transition. He concluded by noting agreements will be sought from municipalities regarding collection services. Circular Materials will procure collection services for those areas that choose not to execute an agreement.

The following comments were made: indirect benefits to municipalities (reduction of monthly collection costs by redirecting a portion of garbage to recycling); executing agreements with municipalities is preferable to Circular Materials as procuring collection services would be costly and create significant greenhouse gas emissions; Circular Materials should explore the collection of materials directly from the landfill (reduce risk of service duplication and added responsibility to homeowners) and ICIs; there should be discussion with the Fundy Regional Service Commission (local governance reform and possible expansion of FRSC mandate, uniformity across the province, and to optimize benefits to regional municipalities); other provinces participate in similar programs; and municipal benefits will be explored further when agreements are discussed.

**MOVED** by Mayor Grant and seconded by K. Nixon the Climate Change Adaptation Committee recommends Council:

1. continue to monitor regulations regarding Extended Producer Responsibility (EPR);
2. acknowledge Committee concerns with collection, and the need to better understand the benefits to municipalities, residents, and waste reduction;
3. continue to work with the Fundy Regional Service Commission as the matter evolves;
4. support in principle, the idea of producer responsibility; and
5. encourage exploration of the option to collect materials from ICI's (Industrial, Commercial, and Institutional properties).

**CARRIED.**

## **5. REPORTS & PRESENTATIONS**

N/A

## **6. UNFINISHED BUSINESS**

### **6.1 Climate Change Adaptation Plan for Rothesay (2021)**

Town Manager Jarvie advised there is nothing new to report.



**6.2 Flyer Distribution**

23 June 2022

Memorandum from Town Manager Jarvie

20 June 2022

Memorandum from E. Knox

The Committee shared concerns that the example by-laws implement a ban on flyers, rather than an opt-in strategy. They state property owners may post a sign or notice indicating they do not wish to receive flyers – which could be problematic for sign pollution. The Committee favoured an opt-in strategy, but noted a ban would still provide the desired benefits (waste/litter reduction) and likely be well received by residents.

Discussion ensued regarding flyers received in the mail. Town Manager Jarvie advised research must be done to determine if there are any legal implications for a ban on flyers. He added he is uncertain if Canada Post has any limitations regarding flyers in the mail. A. McAllister mentioned residents can request Canada Post not deliver flyers to their mailbox. Town Manager Jarvie suggested these requests should be made by residents for their mailboxes. He spoke of discussions with three of the four municipalities listed, noting he was informed implementation was a smooth process. He reported general acceptance of the by-laws with only a few complaints of improper deliveries. He advised staff will investigate legal implications, and agreed to discuss the matter with Brunswick News to hear their point of view.

**7. CORRESPONDENCE FOR ACTION**

7.1 16 June 2022

Emails from A. McAllister RE: Idle-free by-law/policy

A. McAllister reported researching policies and by-laws in other municipalities, including areas outside of New Brunswick. She found that Rothesay does not have either a by-law or policy, and municipalities generally have policies, rather than by-laws. She proposed the Town lead by example and adopt an idle-free policy first, then explore implementation of a by-law. The Committee was amenable to this idea.

Town Manager Jarvie advised staff discussed the possibility of an idle-free policy. He cautioned vehicle idling is sometimes required to ensure air conditioning and heat are available to mitigate concerns regarding staff working in extreme heat or cold. He added it is also impractical in some situations to turn vehicles, or equipment, on and off for short periods. He clarified that a policy can be explored, but stressed the need to consider these factors.

A. McAllister addressed the concerns, noting some municipalities, for instance Saint John, stipulate vehicles may idle for certain periods of time if temperatures rise or fall below specified temperatures. She added exemptions exist for vehicles powering auxiliary equipment, emergency vehicles, or if necessary for maintenance or operational requirements. When questioned, she noted the intent is for the policy to apply to all Town owned, leased, or rented vehicles and equipment. She explained her research did not offer suggestions to address vehicles of companies engaged by the Town. She concluded by offering to conduct further research to share with Town staff.

**MOVED** by A. McAllister and seconded by C. Lang the Climate Change Adaptation Committee recommends an Idle-Free Policy be considered for the Town fleet.

**ON THE QUESTION:**

Town Manager Jarvie advised labour negotiations are underway. He suggested the proposed policy be explored later in the year when staff can focus on the matter and provide input. He added discussions should also occur with FERO, and Quispamsis – regarding possible impact to shared emergency services (ex. police vehicles). A. McAllister noted Quispamsis, Grand Bay-Westfield, and Saint John all have policies. Town Manager Jarvie explained the effectiveness of each policy may vary with respect to enforcement.

A. McAllister shared that some municipalities have mechanisms in vehicles to track idling activity. Town Manager Jarvie advised the Town may have the capability to do the same in some vehicles. This is part of administrative processes that will be discussed with further exploration. It was agreed the matter will not be set completely aside; research will be conducted by A. McAllister and staff in the meantime until further discussion can take place.

**MOTION WITHDRAWN.**

**8. NEW BUSINESS**

**8.1 Rothesay’s Community Greenhouse Gas and Energy Action Plan**

It was noted the Town has made some progress on initiatives in the Plan (ex. LED lighting). The Committee expressed interest in receiving a status update, at the next meeting, on both Rothesay’s Community – and Corporate – Greenhouse Gas and Energy Action Plans.

**8.2 Electronic vehicle charging infrastructure**

Town Manager Jarvie confirmed the Town does not provide electronic vehicle charging infrastructure, nor is he aware of any privately owned charging stations within Rothesay. He added there are no electronic or hybrid vehicles in the Town fleet. A. McAllister spoke of the Tesla charging station in Quispamsis, at the Irving on Millennium Drive. She noted only Teslas are able to use this infrastructure. She added she can charge her vehicle at two other facilities in Quispamsis but there is either a cost, or the infrastructure must not be in use by workers on the property. Town Manager Jarvie mentioned, in the past, staff investigated different fuel sources for Town vehicles. He added based on the rising trend, the federal government may explore a funding program for electronic vehicle charging infrastructure, but none exist at this time.

**9. CORRESPONDENCE FOR INFORMATION**

N/A

**10. DATE OF NEXT MEETING**

It was agreed the next meeting will be scheduled for Tuesday, October 25, 2022 at 5:30 p.m. This gives staff and the Committee time to further research opportunities discussed, consider items for budget deliberations, and assume a quarterly schedule – as originally intended.

**11. ADJOURNMENT**

**MOVED** by A. McAllister and seconded by K. Nixon the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:20 p.m.



2022 July 10 Open Session FINAL\_098  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Climate Change Adaptation Committee  
DATE : July 4, 2022  
RE : New Brunswick Stewardship Plan for Packaging and Paper

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**Background:**

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Tuesday, June 28, 2022:

**MOVED** ... and seconded ... the Climate Change Adaptation Committee recommends Council:

1. continue to monitor regulations regarding Extended Producer Responsibility (EPR);
2. acknowledge Committee concerns with collection, and the need to better understand the benefits to municipalities, residents, and waste reduction;
3. continue to work with the Fundy Regional Service Commission as the matter evolves;
4. support in principle, the idea of producer responsibility; and
5. encourage exploration of the option to collect materials from ICI's (Industrial, Commercial, and Institutional properties).

**CARRIED.**



**ROTHESAY**  
 2022 July 11 Open Session FINAL 099  
 PLANNING ADVISORY COMMITTEE MEETING  
 Rothesay Town Hall Common Room  
 Monday, July 4, 2022 at 5:30 p.m.



DRAFT

**PRESENT:** ANDREW MCMACKIN, CHAIRPERSON  
 TRACIE BRITTAIN, VICE-CHAIRPERSON  
 JOHN BUCHANAN  
 COUNCILLOR DON SHEA  
 CHRISTIANE VAILLANCOURT

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

**ABSENT:** KELLY ADAMS  
 MATTHEW GRAHAM  
 COUNCILLOR TIFFANY MACKAY FRENCH

Chairperson McMackin called the meeting to order at 5:30 p.m. and welcomed new member C. Vaillancourt.

**1. APPROVAL OF THE AGENDA**

**MOVED** by T. Brittain and seconded by Counc. Shea the agenda be approved as circulated. **CARRIED.**

**2. ADOPTION OF MINUTES**

2.1 Regular Meeting of June 6, 2022

**MOVED** by T. Brittain and seconded by Counc. Shea the Minutes of June 6, 2022 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. NEW BUSINESS**

4.1 **Higginson Avenue**

OWNER: Stephen Maltby  
 M R Investments Inc.

PID: 00239632

PROPOSAL: Subdivision Agreement – 14 Residential Lots

DPDS White advised the applicant, Mr. Maltby, was unable to attend the meeting and requested the matter be tabled.

**MOVED** by Counc. Shea and seconded by J. Buchanan the Rothesay Planning Advisory Committee table the application for a subdivision agreement – 14 lots off Higginson Avenue (PID 00239632).

**CARRIED.**

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

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

**Tabled September 8, 2020 – no action at this time**

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

**5.3 122 Gondola Point Road &****2-4 Clark Road****Dave Brown & Russell MacDonald**

OWNER:

727547 NB Ltd.

PID:

30262448, 30262430, 00254912

PROPOSAL:

Rezoning 1-24 unit apartment building

**MOVED** by T. Brittain and seconded by Counc. Shea the application for 122 Gondola Point Road & 2-4 Clark Road be removed from the table.**CARRIED.**

The applicant Mr. Russell MacDonald was in attendance. DPDS White summarized the staff report, noting the item was tabled at the last meeting pending polling results, review by the Kennebecasis Valley Fire Department (KVFD), a draft discharge agreement, and draft development agreement and rezoning by-law. He reported notification letters were sent to properties within 100 meters of the property. Staff received calls but there was no mention of opposition to the project, and no letters or emails were received. He added no concerns were raised by KVFD; and if approved, the Building Inspector and Office of the Fire Marshall will conduct a detailed review. Lastly, a draft discharge agreement, draft development agreement, and rezoning by-law were provided to the Committee.

Counc. Shea asked if there are concerns regarding the “ponds” in the parking lot for stormwater management. Brett McLean, Director of Operations (DO), advised this strategy is not uncommon. He explained the water will collect temporarily until it is able to discharge into the stormwater system. The developers/property owners will be responsible for maintenance such as snow and ice removal.

Counc. Shea mentioned there are plans to improve the Town’s drainage network, and raise roads to improve access during floods, in the area. He asked if these plans will impact the project. DO McLean confirmed staff will work with the developer regarding underground – and open-ditch – drainage channels on the property, and raising adjacent streets.

Counc. Shea inquired about a timeline for the project. DPDS White advised the development agreement includes a standard clause for completion of the project within 5 years (60 months). Mr. MacDonald confirmed the intent is to begin the project next year.

C. Vaillancourt asked if the parking lot is necessary in front of the building, noting this layout is not favoured by the Municipal Plan. She proposed positioning the building closer to Clark Road, and relocating the parking lot behind, to reduce the significant amount of asphalt visible to the public. DPDS White advised the Municipal Plan permits parking in front of buildings if it is reasonable and feasible. In this case, the majority of parking is underground, and the spaces in front are intended for visitor, and accessible parking. Mr. MacDonald explained, the parking lot in front of the building ensures a greater vegetative buffer can be maintained behind the property for adjacent residential properties. However, if necessary, the building can be moved. DPDS White and DO McLean cautioned that repositioning the building would be a significant, and challenging, change that would impact vehicle circulation on the property – especially for access to underground parking. It would require that the driveway on Gondola Point Road be moved closer to the Clark Road/Gondola Point Road intersection which can lead to traffic concerns. DPDS White advised the Committee can request the developer examine the issue and report back.

When questioned, Mr. MacDonald noted he has nothing further to add.

There were further inquiries regarding: buildings on the site plan, traffic congestion, remediation of the site (former gas station), and sidewalk configuration.

DPDS White clarified the images show an existing building on the property as well as a building outside the property line.

DO McLean advised a traffic study is required, however the number of vehicle movements generated is expected to be negligible.

Mr. MacDonald noted remediation of the site was completed, and did not raise any issues with respect to obtaining financing for the project. He offered to forward the report to the Committee if needed.

Town Manager Jarvie added an easement will be a condition in the development agreement for drainage infrastructure across the property.

DPDS White advised work is underway to plan a sidewalk reconfiguration that permits safe crossing for pedestrians.

**MOVED** by T. Brittain and seconded by Counc. Shea the Rothesay Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located at 122 Gondola Point Road, 2 Clark Road, and 4 Clark Road, Rothesay to the Multi-Unit Residential Zone [R4] for a 24-unit apartment building subject to the execution of a Development Agreement.

**CARRIED.**

**MOVED** by T. Brittain and seconded by J. Buchanan the Rothesay Planning Advisory Committee hereby recommends that Rothesay Council enact By-law 2-10-32 to rezone lane located at 122 Gondola Point Road, 2 Clark Road, and 4 Clark Road, Rothesay (PIDs 30262448, 30262430, 00254912) to the Multi-Unit Residential Zone [R4] for a 24-unit apartment building subject to the execution of a Development Agreement.

**CARRIED.**

# ROTHESAY

Planning Advisory Committee **2022 July 11 Open Session FINAL\_102**

Minutes

-4-

4 July 2022

**DRAFT**

**MOVED** by T. Brittain and seconded by Counc. Shea the Rothesay Planning Advisory Committee hereby recommends that Rothesay Council authorize the Mayor and Clerk to enter into an agreement, to allow for the development of a 24-unit apartment building on land located at 122 Gondola Point Road, 2 Clark Road, and 4 Clark Road, Rothesay (PIDs 30262448, 30262430, 00254912).

**CARRIED.**

Chairperson McMackin thanked the applicant.

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

**7. DATE OF NEXT MEETING(S)**

The next meeting will be held on **TUESDAY, August 2, 2022.**

**8. ADJOURNMENT**

**MOVED** by T. Brittain and seconded by C. Vaillancourt the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 5:55 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2022July11OpenSessionFINAL\_103

# BUILDING PERMIT REPORT

6/1/2022 to 6/30/2022

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
06/06/2022	BP2022-00021	72 LONGWOOD DR	SINGLE FAMILY	\$400,000.00	\$2,900.00
06/16/2022	BP2022-00025	29 GROVE AVE	ATTACHED GARAGE	\$300,000.00	\$2,175.00
06/10/2022	BP2022-00040	102 GONDOLA POINT RD	IN GROUND POOL	\$51,932.00	\$377.00
06/10/2022	BP2022-00043	3 BROCK CRT	SINGLE FAMILY	\$500,000.00	\$3,625.00
06/10/2022	BP2022-00049	5 BROCK COURT	SINGLE FAMILY	\$500,000.00	\$3,625.00
06/16/2022	BP2022-00057	57 HIGHLAND AVE	FENCE	\$4,600.00	\$36.25
06/06/2022	BP2022-00063	5 KILDARE COURT	WINDOWS	\$1,100.00	\$20.00
06/03/2022	BP2022-00066	20 DOBBIN ST	STORAGE SHED	\$4,000.00	\$29.00
06/02/2022	BP2022-00067	18 RAYMOND RD	DECK	\$10,400.00	\$79.75
06/03/2022	BP2022-00068	16 PAIGE ST	STORAGE SHED	\$2,200.00	\$21.75
06/02/2022	BP2022-00069	153 ERISKAY DR	WINDOWS	\$50,000.00	\$362.50
06/02/2022	BP2022-00071	30 KIRKPATRICK RD	DEMOLITION	\$0.00	\$500.00
06/08/2022	BP2022-00072	5 PETERS LN	DECK	\$5,000.00	\$36.25





6/1/2022 to 6/30/2022

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
06/08/2022	BP2022-00073	42 BALLPARK RD	DECK	\$1,500.00	\$20.00
06/08/2022	BP2022-00074	35 CARRIAGEWAY	ABOVE GROUND POOL	\$20,000.00	\$145.00
06/10/2022	BP2022-00075	42 COVE CRES	FENCE	\$2,200.00	\$21.75
06/10/2022	BP2022-00076	8 CAPRI AVE	ABOVE GROUND POOL/DECK	\$9,000.00	\$65.25
06/23/2022	BP2022-00077	15 SILVERTON CRES	SIDING	\$4,200.00	\$36.25
06/17/2022	BP2022-00079	69 FOX FARM RD	SIDING	\$1,700.00	\$20.00
06/22/2022	BP2022-00081	63 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$317,950.96	\$2,305.50
06/27/2022	BP2022-00083	18 BEACH DRIVE	RENOVATION	\$2,000.00	\$20.00
06/21/2022	BP2022-00085	6 FRANCES AVE	SIDING	\$27,000.00	\$195.75
06/28/2022	BP2022-00086	11 PAIGE ST	ABOVE GROUND POOL/DECK	\$14,000.00	\$101.50



2022 July 11 Open Session FINAL 105

# BUILDING PERMIT REPORT

6/1/2022 to 6/30/2022

Date	Building Permit No	Property Location	Nature of Construction	<i>Value of Construction</i>	<i>Building Permit Fee</i>
<b>Totals:</b>				<b>\$2,228,782.96</b>	<b>\$16,718.50</b>
<b>Summary for 2022 to Date:</b>				<b>\$4,492,914.96</b>	<b>\$33,243.50</b>

**2021 Summary**

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$795,400.00</b>	<b>\$5,802.00</b>
<b>Summary to Date:</b>	<b>\$3,852,740.00</b>	<b>\$28,745.50</b>

**ROTHESAY****INTEROFFICE MEMORANDUM**

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

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

	PROJECT	BUDGET	\$ TO 31/05/22*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
202	Drainage Study	200,000	80%	Review of findings and recommendations for capital work on June Agenda
2021	Wells Ballfield	250,000	95%	Substantially Complete
	WWTP Phase II design	600,000	22.5%	Technology Selected. Design work underway
	Production Wells (#7)	290,000	30%	Regulatory approval for withdrawal rate pending final consultant report in late July
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Station Rd, cast iron line replacement	250,000		Deferred
	<b>Turnbull Ct sewer replacm't Phase II</b>	1,000,000	20%	Project pending WAWA permit approval
	SCADA	35,000	26%	In design phase
	Fire Department Stn 2 Reno	1,250,000		Approved by Municipal Capital Borrowing Board, budget adjustment made and increase approved by both Towns
	2022 Street Resurfacing	1,760,000	5%	Work underway
	2022 Curb & Sidewalk	350,000		Sidewalk on Spruce Street included in the list, Dobbin deferred
2022	2022 Designated Highways	500,000		Provincial funding not provided in 2022, project deferred
	Storm Sewers	100,000		Included in resurfacing tender
	Intersection improvements Grove Avenue at Hampton Road	420,000		Construction to begin Monday, July 11 <sup>th</sup>
	Fleet/Equipment	615,000	47%	Sweeper purchased and in service
	Buildings	85,000		HVAC installation on June agenda
	Information Technology	125,000	50%	Inc new photocopier, booking software
	Town Hall HVAC	100,000	10%	
	Parks Equipment	200,000		Mowers in service
	Pickle Ball Courts	50,000		Item on July Agenda
	Renforth park concrete walkway	15,000		
	Fitzgerald Field fencing	6,000		Completed
	Arena	\$2.0M		
	Turnbull Ct sewer replacement Ph II	\$1.0M	25%	Tender awarded, waiting for permit approvals
	Water quantity	100,000		pending
	Water model update	100,000		pending
	Water Treatment Train expansion	550,000	10%	Purchased and on order
	Wells New Building	\$1.7M	30%	Design Work Underway
	Hillsview water line replacement	50,000		Preliminary design complete

\* Funds paid to this date.



# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Recording Secretary – Planning Advisory Committee  
DATE : 8 June 2022  
RE : Holland Hills Rezoning Application  
PIDs 00056614, 00065094, 00056598

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**RECOMMENDATION:**

Council accept a revised application to rezone land located off Holland Drive from Single Family Residential to Multi-Unit Residential before the expiration of a one-year period ending in December 2022.

Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, June 6, 2022:

**MOVED** by Counc. Shea and seconded by K. Adams the Rothesay Planning Advisory Committee hereby recommends that Council accept a revised application to rezone land located off Holland Drive from Single Family Residential to Multi-Unit Residential before the expiration of a one-year period ending in December 2022.

**YEA votes recorded from Counc. Shea, Counc. Mackay French, A. McMackin, K. Adams.**

**NAY votes recorded from J. Buchanan and M. Graham.**

**CARRIED.**


Attachment: Staff Report to Planning Advisory Committee (June 1, 2022)



70 Hampton Road  
Rothesay, NB E2E 5L5

Rothesay PAC  
June 6<sup>th</sup>, 2022

**TO:** Rothesay Planning Advisory Committee

**SUBMITTED BY:**   
Brian White, Director of Planning & Development Services

**DATE:** Wednesday, June 1, 2022

**SUBJECT:** Holland Hills – Re-Application Request

### RECOMMENDATION REPORT

**RECOMMENDATION:**

Rothesay Planning Advisory Committee HEREBY recommends that Council not accept a revised application to rezone land located off Holland Drive from Single Family Residential to Multi-Unit Residential until the expiration of a one-year period ending in December 2022.

**BACKGROUND:**

At their regular meeting held on Monday, December 13, 2021, the Rothesay Council did consider and debate an application to rezone land located off Holland Drive (PIDs 00056614, 00065094, 00056598) from Single Family Residential [R1B] to Multi-Unit Residential (R4) to allow for the development of two 48-unit apartment buildings subject to the terms of a Development Agreement. Rothesay Council voted on the application and the rezoning request was denied.

Notwithstanding Council's rejection of their rezoning application, the developer is requesting permission to re-apply for a rezoning.

Original Proposal	Revised Proposal
3 PIDS - 3.2 acres	3 PIDS - 3.2 acres
2 Buildings (Phase 1 = 1 Building)	1 Building
48 units per building	48 units
Height 6 stories	Height 5 stories
Modern architecture style flat roof	Revised Modern architectural style flat / shed roof
Extension of Chapel Road (Cul-de-sac)	Same Extension

**ANALYSIS:**

In instances where Council has denied a rezoning application and the applicant wishes to re-submit PAC must provide Council with advice pursuant to Rothesay's zoning By-law Part 1.2.2 Rezoning Applications.

(g) Unless Council, upon the advice of the Planning Advisory Committee, is of the opinion there is valid new evidence or a change in conditions, where an application under this section has been refused by Council, no further application may be considered by Council for one year if such application:

2022July11OpenSessionFINAL\_109

- I. *in the case of re-zoning, concerns the same area of land as the original application and in all significant particulars intends to seek the same zone or obtain the same zoning changes as originally sought; or*
- II. *not being in relation to re-zoning, is similar to the original application.*

The by-law ([Part 1.2.2](#)) is does not specify what new evidence or change in conditions that need to be satisfied before Council can reconsider a denied application. Rather the by-law states that no application should be considered by Council based on the criteria as described in the table as follows:

ZONING BY-LAW	ORIGINAL APPLICATION	REVISED PROPOSAL
No further application may be considered by Council for one year if such application:		
concerns the same area of land as the original application	<p>PIDs 00056614, 00065094, 00056598</p> <p>Original proposal utilizes the entire area of the three land parcels a total of 12,925.75 square meters (3.2 acres).</p>	<p>PIDs 00056614, 00065094, 00056598</p> <p>The revised proposal would use a smaller portion of the original three land parcels.</p> <p>The rezoning would use 56.5% of the original proposal or 7300 square meters of land off Holland Drive. However, all three PIDs would be encumbered by the development agreement as the stormwater management infrastructure is located on a portion of the property as per the original proposal. For that reason, the revised proposal is very similar to the original proposal.</p>
all significant particulars intends to seek the same zone or obtain the same zoning changes as originally sought;	The original application was rezone to the R-4 Multi-Unit Residential Zone to permit two six story 48-unit apartment buildings by development agreement.	The revised application is rezone to the R-4 Multi-Unit Residential Zone to permit one five story (48 unit) apartment building by development agreement. The change requested is the same, albeit a building with a lower height at 5-storeys.
not being in relation to re-zoning, is similar to the original application		The Staff interpretation is that the revised application with a 5-storey building on the same land seeking the same rezoning is not enough new evidence or a change in conditions that would allow for reconsideration of the project.

**BUILDING HEIGHT:**

Staff note that the original proposed building height of 6 stories was an issue considered by Council in their rejection of the proposal. In the July 5th, 2021, Staff report to PAC; "KVFD did note one preliminary concern in that based on the elevation drawings of the six story buildings the KVFD ladder truck could not access any part of the buildings higher than the fourth story."

A memo from the KVFD also notes; "At present, the highest building(s) in our coverage area do not exceed four storeys. Based solely on the elevation drawings provided and with no knowledge of the site configuration, building setbacks, etc., I would expect that our ladder truck would be able to reach the fourth floor of the proposed building at a maximum. Our only elevated aerial apparatus has a ladder length of seventy (70) feet and a maximum vertical reach of approximately forty (40) feet depending on site conditions."

Based on the original concerns of the KVFD and the weight given by Council to those concerns it could be construed that while the reduction to five stories represents a change in the application that the reduction does not satisfactorily address Council's concern during its previous deliberations.

**PUBLIC PROCESS:**

A review of the original proposal will reveal that both PAC and Staff supported the original proposal, and one could easily assume that prior support would translate forward to this revised proposal. However, this recommendation is not about the merits of the proposal but rather more about procedural fairness.

Staff note that for the developer a year can seem long but for residents a year may seem short. Staff believe that the purpose of the one year waiting period is ultimately a safeguard for residents. The one year waiting period for developers in their interactions with Council and Public provides a methodology for procedural fairness for both developer and residents.

However, the by-law puts in place a procedure through which both parties (developer and public) can rely upon as the basis of fairness. Fundamentally, homeowners may not appreciate the subtle differences of this revised project from the original project. Moreover, residents will have felt a sense of security and comfort through Council's rejection of the original proposal which would be largely undermined should the applicant be allowed to reapply early.

Staff also note that for the public a rezoning can be a complex and time-consuming process a relatively simple rezoning takes at least 3 or 4 months. For the public the process involves polling consultation, review of the proposal by residents, review of the submitted studies, review of the draft development agreement, attendance at PAC meetings and a public hearing. This procedural burden placed on the public is not insignificant. Staff believe, that despite the consequences of Council's original decision, the bylaw waiting period of one year is appropriate and should be upheld.

In closing Staff would strongly encourage the developer to make efforts to work with the residents of the local area to make sure their plan is in keeping with the neighbourhood. Changes to the revised proposal such as a reduction of the building by one storey, may make the project more "considerate" to the community. However, without direct consultation the developer runs the very real risk of facing another unsupportive public in review of their revised proposal.

**ATTACHMENTS:**

- |              |   |
|--------------|---|
| Attachment A | Applicant's Revised Proposal                                |
| Attachment B | Comparison Diagrams (Original Proposal vs Revised Proposal) |



April 14, 2022

Mayor Grant & Members of Rothesay Council  
70 Hampton Rd  
Rothesay, NB  
E2E 5Y2

CC: Brian White, Development Officer

Via Email

**RE: Holland Hills Proposed Development - Revised Development Proposal**

Dear Mayor Grant and members of Council,

On behalf of our client, A.C. Baskin Investments - we at Engineering By Houghton ("EBH") and the rest of the project team are prepared to make a significant change to the development proposal for the Holland Hills residential development that was previously brought before the Rothesay Planning Advisory Committee and Town Council in the Fall and Winter of 2021.

We appreciate the consideration given to the previous application by Town staff and members of PAC and Council. Although the outcome was not what we had hoped for, we understand your responsibility to do what you believe is in the best interest of the residents of the town of Rothesay and for that reason we respect your decision. We listened and have reflected on the feedback provided by PAC, Council, and Town residents during the Public Hearing process and are prepared to come back to you with a revised plan for the development that addresses the concerns we heard.

We believe that the revised development plan is a 'significant change' from the original proposal, and thus, shouldn't be held to the one-year delay for re-application condition. We are seeking Council's input on whether our revised proposal can be considered a 'significant change' based on the information provided in this letter and in the attached supporting documentation.

The proposed changes to the development proposal include the following:

Original Development Proposal	Revised Development Proposal
3 PIDs Re-Zoned	2 PIDs Re-Zoned
2 Buildings	1 Building
6 Storey Buildings	5 Storey Building
96 Total Units	42 Total Units
Wood or Concrete Construction	Concrete Construction

During the original development application process some of the primary concerns that were brought up regarding the proposed development included:

1. Building height and its impacts on adjacent properties
2. Increased vehicular traffic
3. Fire protection for the proposed building

The proposed revised development proposal will address these concerns in the following ways:

1. The building height will be decreased by one storey and with only one building located on the development site, the site layout will be designed such that there is a larger distance from the proposed building to the adjacent property boundaries to maintain privacy for adjacent property owners.
2. The initial development proposal included a Traffic Impact Study which concluded that the





increased traffic generated by the proposed development would not have negative impacts on the surrounding road network. With the total unit count being decreased by over 50% the traffic impacts on the surrounding road network will only be further reduced. However, we also understand that outside of the engineering analysis of the traffic impacts created by the development, there is concern from local residents with regards to more vehicles using the local streets causing disruption to their neighborhood - and this is a natural reaction.

When higher density development is proposed in an existing neighborhood, the typical perception and feared scenario is, for example, 96 units equates to at least 96 extra vehicles all trying to get out at the same time in the morning, and all returning at the same time in the evening. However, years of data collection by the Institute of Transportation Engineers (ITE) provides trip generation rates for various types of development that indicate this is simply not the reality.

As indicated in the Traffic Impact Assessment prepared by Englobe for the original proposal, the proposed 96 units would have generated a total 35 vehicle trips (in and out) during the morning peak hour (rush hour), and 42 total trips during the afternoon peak hour (evening commute). If we scale these numbers back using the same ratio for 42 units, this results in approximately 15 total trips during the morning rush and 18 trips during the evening commute. This equates to on average one vehicle every 4 minutes and one vehicle every 3 minutes and 20 seconds respectively. When considered in this manner, the increased vehicle trips generated by the development isn't quite the significant disruption that would be initially perceived.

3. The proposed 42-unit building in the revised development plan will be non-combustible concrete and steel construction and additional fire safety measures as recommended in the memo drafted by the KVFD dated July 5<sup>th</sup> 2021 will be implemented in the design of the building. In addition, the site layout plan for the revised proposal will be designed to incorporate a fire lane on all sides of the building which also exceeds National Building Code requirements.

Attached to this letter are supporting documentation for the notion that the revised Holland Hills development proposal presents a 'significant change' from the original application and that a revised application should be allowed sooner than one year after the original proposal. This information includes:

- 3D renderings of the original and revised proposal in the existing landscape of Holland Drive;
- A revised Site Plan for the development; and
- Cross Sections through the development site showing horizontal and vertical relationships between the proposed building and existing adjacent properties.

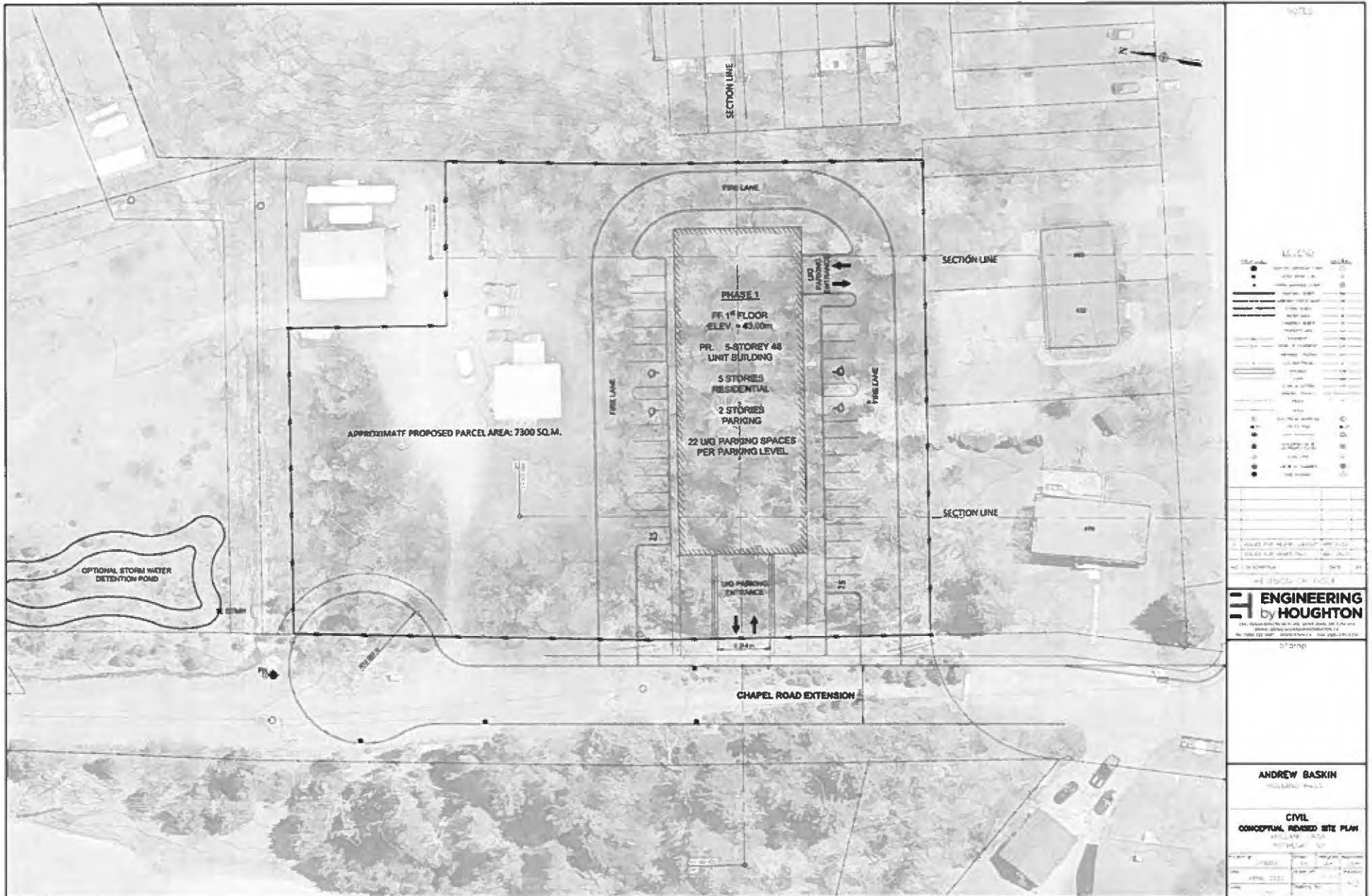
Please note that the 3D renderings and the 2D site plan may not match 100% - at this stage the 3D renderings are meant to provide a visual concept of the building and context within the existing landscape and the 2D site plan and sections provide a more accurate depiction of where the building will sit on the property in horizontal and vertical comparison to adjacent properties.

Thank you very much for your consideration of a revised proposal for the Holland Hills development. We look forward to hearing Council's position on whether the proposed changes represent a significant change to the development and will allow a re-application sooner than one-year following Council's original decision.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Jacob Kilpatrick', is written over a light blue horizontal line.

Jacob Kilpatrick  
Civil Engineering Lead  
Engineering By Houghton  
506-607-0709  
jacob@ebyh.ca



**LEGEND**

Symbol	Description
Circle with dot	Proposed Building Footprint
Circle with cross	Proposed Parking
Circle with horizontal lines	Proposed Fire Lane
Circle with vertical lines	Proposed Section Line
Circle with diagonal lines	Proposed Storm Water Detention Pond
Circle with wavy lines	Proposed Road
Circle with solid fill	Proposed Landscaping
Circle with dashed border	Proposed Boundary
Circle with cross-hatch	Proposed Utility
Circle with diagonal cross-hatch	Proposed Access
Circle with horizontal cross-hatch	Proposed Elevation
Circle with vertical cross-hatch	Proposed Orientation
Circle with diagonal cross-hatch (45°)	Proposed Orientation
Circle with diagonal cross-hatch (135°)	Proposed Orientation
Circle with diagonal cross-hatch (225°)	Proposed Orientation
Circle with diagonal cross-hatch (315°)	Proposed Orientation

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN
2	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN
3	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN
4	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN
5	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN
6	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN
7	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN
8	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN
9	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN
10	ISSUED FOR PERMIT	2022-07-11	ANDREW BASKIN

**ENGINEERING**  
by **HOUGHTON**

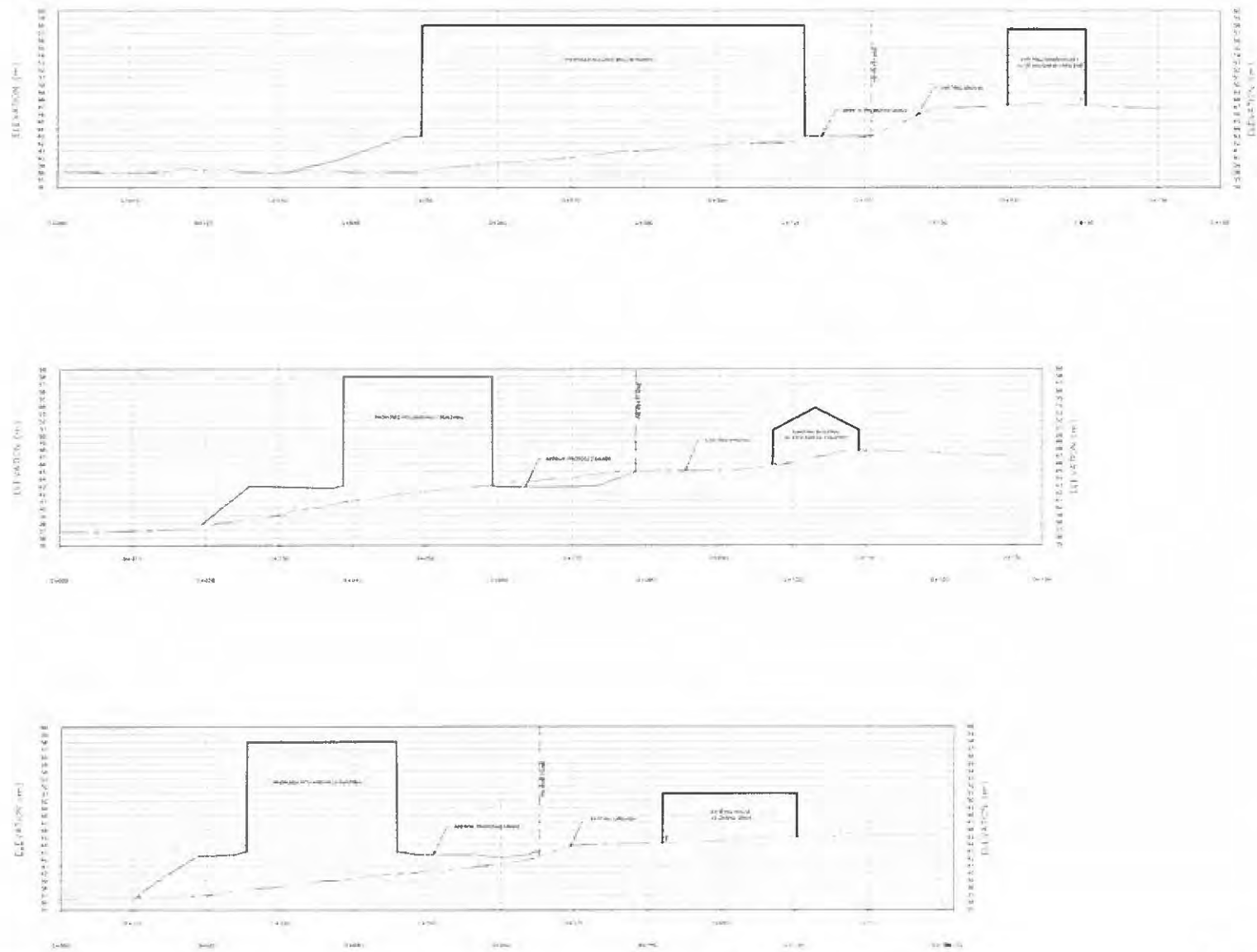
Stamp

**ANDREW BASKIN**  
REGISTERED PROFESSIONAL ENGINEER

**CIVIL**  
CONCEPTUAL, REVISED SITE PLAN

DATE	DESCRIPTION	BY	CHECKED
2022-07-11	ISSUED FOR PERMIT	ANDREW BASKIN	ANDREW BASKIN
2022-07-11	ISSUED FOR PERMIT	ANDREW BASKIN	ANDREW BASKIN
2022-07-11	ISSUED FOR PERMIT	ANDREW BASKIN	ANDREW BASKIN
2022-07-11	ISSUED FOR PERMIT	ANDREW BASKIN	ANDREW BASKIN
2022-07-11	ISSUED FOR PERMIT	ANDREW BASKIN	ANDREW BASKIN

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**LEGEND**

●	PROPOSED BRIDGE PIERS	○	EXISTING BRIDGE PIERS
▭	PROPOSED BRIDGE DECK	▭	EXISTING BRIDGE DECK
▭	PROPOSED BRIDGE WALKWAYS	▭	EXISTING BRIDGE WALKWAYS
▭	PROPOSED BRIDGE PARAPETS	▭	EXISTING BRIDGE PARAPETS
▭	PROPOSED BRIDGE CURBS	▭	EXISTING BRIDGE CURBS
▭	PROPOSED BRIDGE UNDERPASS	▭	EXISTING BRIDGE UNDERPASS
▭	PROPOSED BRIDGE APPROACHES	▭	EXISTING BRIDGE APPROACHES
▭	PROPOSED BRIDGE PAVEMENT	▭	EXISTING BRIDGE PAVEMENT
▭	PROPOSED BRIDGE SIDEWALKS	▭	EXISTING BRIDGE SIDEWALKS
▭	PROPOSED BRIDGE BIKEWAYS	▭	EXISTING BRIDGE BIKEWAYS
▭	PROPOSED BRIDGE LIGHT FIXTURES	▭	EXISTING BRIDGE LIGHT FIXTURES
▭	PROPOSED BRIDGE UTILITIES	▭	EXISTING BRIDGE UTILITIES
▭	PROPOSED BRIDGE DRAINAGE	▭	EXISTING BRIDGE DRAINAGE
▭	PROPOSED BRIDGE SIGNAGE	▭	EXISTING BRIDGE SIGNAGE
▭	PROPOSED BRIDGE LANDSCAPING	▭	EXISTING BRIDGE LANDSCAPING
▭	PROPOSED BRIDGE FENCES	▭	EXISTING BRIDGE FENCES
▭	PROPOSED BRIDGE UTILITIES	▭	EXISTING BRIDGE UTILITIES
▭	PROPOSED BRIDGE DRAINAGE	▭	EXISTING BRIDGE DRAINAGE
▭	PROPOSED BRIDGE SIGNAGE	▭	EXISTING BRIDGE SIGNAGE
▭	PROPOSED BRIDGE LANDSCAPING	▭	EXISTING BRIDGE LANDSCAPING
▭	PROPOSED BRIDGE FENCES	▭	EXISTING BRIDGE FENCES

NO.	DESCRIPTION	DATE

REVISION OF LOGO

**ENGINEERING**  
by **HOUGHTON**

1425 HOLLAND DRIVE, SUITE 2000, RICHMOND, VA 23134  
 TEL: 804.339.3400 FAX: 804.339.3401  
 WWW.HOUGHTONENGINEERING.COM

ST 3917-

**ANDREW BASKIN**  
REGISTERED ENGINEER

**CIVIL**  
**REVISED SITE SECTIONS**  
HOLLAND DRIVE  
RICHMOND, VA

DATE	BY	APPROVED	PROJECT
07/11/22	AB	AB	











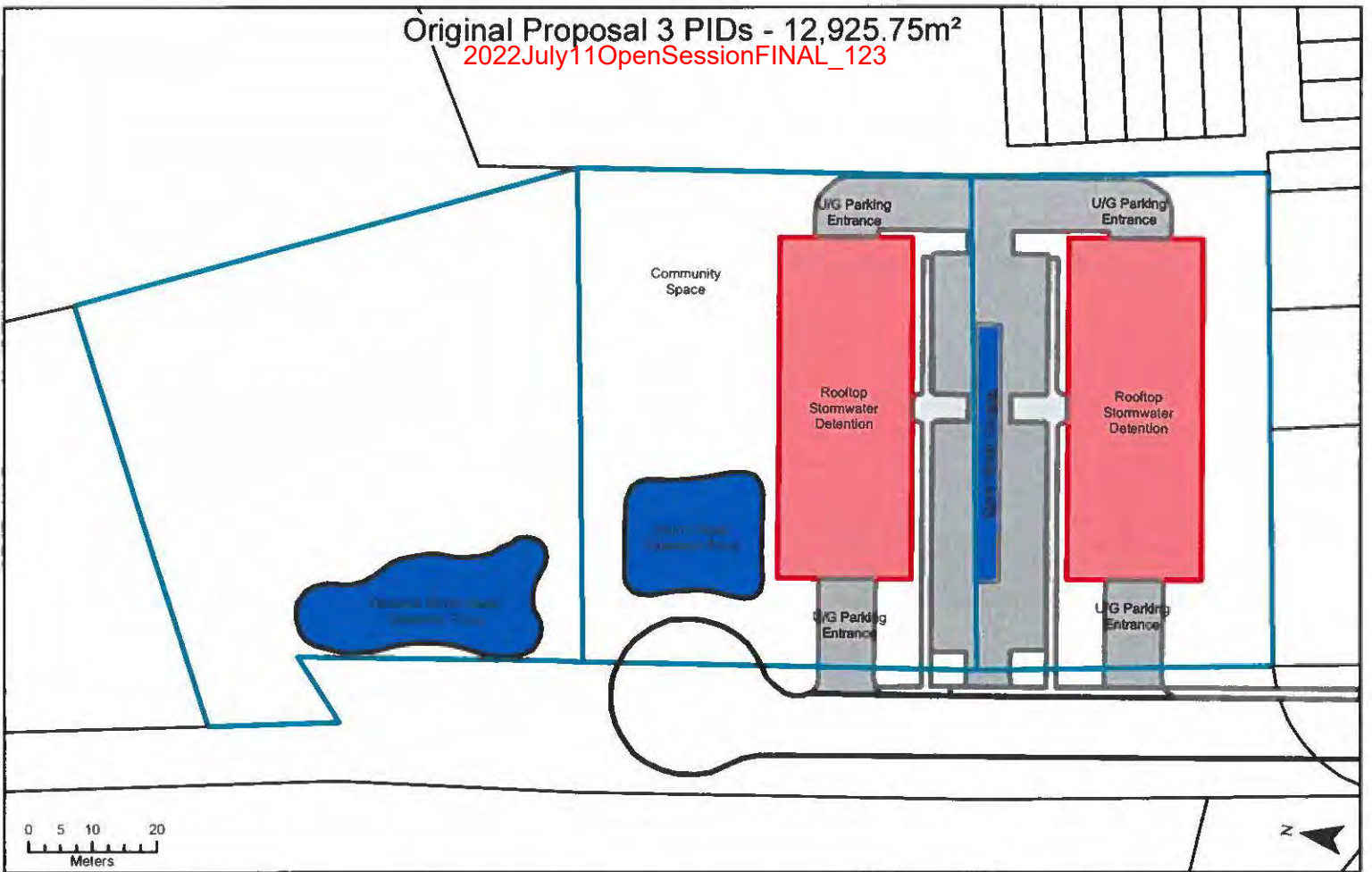




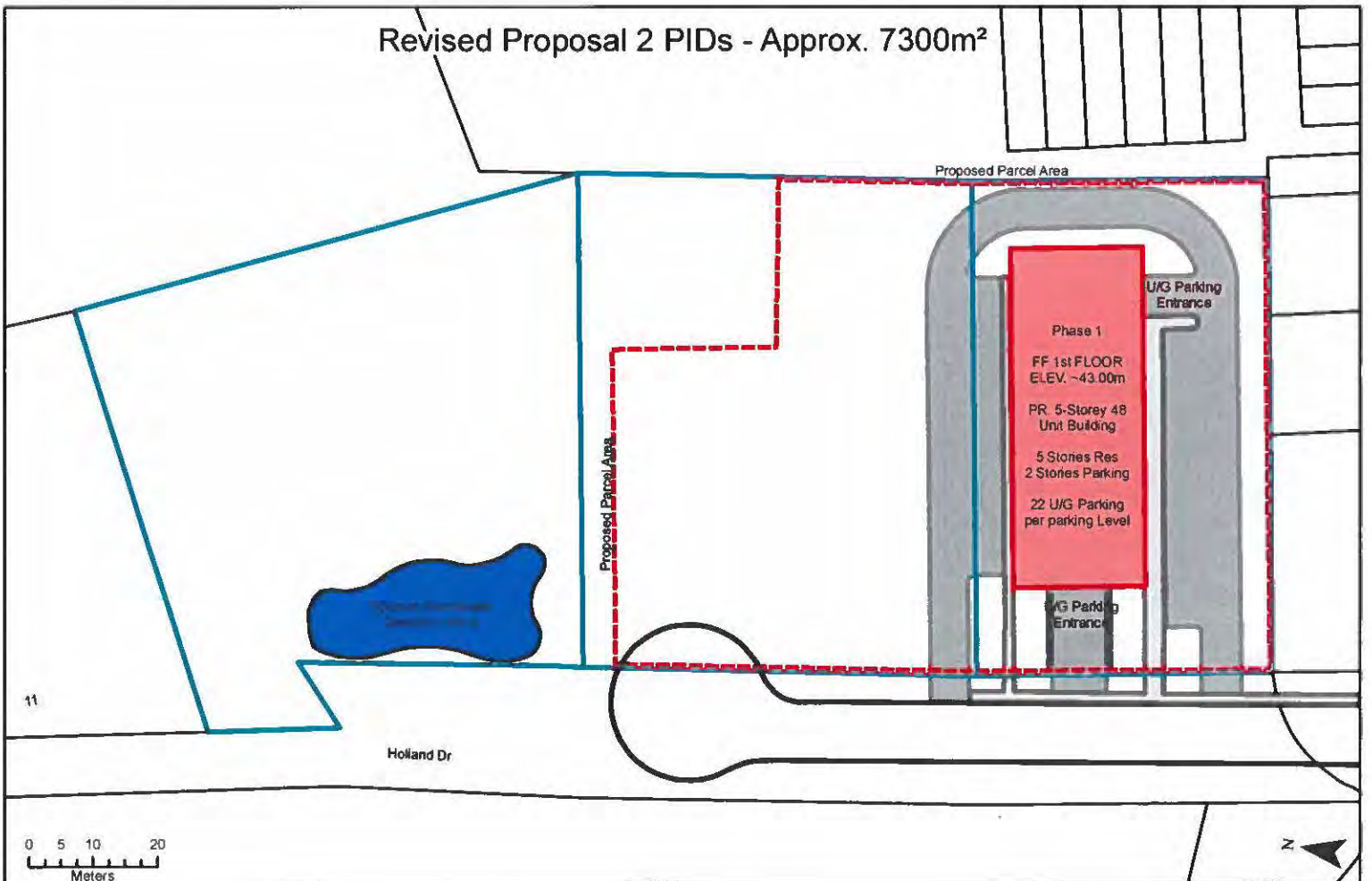




Original Proposal 3 PIDs - 12,925.75m<sup>2</sup>  
2022July11OpenSessionFINAL\_123



Revised Proposal 2 PIDs - Approx. 7300m<sup>2</sup>



# Original Proposal Two (Six Story) Buildings

2022July11OpenSessionFINAL\_124



# Revised Proposal One (Five Story) Building



**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** July 6, 2022 3:55 PM  
**To:** Liz Hazlett  
**Subject:** FW: Presentation to Rothesay Council re Steele Kennedy Park

---

**From:** Gillian Wallace  
**Sent:** July 6, 2022 10:29 AM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Subject:** Presentation to Rothesay Council re Steele Kennedy Park

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

To: Town of Rothesay Mayor and Council

I respectfully request the opportunity to appear before Mayor and Council, in open session, during the July 11th [meeting to](#) discuss our Steele family's concerns regarding the Steele Kennedy Park that was donated by our parents, John and Peggy Steele, to the Town of Rothesay for the enjoyment of all Rothesay residents.

Respectfully submitted ,

Gillian Wallace  
69 Scovil Rd  
Rothesay, N.B. E2H 1S1





# ROTHESAY MEMORANDUM



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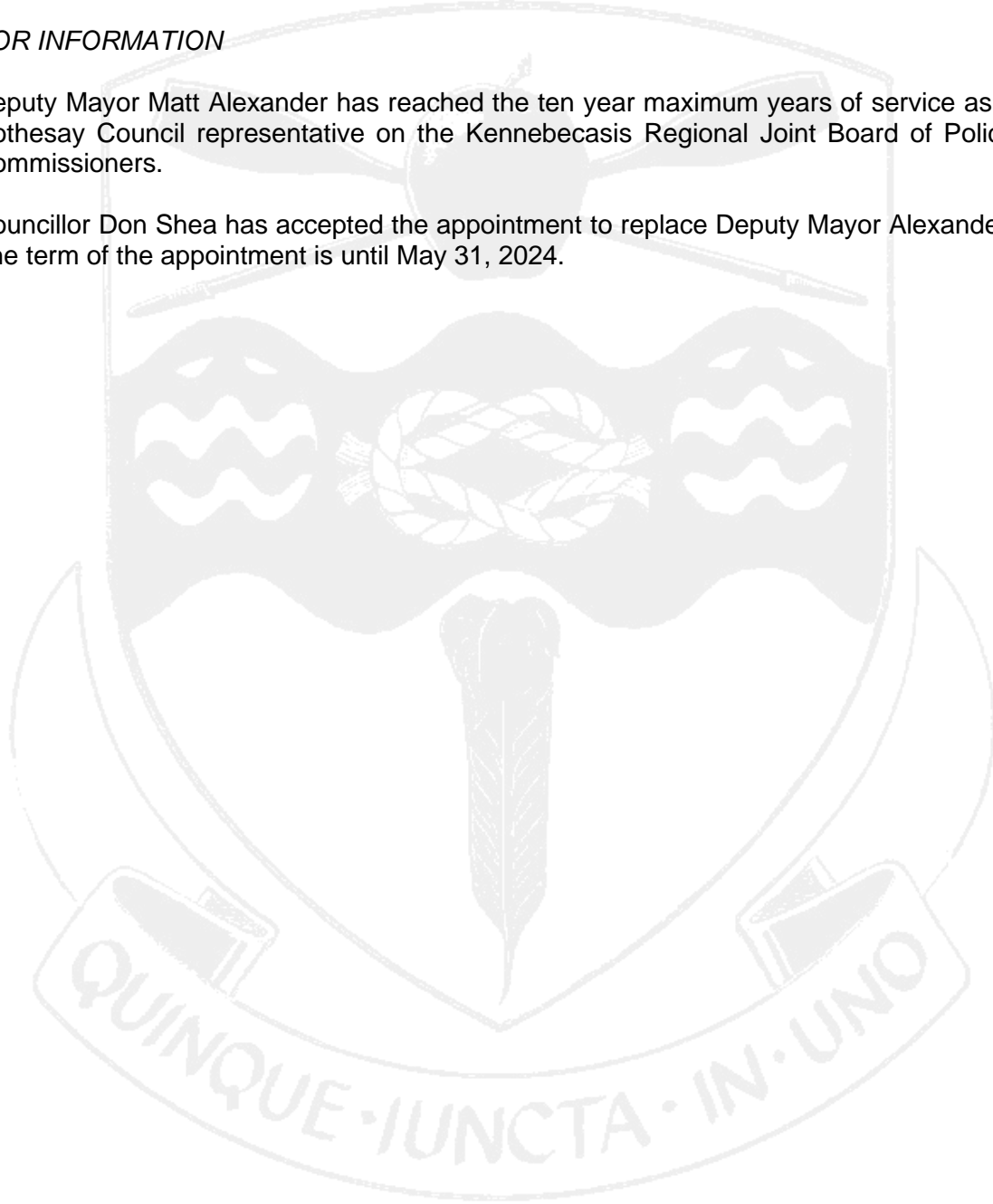
TO : Rothesay Council  
FROM : Mayor Grant  
DATE : 6 July 2022  
RE : Council appointment to the Kennebecasis Regional Joint Board of Police Commissioners

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## *FOR INFORMATION*

Deputy Mayor Matt Alexander has reached the ten year maximum years of service as a Rothesay Council representative on the Kennebecasis Regional Joint Board of Police Commissioners.

Councillor Don Shea has accepted the appointment to replace Deputy Mayor Alexander. The term of the appointment is until May 31, 2024.







# ROTHESAY

## MEMORANDUM



---

TO : Mayor Grant and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 6 July 2022  
RE : Public Hearing for 24 unit Apartment Building  
122 Gondola Point Road, 2 and 4 Clark Road  
PIDs 30262448, 30262430, 00254912

---

### RECOMMENDATION:

Rothesay Council schedule a Public Hearing for **Monday, August 15, 2022 at 7:00 p.m.**, to consider rezoning the lands located at 122 Gondola Point Road, 2 Clark Road, and 4 Clark Road, (PIDs 30262448, 30262430, 00254912) to the Multi-Unit Residential Zone [R4] for a 24-unit apartment building subject to the execution of a Development Agreement.

*Original signed by  
Mary Jane Banks  
Town Clerk*

### Attachments:

4 July 2022 Recommendation from Planning Advisory Committee  
29 June 2022 Planning Advisory Committee Supplemental Staff Report



# ROTHESAY MEMORANDUM



---

TO : Mayor and Council  
FROM : Planning Advisory Committee  
DATE : July 4, 2022  
RE : 122 Gondola Point Road & 2-4 Clark Road  
(PIDs 30262448, 30262430, 00254912)

---

The Planning Advisory Committee passed the following motions at its regular meeting on Monday, July 4, 2022:

**MOVED ... and seconded ...** the Rothesay Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located at 122 Gondola Point Road, 2 Clark Road, and 4 Clark Road, Rothesay to the Multi-Unit Residential Zone [R4] for a 24-unit apartment building subject to the execution of a Development Agreement.

**CARRIED.**

**MOVED ... and seconded ...** the Rothesay Planning Advisory Committee hereby recommends that Rothesay Council enact By-law 2-10-32 to rezone lane located at 122 Gondola Point Road, 2 Clark Road, and 4 Clark Road, Rothesay (PIDs 30262448, 30262430, 00254912) to the Multi-Unit Residential Zone [R4] for a 24-unit apartment building subject to the execution of a Development Agreement.

**CARRIED.**

**MOVED ... and seconded ...** the Rothesay Planning Advisory Committee hereby recommends that Rothesay Council authorize the Mayor and Clerk to enter into an agreement, to allow for the development of a 24-unit apartment building on land located at 122 Gondola Point Road, 2 Clark Road, and 4 Clark Road, Rothesay (PIDs 30262448, 30262430, 00254912).

**CARRIED.**



**To:** Chair and Members of Rothesay Planning Advisory Committee

**From:** Brian L. White, MCIP, RPP

Director of Planning and Development Services

**Date:** Wednesday, June 29, 2022

**Subject:** Rezoning 122 Gondola Point & 2-4 Clark Road

<b>Applicant:</b>	Dave Brown; & Russell MacDonald	<b>Property Owner:</b>	727547 NB Ltd.
<b>Mailing Address:</b>	PO BOX 21064 Quispamsis, NB E2E 4Z4	<b>Mailing Address:</b>	PO BOX 21064 Quispamsis, NB E2E 4Z4
<b>Property Location:</b>	122 Gondola Point Road / 4 Clark Road	<b>PID:</b>	30262448, 30262430, 00254912
<b>Plan Designation:</b>	High Density Residential	<b>Zone:</b>	Two Family Residential & Neighbourhood Commercial
<b>Application For:</b>	1 – 24 unit apartment building		
<b>Input from Other Sources:</b>	Operations, KVFD		

**RECOMMENDATION:**

PAC removes from the TABLE the application for a 24-unit apartment building located at the intersection of Clark Road and Gondola Point Road.

**ORIGIN:**

On June 6<sup>th</sup>, 2022 the PAC HEREBY tabled the application from Mr. Dave Brown and Mr. Russell MacDonald, Directors of 727547 NB Ltd. to develop a three story 24-unit apartment building on three parcels of land on the corner of the Gondola Point Road and Clark Road pending the receipt of a supplemental staff report containing the following:

1. Polling results;
2. Review by KVFD
3. Draft Discharge Agreement; and
4. Draft development agreement and rezoning By-law.



**Figure 1 – Site Location (122 Gondola Pt. Road and 4 Clark Road)**

**POLLING**

Polling was conducted via a notification letter sent to surrounding property within one hundred (100) meters of the subject property. Several residents called Town Staff to inquire regarding details of the project, however, no written responses were received as of Wednesday, June 29, 2022.

**KENNEBECASIS VALLEY FIRE DEPARTMENT:**

As is required by Municipal Plan **Policy FR-7**, the KVFD did review the proposed development to ensure the public safety and firefighting concerns were addressed. KV Fire Department conducted a review of the project and have no concerns. Should the project be approved by Council a detailed review of the building will be conducted by the building inspector, and the Office of the Fire Marshall.

**DISCHARGE AGREEMENT:**

As previously reported by Staff there is an existing development agreement registered to all three parcels (PIDs 00254912,30262430, 30262448). The 2010 agreement was a condition of rezoning the property to Neighbourhood Convenience for the purpose of a constructing convenience store. Staff have prepared a Discharge Agreement (See Attachment C) to remove the 2010 agreement should Council wish to proceed with the rezoning of the property by development agreement.

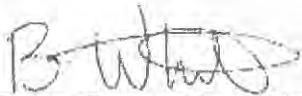
**DEVELOPMENT AGREEMENT:**

Staff have prepared a draft development agreement and amending By-law 2-10-32 (See Attachment B) for PAC's review before proceeding to Council. A development agreement is a contract attached to the title of the land that specifies the details and obligations of the proposed development which includes the following; building site plan; architectural building elevations; landscape plan; and a storm water management plan.

**RECOMMENDATIONS:**

Staff recommend the Planning Advisory Committee (PAC) consider the following MOTIONS:

- A. PAC HEREBY recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located at 122 Gondola Point, 2 Clark Road, and 4 Clark Road, Rothesay to the Multi- Unit Residential Zone [R4] for a 24-unit apartment building subject to the execution of a Development Agreement.
- B. PAC HEREBY recommends that Council enact BY-LAW 2-10-32 to rezone land located at 122 Gondola Point, 2 Clark Road, and 4 Clark Road, Rothesay (PIDs 30262448, 30262430, 00254912) to the Multi- Unit Residential Zone [R4] for a 24-unit apartment building, subject to the execution of a Development Agreement.
- C. PAC HEREBY recommends that Council authorize the Mayor and Clerk to enter into an agreement, to allow for the development a 24-unit apartment building on land located at 122 Gondola Point, 2 Clark Road, and 4 Clark Road, Rothesay (PIDs 30262448, 30262430, 00254912).



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

Date: Wednesday, June 29, 2022

Attachment A – Draft Development Agreement & By-law 2-10-32

Attachment B – Draft Discharge Agreement



**BY-LAW 2-10-32  
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 "2-10-32".

The purpose of the amendment is to rezone land located at 122 Gondola Point, 2 Clark Road, and 4 Clark Road, Rothesay from the two-family residential zone and the neighbourhood commercial zone to the Multi-Unit Residential Zone for a twenty-four residential 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

2022 July 11 Open Session FINAL 134  
Attachment - Bylaw 2-10-32  
PIDs 00254912, 30262430, 30262448



**Zoning**

R1B

R2

Neighbourhood Commercial

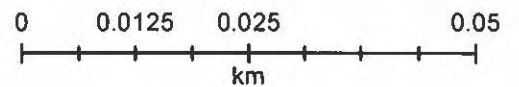
**Buildings**

Commercial

Residential

2022-06-29, 2:22:35 PM

1:800



The Town of Rothesay does not warrant the accuracy or completeness of the information, text, graphics, links or other items contained within the material.

## Rothesay

### DEVELOPMENT AGREEMENT

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

Parcel Identifier of Parcels Burdened by Agreement: 30262448, 30262430, 00254912  
(to be consolidated)

Owner of Land Parcels: 727547 NB Ltd.  
PO BOX 21064  
Quispamsis, New Brunswick  
E2E 4Z4 (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 at 122 Gondola Point, 2 Clark Road, and 4 Clark Road, Rothesay (PIDs 30262448, 30262430, 00254912) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

**AND WHEREAS** the Developer is now desirous of entering into an development agreement to allow for the development of a twenty-four (24) unit apartment building on the Lands as described in Schedules A 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 727547 NB Ltd to develop a multi-unit 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 twenty-four (24) apartment units.

#### Schedules

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

#### Site Development

3. The Developer agrees that except as otherwise provided for herein the use of the Lands shall comply with the requirements of the Rothesay Zoning By-law and Subdivision By-law, as may be amended from time to time.

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.



**Architectural Guidelines**

4. 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**

5. 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
6. 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.
7. 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 without attenuation directly to the Town's storm water or sanitary collection system.
8. 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.

**Sidewalks**

9. The Developer shall carry out and pay for the entire actual cost of a sidewalk and associated barrier curbing as required to comply with Town standards extending the sidewalk from the proposed building to the public sidewalk, subject to inspection and approval by Rothesay's Engineer.

**Water Supply**

10. 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.
11. The Town agrees to supply potable water for the purposes and for those purposes only for a total number of twenty-four(24) two-bedroom apartment units and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
12. 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.

13. 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.
14. 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.
15. 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.
16. 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.
17. 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**

18. 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.
19. 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.
20. 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.
21. 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.
22. 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**

23. 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.
24. 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**

25. 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.<sup>00</sup>) 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**

26. 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 727547 NB Ltd., PO BOX 21064, QUISPAMIS, NEW BRUNSWICK, E2E 4Z4 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**

27. 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**

28. 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.
29. Notwithstanding the preceding paragraph (29) 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.
30. 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**

31. 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.
32. 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**

33. 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**

34. 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**

35. 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**

36. 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

727547 NB Ltd.

\_\_\_\_\_

\_\_\_\_\_  
Dave Brown

\_\_\_\_\_

\_\_\_\_\_  
Russell MacDonald

**Rothesay**

Witness:

\_\_\_\_\_  
Nancy E. Grant, Mayor

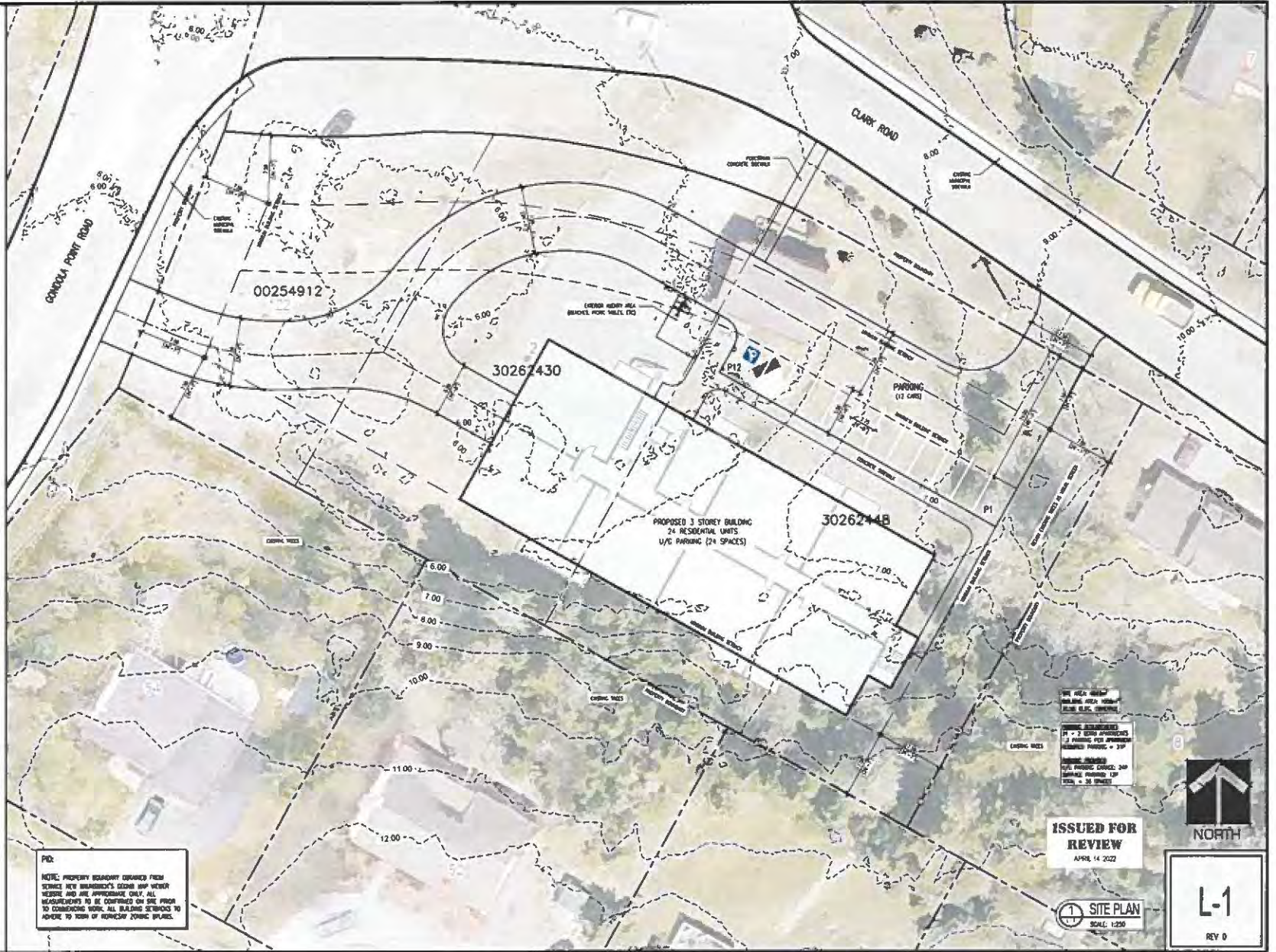
Witness:

\_\_\_\_\_  
Mary Jane E. Banks, Clerk

**SCHEDULE A**

**PID: 30262448, 30262430, 00254912  
(PIDS TO BE CONSOLIDATED)**

**24 UNIT APARTMENT BUILDING**  
**4 CLARK ROAD**  
**ROTHESAY, NEW BRUNSWICK**



**Polyline Designs**  
ARCHITECTURE • INTERIOR DESIGN • SERVICES

MONROE OFFICE: 300 9th Street  
ROTHESAY OFFICE: 30845 191st  
www.polylinedesigns.ca  
WWW.POLYLINEDESIGNS.CA

**PD:**  
NOTE: PROPERTY BOUNDARY OBTAINED FROM SERVICE NEW BRUNSWICK'S CADMAP VIEWER. VERIFY AND MAKE APPROPRIATE ONLY. ALL MEASUREMENTS TO BE CONFIRMED ON THE GROUND TO CORROBORATE WITH ALL BUILDING SERVICES TO ADHERE TO ZONING REQUIREMENTS.

**WE WILL OBTAIN**  
BUILDING AREA PERMITS  
FROM LOCAL JURISDICTIONS

**EXISTING UTILITIES**  
GAS, ELECTRIC, WATER, SEWER

**EXISTING TREES**

**ISSUED FOR REVIEW**  
APRIL 14 2022

**SITE PLAN**  
SCALE: 1:250



**L-1**  
REV 0



4 WEST ELEVATION  
SCALE: 3/32"=1'-0"

3 SOUTH ELEVATION  
SCALE: 3/32"=1'-0"



2 EAST ELEVATION  
SCALE: 3/32"=1'-0"

1 NORTH ELEVATION  
SCALE: 3/32"=1'-0"

**General Notes:**

- THE CONTRACTOR IS HELD RESPONSIBLE TO VERIFY ALL DIMENSIONS, THEIR RELATIONSHIP TO EXISTING AND PROPOSED AND TO BE PROVIDED WITH SUFFICIENT INFORMATION FROM THE CONTRACTOR OF RECORD TO MAKE CORRECT AND ACCURATE DRAWINGS AND NOT BE HELD RESPONSIBLE TO THE CONTRACTOR FOR ANY ERRORS OR OMISSIONS. ALL DIMENSIONS SHALL BE WITH AN UNLESS NOTED BY THE CONTRACTOR AND RESOLVE THE CONTRACTOR'S SOLE RESPONSIBILITY FOR CORRECTIONS.
- VERIFY ALL WORK TO THE LATEST EDITION OF THE NATIONAL BUILDING CODE OF CANADA.
- ALL PLUMBING, ELECTRICAL, MECHANICAL, AND VENTILATION IS OBTAIN.

**Polyline Designs**

1000 YORK ST. #111  
VANCOUVER, BC V6A 1G4  
WWW.POLYLINEDESIGNS.CA

BUILDING OFFICE  
1000 YORK ST. #111  
VANCOUVER, BC V6A 1G4  
K.H.P. @ POLYLINEDESIGNS.CA

**ISSUED FOR  
PAC  
SUBMISSION**

**24 UNIT APARTMENT BUILDING**  
4 CLARK ROAD  
ROTHESAY, NEW BRUNSWICK

Drawing Title: <b>BUILDING ELEVATIONS</b>	
Project No: 22-051	Drawn By: KP
Date: APRIL, 2022	Scale: AS SHOWN

**A-4**  
OF X



# 24 UNIT APARTMENT BUILDING 4 CLARK ROAD ROTHESAY, NEW BRUNSWICK



P.D.  
 NOTE: PROPERTY BOUNDARY DERIVED FROM  
 SOURCE: NEW BRUNSWICK'S CADASTRAL MAP NUMBER  
 RECORD AND ARE APPROXIMATE ONLY. ALL  
 MEASUREMENTS TO BE CONFIRMED ON THE GROUND  
 BY COMMENSAL SURVEY. ALL BUILDING SETBACKS TO  
 APPLY TO THAT OF APPLICABLE ZONING ORDINANCE.

**ISSUED FOR REVIEW**  
 APRIL 16, 2022

**LANDSCAPE PLAN**  
 SCALE: 1:250

**L-2**  
 REV 0

**Polyline Designs**  
 4000 W. 10th Street, Suite 100  
 Phoenix, AZ 85042  
 (602) 998-1111  
 www.polylinedesigns.com

Ref: 22111-StormwaterReview

April 8, 2022

Mr. McLean,

## Re: 4 Clark Road - 24 Unit Apartment - Stormwater Review

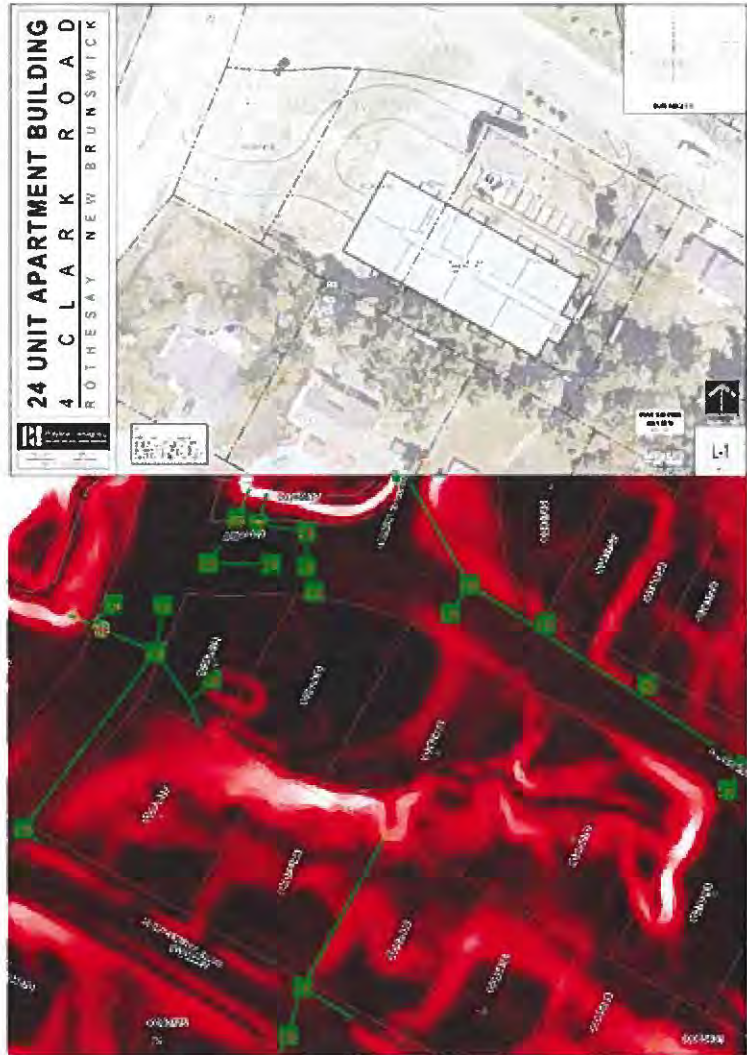
Don-More Surveys & Engineering Ltd. (DMSE) has been engaged to perform a high level review of a proposed development at the above address relative to a stormwater management strategy.

We have been provided with a conceptual site plan prepared by Polyline Designs dated April 7, 2022 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 home near the centre of the site. The left and rear portion of the site are wooded. The right portion of the site is generally gravel and lower vegetation.

The site slopes from the southeast to northwest and generally sheet drains to the intersection of Gondola Point Road and Clark Road. Both Gondola Point Road and Clark Road have catch basins and a piped storm system which drains to Salmon Creek.



The areas south and east of the site slope towards the site and sheet flows drain onto and through the site. There is an existing drainage channel entering the site near the midpoint of

the eastern side of the site, and a storm outfall directed onto the site along the southern property line. This outfall and channel combine and flow northwest across the rear of the site and enter a storm inlet on the site which is directed to an outfall into Salmon Creek.

The remainder of the site that is not directed to this drainage channel sheet drains from the site and crosses the curb and enters the piped system in the streets and ultimately drains into Salmon Creek.

### **Stormwater Management Approach**

The proposed site plan shows the new building sitting on the southern portion of the site and lying on top of the existing drainage channel. We would likely extend the existing piped storm system from the existing inlet pipe near Gondola Point Road southeast to connect to the existing outfall from Sprucewood Avenue, and further southeast and northeast to include a new inlet to intercept the existing drainage channel entering the site. A secondary overland flow path would be provided around the rear of the building in the event of the piped system failing or surcharging.

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 hydrodynamic separator to provide treatment of water quality. Below are preliminary design ideas for how this will be achieved.

The new parking area would be designed to have a catch basin system which will collect the water and direct it to a hydrodynamic separator, then discharge to the piped system leaving 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 this approach has been completed, if additional measures are required to reduce peak flows we would look at either a traditional stormwater management pond at the northwest corner of the property, or along the southern side of the driveway.

### **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](mailto:at@dmse.ca) for any additional information or clarification.

Yours truly,

*Andrew Toole*

Don-More Surveys & Engineering Ltd.

Andrew Toole, NBLs, P.Eng.

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Russell MacDonald
PO BOX 21064
Quispamsis, New Brunswick
E2E 4Z4

Office Held by Deponent: Director

Corporation: 727547 NB Ltd.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2022.

I, Russell MacDonald, 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 "Russell MacDonald" 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

Russell MacDonald

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Dave Brown
90 Gondola Point Road
Rothesay, New Brunswick
E2E 2H6

Office Held by Deponent: Director

Corporation: 727547 NB Ltd.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2022.

I, Dave Brown, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the Corporation;
7. the signature "Dave Brown" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
8. 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;
9. 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

Dave Brown

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: MARY JANE E. BANKS
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: ROTHESAY

Other Officer Who Executed the Instrument: NANCY E. GRANT
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2022

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

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

DECLARED TO at town of
Rothesay, in the County of Kings, )
and Province of New Brunswick, )
This \_\_\_ day of \_\_\_\_\_, 2022 )

BEFORE ME: )
)
)
)
)
Commissioner of Oaths )

\_\_\_\_\_  
MARY JANE E. BANKS

## Rothesay

### DISCHARGING AGREEMENT

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

Parcel Identifier of Parcels Burdened by Agreement: 30262448, 30262430, 00254912

Owners of Land Parcels: 727547 NB Ltd.  
PO BOX 21064  
Quispamsis, New Brunswick  
E2E 4Z4  
(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 at 122 Gondola Point, 2 Clark Road, and 4 Clark Road, Rothesay (PIDs 30262448, 30262430, 00254912) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Town entered into a Development Agreement with Granville NB Prop. Ltd. to allow for the development of a neighbourhood convenience store which was registered in Kings County as Document Number 29522464 on November 26, 2010 (hereinafter called the "Existing Agreement");

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

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

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

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

IN WITNESS WHEREOF, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer as of **INSERT DATE**, 2022.

Witness:

727547 NB Ltd.

\_\_\_\_\_

\_\_\_\_\_

Dave Brown

\_\_\_\_\_

\_\_\_\_\_

Russell MacDonald

Witness:

ROTHESAY

\_\_\_\_\_

\_\_\_\_\_

Nancy E. Grant, Mayor

\_\_\_\_\_

\_\_\_\_\_

Mary Jane E. Banks, Clerk



Discharge Agreement

Gondola & Clark Road

**SCHEDULE A**

**PIDs: | 30262448, 30262430, 00254912**

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Russell MacDonald
PO BOX 21064
Quispamsis, New Brunswick
E2E 4Z4

Office Held by Deponent: Director

Corporation: 727547 NB Ltd.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2022.

I, Russell MacDonald, 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 "Russell MacDonald" 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

Russell MacDonald

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Dave Brown
90 Gondola Point Road
Rothesay, New Brunswick
E2E 2H6

Office Held by Deponent: Director

Corporation: 727547 NB Ltd.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2022.

I, Dave Brown, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the Corporation;
7. the signature "Dave Brown" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
8. 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;
9. 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

Dave Brown

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: MARY JANE E. BANKS

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

Office Held by Deponent: Clerk

Corporation: ROTHESAY

Other Officer Who Executed the Instrument: NANCY E. GRANT

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

Office Held by Other Officer Who Executed the Instrument:

Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2022

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

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

DECLARED TO at town of
Rothesay, in the County of Kings, )
and Province of New Brunswick, )
This \_\_\_ day of \_\_\_\_\_, 2022 )

BEFORE ME:

Commissioner of Oaths

MARY JANE E. BANKS



# Rothesay 2021 Annual Report



This is the Annual Report of the  
corporation of the town of Rothesay  
for the 2021 fiscal year (January 1 to December 31)

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# ROTHESAY



June 2021

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

Dear Mayor Grant & Council:

Re: 2021 Annual Report

I am pleased to present the Annual Report of the business of the Town for 2021 prepared in accordance with New Brunswick Regulation 2018-54 under the Local Governance Act. Attached to this report are the audited financial statements that show the Town has operated with surplus in both the general and utilities funds.

Covid remained an ever-present challenge in 2021. Communicable disease policies heavily influenced by public health measures meant ongoing changes to how town employees conducted their tasks. At various times during the year events and access to town facilities were affected. Council, staff and those providing contracted services adapted to these conditions and maintained a high level of services during the year.

Despite challenges in conducting public meetings through video conferencing a new 10-year municipal plan was adopted. This has led to proposals for several significant multifamily residential projects which on completion will significantly increase the rental accommodation in the community and feature affordable and accessible components not previously available. The summer of 2021 also brought an announcement of significant funding from other orders of government for a wastewater treatment plant to be developed at Sagamore Point.

Municipal reform was a major focus during 2021. While the provincial government has not made any changes to the territorial extent of the town, Rothesay will be significantly affected by an expansion in the mandate of the Fundy Regional Service Commission. With cost sharing for regional services based on relative tax base, town taxpayers can expect regional costs to be reflected in the town tax rate in future years.

I want to express my appreciation to you, Mayor Grant, the Council and indeed the community for support and tolerance as town staff coped with the pandemic challenges. I also want to thank Rothesay staff and contractors who together have "carried on" with a minimum of disruption and with general good nature.

We look forward to 2022 with guarded optimism and assure you we will do our best to ensure town property owners receive the services they rightfully expect.

Yours truly,

John Jarvie, MCIP, RPP  
Town Manager

Explore our past / Explorez notre passé  
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John



# Rothesay

## 2021 Annual Report

### ANNUAL REPORT

#### 1. INTRODUCTION

On January 1, 2018, Regulation 2018 – 54 came into effect. The Province of New Brunswick established the *Annual Report Regulation – Local Governance Act* to provide information to property taxpayers regarding their local government. Rothesay has published an annual report in the past but this report differs in that it is designed to be in conformance with this legislation. A copy of the new regulation is found in the Appendices to this Report.

#### 2. THE COMMUNITY

In September 2021, former lieutenant-governor Graydon Nicholas was asked to create a land acknowledgment for the town and the Council adopted to begin all of its council meetings with the reading of the following Indigenous land acknowledgment:

**Rothesay Land Acknowledgement** - The land acknowledgment recognizes that Rothesay exists on the traditional lands of the Wolastoqiyik / Wəlastəkewiyik / Maliseet and Mi'kmaq / Mi'kmaw whose ancestors along with the Passamaquoddy / Peskotomuhkati Tribes / Nations signed Peach and Friendship Treaties with the British Crown in the 1700s.

The town also acknowledges the United Nations Declaration of the Rights of Indigenous Peoples and endorses the Calls to Action of the Truth and Reconciliation Commission.

Rothesay is a long established residential community in southern New Brunswick and celebrated its 150<sup>th</sup> anniversary in 2010. In 1997, the Provincial Government amalgamated a portion of the Local Service District of Wells with the Town of Rothesay and the villages of Fairvale, Renforth and East Riverside-Kingshurst to form the new town of Rothesay with a population of about 11,600.

The town motto, "*Quinque Iuncta In Uno (Five United In One)*", represents the strength and unity of our municipality and the joining together of the five founding communities. The Municipal Flag for Rothesay represents the first of its kind in Canada. By permission of the New Brunswick government, the provincial flag, adopted in 1965 on the authority of Queen Victoria's Warrant of 1868, occupies the topmost part (the hoist) of the municipal flag. The Coat of Arms occupies the fly.



Rothesay's current population, based on the 2020 Statistics Canada Census, is 11,977, a small increase from the 2016 count. This population was distributed amongst 4,875 households, 75% of which occupied single detached housing with an average size of 2.4 persons.

Rothesay is part of the Fundy Regional Service District, which is composed of nearby municipalities and local service districts centered on the mouth of the St. John River.

### 3. GOVERNANCE

An eight-person Council with Dr. Nancy Grant as Mayor provides for the governance of the Town. The attendance of Councillors and monies they received from the Town are set out in Appendices C & D. *Due to COVID-19, no pictures of the new council were taken.*

Municipal Elections were held May 10, 2021

#### COUNCIL MEMBERS

The Rothesay Council includes:

- **Mayor Dr. Nancy Grant**
- **Deputy Mayor Dr. Matthew Alexander, Ph.D.**

and Councillors:

- |  |   |
|--|---|
| • <b>Tiffany Mackay French</b>             | • <b>Peter J. Lewis</b>                   |
| • <b>Bill McGuire</b>                      | • <b>Don Shea</b>                         |
| • <b>Dave Brown</b><br>(Elected May 2021)  | • <b>Grant Brenan</b><br>(until May 2021) |
| • <b>Helen Boyle</b><br>(Elected May 2021) | • <b>Miriam Wells</b><br>(until May 2021) |

#### COUNCIL MEETINGS

Rothesay Council meetings are typically held the second Monday of the month at 7 p.m. in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB. Regular and special Council meetings are open to the public. Council agendas and agenda packages are posted to the website prior to each meeting. Approved Council minutes are available for review in the Clerk's office and also online:

<https://www.rothesay.ca/council-minutes/>

Closed session meetings are held in accordance with the Local Governance Act, SNB 17, c. 18 (s. 68) when the subject matter generally relates to the following: confidential and/or personal information protected by law; contract negotiations; land disposition or acquisition; litigation or potential litigation

and legal opinions or advice; matters of security; information gathered by police; information that could violate confidentiality from the federal or provincial government; and labour and employment matters.

COVID-19 Pandemic declared 13 March 2020 (World Health Organization)

During the COVID-19 pandemic, by resolution of Council, meetings were held by videoconference (January to July) and livestreamed to the Rothesay YouTube channel. Meetings were held in person June 14 (Oath of Office ceremony), August 9<sup>th</sup> and September 13<sup>th</sup> and continued to be livestreamed to YouTube. Meetings returned to being held by videoconference on October 12, 2021, with livestreaming.

Meetings held by videoconference: January – July, October – December  
 Meetings held in person: June 14<sup>th</sup> – Oath of Office, August 9,  
 September 13

### **COMMITTEES OF COUNCIL (2021)**

Council receives advice from ten committees, several of which include volunteers from the community.

- EMO Committee
- Finance Committee
- Nominating Committee
- Parks and Recreation Committee
- ~~Rothesay Hive Advisory Committee~~  
*(Age Friendly Advisory Committee August 2021)*
- Personnel Committee
- Planning Advisory Committee
- Rothesay Heritage Preservation Review Board
- Works and Utilities Committee
- Climate Change Adaptation Committee (December 2021)



## 4. ADMINISTRATION



The Rothesay Town office is open Monday through Friday from 8:00 am to 4:30 pm, except civic holidays. The office is closed from noon to 1:00 pm. The main telephone line (848-6600) is answered 7/24 for service requests and urgent matters.

Town records are filed in a computerized database with searching capacity in accordance with the guidelines of the Municipal Records Authority. Rothesay has implemented a system to record customer service requests and to track the nature of requests and the time required to respond. There were 517 service requests responded to in 2021 with the most frequent being related to general drainage issues, potholes, water meter readings and lateral locates.

Rothesay has a diverse workforce with both unionized and non-unionized employees. Unionized employees at Rothesay are represented by the Canadian Union for Public Employees (C.U.P.E). At the end of 2021, Rothesay had 45 permanent employees (including 20 members of the bargaining unit).

In 2021, the COVID-19 Pandemic continued to present several challenges for the Town. As vaccinations became widely available to the general population, Rothesay was able to loosen some COVID-19 restrictions.

The pace of recruitment activity remained steady in 2021.

With an aging workforce, a top priority for Human Resources in the years ahead will be to focus on succession planning in an effort to identify and develop new leaders for future leadership roles within the organization.

**Mary Jane Banks is the Director of Administrative Services and the Town Clerk.**

## 5. PROTECTIVE SERVICES



### A. FIRE

The Kennebecasis Valley Fire Department Inc. (KVFD) is a corporation jointly owned with Quispamsis to provide fire suppression and some fire prevention and education services throughout the two Towns. Located on Campbell Drive in Rothesay, the Department responds to many medical emergencies in cooperation with Ambulance New Brunswick. In 2021, there were 454 calls for service in Rothesay, which was up from 2020 where there were 436. Included in the 454 calls were 5 rescue or resuscitation calls, and 21 involving fire or explosion resulting in financial losses to the property owner. The Department consists of forty firefighters, including 12 company officers, including senior firefighters, lieutenants and captains. The management team consists of one Fire Chief and one Deputy Chief, two Division Chiefs and an Executive Assistant to the Chief and a Finance Administrator. A Board with equal representation from each Council and volunteer appointments from each Town governs the KVFD. Rothesay paid \$2.25M or 40.74% of the Department's operating costs in 2021. Details about the Fire Department are on its website:

<http://kvfire.ca>

**The Fire Chief is Michael Boyle, BIS, ECFO**



### B. POLICE

The Kennebecasis Regional Police Force (KRPF), an organization jointly owned and funded with Quispamsis, carries out policing in Rothesay. The Force has an approved strength of 42 officers and employs six civilian staff. In 2021, Rothesay had 2,104 calls for service.

Rothesay's share (40.08%) of the annual budget for policing was \$2.8M in 2021 with an additional \$30,000 allocated to extraneous costs in 2021.

Oversight of the KRPF is charged to a Board of Commissioners appointed by the two Towns and one Commissioner appointed by the Provincial Minister of Public Safety. More information regarding the nature and operations of the Regional Police Force is on its website:

<http://www.kennebecasisregionalpolice.com/>

**The Police Chief is Steve Gourdeau**

### **C. EMERGENCY PREPAREDNESS**

During 2021, Rothesay continued to work on its emergency preparedness including new requirements brought on by COVID-19. A Provincial State of Emergency imposed restrictions on use of Town facilities and meant modifications to normal operating procedures.



Flooding season came and went without the requirement for sand bagging and the cleanup associated with the spring freshet of the last two years. The spring freshet again brought high water but fortunately no flooding. Town staff adjusted the distribution of sandbags while factoring in the Coronavirus. Messaging was made to prevent to ensure residents were not fatigued by the news cycle. Social-distancing and mask use were considered when deploying and retrieving 7500 sandbags from the flood risk properties.

Efforts were made to make the town more resilient to the risk of flooding by raising the elevation of Maliseet Drive at Malabean Lane and Pickett Lane.



## 6. FINANCE

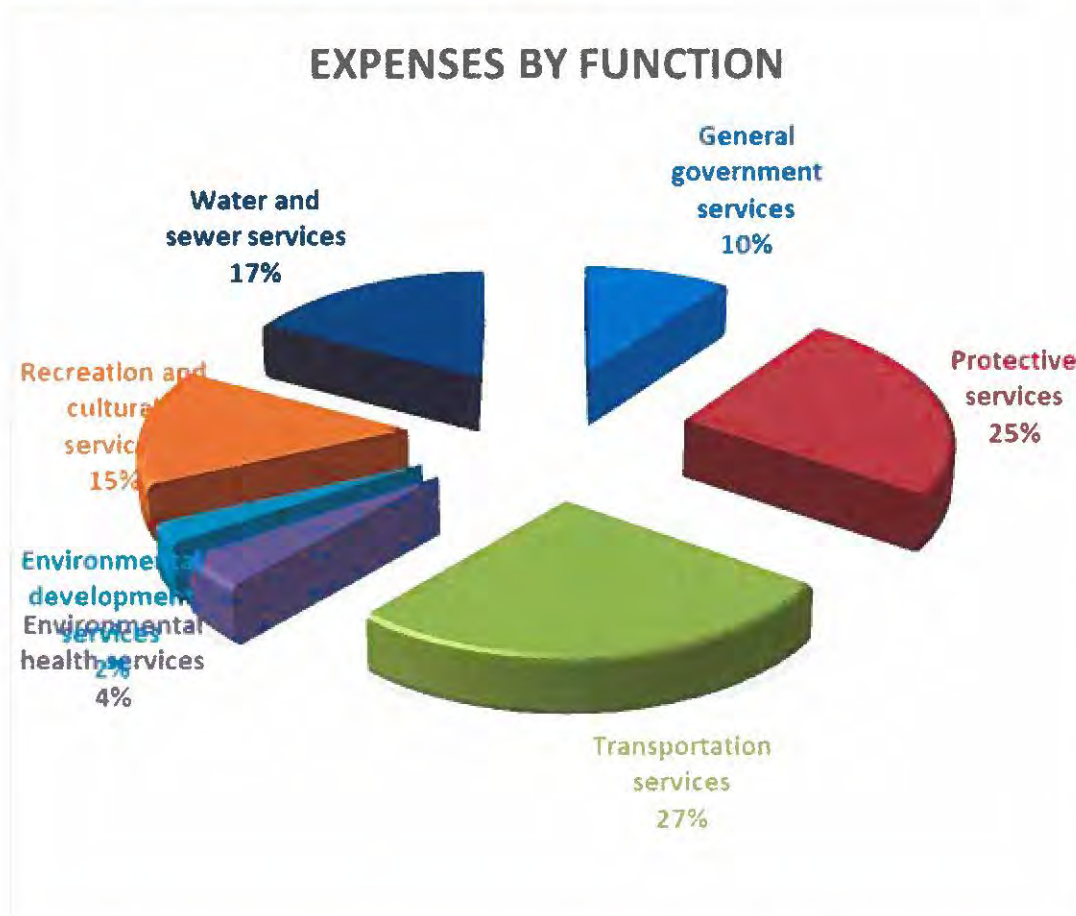
The Town finished the 2021 fiscal year with a general fund surplus of \$274,070 and in the utility account \$41,757. These will be brought into budgets in 2023. During the year, the Town retired \$1.379M of debt. No new debt was incurred during 2021 however debentures in the amount of \$800,000 and \$1.25 million are expected in 2022 to finance utility and protective service projects respectively. The Town’s current debt is approximately \$814 per capita and debt service costs are 4.95% of the annual budget supported by property taxes. The legislated limit for debt service is 20% of a municipality’s annual expenditures in its general fund. The borrowing limits for utilities are larger and the Town is currently well within provincial guidelines with utility debt service costs of 22.52%. That debt is repaid through utility charges.

The Town donated \$35,197 to various groups and good causes in 2021; none of these were for economic development purposes. A list of the donations are found in Appendix A.



The total tax base of the municipality for the purposes of setting the tax rate was \$1.371B. The tax rate for 2021 was \$1.24 per hundred dollars of assessment. Assessments are carried out by Service New Brunswick on behalf of all municipalities in the province at a cost of slightly less than two cents per hundred to the property owner and an equal amount paid by the Town. Six percent of the tax base is made up of non-residential properties that were taxed at a rate of \$1.815 + the \$2.27 Provincial rate.

Utility rates for the fiscal period were as follows: Water cost was \$1.18/m<sup>3</sup> plus a fixed cost of \$51.25 per quarter. The annual sewer charge was \$400 in 2021 for a single-family house. Business and multi-family buildings pay by size of the service connection to the Town system.



The total operating expenditures and debt service costs of the Town were \$18.6M. Rothesay paid \$156,128 in Provincial property tax in 2021 as well as HST to the Province of approximately \$550,000. The Provincial Government transferred \$131,193 which represents 16¢ of the \$2.27 provincial tax rate paid by non-residential property in the town (\$9.96/capita). On average, municipalities with populations of more than 10,000 received \$101 per person in equalization; Rothesay received none.

The audited financial statements of the Town are found in Appendix F.

**Doug MacDonald is the Town Treasurer.**

## 7. PARKS & RECREATION

### A. RECREATION

The Town maintains many outdoor recreation facilities including five ball fields, two synthetic turf surfaces at the Arthur Miller Fields, two irrigated soccer pitches and approximately 20 kilometers of walking, hiking and cross-country ski trails.

Rothesay Recreation Department provides numerous program opportunities for its citizens throughout the year. Facilities include the Rothesay Arena, Bill McGuire Centre, Rothesay Common, Rothesay Hive, and the Wells Recreation Building. Through the summer months, the Recreation Department offers summer programs from various locations within the community. Highlights for Rothesay Recreation in 2021 included the return of the popular Concert on the Common summer series, Sunset Yoga sessions and the KV Santa Claus Parade.



Despite COVID-19, it was a successful 2021 Fundy Winterfest in Rothesay. Our usual programs were adapted to be able to occur during any phase (Yellow / Orange / Red) of the COVID-19 Plan. Warm-Up to Winterfest was conducted virtually as a Facebook Event with videos, information, and posts from each wellness organization, the giveaway was also hosted on the Facebook event which reached over 10,000 people. The communities of Saint John, Rothesay and Quispamsis partnered to create the “Fundy Winterfest Community Gems Hunt” mobile application. This application can be used to visit 30 community gem locations (10 in Rothesay) for a virtual treasure hunt. As of April 1, 2021 the application had 539 downloads on the Google Play Store and Apple App Store. The communities also partnered on a Frozen Moment Photo Contest that received 53 photo entries from within the municipalities of Saint John, Rothesay, Quispamsis, and Grand Bay-Westfield. The winning photo received 219 likes. As for Rothesay Winterfest Events, the 2021 Rothesay Winter Speaker Series was held virtually in partnership with Go Ahead Seniors and the Rothesay Hive. There were seven speaker sessions that were shared onto the Rothesay HIVE Facebook group, with a combined viewing total of: 444 views. We also held a Rothesay Snowfolk Making Contest sponsored by River and Trail Outdoor Company. We received 5 excellent entries into the contest. Rothesay teamed up with Magical Memories Princess Parties for a Valentine’s themed Facebook Live event. Over 800 people watched the live event to make Valentine’s Day cards, paper snowflakes, and get active with the Snow Queen.



The Summer Playground Program was once again restructured to the Day Camp Program to meet the requirements from Public Health during the pandemic. As a result, the Day Camp Program began with three groups of 15 campers each week. As the summer went on and COVID-19 restrictions were lifted, the number of kids in each group increased. Two of the groups operated out of the Bill McGuire Centre and the third group was at the Wells Recreation Site. Day Camps were organized on a weekly registration with the lunch hour being offered. All public health guidelines were followed, and there were no field trips or beach days. Although there were many new rules to follow, campers and camp counselors were able to adapt and have a fun-filled summer.

Amid COVID-19, both K-Park and Renforth Beaches were open and guarded. The Town was able to hire seven lifeguards and have two fill-in guards available. The beaches were busy, however people were respectful of the COVID-19 social distancing rules. There were no swimming lessons offered due to the pandemic.

It was a successful community garden season and the garden's practices were adapted to meet the COVID-19 requirements, including a plot schedule (even and odd numbered plots alternate gardening days), sanitization, prescreening posters, and shared tools were not provided. A new Halloween event was held at the Rothesay Arena where participants were invited to come for a free public skate and dress up in their favorite costume.

The 23rd Annual KV Santa Claus Parade took place along Hampton Road on Saturday, November 27th. The Parade Committee put a lot of time and effort in to making the parade as safe as possible for participants and spectators. In addition to all of the standard parade rules and regulations, physical distancing and masks were mandatory for participants and strongly encouraged for spectators. The parade was also live streamed on Facebook for anyone who preferred to watch from the comfort of their own home. The Facebook video of the parade has over seven thousand views. An estimated 10,000 spectators lined Hampton Road to watch the parade after a year hiatus.

As the year ended and COVID-19 was still amongst us. The 7th Annual Mayor's Tree Lighting event at the Rothesay Common was cancelled due to the public health situation at the time. Rather than an in-person event, Rothesay videotaped the tree at the Rothesay Common lighting up for the 2021 Holiday Season, which has 959 views.

During the majority of 2021, the Rothesay Hive was operating at a reduced capacity to follow the COVID-19 requirements. Despite that, the Rothesay Hive was able to offer a wide variety of programs, services, and activities throughout the year, including: 2021 Winter, Spring and Fall Virtual Speaker Series, Mindful Moments Video Series, Physical Fitness Classes, June 1 Intergenerational Celebration, Free Outdoor Physical Fitness Classes for Participaction Community Better Challenge, Holiday Craft Session, Book Club, Coffee & Chats, and more. In September of 2021, the Rothesay Recreation

Department took over coordinating the Renforth Seniors Exercise Classes at the Bill McGuire Centre which has up to 30 older adult participants taking part in the classes on Mondays and Wednesdays.

**B. PARKS**

Rothesay maintains a network of parks and green spaces with major highlights such as the Rothesay Common, East Riverside-Kingshurst Park, Steele-Kennedy Nature Park, Wells Recreation Park, Renforth Wharf Park and smaller gems such as Dobbin Park and 150 Anniversary Park. The Town also maintains many outdoor recreation facilities including five ball fields, two synthetic turf surfaces at the Arthur Miller Fields, two irrigated soccer pitches and approximately 20 kilometers of walking, hiking and cross-country ski trails.

The new baseball field at Wells Recreation Park was a major expenditure in 2021 as the construction was underway and expecting playable in late 2022.



The construction of a 120-foot boardwalk along the McKeever Lake trail.

Expanding grooming of winter trails to include East Riverside – Kingshurst Park and Hill Side trails.

The Marigold Project – All three elementary schools in Rothesay participated. Over 250 children took part in growing Marigolds from seeds and planting them around Rothesay.

The u18AA Baseball Atlantic were held at Bicentennial field.

**Parks**

**Rothesay Parks & Trails**

**Trails**

<b>The Rothesay Common</b>	Well’s Trail
<b>East Riverside-Kingshurst Park</b>	Hillside Trail
<b>Steele-Kennedy Nature Park</b>	Bicentennial Trail
<b>Wells Recreation Park</b>	The Bishop’s KPark Trail
<b>Renforth Wharf Park</b>	
<b>Jordan Miller Park</b>	
<b>Stuart Dobbin Park</b>	
<b>150 Anniversary Park</b>	

**Charles Jensen is the Director of Recreation and Parks.**

### **C. LIBRARY**

Library services for Rothesay residents are provided in partnership with the town of Quispamsis and the Province of New Brunswick. The building at 1 Landing Court in Quispamsis is maintained by the two towns cost-shared on a per capita basis. Permanent staff working in the library are employees of the Public Library Service of New Brunswick. The original library opened its doors in 1984 and was enlarged and renovated in 2013 at a total project cost of just under \$6M. Rothesay's share 2021 operating cost \$86,000 (39% of the total cost). More information on the Kennebecasis Public Library can be found on Facebook:

<https://www.facebook.com/kennebpl>



The Acting Library Director is Norah Emerson.

### **D. LIVING MUSEUM**

The Rothesay Living Museum is a partnership with the Rothesay High School designed to protect and maintain memorabilia and artifacts from the five founding communities of the Town. It is operated by a volunteer committee that has collected stories of a number of prominent citizens in written and audio forms. It has also sponsored the publication of a book and several special events. The past year was a relatively quiet one for the Living Museum but it remains a repository for Town history and an opportunity for youth in the community to gain an appreciation for how we came to be.

## 8. PLANNING AND DEVELOPMENT

### A. BUILDING PERMITS

In 2021, Rothesay issued 32 Development Permits and 202 Building Permits.

The total 2021 Value of Construction was \$9,781,945.23 being an increase of \$9,968,303.77 from 2020. Rothesay generated \$73,531 in permit fees resulting from all issued development and building permits.

### B. BY-LAW ENFORCEMENT

In 2021, the majority of by-law enforcement activity was focused on the animal control by-law specifically related to dog bites, barking, and nuisance as well as backyard chickens. Several major issues do stand out during 2021 such as a complaint from a neighbour who believes the Town of Rothesay should require a fence around a “man made pond” on their neighbour’s property in Wells. Lawyers for Rothesay reviewed the issue and stated that the town does not have any obligation to ensure the pond is fenced, and absent extenuating circumstances, the Town would not be liable if someone entered the private property and was harmed. Staff also received complaints from residents regarding the use of fireworks in their neighbourhoods. Rothesay currently has a By-law 4-03 – Rothesay Nuisance By-law that states “No person shall detonate fireworks unless authorized by the Chief of Police and the Fire Chief”. Staff have directed residents that the use of fireworks should be reported to the Kennebecasis Regional Police Force and that reporting the incidents the morning after are very difficult to investigate.

	Zoning By-Law	Unightly Premises	Building By-Law	Signage	Animal Control	Civic Complaint	Noise Complaint / Fireworks
<b>2021</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>17</b>	<b>2</b>	<b>4</b>

### C. PLANNING

Rothesay PAC met 11 times in 2021 with several major projects under consideration such as the 48-unit apartment building off Chapel Road, and two 48 unit 6 story apartment buildings off Holland Drive. The major achievement in 2021 was the Council adoption and enactment of the Rothesay’s Municipal Plan.

### D. HERITAGE PRESERVATION BOARD

The Heritage Board meet just once in 2021 granting a Heritage permit to allow for the construction of a metal fence at the side exit and basement entrance of the Parish Hall of St. Paul’s Church.

**Brian White is the Director of Planning & Development.**

## 9. PUBLIC WORKS

In 2021, the Public Works Department recorded 2,408,300 kg of salt/sand mixture that was placed by monitored equipment during road maintenance activities. In preparation for possible spring flooding 7500 sandbags were received and deployed to residents, then collected and placed in safe storage for future use. Intelligent speed radar signs were placed at Common (static), Sierra, Crestwood, Frances, Anna, Charles, Ryan, Monaco.

The Department saw a busy year where 42 culverts were repaired or replaced, 5 weeks of flushing work was completed within the existing storm sewer system and 21 related replacement or repairs were made to associated catch basins and manholes.

There were 190m of new waterline installed along Maliseet Drive.

Underground ducts were installed along Sierra Avenue to facilitate the installation of additional streetlights.

Works staff installed 13 new signposts to replace aging ones.

Works staff also hand-placed 420 tons of asphalt to repair potholes.

Staff responded to 163 Service Requests in 2021 and broken down in the table below.

Catch basins	7
Culverts	42
Ditches	15
Drainage	14
General Drainage	12
General Transportation	20
Potholes	26
Signs	13
Plow Damage	6
Street Cleaning	5
Streetlight	3

In 2021, the following infrastructure work was completed:

- 904 m of new barrier curb installed
- 845 m<sup>2</sup> of new concrete sidewalk installed
- 8,415 tons of new asphalt placed as follows:
  - Cove Crescent
  - Edie Drive
  - Fox Farm Road
  - Jordan Lane

- Arena Parking Lot
- French Village Road
- Highland Avenue
- Wharf Road
  - Highland Avenue – second phase
  - Sunset Lane – turnaround created on cul de sac
  - McGill Road
  - Cove Crescent – second phase
  - Dofred Road – full depth rebuild
  - Parkdale Avenue
  - First Street
  - College Hill Road
- Spruce Street signalization at Clark intersection and extension to Lennox Drive
- Portions of road raised on Pickett Lane and Maliseet Drive for flood access
- 375m of 200mm sewer line replaced on Highland Avenue
- 417m of 200mm watermain replaced on Highland Avenue
- Large scale repair completed on waterline in Hastings Cove on Elizabeth Parkway
- Pump Station associated with Turnbull Court Sewer system upgrade



## 10. UTILITIES

### A. WATER

In 2021, the Rothesay treatment plant at Carpenter Pond withdrew 666,081 m<sup>3</sup> of raw water from the well network to produce 633,079 m<sup>3</sup> of drinking water for distribution. With 11 new water connections and 20 new sewer connections, production was high.

The following are the performance results for the three Town wastewater treatment lagoons for 2021.

Lagoon	Treated Volumes (m <sup>3</sup> )	Mg/litre Oxygen Demand (CBOD)	Mg/litre Suspended Solids (TSS)
<b>KPARK</b>	159,943	22	26.75
<b>RENFORTH</b>	193,121	5	11.25
<b>FAIRVALE</b>	2,233,920	18.5	21.2

**Brett McLean is the Director of Operations including both Works and Utilities.**

## II. APPENDICES

### A. DONATIONS

RECIPIENT	TYPE	FORM	AMOUNT \$	PURPOSE
KV3C	grant	In kind	2,500	Use of space in McGuire Centre
NB Medical Education Trust	grant	cash	5,000	Support for medical education
KV Food Basket	grant	cash	250	To offset operating cost
KV Food Bank via Quispamsis	grant	cash	3,746.81	To offset rental cost
St Joseph's Hospital Fdn	grant	cash	1,000	Support for regional medical services
YMCA (four of five)	grant	cash	1,000	Regional YMCA capital campaign
Rothsay High School	grant	cash	1,000	Student scholarship
KV Oasis Youth Centre	grant	cash	2,500	To offset operating cost
Saint John Theatre Co.	grant	cash	2,000	To offset operating cost
Symphony N.B.	grant	cash	2,500	To offset operating cost
Junior Achievement N.B.	grant	cash	300	To offset operating cost
Make a Wish Canada	grant	cash	500	To support programs
Compassionate Grief Centre	grant	cash	1,000	To support programs
SJ Regional Hospital Foundation	grant	cash	500	To support programs
Empty Stocking Fund	grant	cash	500	To support donations
Hestia House	grant	cash	200	To support programs
First Steps Housing	grant	cash	250	To support programs
Alzheimer's Society of N.B.	grant	cash	150	To support programs
Kennebecasis Crimestoppers	grant	cash	2,800	To offset operating cost
Pro-kids Saint John	grant	cash	7,500	To offset administrative costs

TOTAL

\$35,196.81

**B. COUNCIL ATTENDANCE 2021**

Legend		Open	Closed Mtg/ Working	Mayor Nancy Grant	DM Matt Alexander	Counc. Grant Brenan	Counc. Peter Lewis	Counc. Tiffany Mackay French	Counc. Bill McGuire	Counc. Don Shea	Counc. Miriam Wells	Counc. Helen Boyle	Counc. Dave Brown
Present													
Absent													
Jan 11		√										N/A	N/A
Feb 8		√										N/A	N/A
Mar 8		√										N/A	N/A
Apr 12		√										N/A	N/A
May 10 (election)													
Jun 14 Oath of Office		√				N/A					N/A		
Jul 12		√				N/A					N/A		
Aug 9		√				N/A					N/A		
Aug 16 Hearing		√			*COI	N/A					N/A		
Aug 16 Sp. Mtg.		√			*COI	N/A					N/A		
Sep 13		√				N/A					N/A		
Oct 12		√				N/A					N/A		
Oct 18 Sp. Mtg.		√				N/A					N/A		
Oct 25 Sp. Mtg.		√				N/A					N/A		
Nov 8		√				N/A					N/A		
Nov 15 Hearing		√				N/A	*COI				N/A		
Nov 15 Sp. Mtg.		√				N/A					N/A		
Dec 13		√				N/A					N/A		
Jan 11			√									N/A	N/A
Feb 8			√									N/A	N/A
Mar 8			√									N/A	N/A
Mar 25			√									N/A	N/A
Apr 12			√									N/A	N/A
Jun 14			√			N/A					N/A		
Jun 21			√			N/A					N/A		
Jul 12			√			N/A					N/A		
Jul 26 Session			√			N/A					N/A		
Aug 9			√			N/A					N/A		
Sept 13			√			N/A					N/A		
Sept 15 Session			√			N/A					N/A		
Sept 27 Tour			√			N/A					N/A		
Oct 12			√			N/A					N/A		
Oct 18 Sp Closed			√			N/A					N/A		
Oct 18 Session			√			N/A					N/A		
Nov 8			√			N/A					N/A		
Nov 22 Session			√			N/A					N/A		
Nov 29 Session			√			N/A					N/A		
Dec 13			√			N/A					N/A		

\*Conflict of Interest declared



**C. COUNCIL REMUNERATION**

Mayor Grant	D/Mayor Alexander	Councillor Brennan	Councillor Shea	Councillor Lewis	Councillor McGuire	Councillor Mackay French	Councillor Wells	Councillor Boyle	Councillor Brown
\$36,166.66	\$19,600.00	\$6,750.00	\$17,250.00	\$17,250.00	\$17,250.00	\$17,250.00	\$6,750.00	\$10,500.00	\$10,500.00

**Expenses - Mobility Charges**

Mayor Grant - \$319.61

Councillors: \$1,830.21

CATEGORY	Mayor	Deputy Mayor	Councillor
Salary(2021)	37,000	20,100	18,000
Salary (Incoming Council 2022)	37,000	20,100	18,000

**SENIOR STAFF SALARY RANGES**

POSITION	SALARY RANGE
Director Administrative Service/Clerk	100,000 - 125,000
Director Parks & Recreation	100,000 - 125,000
Director of Planning & Development	100,000 - 125,000
Director of Operations	100,000 - 125,000
Treasurer	100,000 - 125,000
Town Manager	150,000 - 175,000

**D. 2021 EVENTS ATTENDED BY THE MAYOR AND COUNCIL****January – February 8, 2021**

1. Jan 4 CBC Information Morning (Year End)
2. Jan 13 Warm up to Winterfest Video
3. Jan 15 CBC Information Morning (Sagamore Heights)
4. Jan 27 Video for Order of the Maple Leaf (RPS)
5. Feb 5 Photo (with Mayor Clark) Black History Month

**February 8, – March 8, 2021**

1. Feb 12 Interview with Business View Magazine
2. Feb 17 Saint John Executives Guest Speaker

**March 8, – April 12, 2021**

1. Mar 23 Civics Class to Rothesay Elementary School
2. Mar 23 Civics Class to See Jane Run

**April 13, 2021 – Swearing In Ceremony**

1. Apr 13 Council Update Video
2. Apr 18 Opening of Dr. Isaacs Dental Practice
3. Apr 23 Video greetings to Steps for Life
4. Apr 23 Town Hall Clean Up with Rothesay Elementary School
5. Apr 25 Campbell Drive Clean Up with Rotary Club
6. May 27 Power of Determination (Virtual)
7. Jun 1 Intergenerational Day with Touchstone Academy
8. Jun 4 Rothesay Netherwood School Graduation Ceremony
9. Jun 4 Photo op for Boys and Girls Club
10. Jun 7 Kamloops Vigil
11. Jun 9 Photo op with Kennebecasis Park Marigolds
12. Jun 9 Photo op with Rothesay Pharma Choice

**June 14 – July 12, 2021**

1. Jun 14 Fairvale Elementary School Planting Marigolds
2. Jun 16 Rothesay Elementary School Marigolds at Town Hall

**July 13 – August 9, 2021**

1. Jul 15 Concert on the Common
2. Jul 22 Kennebecasis Regional Police Force Promotion Ceremony

**August 9 – September 12, 2021**

1. Aug 12 Wastewater Treatment Plant Announcement
2. Aug 16 Elizabeth Fry Barbeque
3. Aug 18 Oasis Outdoor Coffee House (Rothesay Common)
4. Aug 20 Saint John Art Centre (SJAC) Art4Life Opening
5. Aug 24 Regional Mayors Lunch
6. Sep 7 L'Arche Dinner
7. Sep 11 Saint John Wellness Park Opening
8. Sep 11 Teddy Bear Fair (Make-a-Wish)

**September 13 – October 12, 2021**

1. Sep 22 Sea Dogs Press Conference
2. Sep 28 ACAP Tree Planting at Wells Park
3. Sep 29 NB Medical Education Foundation Scholarships (Virtual)
4. Oct 2 Vimy Tree Planting – MacKenzie Family
5. Oct 5 Sweet Caroline Walk
6. Oct 7 Cheque Presentation to Oasis Youth Centre

**October 12 – November 8, 2021**

1. Oct 13 Presentation to Chief Gallant
2. Oct 19 Cheque Presentation to Symphony New Brunswick
3. Oct 25 Pink Pumpkins
4. Oct 28 Branch 58 Legion – 1<sup>st</sup> Poppy
5. Nov 5 Tour of Rothesay Netherwood School Science Hall
6. Nov 5 Red Triangle Awards

**November 8 – December 13, 2021**

1. Nov 11 Remembrance Day Ceremony Branch 58 Legion
2. Nov 16 Dedication of Memorial Bench at the Bill McGuire Centre
3. Nov 19 PRUDE Awards
4. Nov 20 Empty Stocking Fund Pledge Reading
5. Nov 22 Sophie Recovery Centre Breakfast
6. Nov 27 Video for St. Andrews Society Dinner
7. Nov 27 Kennebecasis Valley Santa Claus Parade
8. Dec 2 Year End Interview with the Telegraph Journal
9. Dec 4 Kennebecasis Lions Lobster Fundraiser
10. Dec 8 Lucky Duck Fundraiser for First Steps
11. Dec 9 Audio Clips for Oldies 96
12. Dec 13 Cheque Delivery to Kennebecasis Valley Food Basket

**December 13, 2021 – January 10, 2022**

1. Dec 14 Video for Mayor's Tree Lighting
2. Dec 15 Year End Interview with the Wave
3. Dec 21 Year End Video for Rothesay
4. Jan 3 New Year's Message to CBC

**January 10 – February 14, 2022**

1. Jan 18 Video for Chinese New Year
2. Jan 31 Video for Winterfest (Wells)

**February 14 – March 14, 2022**

1. Jan 23 Photo for Pink Shirt Day
2. Feb 25 Opening of KAM Institute of Design
3. Feb 26 Branch 58 Legion Fundraiser

**March 14 – April 11, 2022**

1. Mar 16 Funding Announcement for Wells Building
2. Mar 19 Branch 58 Legion Fundraiser
3. Mar 28 Regional Chamber of Commerce Luncheon
4. Mar 30 Community input into Health and Technology District
5. Mar 31 USPORTS Championships at Fieldhouse
6. Apr 5 Envision Meeting and Luncheon
7. Apr 9 Jervis Bay Legion Fundraiser for Ukraine

**E. AUDITED FINANCIAL STATEMENTS**

**ROTHESAY**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2021**

**DECEMBER 31, 2021**

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

*Opinion*

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

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

*Basis for Opinion*

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

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

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

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

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

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

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

*(continues)*



Independent Auditors' Report to Her Worship The Mayor and Members of Council of Rothesay (cont'd)

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

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

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

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



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB  
April 11th, 2022

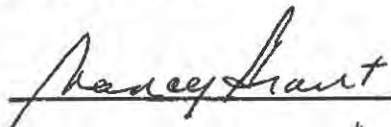
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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

**ROTHESAY****CONSOLIDATED STATEMENT OF FINANCIAL POSITION****AS AT DECEMBER 31, 2021**

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

**APPROVED BY:**

  
 \_\_\_\_\_ Mayor

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

## ROTHESAY

## CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2021

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

## APPROVED BY:

 Mayor  
 Town Treasurer

**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**1. PURPOSE OF THE ORGANIZATION**

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

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

Reporting Entity

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

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

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

Interdepartmental and organizational transactions and balances are eliminated.

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

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

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

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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)****Budget**

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

**Financial Instruments**

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

**Cash and Cash Equivalents**

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

**Revenue Recognition**

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

Other revenue is recorded when it is earned.

**Expenditure Recognition**

Expenditures are recorded on an accrual basis.

**Measurement Uncertainty**

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

Examples of significant estimates include:

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

**Inventories**

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

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

#### Capital Reserves

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

#### Operating Reserves

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

#### Tangible Capital Assets

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

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

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

#### Segmented Information

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

##### General Government Services

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

##### Protective Services

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

##### Transportation Services

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

##### Environmental Health Services

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



**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)****Segmented Information (cont'd)****Environmental Development Services**

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

**Recreation and Cultural Services**

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

**Water and Sewer Services**

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

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

**Post Employment Benefits**

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

**3. FINANCIAL INSTRUMENTS**

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

**Credit Risk**

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

**Liquidity Risk**

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

**Currency Risk**

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

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

## 3. FINANCIAL INSTRUMENTS (cont'd)

Interest Rate Risk

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

## 4. CASH

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

## 5. ACCOUNTS RECEIVABLE

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

## 6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

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

## 7. DUE FROM PROVINCE OF NEW BRUNSWICK

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

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

## 8. DEFERRED REVENUE

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

## 9. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

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

## 10. INVESTMENTS

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

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

## 11. LONG TERM DEBT

(a) General Capital Fund

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

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

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

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

(b) Water and Sewer Capital Fund

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

## Canada Mortgage and Housing Corporation

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

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

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

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

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

**ROTHESAY****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****11. LONG TERM DEBT (cont'd)****(c) Jointly Controlled Entity - KRJBPC (proportionate share)**

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

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

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

**Total Long term debt:**

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

**12. LAND FOR PUBLIC PURPOSES**

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

**13. SEWER OUTFALL RESERVE**

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

**ROTHESAY****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****14. DEFERRED REVENUE**

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

**15. ACCRUED SICK LEAVE**

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

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

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

The following summarizes the major assumptions in the valuation:

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

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

The consolidated unfunded liability consist of:

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

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

## 16. POST EMPLOYMENT BENEFITS PAYABLE

Retirement Allowance Program

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

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

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

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

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

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

The consolidated unfunded liability consist of:

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

KVFD and KRJBPC have internally restricted funds for their liabilities.

Pension Obligation

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

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



## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

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

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

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

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

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

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

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

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

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

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

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

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

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

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

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

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

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

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

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

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

	<b>Estimated</b> <b>Jan 1, 2021 to</b> <b>Dec 31, 2021</b>	<b>Jan 1, 2020 to</b> <b>Dec 31, 2020</b>
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 19,995,520	\$ 18,161,671
Change in ownership	(6,954)	(10,473)
Current service cost	800,374	764,944
Benefits payments	(579,069)	(586,095)
Interest for period	1,115,543	1,048,887
Experience loss during period	<u>-</u>	<u>616,586</u>
Accrued benefit obligation at end of period	<b><u>\$ 21,325,414</u></b>	<b><u>\$ 19,995,520</u></b>

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

	<b>Estimated</b> <b>Jan 1, 2021 to</b> <b>Dec 31, 2021</b>	<b>Jan 1, 2020 to</b> <b>Dec 31, 2020</b>
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 19,398,804	\$ 17,732,492
Change in ownership	(6,701)	(10,213)
Employer contributions	505,666	491,180
Employee contributions	505,666	491,180
Benefit payments	(579,069)	(586,095)
Return on plan assets during period	<u>1,088,279</u>	<u>1,280,260</u>
Plan assets at end of period	<b><u>\$ 20,912,645</u></b>	<b><u>\$ 19,398,804</u></b>

Total expense related to pensions include the following components:

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

The pension expense is included in the statement of operations.

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2021****17. CONTINGENT LIABILITY**

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

**18. COMMITMENT****Solid Waste Collection, Transportation and Recycling Services**

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

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

**Snow Clearing Contract**

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

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

**19. SHORT TERM BORROWING****Operating Borrowing**

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

**Capital Funds**

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

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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

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

Inter-fund Borrowing

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

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

**20. UTILITY FUND SURPLUS**

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

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

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

21. SCHEDULE OF TANGIBLE CAPITAL ASSETS

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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

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

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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**23. SCHEDULE OF SEGMENT DISCLOSURE**

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



**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**24. RECONCILIATION OF ANNUAL SURPLUS**

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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**25. STATEMENT OF RESERVES**

	<b>General Operating Reserve</b>	<b>General Capital Reserve</b>	<b>Utility Operating Reserve</b>	<b>Utility Capital Reserve</b>	<b>Land for Public Purpose</b>	<b>2021 Total</b>	<b>2020 Total</b>
<b>ASSETS</b>							
Cash and short term investments	\$ 905,049	\$ 5,197,371	\$ -	\$ 1,350,328	\$ -	\$ 7,452,748	\$ 6,245,474
Accounts receivable from other funds	-	(150,251)	106,305	(106,305)	150,251	-	-
Due from (to) other funds	-	500,000	-	-	-	500,000	-
	<u>\$ 905,049</u>	<u>\$ 5,547,120</u>	<u>\$ 106,305</u>	<u>\$ 1,244,023</u>	<u>\$ 150,251</u>	<u>\$ 7,952,748</u>	<u>\$ 6,245,474</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 905,049</u>	<u>\$ 5,547,120</u>	<u>\$ 106,305</u>	<u>\$ 1,244,023</u>	<u>\$ 150,251</u>	<u>\$ 7,952,748</u>	<u>\$ 6,245,474</u>
<b>REVENUE</b>							
Other government transfers	\$ -	\$ 1,654,360	\$ -	\$ -	\$ -	\$ 1,654,360	\$ 803,422
Transfers from Operating Funds	450,000	500,000	-	82,976	4,560	1,037,536	345,547
Interest	4,216	27,123	575	6,612	852	39,378	94,740
	<u>454,216</u>	<u>2,181,483</u>	<u>575</u>	<u>89,588</u>	<u>5,412</u>	<u>2,731,274</u>	<u>1,243,709</u>
<b>EXPENDITURES</b>							
Transfers to General Operating Fund	-	-	-	-	-	-	341,708
Transfer to General Capital Fund	-	650,000	-	-	-	650,000	1,350,000
Transfers to Water and Sewer Capital Fund	-	374,000	-	-	-	374,000	749,571
	<u>-</u>	<u>1,024,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,024,000</u>	<u>2,441,279</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>\$ 454,216</u>	<u>\$ 1,157,483</u>	<u>\$ 575</u>	<u>\$ 89,588</u>	<u>\$ 5,412</u>	<u>\$ 1,707,274</u>	<u>\$ (1,197,570)</u>

Included in the General Capital Reserve Fund is \$4,318,104 of gas tax funds to be used for capital projects that meet the criteria of the Agreement on the Gas Tax Fund with Local Governments.

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

### 25. STATEMENT OF RESERVES (cont'd)

**Council Resolutions regarding transfers to and from reserves:**

Date Enacted March 8, 2021

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the sum of \$450,000.00 be transferred to the General Operating Reserve Fund from the General Operating Fund to cover future operating costs.

**ON THE QUESTION:**

Treasurer MacDonald advised the purpose of the transfer is to set aside funds received from the provincial Safe Restart Program for future COVID-19 expenses. Counc. Brenan added the funding was received following approval of the Town's 2021 budget.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the sum of \$250,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

**CARRIED.**

Date Enacted December 13, 2021

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Gas Tax Funding in the amount of \$1,654,358.00 for the year 2021, be transferred to the General Capital Reserve Fund (Gas Tax).

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the sum of \$1,150,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the sum of \$4,560.00 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the sum of \$250,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea \$66,150.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the sum of \$374,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**ROTHESAY**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**25. STATEMENT OF RESERVES (cont'd)**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shear \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shear \$11,140.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

**CARRIED.**

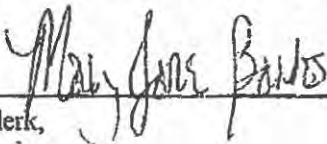
Date Enacted February 14, 2022


**MOVED** by Council. McGuire and seconded by Council. Shear the Gas Tax Funding in the amount of \$500,000.00 for the year 2021, be transferred to the General Capital Reserve Fund (Gas Tax).

**ON THE QUESTION:** Treasurer MacDonald advised annual transfers from reserves are used to finance capital expenditures. Upon review, the amount of funds transferred from the Gas Tax Reserve is more than required, therefore staff are recommending an amount be transferred back to the Gas Tax Reserve.

**CARRIED.**

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on March 8, 2021, December 13, 2021 and February 14, 2022.

  
\_\_\_\_\_  
Clerk,  
Rothesay

  
\_\_\_\_\_  
Date

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**26. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS**

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2021 Total</u>	<u>2020 Total</u>
<b>ASSETS</b>	\$ <u>2,042,913</u>	\$ <u>1,350,793</u>	\$ <u>1,566,941</u>	\$ <u>4,960,647</u>	\$ <u>5,005,054</u>
<b>LIABILITIES</b>	\$ <u>554,771</u>	\$ <u>737,277</u>	\$ <u>26,565</u>	\$ <u>1,318,613</u>	\$ <u>1,540,831</u>
<b>ACCUMULATED SURPLUS</b>	\$ <u>1,488,142</u>	\$ <u>613,516</u>	\$ <u>1,540,376</u>	\$ <u>3,642,034</u>	\$ <u>4,131,419</u>
<b>REVENUE</b>	\$ 2,330,713	\$ 3,005,960	\$ 96,662	\$ 5,433,335	\$ 5,773,619
<b>EXPENDITURES</b>	<u>2,249,867</u>	<u>2,795,884</u>	<u>172,570</u>	<u>5,218,321</u>	<u>5,175,096</u>
	80,846	210,076	(75,908)	215,014	598,523
<b>CHANGE IN OWNERSHIP</b>	<u>1,036</u>	<u>(655)</u>	<u>-</u>	<u>381</u>	<u>(889)</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ <u>81,882</u>	\$ <u>209,421</u>	\$ <u>(75,908)</u>	\$ <u>215,395</u>	\$ <u>597,634</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

**27. OPERATING BUDGET TO PSA BUDGET**

	<b>Operating Budget General</b>	<b>Operating Budget Water and Sewer</b>	<b>Amortization TCA</b>	<b>Controlled Entities</b>	<b>Transfers</b>	<b>Total</b>
<b>REVENUE</b>						
Property tax warrant	\$ 17,002,299	\$ -	\$ -	\$ -	\$ -	\$ 17,002,299
Unconditional transfers from other governments	131,193	-	-	-	-	131,193
Conditional transfers from Federal or Provincial governments	26,500	-	-	-	1,024,000	1,050,500
Services other governments	60,000	-	-	-	-	60,000
Other own source	103,260	-	-	-	(2,000)	101,260
Sale of services	463,600	-	-	-	2,000	465,600
Other transfers	1,050,000	-	-	-	(1,050,000)	-
Water and sewer user fees	-	3,443,427	-	-	(363,000)	3,080,427
Sundry income	14,000	80,000	-	137,876	-	231,876
Surplus (deficit) of second previous year	32,148	34,573	-	-	(66,721)	-
	<u>18,883,000</u>	<u>3,558,000</u>	<u>-</u>	<u>137,876</u>	<u>(455,721)</u>	<u>22,123,155</u>
<b>EXPENDITURES</b>						
General government services	2,416,762	-	120,000	-	(321,000)	2,215,762
Protective services	5,479,207	-	225,682	(147,341)	(373,500)	5,184,048
Transportation services	3,647,492	-	2,320,000	-	(629,966)	5,337,526
Environmental health services	842,000	-	-	-	-	842,000
Environmental development services	649,200	-	-	-	-	649,200
Recreation and cultural services	2,147,205	-	742,033	7	81,600	2,970,845
Fiscal services						
Long term debt repayments	804,000	518,357	-	-	(1,322,357)	-
Interest	182,134	305,893	-	-	(488,027)	-
Transfer from General Operating Fund to General Capital Fund	2,715,000	-	-	-	(2,715,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Capital Reserve Fund	-	70,000	-	-	(70,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Operating Capital Fund	-	700,000	-	-	(700,000)	-
Water and Sewer	-	1,963,750	1,240,000	-	305,893	3,509,643
	<u>18,883,000</u>	<u>3,558,000</u>	<u>4,647,715</u>	<u>(147,334)</u>	<u>(6,232,357)</u>	<u>20,709,024</u>
Surplus (deficit)	\$ -	\$ -	\$ (4,647,715)	\$ 285,210	\$ 5,776,636	\$ 1,414,131

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

## 28. REVENUE AND EXPENDITURES SUPPORT

	2021 Budget	2021 Actual	2020 Actual
<b>REVENUE</b>			
Sale of services			
Community Centre	\$ 20,000	\$ 26,615	\$ 3,919
Rental revenue	106,400	94,696	86,019
Recreational programs	339,200	337,713	248,692
Transportation	-	4,708	5,333
	<u>\$ 465,600</u>	<u>\$ 463,732</u>	<u>\$ 343,963</u>
Other own source			
Permits and fines	\$ 75,000	\$ 94,132	\$ 156,638
Fire Department administration	12,000	-	-
Developers contributions	-	4,560	226,218
Miscellaneous	14,260	9,370	64,919
	<u>\$ 101,260</u>	<u>\$ 108,062</u>	<u>\$ 447,775</u>
Conditional government transfers			
Government of Canada	\$ 25,000	\$ 63,774	\$ 48,812
Province of New Brunswick	-	1,193,354	663,589
Gas Tax revenue	1,024,000	1,024,000	1,910,000
Canada Day grants	1,500	1,600	2,000
Other government grants	-	3,500	-
	<u>\$ 1,050,500</u>	<u>\$ 2,286,228</u>	<u>\$ 2,624,401</u>
<b>EXPENDITURE</b>			
General government services			
Legislative			
Mayor	\$ 47,000	\$ 36,986	\$ 36,468
Councilors	136,100	126,140	118,592
Fundy Regional Service Commission	5,226	5,226	3,597
Other	13,500	3,397	1,825
	<u>201,826</u>	<u>171,749</u>	<u>160,482</u>
Administrative			
Administration	766,747	698,436	735,722
Office building	177,500	176,730	182,982
Solicitor	50,000	20,564	4,213
Supplies	25,000	30,977	37,241
Other	262,395	208,518	208,084
	<u>1,281,642</u>	<u>1,135,225</u>	<u>1,168,242</u>
Financial management			
Professional fees	30,000	26,510	28,814

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

## 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2021</u> Budget	<u>2021</u> Actual	<u>2020</u> Actual
General government services (cont'd)			
Other			
Civic relations	1,000	341	326
Covid-19	25,000	27,033	-
Community communications	10,000	2,738	835
Insurance	223,290	247,058	194,165
Property tax - land for public purposes	18,000	16,782	16,469
Grants to organizations	34,000	22,147	20,448
Fox Farm Road rental expenses	2,500	5,713	19,493
Cost of assessment	266,004	266,004	258,027
Interest	2,500	2,682	3,164
Amortization	<u>120,000</u>	<u>127,065</u>	<u>69,771</u>
	<u>702,294</u>	<u>717,563</u>	<u>582,698</u>
	<u>\$ 2,215,762</u>	<u>\$ 2,051,047</u>	<u>\$ 1,940,236</u>
Protective services			
Fire			
Administration	\$ 323,379	\$ 266,992	\$ 317,866
Firefighting force	1,569,786	1,519,478	1,420,659
Telecommunications	84,423	1,600	1,857
Insurance	20,385	21,348	15,062
Prevention and training	23,850	13,372	12,397
Facilities	74,224	71,623	91,458
Fleet	43,033	33,090	30,627
Operations	25,889	105,682	26,856
Water costs	13,241	13,243	12,847
Retirement allowance	16,721	25,772	25,390
Other	1,223	7,396	1,044
(Gain) on disposal of tangible capital assets	-	(6,990)	(15,044)
Amortization	<u>141,023</u>	<u>141,023</u>	<u>140,306</u>
	<u>2,337,177</u>	<u>2,213,629</u>	<u>2,081,325</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	1,971,059	2,030,630	1,945,639
Vehicle Fleet	78,316	72,059	67,934
Property	108,688	88,232	88,475
Administration	422,069	428,840	559,005
Retirement allowance	31,845	34,803	34,534
Communications	131,700	113,254	15,600
Unrealized gain on investments	(26,224)	(26,224)	(20,837)
Loss (gain) on disposal of tangible capital assets	3,959	3,959	(768)
Amortization	<u>84,659</u>	<u>84,659</u>	<u>89,267</u>
	<u>2,806,071</u>	<u>2,830,212</u>	<u>2,778,849</u>



## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

## 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2021 Budget	2021 Actual	2020 Actual
Protective services (cont'd)			
Other			
Emergency measures	-	975	157,634
Animal control	9,500	5,418	6,264
Interest	8,500	3,995	8,555
Other	<u>20,000</u>	<u>10,778</u>	<u>10,625</u>
	<u>38,000</u>	<u>21,166</u>	<u>183,078</u>
	<u>\$ 5,184,048</u>	<u>\$ 5,067,807</u>	<u>\$ 5,046,052</u>
Transportation services			
Common			
Wages and benefits	\$ 1,094,400	\$ 976,786	\$ 956,539
Workshop, yard and equipment maintenance	654,000	599,233	704,374
Engineering	<u>7,500</u>	<u>10,260</u>	<u>10,675</u>
	<u>1,755,900</u>	<u>1,586,279</u>	<u>1,671,588</u>
Roads and Streets			
Roadway surfaces	48,815	99,160	425,627
Storm water and traffic studies	-	157,260	105,448
Crosswalks and sidewalks	19,992	16,534	14,018
Culverts and drainage ditches	25,000	36,477	37,543
Storm sewers	40,000	34,249	42,624
Street cleaning	44,000	40,506	16,687
Snow and ice removal	652,685	520,677	507,392
Street lighting	130,000	161,646	152,537
Street signs	12,000	9,886	17,028
Traffic lane marking	30,000	25,677	27,513
Traffic signals and signs	40,000	52,191	23,952
Railway crossing signals	22,000	22,228	19,368
Public transit - Comex Service	86,000	81,110	72,953
KV committee for the disabled	-	-	4,000
Flood costs	40,000	-	32,217
Interest	71,134	73,172	75,635
Loss on disposal of tangible capital assets	-	283,208	153,640
Amortization	<u>2,320,000</u>	<u>2,319,749</u>	<u>2,405,836</u>
	<u>3,581,626</u>	<u>3,933,730</u>	<u>4,134,018</u>
	<u>\$ 5,337,526</u>	<u>\$ 5,520,009</u>	<u>\$ 5,805,606</u>

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

## 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
<b>Environmental health services</b>			
Solid waste disposal	\$ 234,000	\$ 202,547	\$ 212,853
Solid waste compost	-	48,741	76,611
Solid waste collection	608,000	570,984	278,656
Curbside recycling	-	-	59,028
Clean up campaign	-	<u>32,249</u>	<u>47,469</u>
	<u>\$ 842,000</u>	<u>\$ 854,521</u>	<u>\$ 674,617</u>
<b>Environmental development services</b>			
Environmental planning and zoning	\$ 494,000	\$ 359,044	\$ 401,087
Greater Saint John Economic Development Agency, Inc.	152,000	148,000	98,988
Tourism	<u>3,200</u>	<u>-</u>	<u>3,129</u>
	<u>\$ 649,200</u>	<u>\$ 507,044</u>	<u>\$ 503,204</u>
<b>Recreation and cultural services</b>			
Administration	\$ 313,876	\$ 326,956	\$ 288,585
Beaches	50,636	45,695	36,384
Rothesay Arena	315,000	349,094	244,979
Memorial Centre	76,000	69,359	56,225
Summer programs	62,825	62,780	63,086
Rothesay Common	44,000	64,171	49,957
Parks and gardens	613,500	629,917	618,654
Regional Facilities Commission	393,125	410,103	451,692
Kennebecasis Public Library Inc	88,850	78,611	80,589
Special events	39,500	14,744	7,432
Playgrounds and fields	124,000	136,176	112,218
Living museum	-	71	-
PRO Kids	7,500	7,500	-
Interest	100,000	100,968	109,379
Amortization	<u>742,033</u>	<u>740,412</u>	<u>688,147</u>
	<u>\$ 2,970,845</u>	<u>\$ 3,036,557</u>	<u>\$ 2,807,327</u>
<b>Water and sewer services</b>			
<b>Water System</b>			
Administration	\$ 447,500	\$ 480,900	\$ 413,425
Purification maintenance and treatment	420,000	408,751	550,846
Source of supply - purchase of water	750	1,181	1,176
Transmission and distribution	130,000	74,667	141,160
Power and pumping	42,000	39,654	48,567
Billing and collecting	<u>-</u>	<u>2,410</u>	<u>2,941</u>
	<u>1,040,250</u>	<u>1,007,563</u>	<u>1,158,115</u>

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

## 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
<b>Sewer System</b>			
Administration	677,500	648,900	616,744
Sewer collection system	84,000	83,047	165,948
Sewer lift stations	70,000	43,551	38,783
Treatment and disposal	92,000	130,494	93,163
Infiltration study	-	-	5,872
Loss on disposal of tangible capital asset	-	<u>87,691</u>	-
	<u>923,500</u>	<u>993,683</u>	<u>920,510</u>
<b>Interest</b>	305,893	284,448	324,836
<b>Amortization</b>	<u>1,240,000</u>	<u>1,236,874</u>	<u>1,129,831</u>
	<u>1,545,893</u>	<u>1,521,322</u>	<u>1,454,667</u>
	<u>\$ 3,509,643</u>	<u>\$ 3,522,568</u>	<u>\$ 3,533,292</u>

## F. EXCERPT - REGULATION 2018 – 54

### Acts and Regulations

Enabling Act: Local Governance

**NEW BRUNSWICK**  
**REGULATION 2018-54 under the**  
**Local Governance Act**  
**(O.C. 2018-189)**

*Filed June 25, 2018*

Under subsection 191(1) of the *Local Governance Act*, the Lieutenant-Governor in Council makes the following Regulation:

#### Citation

- 1 This Regulation may be cited as the *Annual Report Regulation – Local Governance Act*.

#### DEFINITIONS

- 2 The following definitions apply in this Regulation.

"Act" means the *Local Governance Act (Loi)*

"corporation" means a corporation referred to in subsection 8(1) of the Act or a corporation continued under the Act. (*personne morale*)

#### TIME TO PREPARE ANNUAL REPORT

3(1) On or before June 30 in each year, a local government shall prepare an annual report referred to in subsection 105(1) of the Act for the preceding fiscal year.

3(2) On or before June 30 in each year, a corporation shall prepare an annual report referred to in subsection 105(2) of the Act for the preceding fiscal year.

#### INFORMATION INCLUDED IN AN ANNUAL REPORT UNDER SUBSECTION 105(1) OF THE ACT

4(1) An annual report under subsection 105(1) of the Act prepared by a local government shall contain:

(a) the audited financial statements of the local government;

(a.1) the following information with respect to grants totaling \$500 or more that are made under section 101.3 of the Act by a local government:

(i) the recipient of the grant, (ii) the type of the grant,

(iii) the amount of the grant,

(iv) the terms and conditions imposed on the grant, and

(v) the purpose of the grant and the benefit to the local government in making the grant;

- (b) the following information with respect to grants totaling \$500 or more made by the local government for social or environmental purposes:
  - (i) the recipient of the grant,
  - (ii) the type of grant,
  - (iii) the amount of the grant and whether it is a grant of money or an in-kind grant,
  - (iv) the terms and conditions imposed on the grant, and
  - (v) the purpose of the grant and the benefit to the local government in making the grant;
- (c) the following information with respect to economic development assistance or grants totalling \$500 or more made by the local government:
  - (i) the recipient of the economic development assistance or grant,
  - (ii) the amount of economic development assistance or grant and whether it is a grant or assistance of money or in-kind,
  - (iii) the terms and conditions imposed on the economic development assistance or grant, and
  - (iv) the purpose of the economic development assistance or grant and the benefit to the local government in providing the assistance or making the grant,
- (d) the following information with respect to activities and programs relating to economic development:
  - (i) the types of activities and programs, and
  - (ii) the purpose of the activities or programs and the benefit to the local government in providing the activities and programs;
- (e) the following information with respect to a corporation established by the local government:
  - (i) the name of the corporation,
  - (ii) the purpose of the corporation,
  - (iii) the manner of consolidating the corporation within the financial statements of the local government, and
  - (iv) how to access the financial statements and annual reports of the corporation, (f) the following information with respect to the council:
    - (i) the members of council and their committee and other responsibilities,
    - (ii) the number of regular meetings held by the council and the names of the members of council in attendance at the meetings,
    - (iii) the number of special meetings held by the council, the types of matters discussed and the names of the members of council in attendance at the meetings,

- (iv) the date of the council meetings or committee of council meetings closed to the public and the types of matters discussed at the meetings,
- (v) if electronic means of communication is used at a meeting of council, the names of the members of council participating by electronic means,
- (vi) the salary range and other remuneration or benefits of members of council, and
- (vii) the amounts paid as allowances to the members of council for expenses resulting from the discharge of their duties; and

(g) information with respect to the provision of services by or through the local government, including the nature of the service provided and the cost of the services and related infrastructure, under the following headings:

- (i) general government services,
- (ii) protective services,
- (iii) transportation services,
- (iv) environmental health services – general fund,
- (v) environmental health services – utility fund,
- (vi) environmental development services,
- (vii) recreation and cultural services,
- (viii) fiscal services,
- (ix) public health services, and (x) other services.

4(2) An annual report under subsection 105(1) of the Act prepared by a local government may include the following information:

- (a) general information regarding the local government, including the population, tax rates, tax base and user charges;
- (b) information on capital projects undertaken within the year and information on multiyear capital planning;
- (c) performance measures established by the local government and the progress made with respect to those measures, and
- (d) information respecting employee classification, salary ranges, benefits and travel expenses.

2019, c.5, s.4

INFORMATION INCLUDED IN AN ANNUAL REPORT UNDER SUBSECTION 105(2) OF THE ACT

5(1) An annual report under subsection 105(2) of the Act prepared by a corporation shall contain:

- (a) the audited financial statement of the corporation;
- (b) the following information with respect to grants totaling \$500 or more for social or environmental purposes made by the corporation:
  - (i) the recipient of the grant,

- (ii) the type of grant.
  - (iii) the amount of the grant and whether it is a grant of money or an in-kind grant.
  - (iv) the terms and conditions imposed on the grant, and
  - (v) the purpose of the grant and the benefit to the local government in making the grant;
- (c) the following information with respect to economic development assistance or grants totaling \$500 or more provided by the corporation.
- (i) the recipient of the economic development assistance or grant,
  - (ii) the amount of the economic development assistance or grant and whether it is a grant or assistance of money or in-kind,
  - (iii) the terms and conditions imposed on any economic development assistance or grant provided, and
  - (iv) the purpose of the economic assistance or grant and the benefit to the local government in making the grant or providing the benefit.
- (d) the following information with respect to activities and programs of the corporation relating to economic development.
- (i) the types of activities and programs, and
  - (ii) the purposes of the activities and programs or the benefit to the local government in providing the activities and programs,
- (e) the following information respecting the board of directors of the corporation:
- (i) the names of the members of the board of directors and their responsibilities,
  - (ii) the number of meetings held by the board of directors and the names of the members of the board in attendance at the meetings, and
  - (iii) if electronic means of communication is used at a meeting, the names of the members of the board of the corporation participating by electronic means, and
- (f) information with respect to the provision of services provided by or through the corporation, including the nature of the services and the cost of the services and related infrastructure.

5(2) An annual report under subsection 105(2) of the Act prepared by a corporation may include the following information:

- (a) information on capital projects undertaken within the year and on multiyear capital planning, and
- (b) performance measures established by the corporation and the progress made with respect to those measures.

LOCAL GOVERNMENTS AND CORPORATIONS SHALL COMPLY WITH REQUIREMENTS UNDER SUBSECTION 105(3) OF THE ACT

6 Local governments and corporations shall comply with the posting requirements of an annual report and make the annual report available for examination in accordance with subsection 105(3) of the Act.

*Commencement*

7        *This Regulation comes into force on January 1, 2019. N.B. This Regulation is consolidated to June 14, 2019.*