

Town of Rothesay

Land Acknowledgement

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

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

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

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

ROTHESAY

Regular Council Meeting

Agenda

-2-

13 June 2022

7. REPORTS

- 7.0 June 2022 Report from Closed Session**
- 7.1 25 April 2022 Fundy Regional Service Commission (FRSC) meeting minutes
- 7.2 26 January 2022 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 31 December 2021 KRJBPC Statement of Financial Position
- February 2022 KRJBPC Crime Statistics
- 23 February 2022 KRJBPC meeting minutes
- 28 February 2022 KRJBPC Statement of Financial Position
- 20 April 2022 KRJBPC meeting minutes
- 30 April 2022 KRJBPC Statement of Financial Position
- 15 May 2022 KRJBPC Crime Statistics
- 7.3 30 April 2022 Draft unaudited Rothesay General Fund Financial Statements
- 30 April 2022 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 April 2022 Donation Summary
- 19 May 2022 Draft Finance Committee meeting minutes
- St. Paul's Church
 - Heart and Stroke Foundation
 - Compassionate Grief Centre
- 7.4 18 May 2022 Draft Works and Utilities Committee meeting minutes
- (95) Hampton Road/Woodland Avenue
 - Gondola Point Road/Isaac Street intersection
- 7.5 18 May 2022 Draft Heritage Preservation Review Board meeting minutes
- 7.6 24 May 2022 Draft Climate Change Adaptation Committee meeting minutes
- Opt-in Strategy By-law for Flyer Distribution
- 7.7 25 May 2022 Draft Parks and Recreation Committee meeting minutes
- 7.8 6 June 2022 Draft Planning Advisory Committee meeting minutes
- Holland Hills Reapplication request – PIDs 00056614, 00065094, 00056598
- 7.9 May 2022 Monthly Building Permit Report
- 7.10 8 June 2022 Capital Projects Summary
- 7.11 20 April 2022 Kennebecasis Public Library meeting minutes

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 (95) Hampton Road/Woodland Avenue Rezoning

20 May 2022 Memorandum from Town Clerk Banks
DRAFT By-law 2-10-29
DRAFT Amended Development Agreement

8.7 145 Hampton Road Rezoning

20 May 2022 Memorandum from Town Clerk Banks
DRAFT By-law 2-10-30
3 June 2022 Memorandum from DPDS White
DRAFT Amended Development Agreement

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Rothesay Drainage Network Review (*Report previously circulated*)

9 June 2022 Memorandum from Town Manager Jarvie

9.1.2 Shining Horizons Therapeutic Riding Association

7 June 2022 Letter and Grant Application

Refer to Finance Committee

9.2 Committee Appointments

20 May 2022 Memorandum from the Nominating Committee

9.3 Arena condenser replacement

27 May 2022 Report prepared by R. Kincade

9.4 HVAC Installation – Master Drive Works Facility

7 June 2022 Report prepared by DO McLean

9.5 Public Hearing Notice Signs

7 June 2022 Report prepared by DPDS White
26 May 2022 2nd email from a resident RE: Notification of rezoning proposals

9.6 Wells Community Building

8 June 2022 Memorandum from Town Manager Jarvie

9.7 Grove/Hampton/Church Traffic Signals – Installation

7 June 2022 Memorandum prepared by DO McLean

10. NEXT MEETING

Regular meeting Monday, June 13, 2022

11. ADJOURNMENT

Rothesay Storm Drainage Network

David Parsons, P.Eng



Solutions today
Tomorrow  mind



Project Overview

2022June13OpenSessionFINAL_017

Study Area

Manhole Inspections

Topographic Survey

Video Inspection

Storm Model Development

System Capacity Review

Options Development

Easement Considerations



Study Area

- Areas between Route 1 and Kennebecasis River



Manhole Inspection and Survey

2022 June 13 Open Session FINAL_019

- Used Town's GIS asset inventory
- Inspected over 3,000 structures
 - Major deficiencies
 - Pipe size, material, elevations, alignment
- Surveyed all structures and major channels
- Previous assets reports



GPS accuracy 15 ft

Pipes	
Length	121.1 ft
Start_MH	Cb2107
Depth_Start	1.57
Stop_MH	Cb2109
Depth_Stop	1.47
Inspected	Yes
Inspector	Brendan McPhee

Video Inspection

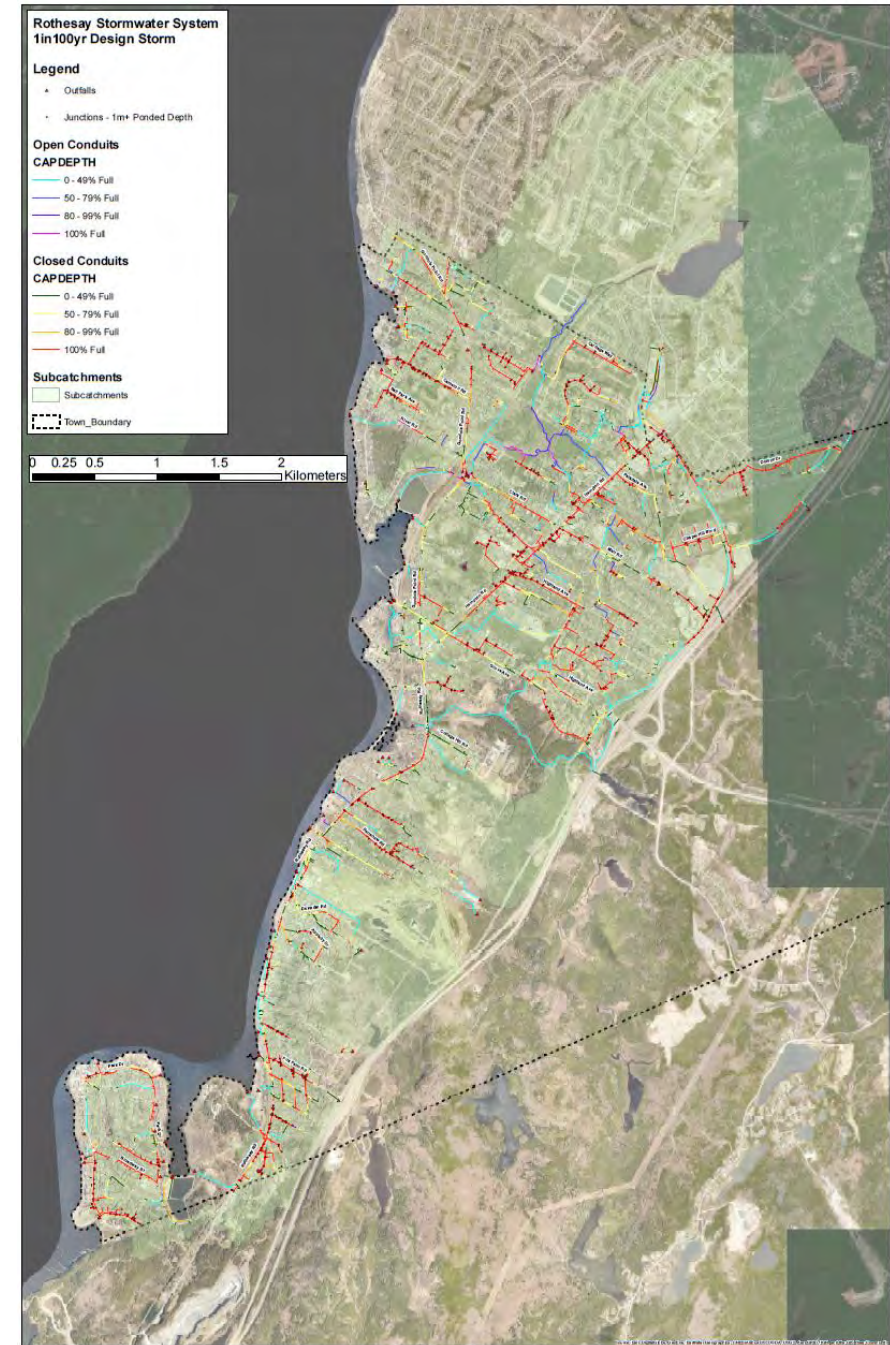
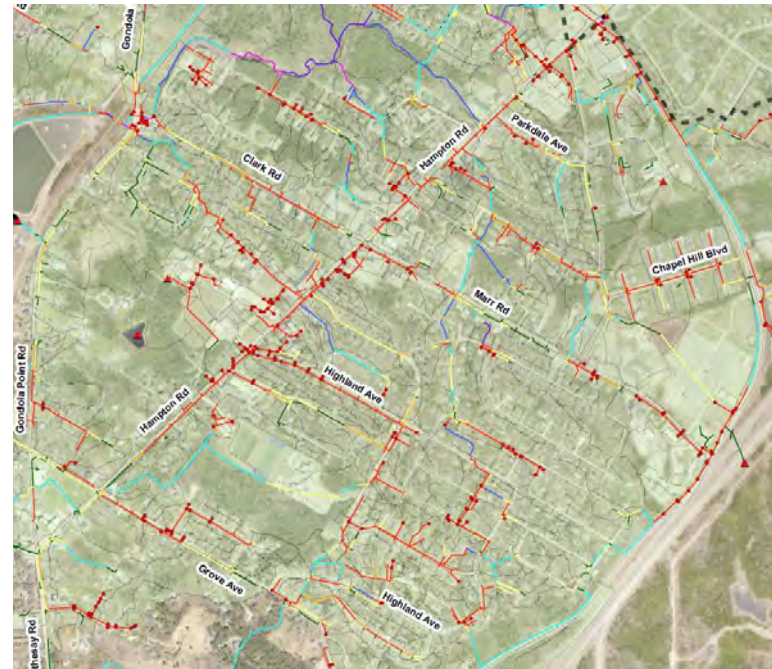
- Town has 93km of piped storm sewer
- Scope included 30km of storm pipe video inspection
- 25.38km completed with deficiencies preventing completing other sections
 - 815 individual sections completed
 - 140 partially inspected
 - 77 sections could not be inspected due to blockages
- Repair of major deficiencies underway
- Remaining 4.5km of video to be completed following repair works



Storm Model Development

2022 June 13 OpenSessionFINAL_021

- PCSWMM Model developed for Town's entire system between River and Highway
- Includes overland and piped system
- Includes major road culverts
- Reviewed major and minor storms
- Reviewed critical areas with Town Staff



Storm Model – Weeden Catchment

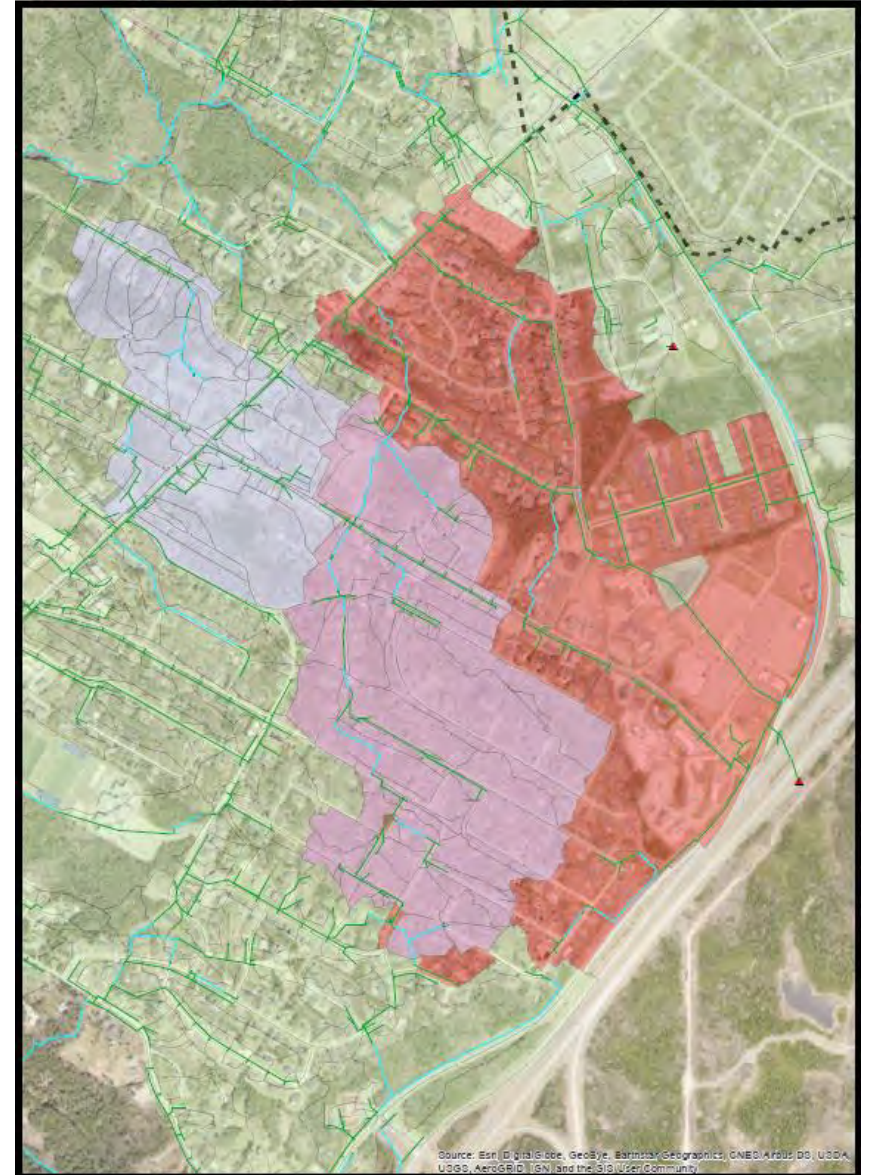
- 132Ha drainage area
- Does not have easements
- Known area of flooding
- Area identified as system over capacity
- Known problem area to Town staff



Weeden Catchment

2022June13OpenSessionFINAL_023

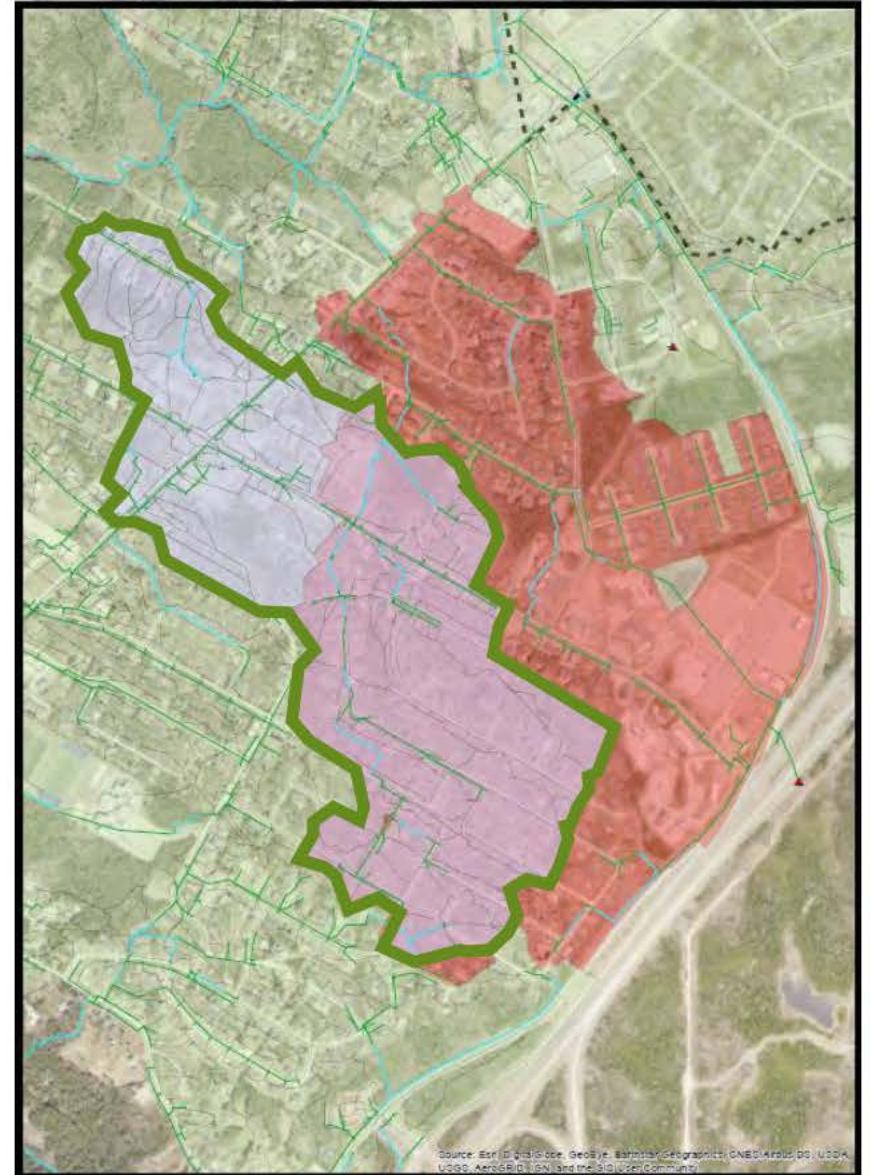
- Intercepts approx. ½ of water from Weeden Ave
- Reduces overland flow to Sierra, Courtland Place, Dobbin Street,
- Allows opportunity address Woodland Avenue and Spruce Street
- Reduces flow in backyards of Sprucewood Avenue



Weeden Catchment

2022June13OpenSessionFINAL_024

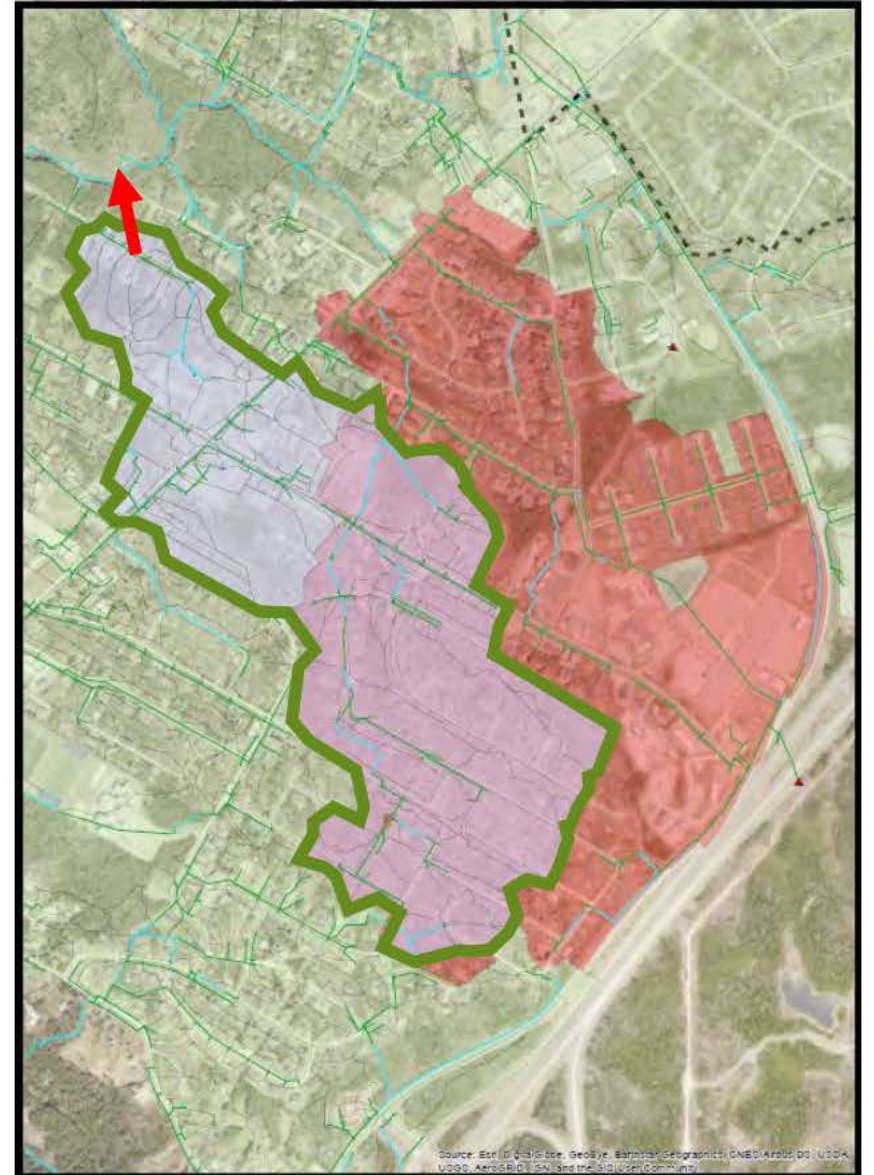
- Intercepts approx. ½ of water from Weeden Ave
- Reduces overland flow to Sierra, Courtland Place, Dobbin Street,
- Allows opportunity address Woodland Avenue and Spruce Street
- Reduces flow in backyards of Sprucewood Avenue



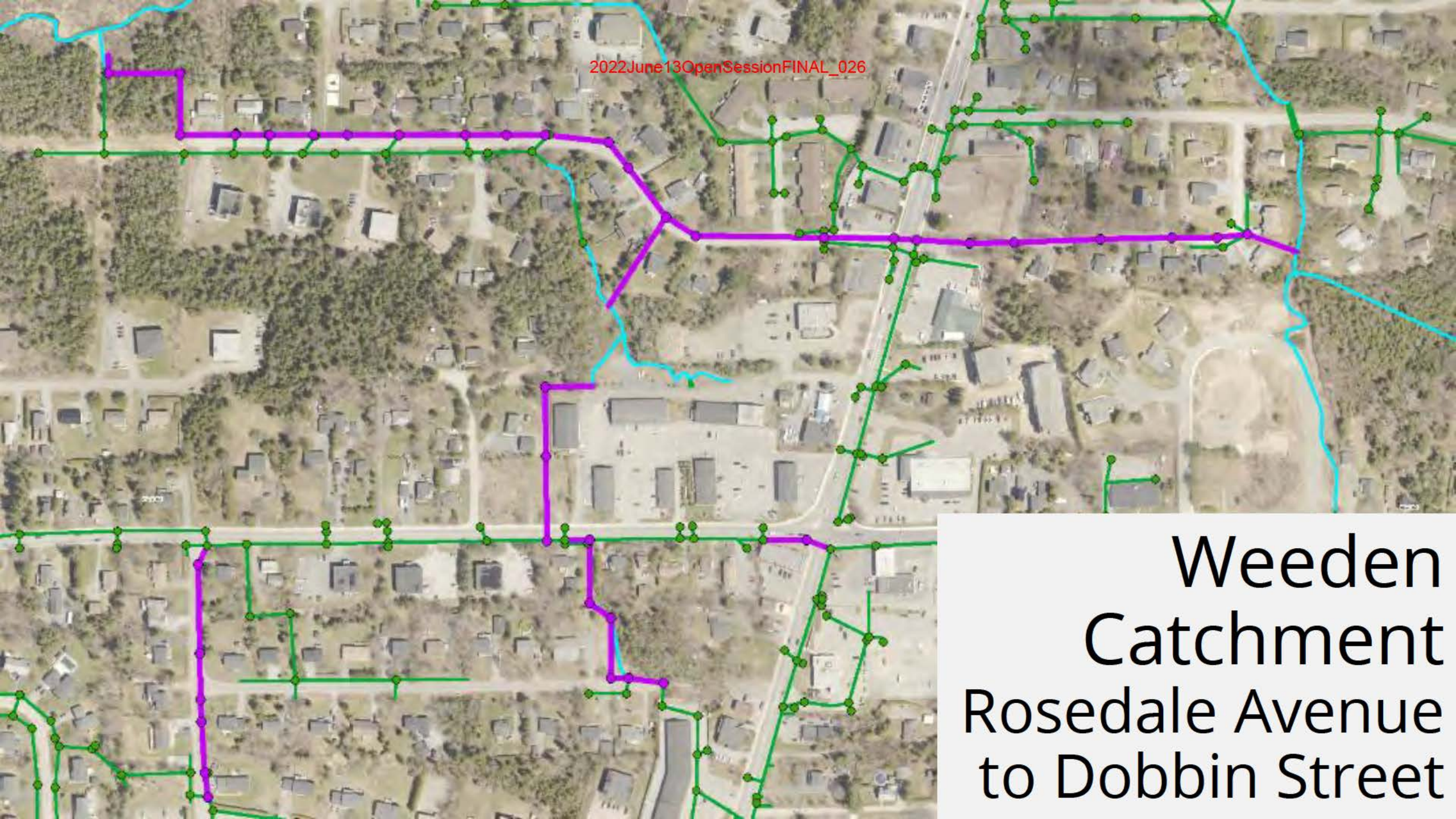
Weeden Catchment

2022June13OpenSessionFINAL_025

- Intercepts approx. ½ of water from Weeden Ave
- Reduces overland flow to Sierra, Courtland Place, Dobbin Street,
- Allows opportunity address Woodland Avenue and Spruce Street
- Reduces flow in backyards of Sprucewood Avenue



2022June13OpenSessionFINAL_026

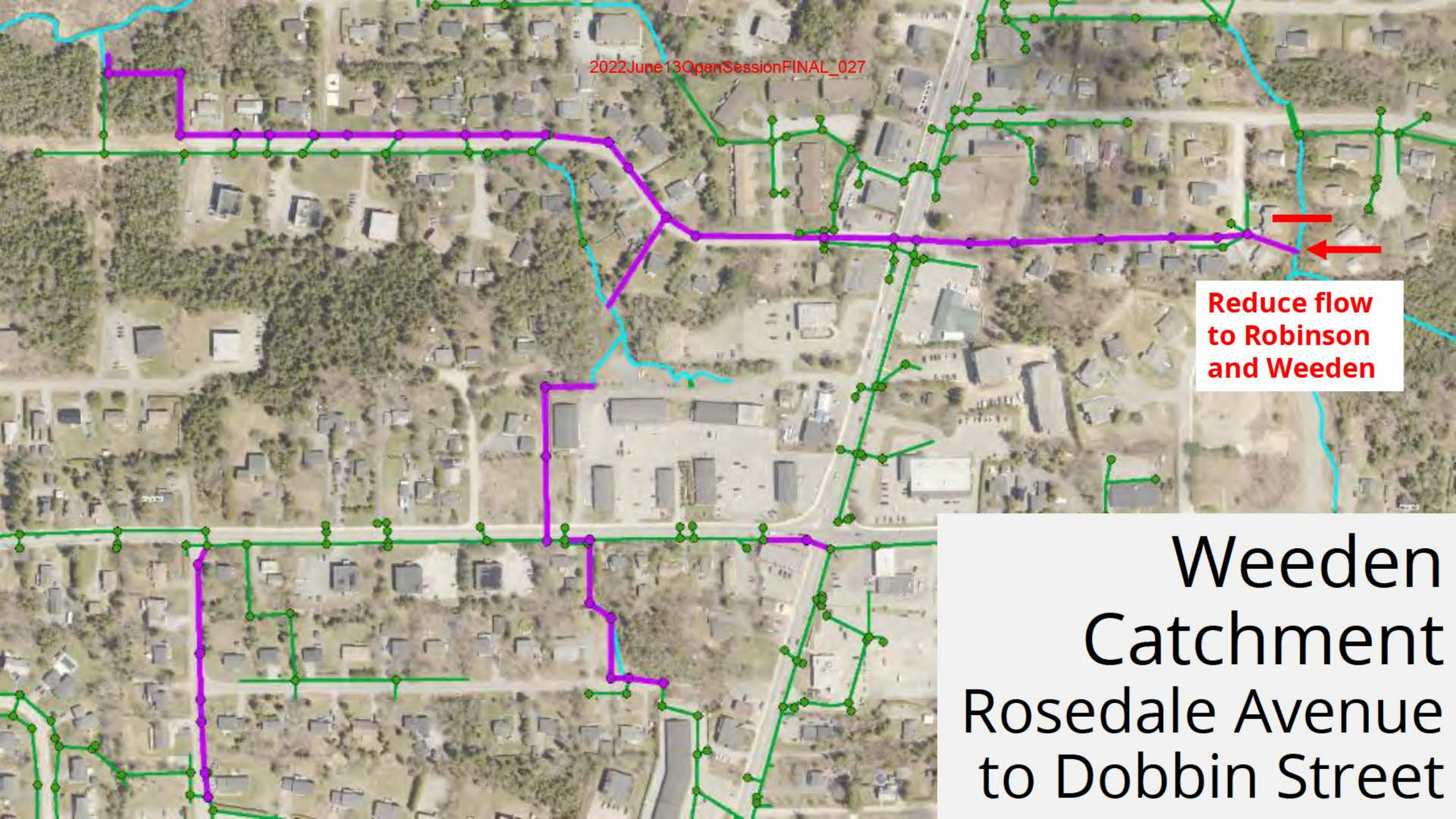


Weeden
Catchment
Rosedale Avenue
to Dobbin Street

2022June13OpenSessionFINAL_027

**Reduce flow
to Robinson
and Weeden**

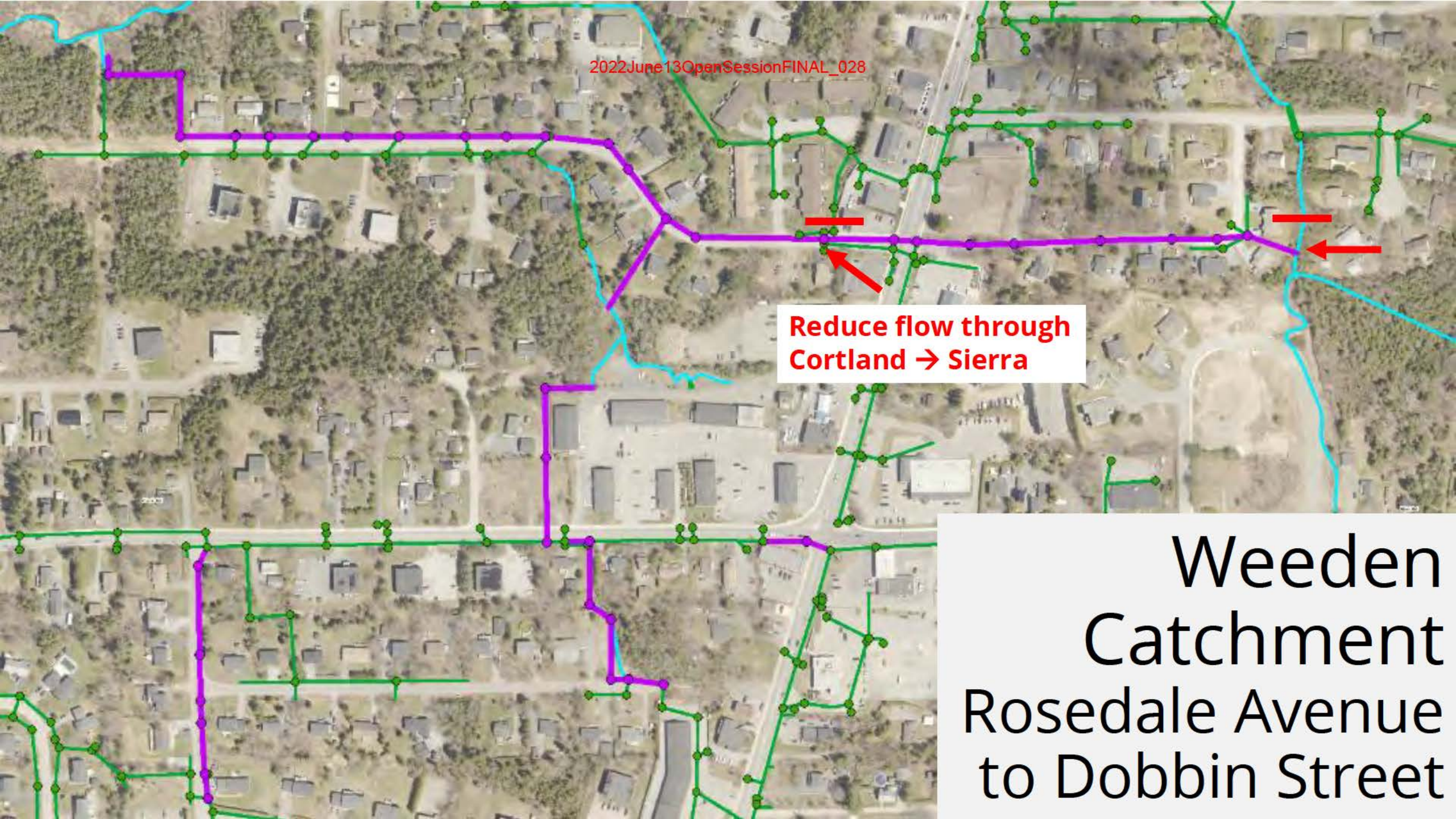
**Weeden
Catchment
Rosedale Avenue
to Dobbin Street**



2022June13OpenSessionFINAL_028

Reduce flow through
Cortland → Sierra

Weeden
Catchment
Rosedale Avenue
to Dobbin Street

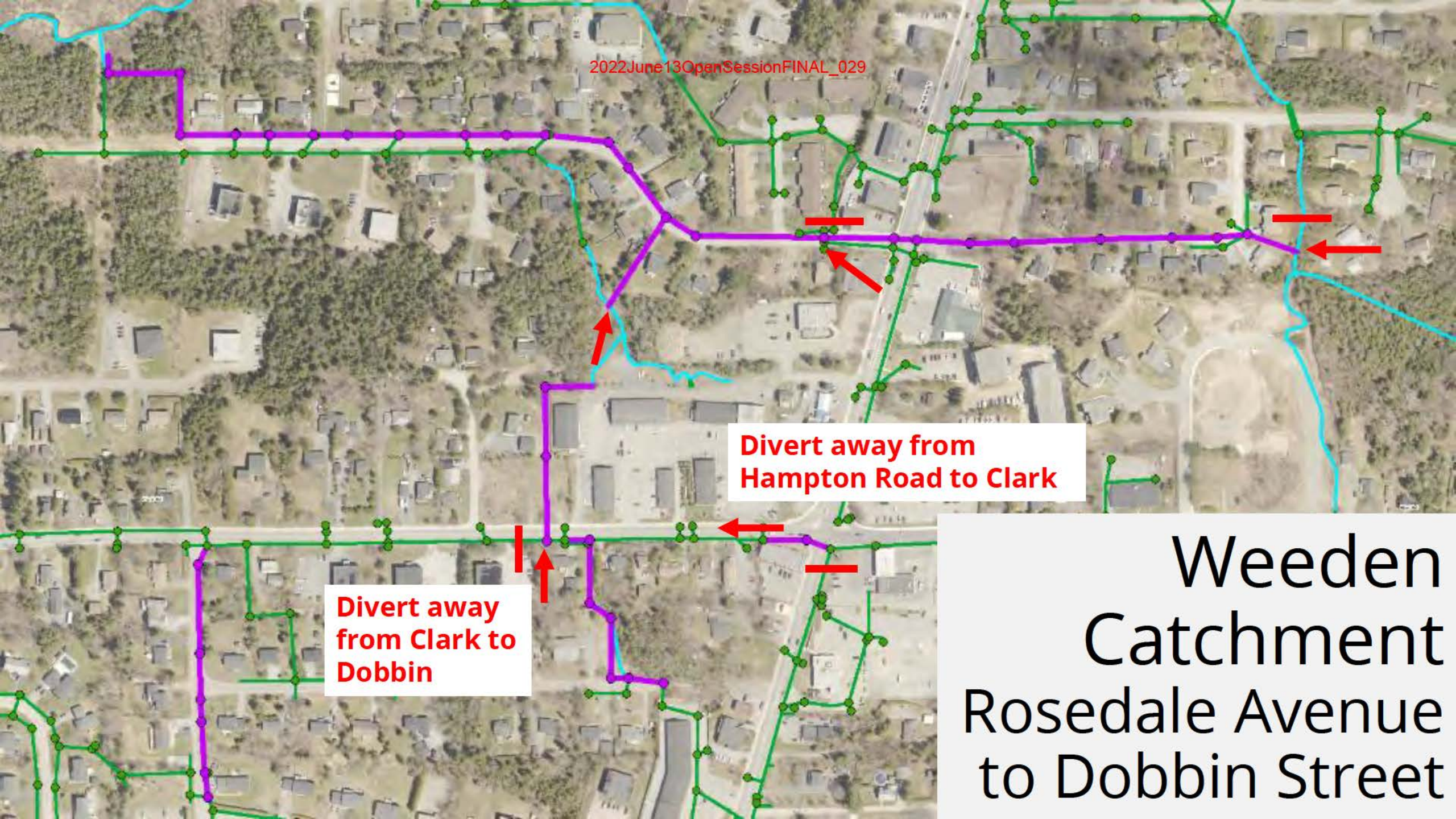


2022June13OpenSessionFINAL_029

**Divert away from
Hampton Road to Clark**

**Divert away
from Clark to
Dobbin**

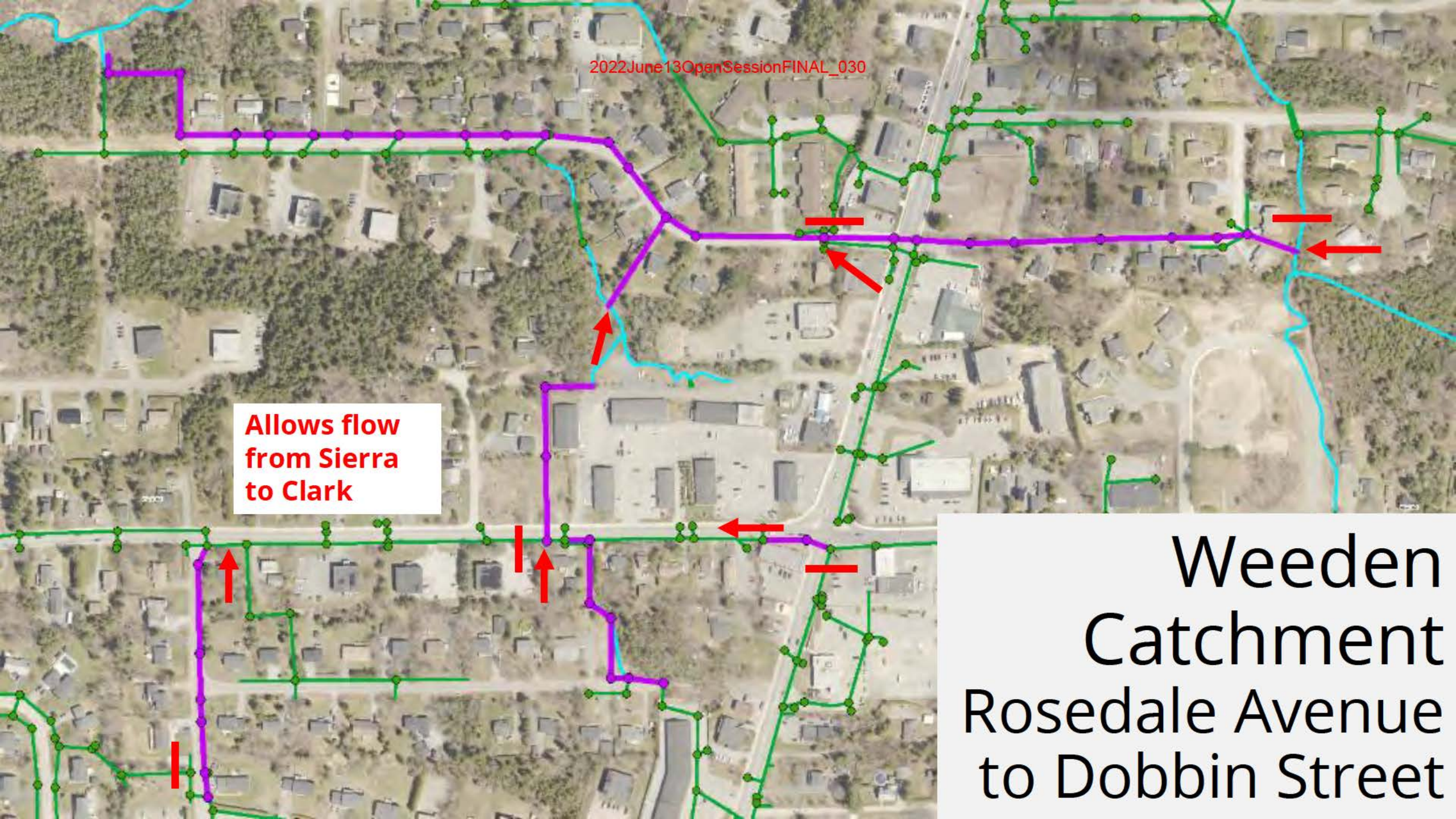
**Weeden
Catchment
Rosedale Avenue
to Dobbin Street**



2022June13OpenSessionFINAL_030

Allows flow
from Sierra
to Clark

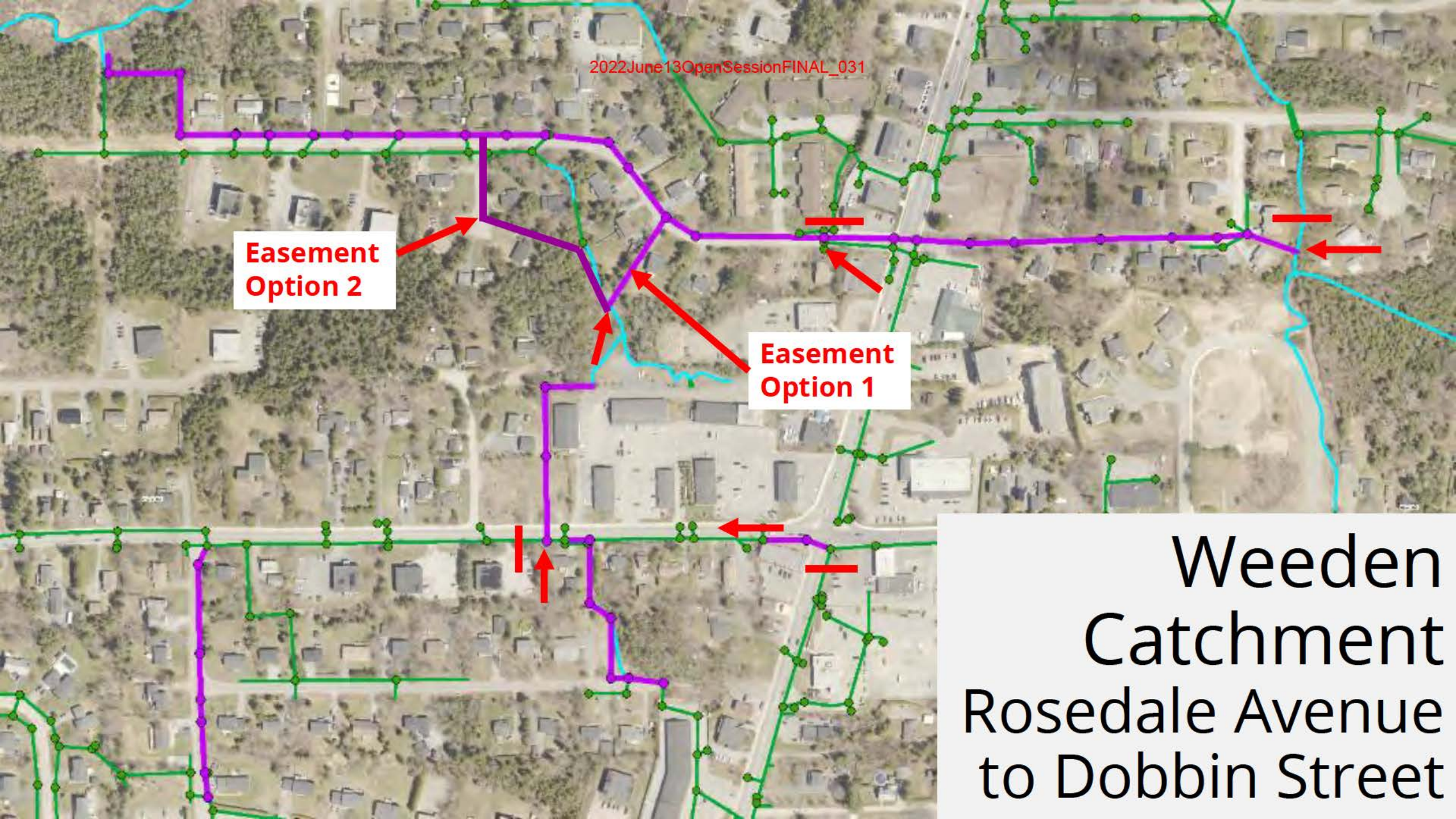
Weeden
Catchment
Rosedale Avenue
to Dobbin Street



**Easement
Option 2**

**Easement
Option 1**

Weeden
Catchment
Rosedale Avenue
to Dobbin Street

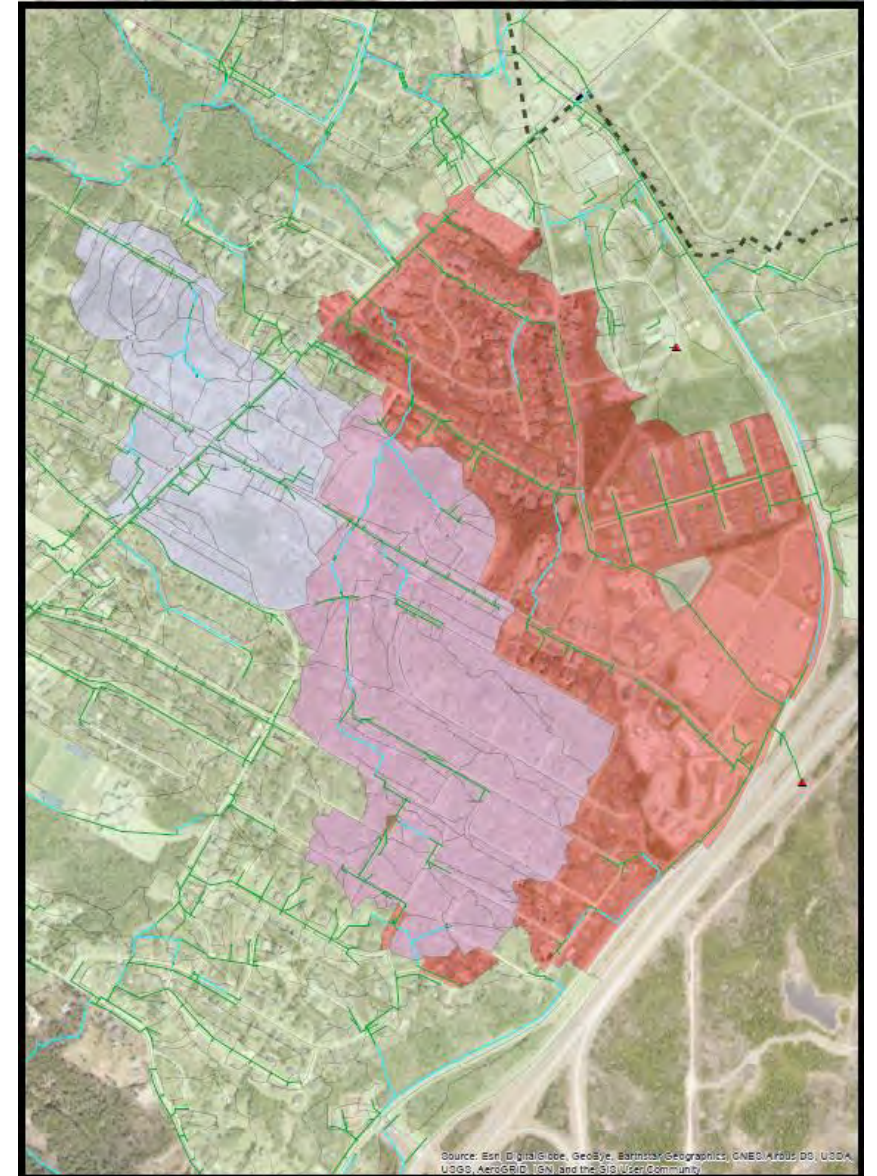


Weeden Catchment - Considerations

2022 June 13 Open Session FINAL_032

- Storm water easements needed at Dobbin, between Clark and Dobbin, Woodland.
- Wetland > 2 Ha
 - Permitting Triggers
- Easement Coordination with land-owners
- Construction Cost + Engineering and inspection
 - Prices adjusted for high market volatility in construction costs

Construction Sequence Number	Street Section	Construction Costs (excluding HST)
1	Dobbin Street to Rosedale Avenue	\$2,548,860
2A	Woodland Avenue to Dobbin Street (Option 1)	\$913,560
2B	Woodland Avenue to Dobbin Street (Option 2)	\$1,170,240
3	Spruce Street to Clark Road	\$532,680

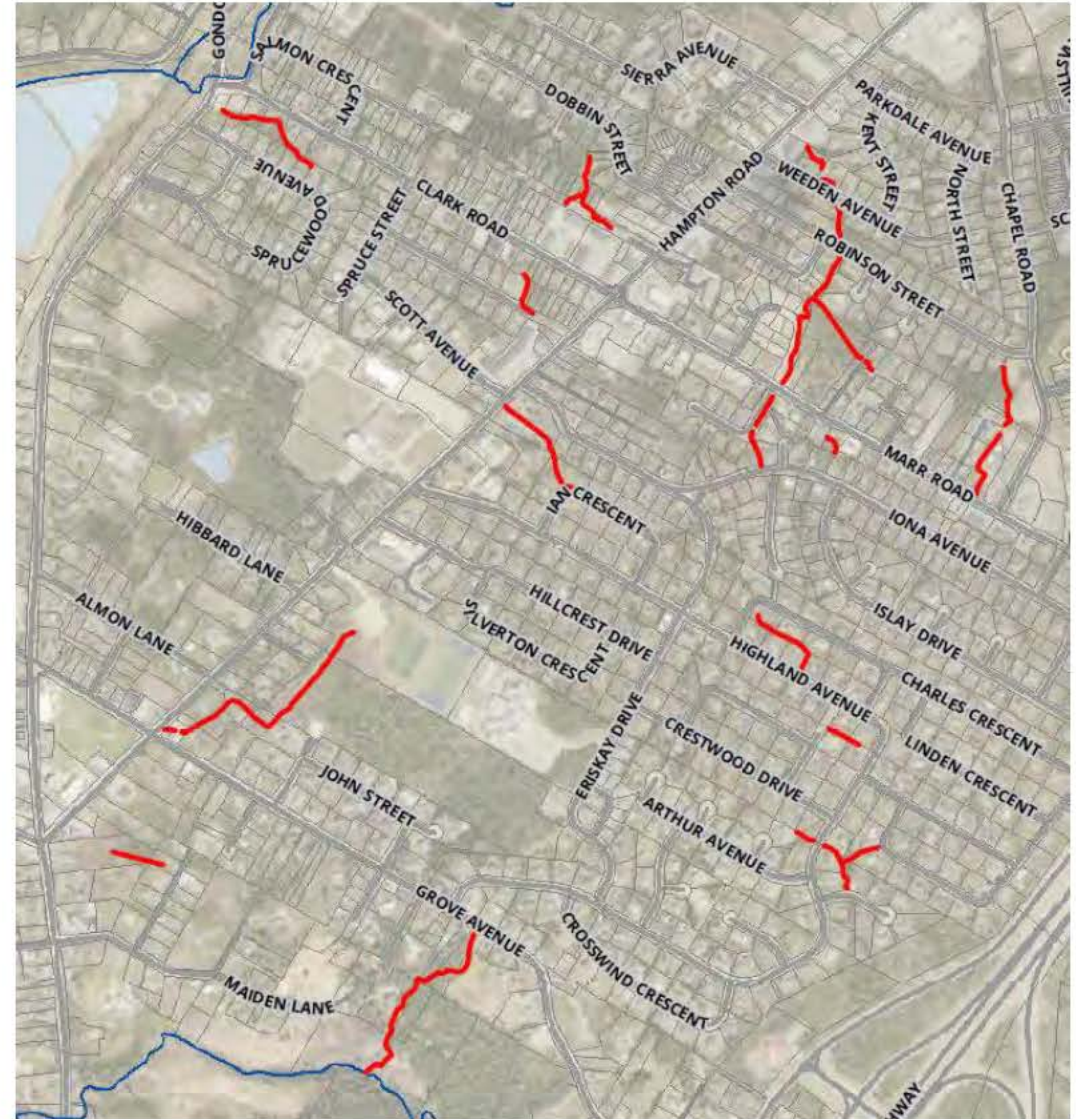


Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Other Areas to Address

2022June13OpenSessionFINAL_033

- Report provides guidelines for addressing following areas:
 - Municipal water flowing through private property with no easements
 - Private properties draining onto other properties
 - Low areas and no municipal system to drain



Questions?



2022June13OpenSessionFINAL_035



SHINING HORIZONS

Therapeutic Riding Association

*1690 REDHEAD ROAD, SAINT JOHN
WWW.SHININGHORIZONS.CA*

2022June13OpenSessionFINAL_036



We offer equine assisted activities to persons from St. Stephen to Sussex with, but not limited to, autism, cerebral palsy, Down syndrome, neuromuscular disorder and mental health issue as a source of enjoyment, therapeutic exercise.

To create experiences for persons with disabilities that will enhance their physical, social and emotional well being.

2022June13OpenSessionFINAL_037





2022 June 13 Open Session FINAL_058

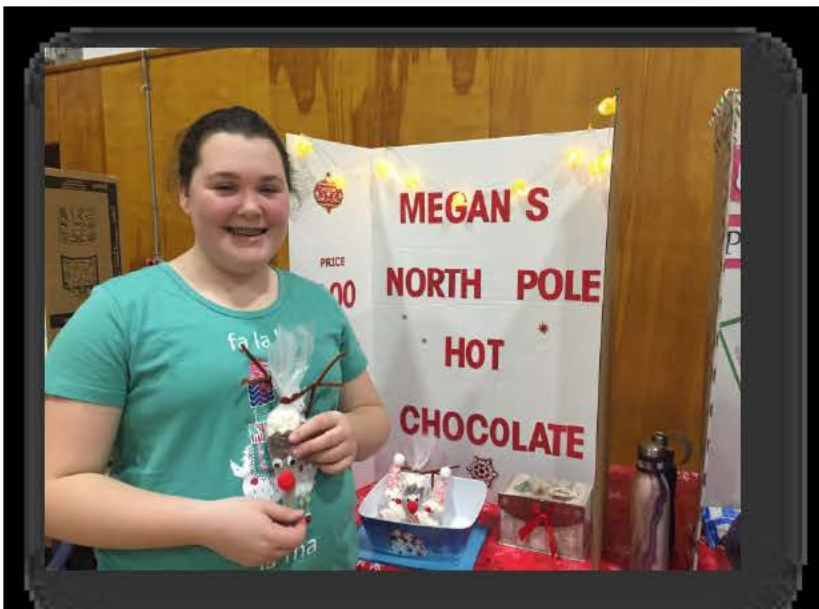






2022June13OpenSessionFINAL_041







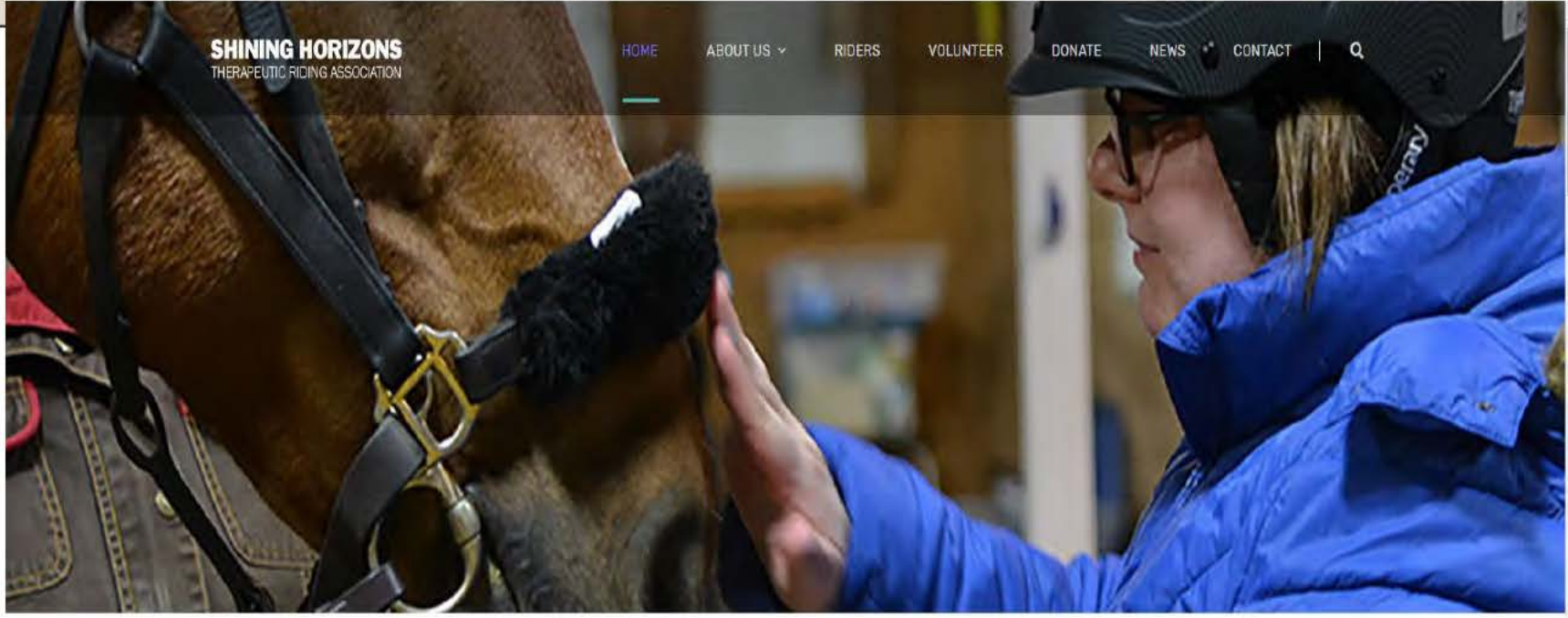








Equine Assisted Activities: Therapeutic Riding, Equine Assisted Therapy for Mental Wellness, Unmounted Program – Pony Pals, Adult and Veterans, Mindfulness & Relaxation, Team Building programs.



SHINING HORIZONS
THERAPEUTIC RIDING ASSOCIATION

HOME ABOUT US RIDERS VOLUNTEER DONATE NEWS CONTACT

At Shining Horizons We Love What We Do

We bring together youth with disabilities (both visible and not), trained therapeutic riding horses, and highly qualified trainers for a special experience for both the rider and their family.

Horses are known for being sensitive creatures, in tune with their riders, and regular participation in our program allows for physical, social and emotional development.

Liz Hazlett

From: Mary Jane Banks
Sent: May 25, 2022 8:50 PM
To: Liz Hazlett
Subject: Fwd: Waste water management-Sagamore Point Lagoon

Sent from my Bell Samsung device over Canada's largest network.

From:
Sent: Friday, May 20, 2022 11:17:55 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Waste water management-Sagamore Point Lagoon

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

Is there something going on with the Sagamore Point waste water system? Over the past couple of weeks I have noticed that the smell has become increasingly foul. Typically, over the past nine years, the foul smell is limited to the area near the first 3 residences on the street. The prevailing winds typically push the lagoon odour toward River Road area. However now the foul odour is traveling further down the road and is by far the worst smelling to date. Have you received any other complaints? Is there a mechanical issue that is causing this foul odour. Clearly something is not right. I have walked my dog on the street for the past nine years and I refuse to go this way anymore and keep my windows rolled up when exiting Sagamore Point.

Thank you,

20 Maliseet Dr, Rothesay, NB E2E 2G4

From: [Beverley Cote](#)
To: [Mary Jane Banks](#)
Subject: FW: Unanswered email
Date: June 3, 2022 8:35:25 AM

Bev Côté
Receptionist
Rothesay
506-848-6600

From: John Jarvie <JohnJarvie@rothesay.ca>
Sent: May 27, 2022 5:34 PM
To:
Subject: RE: Unanswered email

Good Evening :
I apologize for the delay in responding to your email.

The odour being experienced from the Sagamore lagoon is unusual and by far the worse in memory. Each year there is a physical activity when the lagoon water temperature increases as the weather warms. This is sometimes referenced as 'turning over'. While this occurs annually, typically in the past this has been a lot less intrusive and short-lived. The weather seemed to warm quite rapidly this spring and the situation was exacerbated by a problem with the operation of one of the three aerators in the primary treatment pond.

The situation is exacerbated today with a south wind. The weather is relevant and the rain, as forecast tonight and tomorrow, typically is beneficial. It is expected the situation will gradually improve with a change in wind direction and some rain over the next few days.

The aeration equipment has been back in service for over a week and some pumping equipment operated at the lagoon today that we hope will reduce the odour. Staff are consulting with a company that supplies chemicals and is offering two possible solutions. A couple of mechanical approaches are also under consideration. Unfortunately all of this takes time.

I'm sorry the neighbourhood is enduring such a nuisance. Staff are working on this as a priority and hope improvement will be experienced in the immediate future.

Regards
John

John Jarvie, MCIP, RPP
Town Manager, Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5
Direct Phone: (506) 848-6661
Mobile: (506) 650-1176

Direct Fax: (506) 649-8518

JohnJarvie@Rothesay.ca

From:

Sent: May 27, 2022 8:08 AM

To: Rothesay Info <rothesay@rothesay.ca>

Subject: Unanswered email

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

I sent an email to this town email seven days ago and have not heard back. Does anyone monitor this email address?

Liz Hazlett

From: Liz Hazlett
Sent: May 26, 2022 8:18 AM
To: Liz Hazlett
Subject: FW: Lagoon at Sagamore Point

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Sunday, May 22, 2022 9:27 AM
To:
Subject: Re: Lagoon at Sagamore Point

I gave you the wrong address. It is: MaryJaneBanks@rothesay.ca

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.

From:
Sent: Sunday, May 22, 2022 9:26:29 AM
To: Nancy Grant <NancyGrant@rothesay.ca>
Subject: Re: Lagoon at Sagamore Point

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Thanks for your reply. I will consider.

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: May 22, 2022 9:24 AM
To:
Subject: Re: Lagoon at Sagamore Point

Also, there is unlikely to be a plan at June Council, since we are just hearing about this.

Dr. Nancy Grant
Mayor

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From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Sunday, May 22, 2022 9:24:06 AM
To:
Subject: Re: Lagoon at Sagamore Point

to be a delegation to Council, you need to contact the Town Clerk, Mary Jane Banks.
MaryJaneBanks@Rothesy.ca.

Nancy

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.

From:

Sent: Sunday, May 22, 2022 8:57:20 AM

To: Nancy Grant <NancyGrant@rothesay.ca>

Subject: Lagoon at Sagamore Point

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Hi there Dr. Grant, I just wanted to email to share that I feel it is long overdue to have a solid plan for completion of the changes. The smell coming from the lagoon is disgusting and an embarrassment for our town. I hope that this can become more of a priority for the town of Rothesay and that the Sagamore community might be engaged with, and made more aware of the process.

Please let me know if I am allowed to attend the meeting on the 13th so that I might be able to hear first hand about the plan to address this.

with thanks,

32 Maliseet Dr.

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6. Records may be shared with internal departments, external agencies or may be publicly released at a Town Council or Committee meeting. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB, E2E 5L5 (506-848-6664)

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

ATTENTION! External email / courriel externe.

Liz Hazlett

From: Liz Hazlett
Sent: May 26, 2022 8:17 AM
To: Liz Hazlett
Subject: FW: Lagoon- Maliseet Drive

From:
Sent: Tuesday, May 24, 2022 11:32:44 AM
To: Rothesay Info <rothesay@rothesay.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>;
Subject: Lagoon- Maliseet Drive

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

Good morning,

I hope this email finds you well. I live at 14 Maliseet Drive and am contacting you today with regard to the lagoon on Maliseet Drive.

I have lived on Maliseet for over 16 years and have serious concerns about the overwhelming stench coming from the lagoon. The stench is making it unbearable to be outside in our yard. The stench is making it unbearable to have our windows open during the day. The stench is making it unbearable to have our windows open during the evenings, and nights too. Our kids are embarrassed to have their friends over as they are making remarks about the stench. As an adult, I am struggling with this too. It is embarrassing. It is the talk of the street. I have always been proud to be a resident of Rothesay but could not say that today.

The fact that the town is seemingly unable to manage the waste management system is an embarrassment. I contacted the town, using the main number and was transferred to the Operations Department, where I spoke with a woman who indicated I should "give it a week or two" and that "we've received a few calls- it is due to the lowering of the river levels and the change in temperatures". Unfortunately, given this response, I do not feel my concern was heard or taken seriously and this is upsetting.

I would also share that in speaking with a prospective buyer of one of the new lots in the development off Maliseet, the comment was made that they would not be moving forward due to the stench coming from the lagoon. Also, in speaking with someone who recently bought a home on the street, the comment was made they would not have purchased in the area had they been made aware of the town's inability to care for and maintain the lagoon.

The stench can also be smelled from River Road, Stack Road, and as of late, even Gondola Point Road. It is beyond what any resident should have to experience. I understand several neighbors have also contacted the town, so I am hopeful a solution can be found. We feel we have been patient over the years, but our experience as of late is nothing short of an embarrassment.

I would encourage the Rothesay Operations Department to contact the Town of Hampton Operations Department to consult on how they maintain their lagoon, which is in the center of the town, and which I have never smelled at

anytime while being in the town. I will add that we drive past the lagoon everyday in the summer, and have witnessed first hand, there is no smell, so it can be done!

I would also like to speak with someone regarding the plans for the upgrade of the lagoon with regard to:

- a. What is being done to control the stench coming from the lagoon?
- b. What is thought to be causing the stench?
- c. at what stage the town is in the process of the upgrade?
- d. Timeline of the upgrade?

Could you please confirm receipt of this email and could I please be contacted, by email, by whomever is able to answer the questions above?

Kind regards,

2022June13OpenSessionFINAL_056

From:
To: [Brett McLean](#)
Cc: [John Jarvie](#); [Nancy Grant](#); [Rothesay Info](#)
Subject: RE: Lagoon- Maliseet Drive
Date: June 2, 2022 12:59:08 PM

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Hi Brett,

Thank you for your response.

I am not surprised to learn that there will be periodic odours; and we have, unfortunately, "lived" these odours many times. This is not that.

Has the air quality been tested in the area during these odour releases? If so, please share the results. I would question whether a stench in the air so putrid it makes a person gag, would meet the requirements for a healthful environment as outlined by the province.

I will acknowledge there has been somewhat of a reprieve from the consistent stench the last couple of days. There are still times of the day though, and not a consistent time of day that I can specify, that the smell is sickening. Yesterday evening around 7pm was extremely strong and later in the evening there was an extremely strong smell- so much so that simply opening our front door to let our dog out sent an odour through the house. My daughter also mentioned the reaction of her peers to the stench while passing on the bus one day this week. This is extremely concerning and I am sure that you understand.

The bottom line for me is that given today's technology, and the amount of money we pay in taxes each year and have paid, for 16 years, I am no longer willing to quietly reside in a beautiful area where I cannot enjoy the outside, open my windows, or feel good about having guests in my home- all because of the management of the lagoon.

I would suggest there is something further the town of Rothesay can do to make living on Maliseet, River, Stack, Malabean and Gondola Point Road much more enjoyable for its residents. I know you mentioned a new mechanical wastewater plan is in the planning stages, but what can be done to help in the interim?

Please let me know how the town plans on addressing the concerns of the residents living in this area.

Thank you,

From: Brett McLean <BrettMcLean@rothesay.ca>
Sent: Monday, May 30, 2022 1:40 PM

To:

Cc: John Jarvie <JohnJarvie@rothesay.ca>

Subject: RE: Lagoon- Maliseet Drive

Good Afternoon:

I apologize for not following up with you sooner. I have been away on away on vacation and just reading through these emails now so I thought I'd give you a bit of a description of how the lagoon functions.

Lagoon systems used for wastewater treatment use natural treatment methods in large open ponds to reduce organics and solids before discharge to the river. Lagoons are commonly subject to periodic odour releases that are considered to be normal operating conditions; however, these events tend to be short lived and are normally contained to the spring and fall seasons. During these seasons, there is an event called 'turnover' where cool water on the surface of a pond rapidly sinks, and the bottom water (which is odorous) is pushed to the surface where odours are released. This can happen in the fall as the air temperature drops, and can also occur in the spring when cold nights rapidly cool the lagoon surface layer. If these events occur overnight, with little wind, the odorous air can become trapped at ground level until the surrounding air is warmed during the morning, or wind develops that disperses the odours. Turnover is a well known natural process that also occurs in lakes and other stagnant bodies of water. Odours can also be released from lagoons when they receive wastewater loads beyond their design limit; however, we do not feel that this is an issue at the Fairvale lagoons. Wind direction and atmospheric inversions are additional factors that can contribute to the odour level detected at neighboring properties.

The Town of Hampton converted their lagoons from a facultative to aerated system years ago, which minimized the footprint for odour. However, odours are still released from this site when conditions are optimal, as discussed above. The Town of Rothesay is currently in the planning stages for a new mechanical wastewater treatment plant at the Fairvale site that would take the existing lagoons out of normal operation. When the new mechanical plant is operational, the current odour events will no longer be a risk relative to a lagoon based treatment system.

With respect to your questions about how often the lagoon is checked; We have staff there daily, however when electrical issues with motors (in harsh environments such as a lagoon) happen the fix can often take considerable time. The aerator issue did contribute, but as you can see with the aerator now operating and the smell still noticeable, the turnover and wind are the real issues. We will continue to monitor and provide as much relief as possible during the turnover event such as the surface vacuuming work that was done late last week.

Regards,
Brett McLean
Operations Director
Rothesay

2022June13OpenSessionFINAL_058

From:

Sent: May 30, 2022 12:05 PM

To: John Jarvie <JohnJarvie@rothesay.ca>; Rothesay Info <rothesay@rothesay.ca>

Cc: Nancy Grant <NancyGrant@rothesay.ca>

Subject: RE: Lagoon- Maliseet Drive

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Good afternoon,

Wondering if there is any response/update with regard to the two emails below?

There was a putrid stench much of the weekend and again this morning. I am concerned what will come with the rising temperatures if something is not done to mitigate the odour. Air quality is of great concern at this time for the residents on Maliseet, Stack, River, Malabean and a portion of Gondola Point Road.

Please advise,

From:

Sent: Friday, May 27, 2022 9:20 AM

To: John Jarvie <JohnJarvie@rothesay.ca>; rothesay@rothesay.ca

Cc: nancygrant@rothesay.ca

Subject: RE: Lagoon- Maliseet Drive

Hi Mr. Jarvie,

Hope this email finds you well on this rainy Friday.

Checking in on the receipt of the email below and answers to the questions I have asked. Also wanted to mention that the stench persists, night and day. We are unable to open our windows at any point during the day or night at this point. Our air quality and general lifestyle continues to be impacted by the stench of the lagoon.

In looking into the "health" of a lagoon, I am learning that if a lagoon is functioning efficiently, odors are virtually non-existent from a distance. That is certainly not the case here and it makes me wonder about the "health" of the lagoon on Maliseet Drive. Although I understand the town is looking into an upgrade which supports the understanding there is work to be done, I would trust that measures would be taken to mitigate the effects of the odor with respect to your residents' air quality while the transition takes place.

Has testing been done to assess air quality for residents who live around the lagoon?

Pretty discouraging and definitely embarrassing, for all involved.....

Please advise,

From:

Sent: Wednesday, May 25, 2022 11:28 AM

To: John Jarvie <JohnJarvie@rothesay.ca>

Cc: nancygrant@rothesay.ca

Subject: RE: Lagoon- Maliseet Drive

Good morning, Mr. Jarvie,

I appreciate your quick response and thank you for the information.

My husband was home working outside on the property yesterday and identified the smell, at least in the afternoon, was present, and when I arrived home last evening, I was unable to open my windows. Unfortunately, although I would say there has been a very *slight* improvement, it is still FAR from being controlled.

I am wondering how often the lagoon is checked to ensure the units are working efficiently. When was it discovered one of the aerators was out of commission and how long does it typically take to repair? In speaking with a neighbor who had spoken with someone from the town, apparently there was more than just an aerator malfunctioning that would have contributed to the overall stench. Could you please clarify?

Also, is there any consideration for what might be done to improve the overall air quality for us living on Maliseet, Malabeam, River, Stack, Gondola Point and beyond, as we wait for the upgrade? Given today's technology I am confident more can be done to support the residents of Rothesay and improve quality of living in for those in the area.

Thank you,

From: John Jarvie <JohnJarvie@rothesay.ca>

Sent: Tuesday, May 24, 2022 2:24 PM

To:

Subject: RE: Lagoon- Maliseet Drive

Good Afternoon

I apologize for the odour. One of the aerators was out of commission and that added to what is sometimes an issue at this time of year as the weather changes. That unit is working now and the lagoon typically settles down as we move into warmer weather. Some improvement is expected.

There is a consulting team actively working on the design of a new waste water treatment plant with a report expected during the summer. This will determine the specific technology proposed and

many other aspects of a new facility which will be designed to provide improved treatment and odour control.

When I visited earlier today the odour seemed weaker; please let me know if it does not subside. It can be somewhat subjective and Town staff may not appreciate the nuisance as much as those who live nearby.

Thanks

John

John Jarvie, MCIP, RPP
Town Manager, Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5
Direct Phone: (506) 848-6661

Direct Fax: (506) 649-8518

JohnJarvie@Rothesay.ca

From:

Sent: May 24, 2022 11:33 AM

To: Rothesay Info <rothesay@rothesay.ca>

Cc: Nancy Grant <NancyGrant@rothesay.ca>;

Subject: Lagoon- Maliseet Drive

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

Good morning,

I hope this email finds you well. I live at 14 Maliseet Drive and am contacting you today with regard to the lagoon on Maliseet Drive.

I have lived on Maliseet for over 16 years and have serious concerns about the overwhelming stench coming from the lagoon. The stench is making it unbearable to be outside in our yard. The stench is making it unbearable to have our windows open during the day. The stench is making it unbearable to have our windows open during the evenings, and nights too. Our kids are embarrassed to have their friends over as they are making remarks about the stench. As an adult, I am struggling with this too. It is embarrassing. It is the talk of the street. I have always been proud to be a resident of Rothesay but could not say that today.

The fact that the town is seemingly unable to manage the waste management system is an embarrassment. I contacted the town, using the main number and was transferred to the Operations Department, where I spoke with a woman who indicated I should “give it a week or two” and that “we’ve received a few calls- it is due to the lowering of the river levels and the change in temperatures”. Unfortunately, given this response, I do not feel my concern was heard or taken seriously and this is upsetting.

I would also share that in speaking with a prospective buyer of one of the new lots in the development off Maliseet, the comment was made that they would not be moving forward due to the stench coming from the lagoon. Also, in speaking with someone who recently bought a home on the street, the comment was made they would not have purchased in the area had they been made aware of the town’s inability to care for and maintain the lagoon.

The stench can also be smelled from River Road, Stack Road, and as of late, even Gondola Point Road. It is beyond what any resident should have to experience. I understand several neighbors have also contacted the town, so I am hopeful a solution can be found. We feel we have been patient over the years, but our experience as of late is nothing short of an embarrassment.

I would encourage the Rothesay Operations Department to contact the Town of Hampton Operations Department to consult on how they maintain their lagoon, which is in the center of the town, and which I have never smelled at anytime while being in the town. I will add that we drive past the lagoon everyday in the summer, and have witnessed first hand, there is no smell, so it can be done!

I would also like to speak with someone regarding the plans for the upgrade of the lagoon with regard to:

- a. What is being done to control the stench coming from the lagoon?
- b. What is thought to be causing the stench?
- c. at what stage the town is in the process of the upgrade?
- d. Timeline of the upgrade?

Could you please confirm receipt of this email and could I please be contacted, by email, by whomever is able to answer the questions above?

Kind regards,

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6. Records may be shared with internal departments, external agencies or may be publicly released at a Town Council or Committee meeting. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB, E2E 5L5 (506-848-6664)

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

ATTENTION! External email / courriel externe.

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6. Records may be shared with internal departments, external agencies or may be publicly released at a Town Council or Committee meeting. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB, E2E 5L5 (506-848-6664)

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

From: [Beverley Cote](#)
To: [Mary Jane Banks](#)
Subject: FW: Sewer - Maliseet Drive
Date: June 3, 2022 8:35:33 AM

Bev Côté
Receptionist
Rothesay
506-848-6600

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

From: John Jarvie <JohnJarvie@rothesay.ca>
Sent: May 27, 2022 5:44 PM
To:
Subject: RE: Sewer - Maliseet Drive

Good Evening

I apologize for the delay in responding to your email.

The odour being experienced from the Sagamore lagoon is unusual and by far the worse in memory. Each year there is a physical activity when the lagoon water temperature increases as the weather warms. This is sometimes referenced as 'turning over'. While this occurs annually, typically in the past this has been a lot less intrusive and short-lived. The weather seemed to warm quite rapidly this spring and the situation was exacerbated by a problem with the operation of one of the three aerators in the primary treatment pond.

The situation is exacerbated in the last few days with a south wind. The weather is relevant and the rain, as forecast tonight and tomorrow, typically is beneficial. It is expected the situation will gradually improve with a change in wind direction and some rain over the next few days.

The aeration equipment has been back in service for over a week and some pumping equipment operated at the lagoon today that we hope will reduce the odour. Staff are consulting with a company that supplies chemicals and is offering two possible solutions. A couple of mechanical approaches are also under consideration. Unfortunately all of this takes time.

I'm sorry the neighbourhood is enduring such a nuisance. Staff are working on this as a priority and hope improvement will be experienced in the immediate future.

Regards
John

John Jarvie, MCIP, RPP
Town Manager, Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5
Direct Phone: (506) 848-6661

Direct Fax: (506) 649-8518
JohnJarvie@Rothesay.ca

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

From:
Sent: May 24, 2022 1:40 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Sewer - Maliseet Drive

2022June13OpenSessionFINAL_064

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

Hi there,

I am wondering if there have been any operating changes in the past few weeks at the sewer lagoon on Maliseet. The smell has been very strong the past few weeks. I have been at #28 for almost 20 years and this is the first time I've been able to smell it at my home. Any insight is greatly appreciated.

Thank you,

28 Maliseet Drive

Sent from my iPhone

2022June13OpenSessionFINAL_065

From: [Mary Jane Banks](#)
To: [Mary Jane Banks](#)
Subject: FW: Rothesay Lagoon
Date: June 2, 2022 9:56:23 AM

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Monday, May 30, 2022 2:53 PM
To:
Cc: John Jarvie <JohnJarvie@rothesay.ca>
Subject: Re: Rothesay Lagoon

Hello ,

Thank you for your message re the lagoon.

I first heard about this about 10 days go, and I know several messages have been received by our Staff. They are aware of the problem, and have been working at mitigation.

I would suggest you direct your concern to the Twon Manager, John Jarvie.

Nancy

the message

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.

From:
Sent: Monday, May 30, 2022 2:29:23 PM
To: Nancy Grant <NancyGrant@rothesay.ca>
Subject: Fwd: Rothesay Lagoon

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

I am copying you on an email we sent to Brett McLean.
You should know this spring we are experiencing the foulest air we have ever experienced in our 8 years here! We are ot fools - it is a lagoon and wastewater is what it is.

Please believe me when I say, this spring has been terrible and it persists, week in and week out. Something must be done to mitigate the putrid smells we are forced to experience.

Thanks in advance for your attention.

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

From:

Date: Mon, May 30, 2022 at 2:23 PM

Subject: Rothesay Lagoon

To: <BrettMcLean@rothesay.ca>

Good Afternoon:

I am writing this email to register our frustration concerning the persistent stench from the lagoon on Maliseet.

We moved here in 2014 and I can tell you that the foul smell from the lagoon this spring is the worst we have experienced.

Not only that, it persists. We have lived with a foul putrid smell for over a month or more already this spring.

We are not fools - everyone knows the town is processing wastewater from many thousands of residents, but reading I have done indicates that seasonal odours from a healthy and well-maintained lagoon are minimal - something that cannot be said about our lagoon at this point.

We had visitors yesterday on one of the finest days we have had this spring. The smell from the lagoon was mentioned by several of our visitors...and that is the very first time we have ever had to apologize to a visitor since we moved here in 2014. We simply cannot enjoy our yard or any time spent outdoors around our home right now.

We are aware that there are plans to decommission this lagoon if and when a wastewater treatment plant is built and completed. That day cannot come soon enough.

We would hate to think that our community leadership and management has decided to cut back on monies for the safe and healthy operation of this lagoon in the meantime.

We trust every effort will be expended to put an end to the persistent foul air we are forced to experience...it is unacceptable.

--

Liz Hazlett

From: Mary Jane Banks
Sent: June 1, 2022 3:11 PM
To: Liz Hazlett
Subject: FW: Sewage lagoon Stench

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

From:
Sent: May 30, 2022 3:43 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Sewage lagoon Stench

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

I just read the mayor's message as I was signing on to complain about the smell on Maliseet Drive. Why oh why does it have to smell so bad when other nearby sewage plants don't? We have heard the story of a new system for many years and it just goes on and on with the people on the street and streets adjacent having to live with it. I think a major tax break on this street might be in order. Or at least the truth about why Rothesay can't do what other towns do to make it the pleasant town it always brags about.

Maliseet Drive



MAYOR NANCY GRANT
70 HAMPTON RD.
ROTHESAY NB E2E 5L5

RECEIVED JUN 07 2022

Ottawa, June 2022

Dear MAYOR NANCY GRANT and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at shannon.stubbs@parl.gc.ca, M.P. Kurek at damien.kurek@parl.gc.ca, or M.P. Gourde at jacques.gourde@parl.gc.ca.

Thank you for your time.

Shannon Stubbs, M.P.
Shadow Minister for Rural Economic Development
and Rural Broadband Strategy
Lakeland

Damien C. Kurek, M.P.
Deputy Shadow Minister for Rural Economic
Development and Rural Broadband Strategy
Battle River—Crowfoot

Jacques Gourde, M.P.
Deputy Shadow Minister for Rural Economic
Development and Rural Broadband Strategy
Lévis—Lotbinière



2022June13OpenSessionFINAL_070

**KENNEBECASIS REGIONAL POLICE FORCE/
FORCE DE POLICE RÉGIONALE KENNEBECASIS**

ADDRESS ALL CORRESPONDENCE TO/
ADDRESSER TOUTE CORRESPONDANCE À:
CHIEF OF POLICE/CHEF DE POLICE
126 Millennium Drive/126 rue Millennium
Quispamsis, NB E2E 6E6

Tel: (506) 847-6300
Fax/Facsimile: (506) 847-6301
Admin: (506) 847-6313
E-mail/Courriel: kpfadmin@nbpolice.ca
www.kennebecasisregionalpolice.com

STEVE GOURDEAU
CHIEF OF POLICE
CHEF DE POLICE



2022-05-09

DELIVERED BY HAND

Mayor and Councilors
Town of Rothesay
70 Hampton Rd.
Rothesay, NB E2E 5L5


Dear Mayor and Councilors:

**Re: Kennebecasis Regional Joint Board of Police Commissioners
Audited Financial Statements
December 31, 2021**

Please find enclosed a copy of the Audited Financial Statements of the Kennebecasis Regional Joint Board of Police Commissioners for the year 2021.

We trust this meets your approval.

Respectfully,


Steve Gourdeau
Chief of Police

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

FINANCIAL STATEMENTS

DECEMBER 31, 2021

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

2022 June 13 Open Session FINAL_072

DECEMBER 31, 2021

CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Debt	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 20

INDEPENDENT AUDITORS' REPORT

To the Members of the Kennebecasis Regional Joint Board of Police Commissioners

Opinion

We have audited the financial statements of the Kennebecasis Regional Joint Board of Police Commissioners (the "Commission"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net debt and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Commission 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 Commission in accordance with the ethical requirements that are relevant to our audit of the 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 Financial Statements

Management is responsible for the preparation and fair presentation of the 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 financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission'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 Commission or to cease operations, or has no realistic alternative but to do so.

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the 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 financial statements.

Independent Auditors' Report to the Members of the Kennebecasis Regional Joint Board of Police Commissioners (cont'd)

Auditors' Responsibilities for the Audit of the 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 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 Commission'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 Commission'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 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 Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the 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 20th, 2022

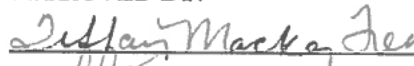
~~ASIS REGIONAL JOINT BOARD OF POLICE~~
KENNEBEC REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

	2021	2020
FINANCIAL ASSETS		
Cash (Note 4)	\$ 526,297	\$ 200,078
Accounts receivable		
General	31,593	24,510
Due from Member Municipalities (Note 5)	-	110,679
Federal Government and its agencies (Note 6)	160,669	113,089
Investments (Notes 7 and 9)	<u>724,674</u>	<u>938,432</u>
	<u>\$ 1,443,233</u>	<u>\$ 1,386,788</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 299,654	\$ 415,205
Long term debt (Note 8)	539,000	679,000
Accrued sick leave	15,299	15,299
Accrued liability for vested retirement benefits (Note 9)	828,268	843,240
Post employment benefits payable (Note 10)	<u>56,000</u>	<u>311,900</u>
	<u>1,738,221</u>	<u>2,264,644</u>
NET DEBT	<u>(294,988)</u>	<u>(877,856)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 12)	4,126,118	4,055,549
Accumulated amortization (Note 12)	<u>(2,230,154)</u>	<u>(2,122,156)</u>
	1,895,964	1,933,393
Unamortized debenture costs	4,255	5,427
Prepaid expenses	<u>27,036</u>	<u>47,121</u>
	<u>1,927,255</u>	<u>1,985,941</u>
ACCUMULATED SURPLUS	<u>\$ 1,632,267</u>	<u>\$ 1,108,085</u>
COMMITMENTS (Note 11)		

APPROVED BY:

 Commissioner

 Commissioner

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 2022 June 13 Open Session FINAL_076
COMMISSIONERS

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u> Budget (Note 14)	<u>2021</u> Actual	<u>2020</u> Actual
REVENUE			
Contributions by member municipalities	\$ 6,991,990	\$ 6,991,990	\$ 7,158,408
Other (Note 15)	<u>337,925</u>	<u>508,471</u>	<u>362,703</u>
	<u>7,329,915</u>	<u>7,500,461</u>	<u>7,521,111</u>
EXPENDITURE (Note 15)			
Crime control	4,962,418	5,025,402	4,949,644
Vehicle fleet	292,612	277,002	252,425
Property	290,881	299,839	300,088
Administration	1,132,605	1,156,879	1,478,599
Telecommunications	<u>328,617</u>	<u>282,592</u>	<u>429,363</u>
	<u>7,007,133</u>	<u>7,041,714</u>	<u>7,410,119</u>
ANNUAL SURPLUS FOR THE YEAR BEFORE UNREALIZED GAIN ON INVESTMENTS	322,782	458,747	110,992
UNREALIZED GAIN ON INVESTMENTS	<u>65,435</u>	<u>65,435</u>	<u>51,909</u>
ANNUAL SURPLUS FOR THE YEAR (Note 13)	<u>\$ 388,217</u>	524,182	162,901
ACCUMULATED SURPLUS BEGINNING OF YEAR		<u>1,108,085</u>	<u>945,184</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 1,632,267</u>	<u>\$ 1,108,085</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
Annual surplus	\$ 524,182	\$ 162,901
Acquisition of tangible capital assets	(194,049)	(95,302)
Proceeds on disposal of tangible capital assets	10,360	4,979
Amortization of tangible capital assets	211,240	222,377
Gain (loss) on disposal of tangible capital assets	<u>9,878</u>	<u>(1,913)</u>
	<u>561,611</u>	<u>293,042</u>
Acquisition of prepaid assets	(27,036)	(47,121)
Use of unamortized debenture costs	1,172	1,172
Use of prepaid assets	<u>47,121</u>	<u>17,823</u>
	<u>21,257</u>	<u>(28,126)</u>
Decrease in net debt	582,868	264,916
Net debt - beginning of year	<u>(877,856)</u>	<u>(1,142,772)</u>
Net debt - end of year	<u>\$ (294,988)</u>	<u>\$ (877,856)</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

2022 June 13 Open Session FINAL_078

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 524,182	\$ 162,901
Gain (loss) on disposal of tangible capital assets	9,878	(1,913)
Unrealized gain on investments	(65,435)	(51,909)
Amortization of tangible capital assets	211,240	222,377
Receivable - General	(7,083)	9,615
Receivable - Member Municipalities	110,679	(8,882)
Receivable - Federal Government and its agencies	(47,580)	(5,275)
Accounts payable and accrued liabilities	(115,551)	(21,371)
Change in accrued liability for vested retirement benefits	(14,972)	28,268
Change in post employment benefits payable	(255,900)	(107,700)
Change in unamortized debenture costs/prepaid expenses	<u>21,257</u>	<u>(28,126)</u>
	<u>370,715</u>	<u>197,985</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(194,049)	(95,302)
Proceeds on disposal of tangible capital assets	<u>10,360</u>	<u>4,979</u>
	<u>(183,689)</u>	<u>(90,323)</u>
FINANCING TRANSACTION		
Change in long term debt	<u>(140,000)</u>	<u>(136,000)</u>
INVESTING TRANSACTION		
Purchases net of proceeds of investments	<u>279,193</u>	<u>1,212</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	326,219	(27,126)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>200,078</u>	<u>227,204</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 526,297</u>	<u>\$ 200,078</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
2022 June 13 Open Session FINAL_079
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Regional Joint Board of Police Commissioners (the "Commission") provides police services to the region consisting of the municipalities of Quispamsis and Rothesay.

The current Stakeholder Agreement for the Commission expired in 2013. The stakeholders are currently working towards an updated agreement.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Commission 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 Commission and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Commission.

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

Budget

The budget figures contained in these financial statements were approved by the Board on November 18, 2020 and the Minister of Local Government 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 and losses reported in annual surplus. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

The investments of the Commission are held in the custody of TD Waterhouse Canada Inc.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks. The Commission has an authorized overdraft limit of \$100,000 which bears interest at the Bank of Nova Scotia's prime lending rate plus 0.50% per annum with interest payable monthly. The overdraft is secured by an Overdraft Lending Agreement and an authorized letter, under seal, from the Chairman of the Commission authorizing the Commission to borrow for the purposes of bridging normal member funding and financing receivables.

Unamortized Debenture Costs

Bond discounts are amortized over the life of the respective serial debenture.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
2022 June 13 Open Session FINAL_080
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

Revenue Recognition

The contributions from the member municipalities are recognized as they are earned for the police and 911 services provided to the region, when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and sundry income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the 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 revenue and expenditure 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 these estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued vested retirement benefits; and
- accrued post employment benefits.

Tangible Capital Assets

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

<u>Asset type</u>	<u>Years</u>
Land improvements	10-20 years
Buildings	20-40 years
Vehicles	5 years
Machinery and equipment	10 years
Information technology equipment	3-5 years
Furniture and fixtures	20 years

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

Post Employment Benefits

The Commission recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Commission has a vested retirement benefit as documented in Note 9 and a pension plan as documented in Note 10.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
2022 June 13 Open Session FINAL_081
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

3. FINANCIAL INSTRUMENTS

The Commission 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 Commission'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 Commission is exposed to credit risk from its accounts receivable. The Commission's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

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

Currency Risk

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

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 Commission manages exposure through its normal operating and financing activities. The Commission is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Commission is exposed to other price risk through its investment in quoted shares.

4. CASH

	<u>2021</u>	<u>2020</u>
Cash - operating	\$ 299,073	\$ 181,453
Cash - investments (Note 9)	<u>227,224</u>	<u>18,625</u>
	<u>\$ 526,297</u>	<u>\$ 200,078</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 2022 June 13 Open Session FINAL_082
 COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

5. DUE FROM MEMBER MUNICIPALITIES

	<u>2021</u>	<u>2020</u>
Town of Quispamsis	\$ -	\$ 80,327
Town of Rothesay	<u>-</u>	<u>30,352</u>
	<u>\$ -</u>	<u>\$ 110,679</u>

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2021</u>	<u>2020</u>
Canada Revenue Agency - HST refund	\$ 47,615	\$ 56,177
RCMP secondments	<u>113,054</u>	<u>56,912</u>
	<u>\$ 160,669</u>	<u>\$ 113,089</u>

7. INVESTMENTS

	<u>2021</u>	<u>2020</u>
Canadian short term notes	\$ 126,123	\$ 312,483
Canadian equity	398,293	398,375
Foreign equity	-	92,752
Unrealized gain on investments	<u>200,258</u>	<u>134,822</u>
	<u>\$ 724,674</u>	<u>\$ 938,432</u>

The Commission has an investment policy in place to administer the governance of these investments. As at December 31, 2021, the investments were in compliance with the policy.

8. LONG TERM DEBT

	<u>Balance January 1, 2021</u>	<u>Issued during year</u>	<u>Redeemed during year</u>	<u>Balance December 31, 2021</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
BL 45-2014 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	\$ 211,000	\$ -	\$ 51,000	\$ 160,000
BN 35-2015 1.05% - 3.15%, due 2025, OIC # 03-0053	<u>468,000</u>	<u>-</u>	<u>89,000</u>	<u>379,000</u>
	<u>\$ 679,000</u>	<u>\$ -</u>	<u>\$ 140,000</u>	<u>\$ 539,000</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 2022 June 13 Open Session FINAL_083
 COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

8. LONG TERM DEBT (cont'd)

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

2022	\$ 143,000
2023	146,000
2024	151,000
2025	99,000

9. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS

Police officers and administrative employees earn 1.5 days of sick leave for every month of service to a maximum of 250 days. In total, the maximum is 2,000 hours (based on an 8 hour day). At retirement, an employee is entitled to choose either 50% of his or her sick leave in salary to a maximum of 125 days (1,000 hours), or one month's salary for each five years of service (or fraction thereof) to a maximum of six month's salary. The Board has restricted the use of the investments (Notes 4 and 7) to cover the future obligations under this plan.

An actuarial valuation was performed as at July 31, 2019 on the plan for 41 police officers and administrative employees in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The following summarizes the major assumptions in the valuation:

- Discount rate used was 2.69% (prior 2.86%);
- salary increases 3% per annum for four years and 2% thereafter; and
- retirement age 60 years old for police officers and 62 years old for civilian members.

The activity for the year is as follows:

	<u>2021</u>	<u>2020</u>
Balance at beginning of year	\$ 843,240	\$ 814,972
Add: Vested retirement expense	86,840	86,030
Less: Retirement benefits paid	<u>(101,812)</u>	<u>(57,762)</u>
Balance at end of year	<u>\$ 828,268</u>	<u>\$ 843,240</u>

The actuarial valuation estimates the accrued benefit obligation to be \$816,536. The \$71,422 actuarial gain is being amortized over 15 years, which represents the expected average remaining service life of the related employees.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
2022 June 13 Open Session FINAL_084
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

10. POST EMPLOYMENT BENEFITS PAYABLE

The Commission and its employees 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.

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 (EARSLS) is 13.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2019 indicated that the market value of net assets available for the accumulated plan benefits were less than the present value of 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 expenses the level of employer and employee contributions to be sufficient to fund the current service cost and going concern special payments, as required by the Pensions Benefits Act.

As at December 31, 2019, the NB MEPP provides benefits for 277 retirees. Total benefit 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.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

10. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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' contribution 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 the Commission:

- The average age of the 44 active employees covered by the NB MEPP is 44 (as at Dec. 31, 2019);
- Benefit payments were \$440,900 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.

In addition to determining the position of the NB MEPP as it relates to the Commission 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 of 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:

	Estimated	
	Jan 1, 2021 to	Jan 1, 2020 to
	<u>Dec 31, 2021</u>	<u>Dec 31, 2020</u>
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 311,900	\$ 419,600
Adjustment to 2020/2019 actual	(94,300)	48,300
Pension expense for the year	248,600	196,500
Employer contributions	<u>(410,200)</u>	<u>(352,500)</u>
Accrued benefit liability at end of period	<u>\$ 56,000</u>	<u>\$ 311,900</u>

In summary, the Accrued Benefit Liability as it related to the Commission is estimated to be \$56,000 as at December 31, 2021. This compares to \$419,600 as at January 1, 2020 and \$311,900 as at December 31, 2020. The December 31, 2020 liability was estimated in prior year. The actual liability was calculated to be \$217,600. The difference of 94,300 has been recorded in the current year.

2022 June 13 Open Session FINAL_088

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

10. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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:

	Estimated Jan 1, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 18,075,000	\$ 16,945,700
Plan assets	<u>17,768,800</u>	<u>16,457,000</u>
Plan deficit	306,200	488,700
Adjustment to 2020 actual	-	94,300
Unamortized experience losses	<u>(250,200)</u>	<u>(271,100)</u>
Accrued benefit liability at end of period	<u>\$ 56,000</u>	<u>\$ 311,900</u>

The following illustrates the reconciliation of Accrued Benefit Obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 16,945,700	\$ 15,428,800
Current service cost	616,400	535,200
Benefit payments	(432,700)	(449,900)
Interest for period	945,600	889,600
Experience loss (gain) during period	<u>-</u>	<u>542,000</u>
Accrued benefit obligation at end of period	<u>\$ 18,075,000</u>	<u>\$ 16,945,700</u>

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

	Estimated Jan 1, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 16,457,000	\$ 15,024,700
Employer contributions	410,200	398,300
Employee contributions	410,200	398,300
Benefit payments	(432,700)	(449,900)
Return on plan assets during period	<u>924,100</u>	<u>1,085,600</u>
Plan assets at end of period	<u>\$ 17,768,800</u>	<u>\$ 16,457,000</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 2022 June 13 Open Session FINAL_087
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

10. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Total Expense related to pensions include the following components:

	Estimated	Jan 1, 2020 to
	Jan 1, 2021 to	Dec 31, 2020
	Dec 31, 2021	Dec 31, 2020
Pension Expense		
Employer current service cost	\$ 206,200	\$ 136,900
Interest on Accrued Benefit Obligation	945,600	889,600
Expected return on assets	(924,100)	(873,900)
Amortization of unrecognized balances	-	-
Experience gain	<u>20,900</u>	<u>(4,600)</u>
Pension expense	<u>\$ 248,600</u>	<u>\$ 148,000</u>

The Pension Expense is included in the Statement of Operations. The 2020 pension expense was estimated to be \$196,500. The difference between the 2020 estimated and actual expense has been recorded as an expense recovery of the current period.

11. COMMITMENTS

Dispatch Services

The Commission has entered into a dispatch agreement with the City of Fredericton for police services to the Kennebecasis Valley and surrounding area from 2021 to 2024. The future minimum payments are determined each year using a formula based on previous years tax base. The future minimum payment budgeted for the next year is \$255,515. In the prior year, the dispatch fees paid included amounts for both the Commission and the Kennebecasis Valley Fire Department Inc. as required by the previous agreement.

Digital Evidence Management System

The Commission has entered into an agreement with Axon Public Safety Canada Inc. to supply a digital evidence management system inclusive of operating equipment for a total cost of \$506,083 over ten years. The future annual minimum payments over the next five years are:

2022	\$ 50,608
2023	50,608
2024	50,608
2025	50,608
2026	50,608

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

2022June13OpenSessionFINAL_088

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

12. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Information Technology Equipment</u>	<u>Furniture and Fixtures</u>	<u>2021 Total</u>	<u>2020 Total</u>
COST									
Balance - beginning of year	\$ 194,248	\$ 55,869	\$ 2,279,702	\$ 753,104	\$ 80,043	\$ 494,196	\$ 198,387	\$ 4,055,549	\$ 4,018,116
Add: Net additions during the year	-	-	33,527	136,264	-	24,258	-	194,049	95,302
Less: Disposals during the year	-	-	-	(110,129)	-	(13,351)	-	(123,480)	(57,869)
Balance - end of year	<u>194,248</u>	<u>55,869</u>	<u>2,313,229</u>	<u>779,239</u>	<u>80,043</u>	<u>505,103</u>	<u>198,387</u>	<u>4,126,118</u>	<u>4,055,549</u>
ACCUMULATED AMORTIZATION									
Balance - beginning of year	-	44,033	1,021,873	474,438	45,961	393,684	142,167	2,122,156	1,954,582
Add: Amortization during the year	-	2,630	67,133	87,321	5,988	38,249	9,919	211,240	222,377
Less: Accumulated amortization on disposals	-	-	-	(89,891)	-	(13,351)	-	(103,242)	(54,803)
Balance - end of year	-	<u>46,663</u>	<u>1,089,006</u>	<u>471,868</u>	<u>51,949</u>	<u>418,582</u>	<u>152,086</u>	<u>2,230,154</u>	<u>2,122,156</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 194,248</u>	<u>\$ 9,206</u>	<u>\$ 1,224,223</u>	<u>\$ 307,371</u>	<u>\$ 28,094</u>	<u>\$ 86,521</u>	<u>\$ 46,301</u>	<u>\$ 1,895,964</u>	<u>\$ 1,933,393</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

2022June13OpenSessionFINAL_089

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

13. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	Operating Fund	Capital Fund	Telecommunications Fund	Total
2021 annual surplus (deficit) - PSAS	\$ <u>755,660</u>	\$ <u>(231,478)</u>	\$ <u>-</u>	\$ <u>524,182</u>
Adjustments to annual surplus for funding requirements				
Transfers between funds				
Transfer from operating fund to capital fund	(194,049)	194,049	-	-
Long term debt principal repayment	(140,000)	140,000	-	-
Accumulated amortization on disposal of tangible capital assets	-	(103,242)	-	(103,242)
Amortization expense	-	211,240	-	211,240
Unrealized gain on investments	(65,435)	-	-	(65,435)
Post employment benefits liability	<u>(255,900)</u>	<u>-</u>	<u>-</u>	<u>(255,900)</u>
Total adjustments to 2021 annual surplus (deficit)	<u>(655,384)</u>	<u>442,047</u>	<u>-</u>	<u>(213,337)</u>
2021 annual surplus for funding requirements	\$ <u><u>100,276</u></u>	\$ <u><u>210,569</u></u>	\$ <u><u>-</u></u>	\$ <u><u>310,845</u></u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 2022June13OpenSessionFINAL_090

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

14. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget General	Operating Budget Telecommunications	Amortization of Tangible Capital Assets	Other	Total
REVENUE					
Contributions by member municipalities	\$ 6,991,990	\$ -	\$ -	\$ -	\$ 6,991,990
Other	337,925	-	-	-	337,925
Unrealized gain on investments	-	-	-	65,435	65,435
	<u>7,329,915</u>	<u>-</u>	<u>-</u>	<u>65,435</u>	<u>7,395,350</u>
EXPENDITURE					
Crime control	5,127,884	-	44,237	(209,703)	4,962,418
Vehicle fleet	283,413	-	87,321	(78,122)	292,612
Property	252,199	-	79,682	(41,000)	290,881
Administration	1,178,802	-	-	(46,197)	1,132,605
Telecommunications	328,617	-	-	-	328,617
Fiscal services					
Long term debt repayments	140,000	-	-	(140,000)	-
Interest	19,000	-	-	(19,000)	-
	<u>7,329,915</u>	<u>-</u>	<u>211,240</u>	<u>(534,022)</u>	<u>7,007,133</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (211,240)</u>	<u>\$ 599,457</u>	<u>\$ 388,217</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 2022 June 13 Open Session FINAL_091
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

15. REVENUE AND EXPENDITURE SUPPORT

	2021 Budget (Note 14)	2021 Actual	2020 Actual
OTHER REVENUE			
Secondments	\$ 230,925	\$ 262,149	\$ 227,803
Fees for public services	80,000	155,043	98,269
Investment income	22,000	42,350	15,691
Taxi and by-law	5,000	1,658	3,815
Other	<u>-</u>	<u>47,270</u>	<u>17,125</u>
	<u>\$ 337,925</u>	<u>\$ 508,471</u>	<u>\$ 362,703</u>
CRIME CONTROL			
Salaries	\$ 3,906,108	\$ 3,835,479	\$ 3,713,481
Employee benefits	532,458	548,169	657,785
Training	52,000	47,608	35,820
Telephone and mobile radios	82,200	83,267	86,314
Equipment	30,000	44,803	27,512
Office	15,000	27,695	19,475
Equipment leasing and repairs	66,150	85,421	69,947
General supplies	44,000	85,612	46,175
COVID-19	-	1,244	36,630
Insurance	21,065	44,697	19,150
Uniforms	51,000	64,496	67,748
Public relations	7,000	17,625	9,376
Detention of prisoners	28,700	28,710	28,685
Taxi and traffic by-law	1,000	-	270
Public safety	29,500	32,428	29,310
Special investigation	52,000	33,911	44,376
Amortization	<u>44,237</u>	<u>44,237</u>	<u>57,590</u>
	<u>\$ 4,962,418</u>	<u>\$ 5,025,402</u>	<u>\$ 4,949,644</u>
VEHICLE FLEET			
Fuel	\$ 90,000	\$ 78,809	\$ 65,448
Repairs and maintenance	67,000	61,338	68,096
Insurance	32,413	30,638	29,466
Equipment for vehicles	6,000	9,018	6,223
Amortization	87,321	87,321	85,105
Loss (gain) on disposal of tangible capital assets	<u>9,878</u>	<u>9,878</u>	<u>(1,913)</u>
	<u>\$ 292,612</u>	<u>\$ 277,002</u>	<u>\$ 252,425</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 2022 June 13 Open Session FINAL_092
 COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

15. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2021</u> <u>Budget</u> (Note 14)	<u>2021</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>
PROPERTY			
Taxes	\$ 50,210	\$ 49,391	\$ 49,224
Repairs and maintenance	76,000	92,127	87,360
Heat and power	47,000	39,401	42,320
Insurance	6,989	7,454	6,354
Grounds	12,000	11,622	11,962
Interest expense	17,828	18,990	22,013
Debenture cost amortization	1,172	1,172	1,172
Amortization	<u>79,682</u>	<u>79,682</u>	<u>79,683</u>
	<u>\$ 290,881</u>	<u>\$ 299,839</u>	<u>\$ 300,088</u>
ADMINISTRATION			
Salaries	\$ 806,952	\$ 833,502	\$ 899,533
Employee benefits	138,835	124,519	186,417
Commissionaires	-	79	2,050
Professional fees	63,500	73,492	67,065
Insurance	1,858	4,408	1,689
Travel and training	24,000	19,150	18,728
Board expenses	5,000	3,951	1,531
Labour relations	13,000	7,950	212,817
Bank service fees	-	2,988	2,739
Provision for vested retirement benefits	<u>79,460</u>	<u>86,840</u>	<u>86,030</u>
	<u>\$ 1,132,605</u>	<u>\$ 1,156,879</u>	<u>\$ 1,478,599</u>
TELECOMMUNICATIONS			
Dispatch fees (Note 11)	<u>\$ 328,617</u>	<u>\$ 282,592</u>	<u>\$ 429,363</u>



Memo Note

Local Government and Local Governance Reform / Gouvernements locaux et de la Réforme de la gouvernance locale

P.O. Box/C.P. 6000
Fredericton, NB E3B 5H1
Tel / Tél. (506) 453-3256

Date : May 10, 2022 / Le 10 mai 2022

To/Dest. : Members of Local Government Councils and Chief Administrative Officers and Clerks /
Membres des conseils des gouvernements locaux et Directeurs généraux et greffiers :

- City of Bathurst / Ville de Bathurst
- Town of Beresford / Ville de Beresford
- Village of Nigadoo / Village de Nigadoo
- Village of Petit-Rocher / Village de Petit-Rocher
- Village of Pointe-Verte / Village de Pointe-Verte
- City of Edmundston / Ville d'Edmundston
- City of Fredericton / Ville de Fredericton
- Town of Grand Falls / Ville de Grand-Sault
- City of Miramichi / Ville de Miramichi
- Town of Quispamsis / Ville de Quispamsis
- Town of Rothesay / Ville de Rothesay
- City of Saint John / Ville de Saint John
- Town of Woodstock / Ville de Woodstock

Municipal Associations / Associations municipales

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

Copies : Transition Facilitators – Local Governance Reform / Facilitateurs et
facilitatrices - Réforme de la gouvernance locale
Connie Courcy, Executive Director / Directrice Générale, Justice and Public
Safety / Justice et sécurité publique

Subject/objet : **Assessment of Policing Services / Évaluation des services de police**

The implementation of Local Governance Reform is now underway in New Brunswick, and transition facilitators appointed by the province are working closely with local advisory communities in preparation for the transition.

La mise en œuvre de la réforme de la gouvernance locale est en cours au Nouveau-Brunswick, et les facilitateurs et facilitatrices de la transition nommés par la province travaillent en étroite collaboration avec les comités consultatifs locaux en vue de la transition.

An essential element in this process will be assessing the delivery of services, which includes how policing services will be delivered and managed with the implementation of local governance reform on January 1, 2023.

Transition facilitators will be reaching out to you through their respective advisory committees to discuss how policing services are currently delivered and how they should be delivered in the future, along with the potential cost implications associated with any changes for January 1, 2023, or January 1, 2024.

Any changes to the policing arrangement would need to be negotiated and accepted by the Government of New Brunswick.

We recognize the importance of policing services in budgeting processes, and your input is essential as the transition facilitators work to finalize the first budgets for the new entities.

We thank you for your continued engagement in the local governance reform process, and we look forward to your input.

If you have any specific questions on policing, we encourage you to contact Connie Courcy, Executive Director, Justice and Public Safety at Connie.Courcy@gnb.ca.

Sincerely,

Un élément essentiel de ce processus sera l'évaluation de la prestation des services, ce qui comprend la façon dont les services de police seront fournis et gérés avec la mise en œuvre de la réforme de la gouvernance locale le 1er janvier 2023.

Les facilitateurs et facilitatrices de la transition communiqueront avec vous par l'entremise de leurs comités consultatifs respectifs pour discuter de la façon dont les services de police sont actuellement offerts et de la façon dont ils devraient l'être à l'avenir, ainsi que les répercussions éventuelles sur les coûts associées à tout changement pour le 1er janvier 2023 ou pour le 1er janvier 2024.

Tout changement à l'entente sur les services de police devrait être négocié et accepté par le gouvernement du Nouveau-Brunswick.

Nous reconnaissons l'importance des services de police dans les processus budgétaires, et vos commentaires sont essentiels alors que les facilitateurs et facilitatrices de la transition travaillent à finaliser les premiers budgets pour les nouvelles entités.

Nous vous remercions de votre engagement continu dans le processus de réforme de la gouvernance locale, et nous avons hâte d'entendre vos commentaires.

Si vous avez des questions précises sur les services de police, nous vous encourageons à communiquer avec Connie Courcy, directrice générale, Justice et Sécurité publique, à Connie.Courcy@gnb.ca.

Cordialement,



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



May 16th, 2022

Mayors Grant and O'Hara,

Following the flood repair update on May 6th which provided an updated timeline for the Kennebecasis Public Library's reopening, library staff began planning the return to library operations. For your reference, please find below the plan for library service between now and the estimated reopening in mid-July.

Curbside service will take place outside the library from May 31st – June 25th, during regular library pandemic hours (Tuesday – Saturday; 10 a.m. – 4 p.m., except for Thursdays, 1 – 7 p.m.). As the library's collections remain in storage, curbside service will be holds only, allowing patrons to place holds on and pick up books delivered from other libraries. Following June 25th, curbside service will close so library staff can assist in the re-shelving of the collections and final preparations for reopening. The end date for curbside is conditional on repairs being completed according to the timeline conveyed by ServiceMaster; should repairs not be completed by the middle of July, curbside service will be extended accordingly. The above curbside schedule will be communicated to the public within the next week, including on social media, the library's road sign and front windows, and in person by NBPLS staff at other locations.

Summer Reading Club promotions and programs will begin in the month of June, to be offered outdoors on library property and at the Arts & Culture Park.

A specific date for reopening will be set once the library's carpet arrives in New Brunswick and will be communicated to both municipalities as soon as it is available.

Norah Emerson

Kennebecasis Public Library Acting Director
506-849-5316 (offline during flood repairs) | cel. 506-650-1357
Norah.emerson@gnb.ca
1 Landing Court, Quispamsis

Liz Hazlett

From: Liz Hazlett
Sent: May 19, 2022 9:46 AM
To: Liz Hazlett
Subject: FW: Fibromyalgia Association Canada's request to light up Rothesay Town in purple for May 12th Fibromyalgia Awareness Day

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

From: FAC-Administration <admin@fibrocanada.ca>
Sent: May 19, 2022 8:41 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Fibromyalgia Association Canada's request to light up Rothesay Town in purple for May 12th Fibromyalgia Awareness Day

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

Good Morning Mary Jane

Fibromyalgia Association Canada (FAC) is pleased to announce we successfully hosted our first National Illumination Campaign on Fibromyalgia Awareness Day, May 12, 2022. Your support helped us achieve the much needed recognition we were aiming for. Rothesay Town Hall was one of 90 buildings and landmarks that lit up in purple in recognition of the 5% of Canadians living with fibromyalgia.

FAC would like to thank you for supporting us in our National Campaign. Your assistance has helped us gain attention to our cause and has also increased awareness within your community. Your support has also helped others living with fibromyalgia learn about FAC and has provided them with hope and validation. We also aspire to have reached the friends, caregivers, and loved ones who are supporting an individual with fibromyalgia on their journey. Your help informing Canadians with fibromyalgia that they have a safe, non-judgmental, and compassionate place to find resources, support, and education is very much appreciated.

We value your contribution and would be honoured to work with you again next year to commemorate National Fibromyalgia Awareness Day on May 12, 2023.

With much appreciation,

Trudy Flynn
Chair Fibromyalgia Association Canada

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

Subject: Fibromyalgia Association Canada's request to light up Rothesay Town in purple for May 12th Fibromyalgia Awareness Day
Date: 2022-03-24 15:10
From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
To: "admin@fibrocanada.ca" <admin@fibrocanada.ca>

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

A request was received from a board member of Fibromyalgia Association Canada by email in late January and was forwarded to Rothesay Council.

Rothesay, by practice, does not normally read proclamations or declare or recognize the many and varied days requested by multiple organizations. However, as mentioned above, the correspondence was included in the Council agenda information (Monday, February 14, 2022), which was posted to the Town website and does usually generate media awareness.

Rothesay Council reviewed the request at that time and agreed to light the Town Hall purple on May 12 and also to use the Town social media channels to help raise awareness.

Please feel free to forward any social media messaging that you would like us to share across Facebook and Twitter to the attention of KeriFlood@rothesay.ca, Recreation and Communications Coordinator.

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

Mary Jane

Mary Jane E. Banks, BComm, NACLAA II

Town Clerk - Rothesay

Director of Administrative Services

70 Hampton Road

Rothesay, NB E2E 5L5

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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

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

2009, c. R-10.6. Records may be shared with internal departments, external agencies or may be publicly released at a Town Council or Committee meeting. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB, E2E 5L5 (506-848-6664)



May 20, 2022

Mr. John Jarvie, KVFD Administrator
Kennebecasis Valley Fire Department Inc.
7 Campbell Drive
Rothesay, NB E2E 5B6

Dear Mr. Jarvie:

RE: COST OVRAGE FOR FIRE STATION 2

Thank you for your correspondence of May 13, 2022, and Deputy Chief McCoy's of May 17, 2022 concerning the above referenced item.

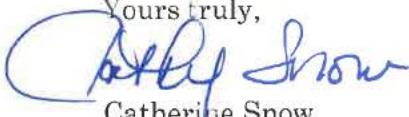
Council, at its May 17, 2022 Regular Meeting, considered your request to increase the Fire Station 2 Renovation Budget to an amount not to exceed \$650,000; and to agree to fund Quispamsis' proportionate share of the additional amount as a result of the tenders coming in overbudget.

I am pleased to confirm Council, at this meeting, passed the following motion:

MOVED BY . . . Quispamsis Council authorize the estimated additional cost of \$383,955 with funding coming from borrowing and reserves . . . Motion Carried.

Trusting the above responds favourably to your correspondence, and we wish the KVFD all the best with the construction of the Fire Station 2 Renovation.

Yours truly,


Catherine Snow
Town Clerk

cc: Mayor & Council, Town of Rothesay
Fire Chief, Mike Boyle
Deputy Chief, Dan McCoy



May 25, 2022

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

Saint John Aquatic Center Commission – Canada Emergency Wage Subsidy Interest Refund

Your Worship:

As noted in previous correspondence, the Saint John Aquatic Center Commission received a 'Notice of (re)determination and notice of (re)assessment for the Canada emergency wage subsidy' from the Canada Revenue Agency (CRA), dated March 3, 2022. The notice detailed the results of a reassessment, indicating a total due of \$349,918. This amount represented the claims received in 2020 and interest accrued in the interim. The City of Saint John issued a payment to the CRA for \$349,918 to extinguish the liability and the respective amounts were contributed by all funding municipalities of the Greater Saint John Regional Facilities Commission.

Following receipt of the aforementioned notice from the CRA, the Saint John Aquatic Center Commission submitted an application for 'Taxpayer Relief - Cancel or Waive Penalties and Interest'. The enclosed letter from the CRA, dated May 12, 2022, indicates that application was successful.

The refund of interest paid has since been received by the Saint John Aquatic Center Commission and will be transmitted to the City of Saint John to redistribute to the respective municipalities as follows:

Grand Bay-Westfield	\$937.25	3.690%
Quispamsis	\$4,403.56	17.337%
Rothesay	\$3,272.25	12.883%
Saint John	\$16,786.45	66.089%
	\$25,399.51	100.000%

Should you have any questions, please advise accordingly.

Respectfully,

Amy McLennan
General Manager

Enclosure

Cc: Deputy Mayor Erin Toole, Chair, Greater Saint John Regional Facilities Commission
Patricia Anglin, City Clerk's Office, City of Saint John
Jodie Forgie, Internal Audit and Financial Services, City of Saint John
Lloyd Foote, Finance Committee, Saint John Aquatic Center Commission



May 12, 2022

AMY MACLENNAN
SAINT JOHN AQUATIC CENTER COMMISSION
50 UNION ST
SAINT JOHN NB E2L 1A1

Dear Amy MacLennan:

Subject: Canada Emergency Wage Subsidy claims
Business number 119132231
Payroll program account number

We are writing with respect to the interest that was charged to the Saint John Aquatic Center Commission related to the Canada Emergency Wage Subsidy (CEWS) claims for the following periods:

- March 15, 2020 to April 11, 2020
- April 12, 2020 to May 9, 2020
- May 10, 2020 to June 6, 2020
- June 7, 2020 to July 4, 2020
- July 5, 2020 to August 1, 2020
- August 2, 2020 to August 29, 2020
- August 30, 2020 to September 26, 2020

This letter is to inform you that the Canada Revenue Agency has cancelled and refunded that interest. The refund will be issued by direct deposit starting on Monday, May 16th, 2022 to the account we have on file. You will receive a Notification of Cheque letter for the refund which will include your direct deposit information where the refund will be processed.

Please note that the refund process can take up to five business days to be deposited into the account.

If you have questions or concerns, please call me at 902-222-9869.

Sincerely,

Shaunessy Fawthrop
Charity Audit Team Leader
Nova Scotia Tax Services Office - Halifax
Telephone: 1-902-222-9869
Facsimile: 1-902-450-8556

Mailing Address: PO Box 638 Stn Central
Halifax NS B3J 2T5
Civic Address: 100-145 Hobsons Lake Drive
Halifax NS B3S 0J1

Website: canada.ca/revenue-agency



June 6, 2022

Dear Mayor Grant,

We are pleased to inform you that the Union of Municipalities of New Brunswick's (UMNB)'s 2022 Annual Conference and AGM registration is now open. The last two years have been difficult as we have navigated the pandemic, providing leadership to our communities in an effort to keep people safe. You can all be proud of the work you have done on behalf of your municipality. UMNB's 2022 conference offers us a chance to re-connect, collaborate and work collectively to solve some major challenges in our province. We are excited for the return to an in-person conference this year and look forward to being able to connect with our members from across the province. We anticipate over 200 delegates including mayors, councillors, CAO's and senior municipal administrators, and Regional Service Commission leadership will participate in NB's premiere municipal event.

Our Annual Conference and AGM will be October 7-9, 2022 at the Delta Fredericton and more details will be shared with your councils in the coming week. Our conference planning committee has been hard at work to bring you an exciting weekend of engaging sessions, a passionate keynote speaker and lots of opportunity to network with people from across the municipal sector. In the coming week, you will receive an email from UMNB staff with a virtual conference package for everything you need to know leading up to the conference. We hope you will be able to join us.

If you have any questions or concerns, please reach out to UMNB's communications and events officer, Vanessa Pettersson, via email vanessa.pettersson@umnbc.ca and she will be happy to assist you. We look forward to seeing you in the fall and can't wait to reconnect with you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Scholten', is placed above the typed name.

Alex Scholten, President
Union of Municipalities of New Brunswick

CC: Mary Jane Banks, Clerk



Office of the Mayor Town of Quispamsis

12 Landing Court | P.O. Box 21085 | Quispamsis, NB | E2E 4Z4
T: 506 849 5778 | F: 506 849 5799 | quispamsis@quispamsis.ca

May 19, 2022

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

Dear Minister Allain:

Initially, Quispamsis Town Council was intrigued by the long overdue reforms to local governance announced through the *Working Together for Vibrant and Sustainable Communities* white paper. However, over the last six months, we have taken a deeper dive into the related documents and are quite concerned with many of the changes you are about to implement, specifically in regards to the new mandatory services, as part of the expanded responsibilities of the Regional Service Commissions.

We were pleased that our town was one of 16 municipalities not directly impacted by amalgamation or reorganization. We believed this showed your government's recognition that Quispamsis is a well-run municipality. However, we are concerned the new philosophy behind the expanded scope of the RSCs will result in the dilution of the tremendously progressive and growing community Council has strived to create for our residents. Those efforts have clearly been successful as Quispamsis has grown into the province's sixth-largest municipality.

When my fellow councillors and I ran for elected office last spring, we signed up for a four-year term. Your government increased that to five years with no discussion or collaboration with municipalities.

In addition, as mayor, my responsibility to the RSC was a maximum of one monthly meeting. I believe my fellow mayors in the Fundy region share similar concerns: our primary responsibility is to serve the people of our respective communities, and the downloading of areas long thought to be of provincial jurisdiction is untenable for us.

Over the last few months, our bi-weekly Quispamis Council meetings have twice extended beyond our 11 pm curfew due to the volume of activity that is occurring in our town. We have a full agenda, and we have neither the time, nor the human-resource capacity, to accomplish all the demands and work your RSC model entails. We were elected to serve the residents of Quispamis, not those throughout the Fundy region. I simply do not have the time to do this work.

Quispamis and our municipal partners in Greater Saint John have shown we are the model for regional cooperation in New Brunswick. Since 1998, we have been part of the Greater Saint John Regional Facilities Commission Act. Over the years, we have contributed approximately \$9 million toward the annual operating costs of TD Station, Canada Games Aquatic Centre, Imperial Theatre, Saint John Trade and Convention Centre, and Saint John Arts Centre, all of which are located within Saint John's uptown core.

As you know, Envision Saint John: The Regional Growth Agency is in its second year of existence, providing economic development and tourism promotion to our area. There is uncertainty as to what the future holds for Envision now that economic development and tourism will become regional services. We remain fully committed to the Envision model, and do not believe it is necessary to reinvent that wheel at the RSC.

We are also concerned about the RSC's mandate to establish a regional Public Safety committee. Quispamis and Rothesay provide emergency services to our combined 30,000 residents through regional cooperation. We fully reject any efforts that would lead to the creation of regional policing led by the Saint John Police Force. Our Council, and our residents, are satisfied with the level of service and protection delivered by the Kennebecasis Regional Police Force.

To us, the RSC model appears to be adding another level of bureaucracy. Your government appears intent on downloading your responsibilities in the areas you list under community development, such as affordable housing, social inclusion, poverty reduction and mental health.

The RSCs are not presently equipped to handle these areas. They will need more staff, funding, office space and resources. This is an additional financial burden municipalities cannot bear. If these items are indeed being downloaded to the regions, we need assurances that provincial funding and support will follow.

Earlier this month, Quispamsis accepted and endorsed our first strategic plan, which was created by Council, staff and residents. If we are forced to deviate from our strategic plan, this could threaten the autonomy of Quispamsis.

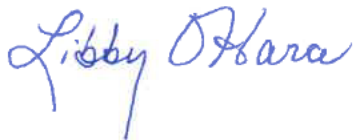
The term “investment-ready communities” is undefined. What does that mean for municipalities and what costs does it carry with it?

What about regional recreational infrastructure? If a municipality from the Fundy region is looking to build a new arena and it passes at the RSC board level, does that mean Quispamsis would be obligated to cost share through whatever regional formula is forced upon us? That would be troubling to us, as we are concerned some decisions at the regional level may not be in the best interest of our town.

We urge you to provide more clarity soon. We must know the cost-sharing formula for the regionally-mandated services and the status of the Greater Saint John Regional Facilities Commission Act before we can start to budget for 2023.

We look forward to hearing from you.

Kind regards,



Libby O'Hara
Mayor

cc:

Hon. Blaine Higgs, MLA Quispamsis;

Hon. Gary Crossman, MLA Hampton;

Ryan Donaghy, Deputy Minister, Local Government & Local Governance Reform;
Regional Mayors;

Regional CAOs;

AMANB;

UMNB.

June 1, 2022

RECEIVED JUN 08 2022

Office of the Mayor, Town of Quispamsis
12 Landing Court
P.O. Box 21085
Quispamsis, NB E2E 4Z4

Mayor O'Hara:

Thank you for your letter of May 19, 2022 in which you expressed concerns related to the expanded role and mandate of the Regional Service Commissions (RSCs). I have carefully reviewed and considered them and would like to clarify certain points.

Regarding the RSCs' expanded mandate, it is our view that more cooperation will result in strengthened local governments and regions in the long term. This regional collaboration will not dilute the leadership and efforts of your local government. Effective leadership and a cooperative approach will also present opportunities to identify new ways in which communities in the region can work together.

It is recognized that the RSCs will have a more robust mandate; however, it is my view that this mandate will be manageable for the Fundy region. For one, although the RSC will ultimately be accountable for regional tourism promotion and economic development, much of this work is currently being led by Envision Saint John and I expect this arrangement will continue. Notable changes for Envision will be to deliver the service on behalf of the RSC to the entire Fundy region as well as the development of a reporting/funding relationship between the RSC Board and Envision through a Memorandum of Understanding. As for community development and regional transportation, more work will be undertaken by the RSC, nonetheless this should not be a significant burden for the RSC board. The Community inclusion network will be integrated which brings a funding agreement with it.

I acknowledge that the extended mandate of councils will have some impacts on members of your council. The term was extended to give the new councils (to be elected in November 2022) time to get their new/restructured local governments fully functional and subsequently, to align the next general municipal election in 2026. This was discussed with the municipal administrators.

Additionally, I trust it will give your council an expanded length of time to implement its vision, its strategic plan and implement its local priorities, along with building a stronger working relationship with the other members of the RSC.

The current model of regional cooperation on regional facilities has generally functioned quite well for your region given its prescribed in legislation. However, the potential involvement of the RSC presents the opportunity to do more. For one, cost sharing would be expanded to include all the entities in the Fundy region (e.g., new Town of Hampton, expanded village of St. Martins and the remaining Rural district).

Local Governments will continue to determine their needs in terms of recreational infrastructure. Should their plans include a regional or sub-regional facility (guidelines are being developed now), it would then be subject to a process for the development of cost sharing agreements with the communities that are benefitting from this facility.

The objective of the Public Safety Committees is not to implement regional policing nor is it intended to oversee or provide services. Rather it is intended to serve as a dedicated forum for community representatives as well as experts in the field to share priorities with respect to public safety services that cross local boundaries and have regional implications. These committees would also be a venue for various emergency personnel to share information and seek feedback on various programs, issues, and future initiatives in the region. Guidelines will be provided to help in the establishment of these committees.

I appreciate that there are now new responsibilities for the RSC and there could be some additional costs for local governments and the rural district. However, there will be many opportunities to partner with provincial departments and agencies to help offset some of these costs. For example, the Economic and Social Inclusion Corporation will be providing some funding for community development and regional transportation. The Department of Post-Secondary Education, Training and Labour is providing significant funding to Envision Saint John to carry out specific aspects of the economic development mandate. In addition, there will be other opportunities to leverage provincial and possibly federal partnerships and funding as the new RSC mandates become more firmly established and regional strategies are adopted.

To that end, the recent development of a strategic plan for your community is laudable. The work of the RSC will not undermine the autonomy of your municipality.

Investment ready communities is a term typically used in the business community to reflect a region's overall business climate, capacity for local business to grow, and ability to attract inward capital. More specifically, the Fundy RSC will support investment readiness through Envision. There should not be significant additional cost for your communities as Envision Saint John is already doing this work.

It is planned that cost sharing for tourism and economic development will be based on proportionate shares of tax base within the region. Community development including regional transportation is planned to be cost shared based on proportionate shares of tax base and population. Cost sharing formulas for these services will be outlined in a regulation under the *Regional Service Delivery Act*.

I trust this helps clarify some of your concerns. Thank you for not only taking the time to comment on the local governance reform process, but also for all your time and commitment towards this historic initiative. We look forward to the work being done by the transition facilitators and local representatives to establish a positive path forward. The outcome will be stronger and sustainable communities and an enhanced quality of life for all New Brunswickers.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Allain', with a stylized flourish at the end.

Daniel Allain
Minister of Local Government and Local Governance Reform

- C. Hon. Blaine Higgs, Premier
- Hon. Gary Crossman, MLA Hampton
- Ryan Donaghy, A/Deputy Minister of Local Government and Local Governance Reform
- Regional Mayors and CAO's
- AMANB
- UMNB



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

**Regular Monthly Meeting
April 25, 2022**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, April 25, 2022, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Brittany Merrifield, called the meeting to order at 11:02 a.m.

2. Record of Attendance

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

Absent

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Assistant Development Officer, FRSC

Ken Anthony, Transition Facilitator, Local Governance Reform

Andrew Logan, Partner, Teed Saunders Doyle

Les Weber – Regional Emergency Management Coordinator – Region 9, NBEMO

Tom Simpson – Chair CMEI

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the April 25 2022 Agenda as presented with the re-numbering of number six (6) "Planning – Building Inspection – March 2022" to number eight (8) and the re-numbering of number eight (8) "EMO – Les Weber" to number six (6) due to time constraints.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the March 28, 2022 minutes as presented.

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

6. EMO – Les Weber

Les Weber, Regional Emergency Management Coordinator – Region 9 NBEMO, provided an overall update on the Spring Freshet 2022.

Riverwatch began on March 10, 2022 and ends when the water level at the Jemseg gauge is at or below 3.6m. Mr. Weber explained that as of April 25, 2022, the water has dropped to warning level. It was further explained that all ice jams are freed which indicates that no flood issues are expected this year based on current and future weather forecasts.

Emergency preparedness was discussed at both the Regional and Municipal levels as well as the stakeholder level. It was also explained that emergency response for LSD areas is handled by the Local Service Manager.

Motion: To receive and file as presented.

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

7. Finance

a. Audited 2021 Financial Statements

The 2021 Audited Financial Statements were presented for consideration. Andrew Logan, Teed Saunders Doyle was invited to provide a short summary of their findings. Overall, the FRSC records are in excellent shape, and no adjustments were made. There were no issues with internal controls and no significant issues were found during the audit.

Mr. Logan explained that the FRSC is in a surplus position rather than a deficit position as predicted in the 2021 budget due to lower expenses and higher revenue than anticipated, specifically relating to the recycling market. Recycling totes were acquired in 2021 with the roll out of curbside recycling collection in the LSD areas and there was also a change in the markets so a third shift was not required to run in the Material Recovery Facility.

During the presentation of the financial statements, an error was noted on page nine (9). It should indicate that the financial statements were approved by the Commission on "October 25, 2020".

Motion: To receive and file the 2021 Audited Financial Statements as presented.

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

b. Q1 2022 Financial Statements

Executive Director MacLeod presented the Q1 2022 Financial Statements explaining that as per legislation, a statement of performance must be submitted every quarter. Currently the FRSC is sitting in a favorable position with a surplus of approximately \$87,000.

Some highlighted items included the revenue received from the Fundy Quay project which helped to offset the increase in overall fuel costs and leachate transportation expenses related to weather events. The generator was not running as much due to weather which affected both revenue and expenses. It was also noted that the retirement of the Senior Building Inspector, was not expected and therefore, unbudgeted expenses for training a new building inspector would be reflected in the financial statements.

Motion: To receive and file the Q1 2022 Financial Statements as presented.

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

8. Planning – Building Inspection – March 2022 – Nick Cameron

Nick Cameron, Assistant Development Officer, FRSC, presented the March, 2022 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of March, 2022 was \$1,970,000 compared to 2021 which was \$535,240.

Mr. Cameron also noted that we were participating in a federal approval for a cell phone tower in Simonds for March, 2022. It was discussed that this process with the commission is relatively new and not a common occurrence, but that the Commission should be informed.

Motion: To receive and file the Monthly Report for March, 2022 as presented.

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

9. CMEI

a. Financial Report

The CMEI Financial Statements were discussed for the year ending October 31, 2021. It was noted that the cash or near cash assets were under the threshold of sixty thousand dollars (\$60,000.00) 2022 equivalent, therefore, no penalty would be applied as per section 6.02 of the agreement under Order in Council 96-849(I).

Motion: To receive and file the CMEI Financial Statements for November, 2020 to October, 2021.

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

b. Operating Grant

The requirement to fund CMEI operations under Order in Council 96-849(l) was discussed. The annual amount for 2022 with a partial inflation adjustment is \$25,380.

Motion: The 2022 operating grant be paid to Crane Mountain Enhancement (CMEI) in the amount of \$24931 when the financial status of the Fundy Regional Service Commission allows for the payment, but before CMEI's end of October 31, 2021.

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

c. Audit Fee

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

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

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

Chairperson Merrifield called for a motion to adjourn.

Motion: To adjourn the meeting at 11:51 a.m.

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

APPROVED (date)

May 30, 2022



Brittany Merrifield, Chairperson



Alicia Raynes, Recording Secretary



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF JANUARY 26, 2022**

**MINUTES
REGULAR MEETING**

Held by Zoom and In Person

In Attendance:

BOARD MEMBER	POSITION
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Robert (Bob) McLaughlin	Quispamsis Representative
Libby O’Hara	Quispamsis Representative
Kerrie Luck	Quispamsis Representative
Vibhuti Harquail	Quispamsis Representative
Matthew (Matt) Alexander	Rothesay Representative
Colin Boyne	Rothesay Representative
Cherie Madill	Secretary/Treasurer of the Board
Chief Steve Gourdeau	KRPF Chief of Police
Tanya Cyr	KRPF Executive Assistant
Insp. Anika Becker	KRPF OIC Administration
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
Insp. Mary Henderson	KRPF OIC Operations

Absent:

Vacant Position	Rothesay Representative
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Chairman McLaughlin welcomes everyone to the meeting and calls the meeting to order at 3pm.

1. APPROVAL OF AGENDA:

Chairman McLaughlin called for a Motion to approve the revised Agenda for the Regular Meeting of November 24, 2021 as presented.

*It was moved by Tiffany Mackay French and seconded by Libby O’Hara that the revised Agenda for the Regular Meeting of November 24, 2021 be approved as presented. **MOTION CARRIED.***

2. LAND ACKNOWLEDGMENT:

Chief Gourdeau read the Land Acknowledgement.

3. APPROVAL OF MINUTES OF NOVEMBER 24, 2021 MEETING:

Chairman McLaughlin called for a motion to approve the Minutes of the Regular Meeting of November 24, 2021.

*It was moved by Vibhuti Harquail and seconded by Colin Boyne that the Minutes of the Regular Meeting of November 24, 2021 be approved as presented. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

The following conflicts were noted:

- Bob McLaughlin – Building issues

5. ELECTION OF OFFICERS:

Chairman McLaughlin called for the election officers.

Election of Chair

Libby O'Hara nominated Bob McLaughlin to remain as Chair. Matt Alexander nominated Tiffany Mackay French for the Chair position. This matter was discussed at length by the board. Bob McLaughlin stepped down from the nomination.

*It was moved by Libby O'Hara and seconded by Matt Alexander that Tiffany Mackay French take on the position of Chair. Members in favour: Libby O'Hara, Vibhuti Harquail, Colin Boyne, Matt Alexander, Kerric Luck. Members opposed: Kevin Darling. Abstained: Bob McLaughlin. **MOTION CARRIED.***

Bob McLaughlin congratulated and handed the meeting over to the new Chair, Tiffany Mackay French.

Election of Vice Chair

Bob McLaughlin nominated Kevin Darling for the position of Vice Chair. Vibhuti Harquail nominated Kerrie Luck for the position of Vice Chair.

Cherie Madill asked for any other nominations three times. No further nominations were brought forth.

Cherie Madill called for the vote for Kevin Darling as Vice Chair. Members in favour: Bob McLaughlin, Colin Boyne, Libby O'Hara.

Cherie Madill called for the vote for Kerrie Luck as Vice Chair. Members in favour: Vibhuti Harquail, Matt Alexander, Tiffany Mackay French.

There was a tie. Libby O'Hara called for a revote. Cherie Madill conducted a re-vote as follows. Votes for Kevin Darling: Bob McLaughlin, Libby O'Hara, Colin Boyne. Votes for Kerrie Luck: Tiffany Mackay French, Vibhuti Harquail, Matt Alexander. Abstained: Kevin Darling, Kerrie Luck. Still a tie vote.

The board members discussed this matter at length. Kerrie Luck stepped down from the nomination.

Didn't confirm motion for Kevin as Vice Chair.

Appointment of Secretary-Treasurer

Chairperson Mackay French called for nominations for Secretary-Treasurer. Bob McLaughlin nominated Cherie Madill to remain Secretary-Treasurer.

It was moved by Libby O'Hara and seconded by Kevin Darling that Cherie Madill remain as Secretary-Treasurer. MOTION CARRIED.

6. SECRETARY/TREASURER REPORT:

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

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

7. CHIEFS REPORT:

Chairperson Mackay French moved to the Chiefs report. Chief Gourdeau stated he would let his report stand and moved to the SLT presentations. He asked Insp. Becker to speak on Community Policing. Insp. Becker updated the board on our progress with youth interventions, the good work we have been doing and how it is being recognized throughout the policing and justice community. She briefed the board on a file that KRPF was asked to handle by the courts outlining the positive results of the work that was done by our community relations officer. Libby O'Hara thanked Chief Gourdeau and his entire team for their good work.

Chief Gourdeau asked Deputy Giggey to speak to CID investigations, more specifically a historic sexual assault and an alleged child luring file. Deputy Giggey updated the board on the file and the positive results of the historical sexual assault file. The suspect was arrested and is waiting to appear before the courts. With respect to the alleged child luring file, it was unfounded. Deputy Giggey further highlighted the results of a break & enter into a construction trailer file, he advised that that our members were able to recover the majority of items stolen and three arrests were made.

Chief Gourdeau asked Insp. Henderson to speak on Traffic Enforcement and OPS Briefings. Insp. Henderson explained how the OPS Briefings work and their purpose. She moved onto Traffic and briefed the board on the December Traffic Initiatives, including projects to identify impaired drivers throughout the Christmas holiday season.

Chief Gourdeau asked if anyone had any questions. Kerrie Luck asked what POPA/MTickets were. Insp. Henderson advised POPA is the Provincial Offence Procedure Act (Motor Vehicle tickets) and MTicketing is just another name for POPA – it is a new way for us to issue tickets. POPA tickets are usually used for youth but MTicketing are used for both youth and adult tickets. Soon we will be giving out ETickets, which is electronic tickets, we are just waiting for the software installation.

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

It was moved by Libby O'Hara and seconded by Vibhuti Harquail to receive and file the Chiefs Report.
MOTION CARRIED.

8. COMMITTEE REPORTS:

Personnel:

Nothing to report.

Building & Grounds/Transportation:

Bob McLaughlin advised we need a motion to approve the resolution to purchase vehicles in December due to supply issues.

It was moved by Matt Alexander and seconded by Kevin Darling to approve the resolution made by e-mail poll in December for the immediate purchase of vehicles. MOTION CARRIED.

Insurance/Risk Management:

Kevin Darling advised we received our final insurance invoice. We had budgeted for a 15% increase in fees for our budget and the invoice came in at a 20% increase. The document has been signed off and renewed for the year.

Finance:

Nothing to report. It was suggested by Bob McLaughlin that the finance committee should meet in the near future. Kevin Darling to send out a meeting appointment.

Policy & Governance:

Tiffany Mackay French advised the committee will need to meet and she will set up a meeting in the near future.

9. CORRESPONDENCE:

Bob McLaughlin read the correspondence received.

Kerrie Luck asked that all correspondence to be sent to members for review prior to the meeting. Chairperson Mackay French asked that Tanya to send correspondence with board documents.

Chairperson Mackay French called for a motion to approve all the correspondence.

It was moved by Bob McLaughlin and seconded by Kerrie Luck to approve the correspondence presented at this meeting. MOTION CARRIED.

10. OLD BUSINESS:

Bob McLaughlin asked for an update on the defibrillator proposal. Chief Gourdeau advised that the SLT reviewed the proposal closely and decided that at this point in time it did not make sense to have them in the vehicles. The two main deciding factors were officer responsibility for care/maintenance and the fact that we are usually not the first on scene since our dispatch changeover – it is usually Fire and Ambulance who arrive first on scene. Chief Gourdeau stated that, with the board's approval, he is going to contact this individual to relay our results. The board was in agreement.

Kerrie Luck asked if this proposal could be redirected to offer this service in larger populated venues within our towns so that the police and community would know they were there. Chief Gourdeau stated that he had intended to cover that option with this individual.

11. NEW BUSINESS:

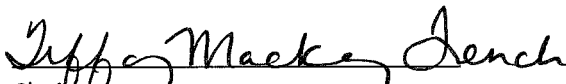
Nothing to report.

12. 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 Matt Alexander and seconded by Vibhuti Harquail 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
PSAS STATEMENT OF FINANCIAL POSITION
As at December 31, 2021

	<u>2021</u>	<u>2020</u>
-----Financial assets-----		
Cash - General	\$299,072	\$181,453
Sick Pay/ Retirement Investments	951,898	957,057
Accounts Receivable	144,647	192,102
Sales tax recoverable	47,615	56,177
	<u>\$1,443,232</u>	<u>\$1,386,789</u>
----Liabilities-----		
Accounts payable and accrued	299,647	415,199
Vested sick leave/retirement accrual	828,268	843,241
Sick leave replacement	15,299	15,299
Accrued pension benefit liability	56,000	311,900
Debenture payable	539,000	679,000
	<u>1,738,213</u>	<u>2,264,639</u>
NET ASSETS (DEBT)	<u>-294,982</u>	<u>-877,850</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,126,117	4,055,548
Accumulated amortization	-2,230,154	-2,122,155
	<u>1,895,963</u>	<u>1,933,393</u>
Unamortized Debenture costs	4,255	5,427
Prepaid expenses	27,036	47,121
	<u>1,927,254</u>	<u>1,985,941</u>
ACCUMULATED SURPLUS	<u>1,632,273</u>	<u>1,108,091</u>
Assets	3,370,486	3,372,730
Liabilities	3,370,486	3,372,730

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
TWELVE MONTHS ENDING DECEMBER 31, 2021**

	----- TWELVE MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
REVENUE:					
Fees	202,314	153%	\$115,395	\$80,000	\$80,000
Taxi & Traffic Bylaw	1,658	-67%	3,815	5,000	5,000
Interest income	2,811	-6%	4,952	3,000	3,000
Retirement investment income	39,539	108%	10,738	19,000	19,000
Secondments	262,149	14%	227,803	230,925	230,925
	<u>508,471</u>	<u>50%</u>	<u>362,703</u>	<u>337,925</u>	<u>337,925</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	3,835,480	-2%	\$3,713,482	3,906,108	\$3,906,108
Benefits	757,873	2%	744,511	742,161	742,161
Training	47,608	-8%	35,820	52,000	52,000
Equipment	67,817	239%	57,746	20,000	20,000
Equip repairs & IT support	4,447	-56%	8,892	10,000	10,000
IT equip & services agreement	69,312	37%	49,324	50,650	50,650
Communications	84,510	3%	86,313	82,200	82,200
Office function	27,695	85%	19,475	15,000	15,000
Leasing	11,663	-25%	11,732	15,500	15,500
Policing-general	85,612	114%	46,375	40,000	40,000
Insurance	44,697	112%	19,150	21,065	21,065
Uniforms	63,589	35%	60,804	47,000	47,000
Prevention/p.r.	17,625	152%	9,376	7,000	7,000
Investigations	33,911	-35%	44,176	52,000	52,000
Detention	28,710	0%	28,685	28,700	28,700
Taxi & Traffic Bylaw	0	-100%	270	1,000	1,000
Auxillary	907	-77%	6,944	4,000	4,000
Public Safety	32,428	10%	29,310	29,500	29,500
Covid 19 supplies	1,244	-69%	36,630	4,000	4,000
	<u>5,215,130</u>	<u>2%</u>	<u>5,009,015</u>	<u>5,127,884</u>	<u>5,127,884</u>
VEHICLES					
Fuel	78,809	-12%	65,449	90,000	90,000
Maint./repairs	61,338	-8%	68,116	67,000	67,000
Insurance	30,638	-5%	29,466	32,413	32,413
New vehicles	125,904	43%	60,068	88,000	88,000
Equipment	9,018	50%	6,223	6,000	6,000
	<u>305,706</u>	<u>8%</u>	<u>229,322</u>	<u>283,413</u>	<u>283,413</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS

TWELVE MONTHS ENDING DECEMBER 31, 2021

2022 June 13 Open Session FINAL_123

	-----TWELVE MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
EXPENDITURE continued:					
BUILDING					
Maintenance	47,151	3%	59,162	46,000	46,000
Cleaning	44,976	50%	28,197	30,000	30,000
Electricity	39,401	-16%	42,320	47,000	47,000
Taxes	49,390	-2%	49,224	50,210	50,210
Insurance	7,454	7%	6,354	6,989	6,989
Expansion Plans	33,527	-44%	0	60,000	60,000
Grounds	11,622	-3%	11,961	12,000	12,000
Interest on Debenture	20,162	6%	23,185	19,000	19,000
Debenture Principal	140,000	0%	136,000	140,000	140,000
	<u>393,683</u>	-4%	<u>356,403</u>	<u>411,199</u>	<u>411,199</u>
ADMINISTRATION					
Salaries	833,502	3%	784,008	806,952	806,952
Benefits	170,715	-8%	183,166	185,032	185,032
Professional Fees	76,559	21%	71,854	63,500	63,500
Travel/Training	19,150	-20%	18,728	24,000	24,000
Board Travel/Expenses	3,951	-21%	1,531	5,000	5,000
Insurance	4,408	137%	1,689	1,858	1,858
Labour Relations	4,321	-67%	17,725	13,000	13,000
Extraneous legal fees	3,629		9,714		
Sick Pay/Retirement	47,301	-22%	75,292	60,460	60,460
Retirement int & dividends	39,539	108%	10,738	19,000	19,000
	<u>1,203,075</u>	2%	<u>1,174,445</u>	<u>1,178,802</u>	<u>1,178,802</u>
TELECOM/DISPATCH					
Dispatch Centre Annual Fee	254,139		0	258,976	258,976
Data/networking Charges	10,213		0	10,675	10,675
Part of the startup costs	18,240		24,737	58,966	58,966
	<u>282,592</u>		<u>24,737</u>	<u>328,617</u>	<u>328,617</u>
	6,891,714	-1%	6,431,220	6,991,990	6,991,990
CONTRIBUTED BY MEMBER TOWNS	6,991,990		6,431,220	6,991,990	6,991,990
SURPLUS (DEFICIT)	<u>100,276</u>		<u>0</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS page 5
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2021

STATEMENT OF FINANCIAL POSITION

BANK balance		299,072	at December 31, 2021
ACCOUNTS PAYABLE balance	299,465		

Current Accounts Payable		299,465	Paid in January

Extra (Shortfall) in bank account		(393)	

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

STATEMENT OF OPERATIONS

Crime Control:

	<u>2021</u>	<u>2020</u>	lower
* Benefits Health insurance	\$196,820	\$203,993	-3.52%
Retirees health insurance	(1,988)	(5,692)	

Overtime:	Dec 25/21	Dec 26/20	difference
OT	90,623	82,314	8,309
Court OT	14,827	9,408	5,419
Total overtime costs	105,450	91,722	13,728

	<u>2021</u>	<u>2020</u>	lower
* Benefits Health Insurance	44,941	58,740	-23.49%
Retirees health insurance	843	707	

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

<u>Included in professional fees:</u>	<u>2021</u>	<u>2020</u>
Record check online ordering system fees	21,174	15,492
Bank & credit/debit card payment fees	2,988	2,739

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
PSAS & preAudit STATEMENT OF OPERATIONS
TWELVE MONTHS ENDING DECEMBER 31, 2021

	--ACTUAL--		----- BUDGET-----		
			PRIOR YR	PSAS	CASH
REVENUE:					
Fees	202,314	153%	\$115,395	\$80,000	\$80,000
Taxi & Traffic Bylaw	1,658	-67%	3,815	5,000	5,000
Interest income	2,811	-6%	4,952	3,000	3,000
Retirement interest & dividends	39,539	108%	10,738	19,000	19,000
Unrealized gains/losses	65,435	0%	51,909	65,435	
Secondments	262,149	14%	227,803	230,925	230,925
	<u>573,907</u>	42%	<u>414,612</u>	<u>403,360</u>	<u>337,925</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	3,835,480	-2%	3,713,482	\$3,906,108	\$3,906,108
Benefits	548,169	3%	657,785	532,458	742,161
Training	47,608	-8%	35,820	52,000	52,000
Equipment	43,559	118%	27,512	20,000	20,000
Equip repairs & IT support	4,447	-56%	8,892	10,000	10,000
IT equip & services agreement	69,312	37%	49,324	50,650	50,650
Communications	84,510	3%	86,314	82,200	82,200
Office function	27,695	85%	19,475	15,000	15,000
Leasing	11,663	-25%	11,732	15,500	15,500
Policing-general	86,856	97%	46,175	44,000	44,000
Insurance	44,697	112%	19,150	21,065	21,065
Uniforms	63,589	35%	60,804	47,000	47,000
Prevention/p.r.	17,625	152%	9,376	7,000	7,000
Investigations	33,911	-35%	44,376	52,000	52,000
Detention	28,710	0%	28,685	28,700	28,700
Taxi & Traffic Bylaw	0	-100%	270	1,000	1,000
Auxillary	907	-77%	6,944	4,000	4,000
Public Safety	32,428	10%	29,310	29,500	29,500
Covid 19 expenses			36,630		
Equipment amortization	44,237	0%	57,590	44,237	
	<u>5,025,405</u>	1%	<u>4,949,644</u>	<u>4,962,418</u>	<u>5,127,884</u>
VEHICLES					
Fuel	78,809	-12%	65,449	90,000	90,000
Maint./repairs	61,338	-8%	68,096	67,000	67,000
Insurance	30,638	-5%	29,466	32,413	32,413
New vehicles				0	88,000
Equipment	9,018	50%	6,223	6,000	6,000
Amortization	87,322	0%	85,105	87,322	
Loss (Gain) on sale of vehicles	9,878	0%	-1,913	9,878	
	<u>277,002</u>	-5%	<u>252,425</u>	<u>292,613</u>	<u>283,413</u>

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KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

PSAS & preAudit

STATEMENT OF OPERATIONS

2022 June 13 Open Session FINAL_126

TWELVE MONTHS ENDING DECEMBER 31, 2021

EXPENDITURE continued:	--ACTUAL--		----- BUDGET-----			
			PRIOR YR	PSAS	CASH	
BUILDING						
Maintenance	47,151	3%	59,163	46,000	46,000	
Cleaning	44,976	50%	28,197	30,000	30,000	
Electricity	39,401	-16%	42,320	47,000	47,000	
Taxes	49,390	-2%	49,224	50,210	50,210	
Insurance	7,454	7%	6,354	6,989	6,989	
Expansion plans		-100%		60,000	60,000	
Grounds	11,622	-3%	11,962	12,000	12,000	
Interest on Debenture	18,990	7%	22,013	17,828	19,000	PSAS
Debenture Principal				0	140,000	PSAS
Amortization	80,855		80,855	80,855		PSAS
	<u>299,838</u>	-15%	<u>300,088</u>	<u>350,882</u>	<u>411,199</u>	
ADMINISTRATION						
Salaries	833,502	3%	899,533	806,952	806,952	
Benefits	124,519	-10%	186,417	138,835	185,032	PSAS
Professional Fees	76,559	21%	71,854	63,500	63,500	
Travel/Training	19,150	-20%	18,728	24,000	24,000	
Board Travel/Expenses	3,951	-21%	1,531	5,000	5,000	
Insurance	4,408	137%	1,689	1,858	1,858	
Labour Relations	7,950	-39%	212,817	13,000	13,000	
Sick Pay/Retirement	47,301	-22%	75,292	60,460	60,460	
Retirement int & dividends	39,539	108%	10,738	19,000	19,000	
2nd prior year (surplus) deficit						
	<u>1,156,878</u>	2%	<u>1,478,599</u>	<u>1,132,605</u>	<u>1,178,802</u>	
TELECOM/DISPATCH:						
Dispatch services	254,139			258,976	258,976	
Data Networking charges	10,213			10,675	10,675	
Part of the startup costs	18,240			58,966	58,966	
	<u>282,592</u>		<u>24,737</u>	<u>328,617</u>	<u>328,617</u>	
	6,467,808	-3%	6,590,881	6,663,774	6,991,990	
CONTRIBUTED BY MEMBERS	<u>6,991,990</u>		<u>6,756,348</u>	<u>6,991,990</u>	<u>6,991,990</u>	
SURPLUS (DEFICIT)	<u>524,182</u>		<u>165,467</u>	<u>\$328,216</u>	<u>\$0</u>	

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
Reconciliation of Annual Surplus
Year ended December 31, 2021

	<u>2021</u>
Detailed Reconciliation of Annual Surplus	
CC surplus (deficit) from operations - PSAS	524,182
Adjustments to annual surplus (deficit) for PSAS requirements:	
Post employment pension benefits liability	(255,900)
Capitalize vehicles & equipment	(194,050)
Loss (gain) on disposal of tangible capital assets	9,878
Proceeds from disposal of tangible capital assets	10,360
Unrealized gain on investments	(65,435)
Amortization expense	211,241
Long term debt principal repayment	<u>(140,000)</u>
Total Surplus (deficit)	<u><u>100,276</u></u>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF FEBRUARY 23, 2022 @ 2:30pm**

**MINUTES
REGULAR MEETING**

Held by Zoom and In Person

In Attendance:

BOARD MEMBER	POSITION
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Robert (Bob) McLaughlin	Quispamsis Representative
Libby O'Hara	Quispamsis Representative
Kerrie Luck	Quispamsis Representative
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
Tanya Cyr	KRPF Executive Assistant
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
Insp. Mary Henderson	KRPF OIC Operations
Insp. Anika Becker	KRPF OIC Administration

Absent:

n/a

Chairperson Mackay French stated there will be a 5 minute break before opening the Regular meeting.

Meeting opened at 4:13pm.

1. APPROVAL OF AGENDA:

Chairperson Mackay French called for a Motion to approve the revised Agenda for the Regular Meeting of as presented.

*It was moved by Libby O'Hara and seconded by Kevin Darling that the revised Agenda for the Regular Meeting of February 23, 2002 be approved as presented. **MOTION CARRIED.***

2. AFFIRMATION OF APPOINTMENT OF VICE CHAIR FROM PREVIOUS MINUTES:

Chairperson Mackay French advised that we neglected to affirm the appointment of the vice chair from our last meeting. She asked for a motion to affirm the appointment.

*It was moved by Bob McLaughlin and seconded by Colin Boyne to affirm the appointment of Kevin Darling as Vice Chair of the board as conducted in our January 26, 2022 board meeting. **MOTION CARRIED.***

3. APPROVAL OF MINUTES OF JANUARY 26, 2022 MEETING:

Chairperson McLaughlin called for a motion to approve the Minutes of the Regular Meeting of January 26, 2022.

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

4. DECLARATION OF CONFLICT OF INTEREST:

The following conflicts were noted:

- Bob McLaughlin – Building issues

5. SECRETARY/TREASURER REPORT:

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

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

6. CHIEFS REPORT:

Chief Goudreau called for Insp. Becker to give her updates.

Recruitment:

Insp. Becker spoke about recruiting issues stating that applications are down all over the province. As such, we attended the Atlantic Police Academy and gave a presentation on joining KRPF and cadets were offered an incentive to come and do their OJT's here with KRPF. The chief approved the incentive which equated to paying the cadets minimum wage if they are approved to do their OJT here. There was a lot of positive response to our presentation and we expect to receive some applications. The hope is that they will do well with their OJT and will be able to take one of our job openings.

Chaplain Program:

Insp. Becker advised we currently have one chaplain, Abid Sheikh, a Muslim chaplain. The need for a Christian chaplain was recognized so we conducted a recruiting campaign and we have confirmed four new chaplains and there will be an orientation with them on March 2nd.

Social Worker:

Insp. Becker advised UNB conducted a pilot project in 2020 with SJPF and Mobile Mental Health and created the Mobile Crisis Response Team where police officers were paired up with a Mobile Mental Health Nurse to attend mental health calls. There were staffing issues and the program eventually went by the wayside. Horizon Health has since reached out to us advising they have approval to hire four new social workers and they wanted to align one with KRPF. The social worker should be placed with KRPF within the next four weeks once orientation is complete and will work out of the KRPF office at least one day per week. She explained the benefits of having a social worker on site. Chief Gourdeau added that there is a potential to have the social worker here five days a week.

Sponsorship to Police Academy:

Chief Gourdeau stated he met with Chaplain Abid who stated there is a huge influx of young people coming in from all over the world and when they find out that he is involved with the police force, the youth become very interested. Chaplain Abid keeps trying to entice them into becoming involved either with the police force or look into a career as a police officer. Chief Gourdeau discussed with Chaplain Abid the possibility opportunity for the Muslim Association to provide funding and partner with the board/KRPF to sponsor someone from their community to go to the Academy (all clearances and pre-requisite qualifications would have to be met). Chaplain Abid was excited to explore this option. Chief Gourdeau will keep the board updated if something comes of this.

Kerrie Luck asked if KRPF has explored any opportunities for grants, etc. that we could be eligible for to offset some of this cost for sponsorship. Insp. Becker advised that KRPF has done some grant work for short periods of time over the summer in the past, however, they have not explored that with the police cadets because we have never offered to pay them in the past. Insp. Becker to look into possible funding for the cadet OJT's.

Chief Gourdeau asked Insp. Henderson to give her updates.

Convoys and Protests:

Insp. Henderson advised there have been a number of convoys and protests in the last couple of weeks. She updated on the process of receiving the information and dealing with the events including the cooperation with other agencies. She thanked the Town of Quispamsis for their assistance in providing road block equipment where it was needed, it was a huge assistance to KRPF.

The motion was made to receive and file the chiefs report in the COTW meeting.

7. COMMITTEE REPORTS:

Chairperson Mackay French advised that she spoke with the Vice Chair about reorganizing the committees and combining some of them. It was decided that the Personnel Committee will become an ah-hoc committee. Interested members will have their names put on a list for use when required.

The Building and Grounds/Transportation Committee will be left the same. It will consist of Bob McLaughlin, Colin Boyne, Kerrie Luck.

The Finance Committee will be combined with Insurance/Risk Management Committee as they are interlinked dealing with financial aspects. It will consist of Kevin Darling, Libby O'Hara, Matt Alexander and Cherie Madill.

It should also be noted that the Chair and the Chief of Police sit on each committee.

The Policy Governance Committee will consist of Vibhuti Harquail, Derrick Stanford, Kevin Darling and Tiffany Mackay French.

Personnel:

Nothing to report.

Building and Grounds/Transportation:

Bob McLaughlin stated he will call a meeting within 2 weeks to discuss moving forward with the addition to the building, roof repairs, etc. He has made some calls about vehicles and there is an issue getting vehicles again this year. He advised if we don't order our vehicles within the next two months we may not be able to get any vehicles for 2023. He advised one of our vehicles ordered for 2022 should arrive in April and the other one won't be here until late October.

Insurance/Risk Management and Finance:

Kevin Darling advised the committees met yesterday on a number of issues and updated as follows:

- There is nothing on the Risk Management or the Insurance side right now.

- The Finance Committee reviewed the numbers you saw today in advance of the board meeting and discussed the issue about vehicle orders which Bob McLaughlin just spoke about.
- Reviewed the banking contract and credit facilities and he is working with Cherie Madill on this matter. We are awaiting on paperwork from the bank and will report back on that at the next meeting which includes a strategy on getting away from cheques and into more electronic payments.
- Chief Gourdeau recommended that we convert a 0.5 of an FTE into a full-time FTE. There is no budget implications for this conversation and it is within the Chiefs operational authority, however the Chief wanted to bring it to the Finance Committee for discussion. The Finance Committee agreed to proceed as it was not an issue.
- Discussed the proactive planning the SLT is taking for succession planning and the fact that there may be a budget implication if we find the right people earlier than anticipated. There is currently an officer who can retire at any time and we need to plan for their replacement.
- Discussed the proactive fleet management being undertaken.

Kevin Darling stated we need to pass a motion to change banking signing authorities to the members in the new executive positions.

Bob McLaughlin advised it is just a standard form that is signed and returned to the bank. Tanya Cyr advised the paperwork for the requested changes has been submitted and we should be receiving the final documentation shortly.

Bob McLaughlin stated that we need to create a reserve fund to cover unbudgeted issues that arise, for example, murder investigations, new roof, catastrophic incident, etc. A discussion ensued amongst the board. It was discussed that the towns of Rothesay and Quispamsis are responsible for these types of extraneous costs and they would never leave the police force in jeopardy. All options were discussed amongst the board. This item will be discussed further at a later date and possibly be brought forth to the policy committee for review.

Policy Governance & Communication:

*It was moved by Kevin Darling and seconded by Colin Boyne the policy committee review the term of the chair with a look to extend it to a two or three year term based on comments that Chief Gourdeau made that this is not a typical board, there is a lot of liability and the chair should be a subject matter expert which cannot be achieved within a few months. **MOTION CARRIED.***

Kerrie Luck asked that Chief Gourdeau repeat his comments for this section.

Chief Gourdeau reiterated the importance of the body (Kennebecasis Regional Joint Board of Police Commissioners) not being a typical board. There is great liability here, the function that the board has requires the chair to become a subject matter expert and this is not something you can do in a few months.

Chairperson Mackay French stated that the policy committee also has to look at a role for the past chair and Kerrie Luck stated there should also be one for the vice chair.

5:17pm Bob McLaughlin had to leave the meeting.

Chairperson Mackay French advised the board that she is having weekly meetings with the Chief. The vice chair has also been present and the past chair has also attended a couple meetings.

Chairperson Mackay French stated the policy committee needs to meet in the next few months. Kevin Darling stated that he has reached out to other boards for some sample work.

8. CORRESPONDENCE:

Nothing to report.

9. OLD BUSINESS:

Nothing to report.

10. NEW BUSINESS:

Chairperson Mackay French stated the Code of Conduct needs to be renewed for everyone, copies are being passed out and are to be left with Tanya before the meeting ends if possible.

Chairperson Mackay French advised that criminal record checks also need to be updated. Chief Gourdeau stated that because of the nature of the work that you are exposed to we require this information to be refreshed every few years. This is good due diligence and needs to be done. It was decided that the criminal record checks will be renewed every two years. This is a simplified form just on the board member, not their families, etc. The vulnerable sector check will also need to be completed. Please send the completed forms back to Tanya for processing.

11. MOTION TO ADJOURN:

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

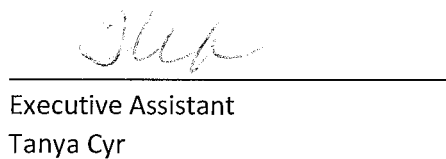
It was moved by Kevin Darling and seconded by Libby O'Hara that the Regular Meeting be adjourned.

MOTION CARRIED.

Respectfully Submitted,



Vice Chair
Kevin Darling



Executive Assistant
Tanya Cyr

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at February 28, 2022

	<u>2022</u>	<u>2021</u>
-----Financial assets-----		
Cash - General	580,779	183,674
Sick Pay/ Retirement Investments	960,563	852,055
Accounts Receivable	109,508	67,514
Sales tax recoverable	64,039	70,724
Receivable from Towns	0	155,787
	<u>1,714,889</u>	<u>1,329,754</u>
----Liabilities-----		
Accounts payable and accrued	565,891	430,546
Vested sick leave/retirement accrual	796,582	820,077
Sick leave replacement	15,299	15,299
Accrued pension benefit liability	56,000	311,900
Debenture payable	539,000	679,000
	<u>1,972,772</u>	<u>2,256,821</u>
NET ASSETS (DEBT)	<u>(257,883)</u>	<u>(927,068)</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,126,117	4,055,549
Accumulated amortization	<u>(2,230,154)</u>	<u>(2,122,156)</u>
	1,895,963	1,933,393
Unamortized Debenture costs	4,059	5,231
Prepaid expenses	179,581	177,417
	<u>2,079,604</u>	<u>2,116,041</u>
ACCUMULATED SURPLUS	<u>1,821,721</u>	<u>1,188,974</u>
Assets	3,794,493	3,445,795
Liabilities	3,794,493	3,445,795

~~2022 June 19 Gov Session FINAL 137~~
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
February 28, 2022

	<u>2022</u>			<u>2021</u>	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance			Balance	
	beginning of year	Additions	Disposals	end of year	
<i>Millennium Drive</i>					
Land	194,248	0	0	194,248	194,248
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	581,281	0	0	581,281	547,754
Structure	1,106,997	0	0	1,106,997	1,106,997
	<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>
<i>Furnishings</i>	198,387	0	0	198,387	198,387
Accumulated amortization	(152,087)	0	0	(152,087)	(142,168)
Net book value of furnishings	<u>46,300</u>	<u>0</u>	<u>0</u>	<u>46,300</u>	<u>56,219</u>
<i>Machinery & equipment</i>	80,043	0	0	80,043	80,043
Accumulated amortization	(51,949)	0	0	(51,949)	(45,961)
Net book value of equipment	<u>28,094</u>	<u>0</u>	<u>0</u>	<u>28,094</u>	<u>34,082</u>
<i>Information technology equipment</i>	505,103	0	0	505,103	494,196
Accumulated amortization	(418,583)	0	0	(418,583)	(393,685)
Net book value of IT equipment	<u>86,520</u>	<u>0</u>	<u>0</u>	<u>86,520</u>	<u>100,511</u>
<i>Vehicles</i>	779,239	0	0	779,239	753,104
Accumulated amortization	(471,867)	0	0	(471,867)	(474,437)
Net book value of vehicles	<u>307,372</u>	<u>0</u>	<u>0</u>	<u>307,372</u>	<u>278,667</u>
Total Tangible Capital assets	4,126,117	0	0	4,126,117	4,055,548
Total Accumulated amortization	(2,230,154)	0	0	(2,230,154)	(2,122,155)
Net Book Value	<u><u>1,895,963</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,895,963</u></u>	<u><u>1,933,393</u></u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
TWO MONTHS ENDING FEBRUARY 28, 2022**

	-----TWO MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	23,007	10%	\$19,796	\$20,833	\$125,000
Taxi & Traffic Bylaw	950	43%	1,025	667	4,000
Interest income	516	210%	299	167	1,000
Retirement investment income	8,665	225%	5,131	2,667	16,000
Cost sharing with KV Fire Dept	0	-100%	0	2,667	16,004
Secondments	57,357	26%	38,625	45,533	273,200
	<u>90,496</u>	25%	<u>64,877</u>	<u>72,534</u>	<u>435,204</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	587,430	-17%	\$581,833	708,822	\$4,252,931
Benefits	150,918	-5%	143,981	158,665	951,990
Training	2,533	-71%	2,193	8,667	52,000
Equipment	0	-100%	1,260	3,500	21,000
Equip repairs & IT support	0	-100%	540	1,667	10,000
IT equip & services agreement	12,031	-11%	8,435	13,474	80,844
Communications	14,635	7%	17,140	13,700	82,200
Office function	2,632	5%	4,472	2,500	15,000
Leasing	1,699	-34%	2,026	2,583	15,500
Policing-general	3,849	-42%	20,613	6,667	40,000
Insurance	10,783	27%	7,372	8,483	50,900
Uniforms	19,953	155%	15,162	7,833	47,000
Prevention/p.r.	867	-26%	1,218	1,167	7,000
Investigations	3,844	-49%	5,324	7,500	45,000
Detention	5,271	0%	4,780	5,271	31,625
Taxi & Traffic Bylaw	0	-100%	0	167	1,000
Auxillary	0	-100%	117	667	4,000
Public Safety	6,126	0%	4,917	6,126	36,755
	<u>822,570</u>	-14%	<u>821,382</u>	<u>957,458</u>	<u>5,744,745</u>
VEHICLES					
Fuel	15,990	7%	12,166	15,000	90,000
Maint./repairs	4,362	-61%	6,085	11,167	67,000
Insurance	5,464	-8%	5,106	5,917	35,500
New vehicles	0	-100%	0	14,667	88,000
Equipment	0	-100%	0	1,000	6,000
	<u>25,817</u>	-46%	<u>23,358</u>	<u>47,750</u>	<u>286,500</u>

STATEMENT OF OPERATIONS

TWO MONTHS ENDING FEBRUARY 28, 2022

2022 June 13 Open Session FINAL_139

EXPENDITURE continued:	-----TWO MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
BUILDING					
Maintenance	11,241	69%	6,547	6,667	40,000
Cleaning	6,112	-13%	8,993	7,000	42,000
Electricity	11,400	46%	9,462	7,833	47,000
Taxes	8,536	0%	8,232	8,536	51,216
Insurance	1,267	-12%	1,242	1,433	8,600
Expansion - interim interest	0	-100%	0	5,000	30,000
Grounds	2,503	25%	2,326	2,000	12,000
Interest on Debenture	2,819	8%	3,360	2,600	15,600
Debenture Principal	23,833	0%	23,333	23,833	143,000
	<u>67,710</u>	4%	<u>63,495</u>	<u>64,903</u>	<u>389,416</u>
ADMINISTRATION					
Salaries	131,862	-11%	127,501	147,636	885,814
Benefits	33,181	-7%	28,363	35,759	214,555
Professional Fees	10,601	-23%	10,303	13,833	83,000
Travel/Training	2,340	-42%	1,291	4,000	24,000
Board Travel/Expenses	1,062	27%	26	833	5,000
Insurance	1,084	28%	735	850	5,100
Labour Relations	1,716	-31%	421	2,500	15,000
Extraneous legal fees	0		3,483		
Sick Pay/Retirement	10,976	-4%	10,077	11,476	68,853
Retirement int & dividends	8,665	225%	5,131	2,667	16,000
	<u>201,486</u>	-8%	<u>187,330</u>	<u>219,554</u>	<u>1,317,322</u>
TELECOM/DISPATCH					
Dispatch Centre Annual Fee	44,846		41,210	44,174	265,044
Data/networking Charges	1,702		1,702	1,779	10,675
Startup costs	0		18,240	0	
	<u>46,549</u>		<u>61,152</u>	<u>45,953</u>	<u>275,719</u>
	1,073,635	-15%	1,091,840	1,263,083	7,578,498
CONTRIBUTED BY MEMBER TOWNS	1,263,082		1,172,722	1,263,083	7,578,498
SURPLUS (DEFICIT)	<u>189,447</u>		<u>80,882</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS page 5
NOTES TO THE FINANCIAL STATEMENTS
February 28, 2022

STATEMENT OF FINANCIAL POSITION

BANK balance		580,779	at February 28, 2022
ACCOUNTS PAYABLE balance	565,891		
Debenture costs to be paid in June & December	(26,457)		

Current Accounts Payable		539,435	Paid in March

Extra (Shortfall) in bank account		41,344	

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	\$45,039	\$40,242	11.92%
Retirees health insurance	(223)	(578)	

Overtime:

	Feb 19/22	Feb 20/21	difference
OT	7,187	4,011	3,176
Court OT	1,166	1,673	(507)
Total overtime costs	8,353	5,684	2,669

Administration:

	<u>2022</u>	<u>2021</u>	lower
* Benefits Health Insurance	10,511	4,818	118.16%
Retirees health insurance	(12)	606	

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	3,264	2,945
Bank & credit/debit card payment fees	520	416



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF APRIL 20, 2022 @ 3:00pm**

**MINUTES
REGULAR MEETING**

Held by Zoom and In Person

In Attendance:

BOARD MEMBER	POSITION
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Robert (Bob) McLaughlin	Quispamsis Representative
Libby O'Hara	Quispamsis Representative
Kerrie Luck	Quispamsis Representative
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
Tanya Cyr	KRPF Executive Assistant
Insp. Mary Henderson	KRPF OIC Operations
Insp. Anika Becker	KRPF OIC Administration
Peter Bourque	Former Board Member
Peter Logan	Auditor - Teed Saunders Doyle
Cpl. Mark Roberts	KRPF officer
Cst. Todd Carr	KRPF officer
Cst. Troy McIntosh	KRPF officer
Cst. Marc LeBlanc	KRPF officer
Laurie Young	HR Manager
Cst. Nicholas Doucet	KRPF officer

Absent:

Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
--------------------------	-----------------------------

Chief Gourdeau appoints and introduces the force's newest member, Nicholas Doucet. He congratulates him and welcomes him to the force.

Cst.'s Doucet, LeBlanc, Carr, McIntosh and Cpl. Robert exit the room along with Laurie Young.

Chairperson Mackay French calls the meeting to order at 3:02pm.

1. RETIREMENT PRESENTATION TO PETER BOURQUE:

Chairperson Mackay French thanked Peter Bourque, on behalf of the board, for his 10 years of service to the police force. She stated his presence on the board was greatly appreciated and she has really enjoyed working with him over the past 7 years. She presents him with a token of appreciation on behalf of the board and police force. Peter Bourque stated he has enjoyed his time on the board and wished everyone good luck in the future. He thanked everyone for their support over the years.

Peter Bourque exits the room.

2. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda.

*It was moved by Matt Alexander and seconded by Kevin Darling that the Agenda for the Regular Meeting of April 20, 2022 be approved as presented. **MOTION CARRIED.***

3. LAND ACKNOWLEDGEMENT

Chief Gourdeau read the Land Acknowledgement.

4. AUDIT PRESENTATION – PETER LOGAN

Chairman Mackay French introduces and welcomes Peter Logan. Peter Logan shares his screen and went over his presentation, reviewed the audited financial statements, explained the results of the audit and answered questions.

Derrick Stanford joined the meeting by zoom at 3:06pm.

Peter Logan stated it was a clean audit, no adjustments were needed and the police force is in compliance with accounting standards. The audit went very well and he thanked Cherie and Tanya for their hard work and cooperation.

Chairperson Mackay French thanked Peter Logan for his presentation.

Chief Gourdeau confirmed with Peter Logan that everything met the expectations and the goals of the audit. He further thanked Cherie for being available and for her support regarding the budgeting. He also thanked Tanya and Rebecca for their work as well.

Peter Logan exits the meeting at 3:26pm.

Chairman Mackay French called for a motion to receive and file the audited financial statements.

*It was moved by Bob McLaughlin and seconded by Kevin Darling to receive and file the audited financial statements as presented by Peter Logan. **MOTION CARRIED.***

5. APPROVAL OF MINUTES OF FEBRUARY 23, 2022 MEETING:

Chairperson Mackay French called for a motion to approve the Minutes of the Regular Meeting of February 23, 2022.

*It was moved by Kevin Darling and seconded by Bob McLaughlin that the Minutes of the Regular Meeting of February 23, 2022 be approved as presented. **MOTION CARRIED.***

6. DECLARATION OF CONFLICT OF INTEREST:

The following conflicts were noted:

- Bob McLaughlin – Building issues

7. SECRETARY/TREASURER REPORT:

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

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

8. CHIEFS REPORT:

Convoy Protests:

Chief Gourdeau discussed and explained the overtime costs related to the convoy protests. He referred the members to the chart in the Chiefs Report and discussed same. He confirmed that the Province would not provide reimbursement for any of these costs.

False Alarms:

The Chief advised the issue of possibly charging for false alarms was reviewed and he is recommending that we do not charge for false alarms at this point as it is not a huge problem in this area.

Communications with KVFD:

The Chief advised he met with Chief Boyle and they have arranged regular meetings in an effort to coordinate items like training, simulated events and participating in community events together to reestablish communications and awareness between our members and our departments. They will also be discussing the invoicing of the HR and IT resources that we share with them at a future meeting.

Communication Strategy:

The KRPF communication strategy is currently the responsibility of Insp. Becker and is mostly reactive instead of proactive due to time constraints. We received information from Jim Hennessey, former Communications Direction for SJPF, proposing a possible collaboration with the Town of Rothesay and the KVFD. Chief Gourdeau asked that this be discussed further at another time as we need to do better with our communications/website, etc.

Hiring Process:

Chief Gourdeau advised that Police forces across Canada are experiencing the same hiring difficulties we are and this was evident during discussions at the NBACP meeting. It was suggested that police forces should consider becoming proactive and base their hiring practices on projected attrition and that they should conduct a hiring process every year whether they have a vacancy or not. Chief Gourdeau stated we should begin thinking of this as we are having a hard time getting applicants when a vacancy arises. Kevin Darling suggested that we base our calculation on leaves not attrition.

SLT Presentations:

Insp. Henderson explained e-ticketing and how the process works versus the old handwritten ticket system. She further advised that tickets for youth remain unchanged and are still handwritten.

Insp. Becker updated on the Stakeholder Survey which ran for the month of March. Results were very positive.

Insp. Becker updated on the EDI Advisory Committee. Recruiting was talked in this forum. She believes we need to engage the Province and recruit province wide. She has reached out to Dan Goodwin at Policing Standards regarding this. She, Chief Gourdeau and Insp. Henderson are meeting with the Commissioner on Systemic Racism in the near future. She is looking at partnering with PRUDE to deliver anti-racism education sessions in the schools (from a policing perspective).

Chief Gourdeau updated on the Major Case Management System that we implemented for major files/cases through our Versadex system. This system has been recognized by other police forces and we are now travelling through the province teaching this technique to their members.

9. STRATEGIC PLAN UPDATE:

Chief Gourdeau had nothing to report here.

10. COMMITTEE REPORTS:

Finance:

Kevin Darling stated he and Cherie Madill are working on updating the banking agreement with our current bankers which will incorporate some new electronic payments, streamlining some of the manual payments through cheques, etc. They meet with them again next week to review the proposal.

Policy:

Chairperson Mackay French advised that the committee met and reviewed the first two sections of the policy and additional meetings will be required. They would like to have a draft to the board by the June board meeting for review and ratification by September, if possible.

Building, Grounds & Transportation:

Bob McLaughlin advised the committee met the first of March and discussed moving forward with the building addition, whether the addition was large enough, and the White Paper – more specifically its possible ramifications. After this discuss, they thought it best to speak to the Minister before moving forward. Additionally, they spoke about a small internal renovation in the administration area in order to maximize the space and that will be going ahead.

The committee also spoke about the current vehicle situation. Chief Gourdeau advised that the two vehicles we ordered for this year are secured. One has arrived and is being outfitted and the other is due to arrive the end of May – mid June. As far as ordering new vehicles for 2023 Sgt. Scott is monitoring this very closely with our contacts in Saint John to see if we do need to order now for 2023. It is status quo in the meantime.

11. CORRESPONDENCE:

Chairperson Mackay French reviewed the correspondence received.

12. OLD BUSINESS:

Nothing to report.

12. NEW BUSINESS:

Nothing to report.

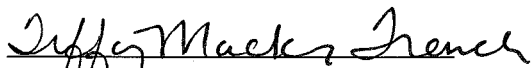
14. MOTION TO ADJOURN:

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

It was moved by Kevin Darling and seconded by Colin Boyne 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 April 30, 2022

	<u>2022</u>	<u>2021</u>
-----Financial assets-----		
Cash - General	599,544	199,223
Sick Pay/ Retirement Investments	967,466	854,403
Accounts Receivable	99,405	76,173
Sales tax recoverable	31,304	27,402
Receivable from Towns	45,013	45,108
	<u>1,742,732</u>	<u>1,202,309</u>
----Liabilities-----		
Accounts payable and accrued	561,093	296,352
Vested sick leave/retirement accrual	814,461	832,502
Sick leave replacement	15,299	15,299
Accrued pension benefit liability	56,000	311,900
Debenture payable	539,000	679,000
	<u>1,985,853</u>	<u>2,135,053</u>
NET ASSETS (DEBT)	<u>(243,121)</u>	<u>(932,744)</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,126,117	4,055,548
Accumulated amortization	<u>(2,230,154)</u>	<u>(2,122,155)</u>
	1,895,963	1,933,393
Unamortized Debenture costs	3,864	5,036
Prepaid expenses	262,994	238,605
	<u>2,162,820</u>	<u>2,177,034</u>
ACCUMULATED SURPLUS	<u>1,919,699</u>	<u>1,244,290</u>
Assets	3,905,552	3,379,343
Liabilities	3,905,552	3,379,343

2022 June 19 Gov Session FINAL 149
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
April 30, 2022

	<u>2022</u>			<u>2021</u>	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance			Balance	
	beginning of year	Additions	Disposals	end of year	
<i>Millennium Drive</i>					
Land	194,248	0	0	194,248	194,248
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	581,281	0	0	581,281	547,754
Structure	1,106,997	0	0	1,106,997	1,106,997
	<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>
<i>Furnishings</i>	198,387	0	0	198,387	198,387
Accumulated amortization	(152,087)	0	0	(152,087)	(142,168)
Net book value of furnishings	<u>46,300</u>	<u>0</u>	<u>0</u>	<u>46,300</u>	<u>56,219</u>
<i>Machinery & equipment</i>	80,043	0	0	80,043	80,043
Accumulated amortization	(51,949)	0	0	(51,949)	(45,961)
Net book value of equipment	<u>28,094</u>	<u>0</u>	<u>0</u>	<u>28,094</u>	<u>34,082</u>
<i>Information technology equipment</i>	505,103	0	0	505,103	494,196
Accumulated amortization	(418,583)	0	0	(418,583)	(393,685)
Net book value of IT equipment	<u>86,520</u>	<u>0</u>	<u>0</u>	<u>86,520</u>	<u>100,511</u>
<i>Vehicles</i>	779,239	0	0	779,239	753,104
Accumulated amortization	(471,867)	0	0	(471,867)	(474,437)
Net book value of vehicles	<u>307,372</u>	<u>0</u>	<u>0</u>	<u>307,372</u>	<u>278,667</u>
Total Tangible Capital assets	4,126,117	0	0	4,126,117	4,055,548
Total Accumulated amortization	(2,230,154)	0	0	(2,230,154)	(2,122,155)
Net Book Value	<u><u>1,895,963</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,895,963</u></u>	<u><u>1,933,393</u></u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
FOUR MONTHS ENDING APRIL 30, 2022**

	-----FOUR MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	56,396	35%	\$38,967	\$41,667	\$125,000
Taxi & Traffic Bylaw	1,400	5%	1,125	1,333	4,000
Interest income	1,510	353%	758	333	1,000
Retirement investment income	15,569	192%	7,480	5,333	16,000
Cost sharing with KV Fire Dept	0	-100%	0	5,335	16,004
Secondments	101,783	12%	77,251	91,067	273,200
	<u>176,657</u>	22%	<u>125,581</u>	<u>145,068</u>	<u>435,204</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	1,173,062	-17%	\$1,242,328	1,417,644	\$4,252,931
Benefits	323,531	2%	273,624	317,330	951,990
Training	10,014	-42%	13,619	17,333	52,000
Equipment	0	-100%	1,260	7,000	21,000
Equip repairs & IT support	388	-88%	1,572	3,333	10,000
IT equip & services agreement	24,062	-11%	16,869	26,948	80,844
Communications	32,434	18%	30,594	27,400	82,200
Office function	4,609	-8%	6,790	5,000	15,000
Leasing	3,607	-30%	4,250	5,167	15,500
Policing-general	9,003	-32%	23,273	13,333	40,000
Insurance	21,565	27%	14,744	16,967	50,900
Uniforms	21,937	40%	18,827	15,667	47,000
Prevention/p.r.	4,765	104%	7,566	2,333	7,000
Investigations	8,392	-44%	10,112	15,000	45,000
Detention	10,542	0%	9,560	10,542	31,625
Taxi & Traffic Bylaw	80	-76%	0	333	1,000
Auxillary	467	-65%	117	1,333	4,000
Public Safety	12,252	0%	9,833	12,252	36,755
	<u>1,660,709</u>	-13%	<u>1,684,938</u>	<u>1,914,915</u>	<u>5,744,745</u>
VEHICLES					
Fuel	32,972	10%	26,428	30,000	90,000
Maint./repairs	13,306	-40%	30,695	22,333	67,000
Insurance	10,928	-8%	10,213	11,833	35,500
New vehicles	48,323	65%	(1,311)	29,333	88,000
Equipment	0	-100%	0	2,000	6,000
	<u>105,529</u>	11%	<u>66,025</u>	<u>95,500</u>	<u>286,500</u>

STATEMENT OF OPERATIONS

FOUR MONTHS ENDING APRIL 30, 2022

2022 June 13 Open Session FINAL_151

EXPENDITURE continued:	-----FOUR MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
BUILDING					
Maintenance	16,686	25%	13,653	13,333	40,000
Cleaning	13,391	-4%	15,311	14,000	42,000
Electricity	19,062	22%	17,118	15,667	47,000
Taxes	16,383	-4%	16,463	17,072	51,216
Insurance	2,534	-12%	2,485	2,867	8,600
Expansion - interim interest	0	-100%	0	10,000	30,000
Grounds	3,754	-6%	3,488	4,000	12,000
Interest on Debenture	5,637	8%	6,721	5,200	15,600
Debenture Principal	47,667	0%	46,667	47,667	143,000
	<u>125,113</u>	-4%	<u>121,906</u>	<u>129,805</u>	<u>389,416</u>
ADMINISTRATION					
Salaries	270,739	-8%	219,530	295,271	885,814
Benefits	71,365	0%	64,073	71,518	214,555
Professional Fees	32,497	17%	28,101	27,667	83,000
Travel/Training	12,463	56%	6,166	8,000	24,000
Board Travel/Expenses	1,245	-25%	1,469	1,667	5,000
Insurance	2,168	28%	1,469	1,700	5,100
Labour Relations	2,654	-47%	2,192	5,000	15,000
Extraneous legal fees	0		(8,895)		
Sick Pay/Retirement	21,951	-4%	20,153	22,951	68,853
Retirement int & dividends	15,569	192%	7,480	5,333	16,000
	<u>430,651</u>	-2%	<u>341,738</u>	<u>439,107</u>	<u>1,317,322</u>
TELECOM/DISPATCH					
Dispatch Centre Annual Fee	89,989		83,796	88,348	265,044
Data/networking Charges	3,404		3,404	3,558	10,675
Startup costs	0		18,240	0	
	<u>93,393</u>		<u>105,440</u>	<u>91,906</u>	<u>275,719</u>
	2,238,739	-11%	2,194,467	2,526,166	7,578,498
CONTRIBUTED BY MEMBER TOWNS	2,526,165		2,330,664	2,526,166	7,578,498
SURPLUS (DEFICIT)	<u>287,426</u>		<u>136,197</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS page 5
NOTES TO THE FINANCIAL STATEMENTS
April 30, 2022

STATEMENT OF FINANCIAL POSITION

BANK balance		599,544	at April 30, 2022
ACCOUNTS PAYABLE balance	561,093		
Debenture costs to be paid in June & December	(52,913)		

Current Accounts Payable		508,180	Paid in May

Extra (Shortfall) in bank account		91,364	

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	\$89,276	\$75,859	17.69%
Retirees health insurance	711	(890)	

Overtime:

	Apr 30/22	May 1/21	difference
OT	26,659	16,187	10,472
Court OT	2,816	3,978	(1,162)
Total overtime costs	29,475	20,165	9,310

Administration:

	<u>2022</u>	<u>2021</u>	lower
* Benefits Health Insurance	19,801	13,634	45.24%
Retirees health insurance	14	764	

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	6,965	6,239
Bank & credit/debit card payment fees	1,107	959

2022 Crime Statistics - 2022 General Open Session FINAL_153

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May 15	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	133	140	135	152	155							
TOTAL FILES CREATED	137	151	125	222	101							
POPA/M Tickets/E Tickets	83	70	87	116	80	149						
Bylaw Tickets	2	1	1	0	0							
Crimes Against Persons	5	11	11	17	2							
Property Crime	28	16	30	33	22							
Other CC	4	6	6	5	2							
Traffic Collisions (Non-Injury)	39	39	25	30	16							
Fatal and Injury Traffic Collisions	1	0	1	2	1							
Intimate Partner Violence Files	4	14	19	12	2							
Impaired Driving (All categories)	5	6	7	4	5	8						
Mental Health Calls	8	16	15	10	2							
COVID -- 19 EMA/Quarantine Act/Mandatory Quarantine	4	2	5	6	0							



Town of Rothesay

General Fund Financial Statements

2022-04-30

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
2022-04-30

ASSETS

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

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

\$ 51,326,366

LIABILITIES AND EQUITY

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

Total Liabilities \$ 5,208,000

Investment in General Fund Fixed Assets 46,118,366

\$ 51,326,366

Town of Rothesay

Balance Sheet - General Fund Reserves

2022-04-30

ASSETS

BNS Gas Tax Interest Account	24,994
BNS General Operating Reserve #214-15	6,550
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>\$ 6,611,563</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	434,390
Invest. in General Operating Reserve	906,550
Invest. in Land for Public Purposes Reserve	150,333
Invest. in Town Hall Reserve	19,100
	<u>\$ 6,611,563</u>

Town of Rothesay
Balance Sheet - General Operating Fund
2022-04-30

CURRENT ASSETS

Cash	3,749,417
Receivables	56,011
HST Receivable	298,869
Inventory	31,163
Gen Operating due to/from Util Operating	(382,577)
Total Current Assets	<u>3,752,884</u>
Other Assets:	
Projects	<u>543,515</u>
	<u>543,515</u>
TOTAL ASSETS	<u><u>4,296,398</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,361,642
Other Payables	585,914
Gen Operating due to/from Gen Capital	510,000
Accrued Pension Obligation	(5,820)
Accrued Retirement Allowance	446,306
Def. Rev-Quispamsis/Library Share	78,686
TOTAL LIABILITIES	<u>2,976,728</u>

EQUITY

Retained Earnings - General	303,983
Surplus/(Deficit) for the Period	<u>1,015,687</u>
	<u>1,319,670</u>
	<u><u>4,296,398</u></u>

2022June13OpenSessionFINAL_158

Town of Rothesay

Statement of Revenue & Expenditure
4 Months Ended 2022-04-30

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,515,126	1,515,126	6,060,505	6,060,503	2		18,181,510
Sale of Services	37,253	19,675	157,703	161,499	(3,796)		447,600
Services to Province of New Brunswic	5,000	5,000	23,481	20,000	3,481		60,000
Other Revenue from Own Sources	23,506	10,520	39,624	34,786	4,838		94,943
Unconditional Grant	10,914	10,914	43,657	43,658	(0)		130,973
Conditional Transfers	146,943	1,500	146,943	1,500	145,443		40,000
Other Transfers	0	0	315,174	315,174	0		1,102,674
	<u>\$1,738,741</u>	<u>\$1,562,735</u>	<u>\$6,787,086</u>	<u>\$6,637,120</u>	<u>\$149,966</u>		<u>\$20,057,700</u>
EXPENSES							
General Government Services	236,627	214,285	976,638	956,072	(20,566)		2,543,618
Protective Services	432,171	433,773	2,057,586	2,067,892	10,306		5,765,750
Transportation Services	399,065	336,610	1,528,086	1,419,992	(108,094)		3,759,550
Environmental Health Services	71,110	68,083	269,646	272,333	2,687		862,000
Environmental Development	73,258	98,675	237,212	287,902	50,690		682,700
Recreation & Cultural Services	269,780	245,139	701,741	716,836	15,095		2,297,632
Fiscal Services	238	333	490	5,333	4,844		4,146,450
	<u>\$1,482,247</u>	<u>\$1,396,900</u>	<u>\$5,771,399</u>	<u>\$5,726,361</u>	<u>-\$45,037</u>		<u>\$20,057,700</u>
Surplus (Deficit) for the Year	<u>\$256,494</u>	<u>\$165,835</u>	<u>\$1,015,687</u>	<u>\$910,759</u>	<u>\$104,929</u>		<u>\$ (0)</u>

Town of Rothesay

Statement of Revenue & Expenditure
4 Months Ended 2022-04-30

G6

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	2,360	1,667	6,120	6,667	(547)		20,000
Town Hall Rent	6,616	6,083	26,965	24,333	2,631		73,000
Community Garden	760	500	800	500	300		1,000
Fox Farm Rental	1,750	1,667	4,270	6,667	(2,397)		20,000
Arena Revenue	21,881	5,650	110,470	111,100	(630)		224,900
Recreation Programs	3,886	4,108	9,078	12,232	(3,154)		108,700
	<u>37,253</u>	<u>19,675</u>	<u>157,703</u>	<u>161,499</u>	<u>(3,796)</u>		<u>447,600</u>
Other Revenue from Own Sources							
Licenses & Permits	9,483	4,583	17,836	18,333	(498)		55,000
Recycling Dollies & Lids	18	67	169	267	(97)		800
Interest & Sundry	2,398	1,000	5,139	4,000	1,139		12,000
Miscellaneous	7,607	870	7,772	3,478	4,294		10,435
Fire Dept. Administration	4,000	4,000	4,000	4,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>23,506</u>	<u>10,520</u>	<u>39,624</u>	<u>34,786</u>	<u>4,838</u>		<u>94,943</u>
Conditional Transfers							
Canada Day Grant	1,680	1,500	1,680	1,500	180		1,500
Grant - Other	145,263	0	145,263	0	145,263	1	38,500
	<u>146,943</u>	<u>1,500</u>	<u>146,943</u>	<u>1,500</u>	<u>145,443</u>		<u>40,000</u>
Other Transfers							
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>

2022June13OpenSessionFINAL_160

EXPENSES

General Government Services

Legislative							
Mayor	3,523	3,917	13,609	15,667	2,057		47,000
Councillors	10,821	11,258	43,508	45,033	1,525		135,100
Regional Service Commission 9	1,310	1,500	2,620	3,000	381		6,000
Other	175	208	1,000	833	(167)		12,500
	<u>15,828</u>	<u>16,883</u>	<u>60,737</u>	<u>64,533</u>	<u>3,796</u>		<u>200,600</u>

Administrative

Administration - Wages & Benefits	91,723	89,799	341,052	340,762	(290)		1,173,818
Office Building	62,779	66,375	90,559	99,700	9,141	2	179,250
Supplies	34,841	4,000	108,590	73,000	(35,590)	3	144,000
Solicitor	1,630	4,167	6,835	16,667	9,831	4	50,000
Professional Fees	5,475	917	21,770	12,667	(9,103)	5	35,000
Covid-19 Expenses	0	2,083	6,697	8,333	1,636		25,000
Other	5,767	7,637	52,442	49,549	(2,893)		116,110
	<u>202,214</u>	<u>174,978</u>	<u>627,946</u>	<u>600,678</u>	<u>(27,268)</u>		<u>1,723,178</u>

Other General Government Services

Website/Other	0	170	1,149	1,401	252		2,763
Community Communications (Team)	45	215	296	1,087	791		7,237
Civic Relations	0	83	0	333	333		1,000
Insurance	0	0	254,475	256,784	2,309		256,784
Donations	500	4,000	8,800	12,300	3,500		36,500
Cost of Assessment	0	0	0	0	0		293,934
Property Taxes - L.P.P.	17,514	17,622	17,514	17,622	108		17,622
Fox Farm Rental Expenses	524	333	5,721	1,333	(4,387)		4,000
	<u>18,584</u>	<u>22,424</u>	<u>287,955</u>	<u>290,861</u>	<u>2,906</u>		<u>619,840</u>

Total General Government Services

	<u>236,627</u>	<u>214,285</u>	<u>976,638</u>	<u>956,072</u>	<u>(20,566)</u>		<u>2,543,618</u>
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Protective Services

Police							
Police Protection	255,253	252,932	1,014,049	1,011,729	(2,320)		3,035,186
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>255,253</u>	<u>252,932</u>	<u>1,016,849</u>	<u>1,014,529</u>	<u>(2,320)</u>		<u>3,037,986</u>

Fire

Fire Protection	176,703	177,758	709,976	711,030	1,054		2,360,764
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	<u>176,703</u>	<u>177,758</u>	<u>1,039,976</u>	<u>1,041,030</u>	<u>1,054</u>		<u>2,690,764</u>

Emergency Measures

EMO Director/Committee	0	1,667	116	6,667	6,550		20,000
	<u>0</u>	<u>1,667</u>	<u>116</u>	<u>6,667</u>	<u>6,550</u>		<u>20,000</u>

Other

Animal & Pest Control	215	417	645	1,667	1,022		5,000
Other	0	1,000	0	4,000	4,000		12,000
	<u>215</u>	<u>1,417</u>	<u>645</u>	<u>5,667</u>	<u>5,022</u>		<u>17,000</u>

Total Protective Services

	<u>432,171</u>	<u>433,773</u>	<u>2,057,586</u>	<u>2,067,892</u>	<u>10,306</u>		<u>5,765,750</u>
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2022June13OpenSessionFINAL_161

Transportation Services

Common Services						
Administration (Wages & Benefits)	211,101	143,068	642,492	582,271	(60,221)	6 1,872,999
Workshops, Yards & Equipment	90,149	87,680	285,631	254,304	(31,326)	7 679,413
Engineering	5,224	417	7,753	1,667	(6,086)	8 5,000
	<u>306,474</u>	<u>231,165</u>	<u>935,875</u>	<u>838,242</u>	<u>(97,634)</u>	<u>2,557,412</u>
Roads & Streets	25,138	5,417	28,002	11,900	(16,102)	9 55,000
Crosswalks & Sidewalks	520	1,112	1,636	4,450	2,814	20,200
Culverts & Drainage Ditches	0	11,333	432	12,333	11,902	10 60,000
Street Cleaning & Flushing	375	3,000	8,823	11,000	2,177	45,000
Snow & Ice Removal	46,036	54,333	467,273	436,833	(30,439)	11 667,000
Flood Costs	663	7,500	663	7,500	6,837	15,000
	<u>72,732</u>	<u>82,696</u>	<u>506,828</u>	<u>484,016</u>	<u>(22,811)</u>	<u>862,200</u>
Street Lighting	11,900	12,083	48,938	48,333	(605)	145,000
Traffic Services						
Street Signs	92	1,042	2,119	4,167	2,048	12,500
Traffic Lanemarking	5,682	4,000	5,682	4,000	(1,682)	40,000
Traffic Signals	748	3,333	3,825	13,333	9,509	40,000
Railway Crossing	1,290	2,083	5,500	8,333	2,833	25,000
	<u>7,813</u>	<u>10,458</u>	<u>17,126</u>	<u>29,833</u>	<u>12,707</u>	<u>117,500</u>
Public Transit						
Public Transit - Comex Service	0	0	18,735	18,735	(1)	74,938
Public Transit - Other	146	208	584	833	249	2,500
	<u>146</u>	<u>208</u>	<u>19,319</u>	<u>19,568</u>	<u>249</u>	<u>77,438</u>
Total Transportation Services	<u>399,065</u>	<u>336,610</u>	<u>1,528,086</u>	<u>1,419,992</u>	<u>(108,094)</u>	<u>3,759,550</u>

Environmental Health Services

Solid Waste Disposal Land Fill garbage	16,897	17,500	67,443	70,000	2,557	210,000
Solid Waste Disposal Landfill Compost	3,526	3,000	8,812	12,000	3,188	36,000
Solid Waste Collection Fero	47,594	47,583	190,298	190,333	35	571,000
Solid Waste Collection Curbside Recycling	3,093	0	3,093	0	(3,093)	0
Clean Up Campaign	0	0	0	0	0	45,000
	<u>71,110</u>	<u>68,083</u>	<u>269,646</u>	<u>272,333</u>	<u>2,687</u>	<u>862,000</u>

Environmental Development Services

Planning & Zoning

Administration	23,758	48,384	139,712	179,535	39,823	13 460,000
Planning Projects	1,500	2,083	1,500	8,333	6,833	25,000
Heritage Committee	0	208	0	833	833	2,500
	<u>25,258</u>	<u>50,675</u>	<u>141,212</u>	<u>188,702</u>	<u>47,490</u>	<u>487,500</u>
Envision Saint John	48,000	48,000	96,000	96,000	0	192,000
Tourism	0	0	0	3,200	3,200	3,200
	<u>48,000</u>	<u>48,000</u>	<u>96,000</u>	<u>99,200</u>	<u>3,200</u>	<u>195,200</u>
	<u>73,258</u>	<u>98,675</u>	<u>237,212</u>	<u>287,902</u>	<u>50,690</u>	<u>682,700</u>

2022June13OpenSessionFINAL_162

Recreation & Cultural Services

Administration	52,929	50,442	137,197	132,691	(4,505)		385,025
Beaches	0	0	0	0	0		51,000
Rothsay Arena	24,094	28,337	103,548	132,200	28,652	14	383,000
Memorial Centre	9,295	12,821	14,669	29,571	14,902	15	72,988
Summer Programs	481	1,262	544	1,262	718		61,800
Parks & Gardens	32,736	41,596	147,282	144,986	(2,296)		638,500
Rothsay Common Rink	4,597	2,163	30,377	32,187	1,810		54,800
Playgrounds and Fields	3,117	8,666	12,148	22,582	10,434	16	134,000
The Hive expenses	1,108	2,475	2,163	9,900	7,737	17	29,700
Regional Facilities Commission	134,107	89,026	223,132	178,051	(45,081)	18	356,102
Kennebecasis Public Library	6,935	6,935	27,739	27,739	0		83,217
Special Events	381	1,417	2,943	5,667	2,724		40,000
PRO Kids	0	0	0	0	0		7,500
	<u>269,780</u>	<u>245,139</u>	<u>701,741</u>	<u>716,836</u>	<u>15,095</u>		<u>2,297,632</u>

Fiscal Services

Debt Charges							
Interest	238	333	490	5,333	4,844		187,450
Debenture Payments	0	0	0	0	0		784,000
	<u>238</u>	<u>333</u>	<u>490</u>	<u>5,333</u>	<u>4,844</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>238</u>	<u>333</u>	<u>490</u>	<u>5,333</u>	<u>4,844</u>		<u>4,146,450</u>

2022June13OpenSessionFINAL_163

Town of Rothesay

Variance Report - General Fund

5 months ending 2022-04-30

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Grant Other	\$ 145,263	\$ -	\$ (145,263)	Wells ballfield Clain#2 & Wells Bldg grant ACOA \$3575

Total \$ (145,263 00)
 Variance per Statement \$ (149,966 00)
 Explained 97%

Expenses

General Government

2	Office Building	\$ 90,559	\$ 99,700	\$ 9,141	Ppty tax and NBPower lower than anticipated
3	Supplies	\$ 108,590	\$ 73,000	\$ (35,590)	Barricuda - email upgrade
4	Solicitor	\$ 6,835	\$ 16,667	\$ 9,832	Timing
5	Professional fees	\$ 21,770	\$ 12,667	\$ (9,103)	CHS - HR

Protective Services

				\$ -	
				\$ -	

Transportation

6	Administration	\$ 642,492	\$ 582,271	\$ (60,221)	Outsourcing personnel
7	Workshops, Yards & Equipment	\$ 285,631	\$ 254,304	\$ (31,327)	Higher cost of fuel and repairs
8	Engineering	\$ 7,753	\$ 1,667	\$ (6,086)	PCI survey
9	Roads & Streets	\$ 28,002	\$ 11,900	\$ (16,102)	Restoration on Chapel Road
10	Culverts & Drainage Ditches	\$ 432	\$ 12,333	\$ 11,901	Timing
11	Snow & Ice removal	\$ 467,273	\$ 436,833	\$ (30,440)	Salt
12	Traffic Signals	\$ 3,825	\$ 13,333	\$ 9,508	Timing

Environmental Health

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Environmental Development

13	Administration	\$ 139,712	\$ 179,535	\$ 39,823	Timing, Software/Equipment and Planning bylaw enforcement
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Recreation & Cultural Services

14	Rothesay Arena	\$ 103,548	\$ 132,200	\$ 28,652	Timing, repairs costs
15	Memorial Centre	\$ 14,669	\$ 29,571	\$ 14,902	Timing, repairs costs
16	Playground and Fields	\$ 12,148	\$ 22,582	\$ 10,434	Timing
17	The HIVE expenses	\$ 2,163	\$ 9,900	\$ 7,737	lower than budgeted cost
18	Regional Facilities Commision	\$ 223,132	\$ 178,051	\$ (45,081)	Repayment of Emergency funding to CRA

Fiscal Services

	Transfer to reserve	\$ -	\$ -	\$ -	Transferred money to reserve
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Total \$ (92,020)
 Variance per Statement Explained #DIV/0!

2022June13OpenSessionFINAL_164

Town of Rothesay

Capital Projects 2022
General Fund
4 Months Ended 2022-04-30

	ANNUAL BUDGET	COUNCIL APPROVED	CURRENT Y-T-D	Remaining Budget	
General Government					
12010560	Town Hall Improvements R 2021 T001	100,000	0	1,175	98,825
12010760	IT G 2022 001	110,000	0	10,422	99,578
	Total General Government	210,000	0	11,597	198,403
Protective Services					
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
Transportation					
12028060	Ashpalt T-2022-001	2,010,000	2,627,220	42,714	1,967,286
12028160	Designated Highway T-2022-002	500,000	0	0	500,000
12028260	Buildings - Master Drive HVAC T-2022-003	85,000	44,099	0	85,000
12028360	Intersection Improvement T-2022-004	420,000	66,482	0	420,000
12028460	Fleet Replacement T-2022-005	715,000	390,361	338,929	376,071
	Unassigned				
	Total Transportation	3,730,000	3,128,162	381,644	3,348,356
Recreation					
12027160	Wells Field Replacement R-2020-002	0	0	516	-516
12028560	Recreation Purchases R 2022 001	235,000	113,142	7,821	227,179
12028660	Recreation Pickle Ball R 2022 002	50,000	0	0	50,000
12028760	Arena Renovation R 2022 003	2,000,000	0	0	2,000,000
	Total Recreation	2,285,000	113,142	7,821	2,277,179
Carryovers					
12027760	2021 Asphalt Engineering T-2021-001	0	0	10,057	-10,057
12027860	2021 Wells Building R-2021-002	0	0	33,967	-33,967
12021860	Town Hall Improvements G-2020-009	0	0	14,684	-14,684
12027160	Wells Field Replacement R-2020-002	0	0	516	-516
12027660	Traffic Study T-2020-014	0	0	24,258	-24,258
12027960	Intersection Improvement Spruce/Clark T-2021-004	0	0	53,465	-53,465
12027560	Stormwater Master Plan T-2020-013	0	0	5,505	-5,505
	Total	\$ 7,475,000	\$ 3,241,304	\$ 543,515	\$ 6,931,485

	Budget	Actual
Sweeper	340,000	
2 - 1Tons	167,000	
2 - 1/2Tons	104,000	
Chipper	104,000	
	715,000	

2022 Budget and Funding Allocation

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

Town of Rothesay

Utility Fund Financial Statements

April 30, 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 2022-04-30

ASSETS

Assets:

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

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

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

Current:

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

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

EQUITY

Investments:

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

Town of Rothesay

Balance Sheet - Utilities Fund Reserves

2022-04-30

ASSETS

BNS Utility Capital Reserve # 00241 12	13,826
BNS - Util Capital Reserve GIC	<u>1,350,000</u>
	<u>\$ 1,363,826</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	948,907
Invest. in Utility Operating Reserve	106,481
Invest. in Sewerage Outfall Reserve	<u>308,438</u>
	<u>\$ 1,363,826</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 2022-04-30

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		1,377,040
Total Current Assets		<u>1,377,040</u>
Other Assets:		
Projects		391,918
		<u>391,918</u>
 TOTAL ASSETS		 <u>\$ 1,768,958</u>

LIABILITIES

Accrued Payables		18,322
Due from General Fund		(382,577)
Deferred Revenue		13,346
Total Liabilities		<u>(350,908)</u>

EQUITY

Surplus:		
Opening Retained Earnings		41,756
Profit (Loss) to Date		2,078,110
		<u>2,119,866</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 1,768,958</u>

Town of Rothesay
Utilities Operating Income Statement
4 Months Ended 2022-04-30

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	287,444	300,373	(12,929)	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	(2,665)	0	1,850,533	1,860,000	(9,468)	2	1,860,000
Connection Fees	5,100	6,667	10,500	26,667	(16,167)	3	80,000
Interest Earned	7,303	6,667	30,850	26,667	4,184		80,000
Misc. Revenue	450	440	1,363	1,760	(398)		5,280
Surplus - Previous Years	0	0	48,220	48,220	0		48,220
TOTAL RECEIPTS	10,188	13,773	2,633,353	2,665,186	(31,833)		3,640,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	105,000	105,000	0		420,000
Audit/Legal/Training	2,738	625	8,481	10,000	1,519		15,000
Other Water	0	167	213	667	454		2,000
Purification & Treatment	41,295	53,458	100,372	151,833	51,462	4	487,500
Transmission & Distribution	19,749	10,000	49,269	40,000	(9,269)	5	120,000
Power & Pumping	4,659	3,667	19,231	14,667	(4,565)		44,000
Billing/Collections	97	417	7,250	1,667	(5,583)		5,000
Water Purchased	0	83	470	333	(137)		1,000
Misc. Expenses	460	417	1,407	7,667	6,259	6	17,000
McGuire Road Operating	99	1,583	12,475	6,333	(6,142)	7	19,000
TOTAL WATER SUPPLY	69,097	70,417	304,168	338,167	33,998		1,130,500
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	157,500	157,500	0		630,000
Audit/Legal/Training	2,738	417	6,363	7,667	1,304		11,000
Collection System Maintenance	0	3,917	4,463	15,667	11,204	8	79,000
Sewer Claims	4,921	5,000	10,350	10,000	(350)		20,000
Lift Stations	4,062	4,667	17,491	18,667	1,176		56,000
Treatment/Disposal	18,134	22,000	36,158	41,500	5,342		93,500
Misc. Expenses	17,231	1,417	18,750	5,667	(13,083)	9	17,000
TOTAL SWGE COLLECTION & DISPO	47,086	37,417	251,075	256,667	5,592		906,500
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		18,194
Interest on Long-Term Debt	0	0	0	0	0		268,998
Principal Repayment	0	0	0	0	0		535,808
Transfer to Reserve Accounts	0	0	0	0	0		80,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,603,000
TOTAL EXPENSES	116,183	107,833	555,243	594,833	39,590		3,640,000
NET INCOME (LOSS) FOR THE PER	(105,995)	(94,060)	2,078,110	2,070,353	7,757		(0)

Town of Rothesay

Variance Report - Utility Operating
4 Months Ended April 30, 2022

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

Revenue

1	Sale of Water	287,444	300,373	(12,929)	budget not allocated by usage
2	Sewer	1,850,533	1,860,000	(9,467)	budgeted for new potential users
3	Connection fees	10,500	26,667	(16,167)	timing

Expenditures

Water

4	Purification & Treatment	100,372	151,833	51,461	budget allocation timing
5	Transmission & Distribution	49,269	40,000	(9,269)	budget allocation timing
6	Miscellaneous expenses	1,407	7,667	6,260	Refund for Quispam portion of ground water monitoring,
7	McGuire Road operating	12,475	6,333	(6,142)	DRB construction renos

Sewer

8	Collection System Maintenance	4,463	15,667	11,204	budget allocation timing
9	Miscellaneous expenses	18,750	5,667	(13,083)	Chapel Road sewer repair

-

Fiscal Services

	Transfer to Reserve Accounts		-	-	
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2022June13OpenSessionFINAL_171

Town of Rothesay

Capital Projects 2022
Utility Fund
4 Months Ended 2022-04-30

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget
WATER				
12028030 Water work in Ashpahl contract T-2022-001	100,000	-	0	100,000
12031230 Water Quantity/Quality W-2022-001	100,000	-	0	100,000
12031330 Water Model update W-2022-002	550,000	638,227	0	550,000
12031430 Filtration Bldg water W-2022-003	50,000	-	0	50,000
	<u>\$ 800,000</u>	<u>\$ 638,227</u>	<u>\$ -</u>	<u>\$ 800,000</u>

SEWER				
12028130 Sewer work in Asphalt contract T-2022-001	100,000	\$ -	0	100,000
12046030 Turnbull Court Design S-2021-001	1,000,000	\$ 950,395	205,026	794,974
12044130 WWTP Design Phase II S-2021-008	600,000	\$ 572,280	138,435	461,565
	<u>1,700,000</u>	<u>\$ 1,522,675</u>	<u>343,462</u>	<u>1,356,538</u>

Total Approved	<u>2,500,000</u>	<u>2,160,902</u>	<u>343,462</u>	<u>2,156,538</u>
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Carryovers				
Funded from Reserves				
12045030 Turnbull Court Design S-2020-001	0	0	48,457	-48,457
	<u>0</u>	<u>0</u>	<u>48,457</u>	<u>-48,457</u>
	<u>2,500,000</u>	<u>2,160,902</u>	<u>391,918</u>	<u>2,108,082</u>

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

Town of Rothesay

2022-04-30

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
sub	<u>21,000.00</u>	<u>2,800.00</u>

36,500.00 8,800.00

G/L Balance 10,275.00

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

TOWN OF ROTHESAY

FINANCE COMMITTEE

May 19, 2022

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

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

The amended agenda to include donation request from Compassionate Grief was accepted (NG/DS)

The minutes from April 21, 2022 were accepted as presented (DS/NG).

March Financial Statements

Treasurer MacDonald reviewed the financial statements and variance report.

General - Grant received for Wells Ball field replacement for expenditure incurred in previous year. Additional revenue will help offset a few unexpected expenditures such as increase in fuel, IT upgrades, repairs, engineering costs and additional Envision funding.

Utilities - Treasurer MacDonald reviewed the variance report and noted a few unexpected repairs for McGuire Road and sewer work on Chapel road.

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

Donations

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

- a) St Paul's Church – **recommend approval of donation request of \$500 (DS/NG)**
- b) NB Heart & Stroke – Hampton Golf – deny sponsorship request but will circulate information to see if anyone wants to golf.
- c) Compassionate Grief – deny request

Items for Information

- a) CCFB Funding confirmation – 2022 Allocation Canada Community-Building Fund
Treasurer MacDonald noted letter confirming compliance with terms and conditions with Agreement on Gas Tax Fund and payment of funds will be received in July \$839,941.

b) Compliance report – all items filed

Accepted as presented.

Next Meeting

June 23rd, 2022

The meeting adjourned at 9:05am.

Deputy Mayor Matt Alexander
Chairman

Laura Adair
Recording Secretary



SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: May 9, 2022

Applicant: Pam Type for St. Paul's Church, Rothesay
Address: 18 Tranquility Lane, Quispamsis 4 Church Ave. Rothesay
Contact: Pam Type Tel. _____
Email: _____

Organization Description: _____
Anglican Church

Amount Requested: \$ 500

Descriptions of proposed event or activity: _____
Celebration of Platinum Jubilee of Her Majesty Queen Elizabeth II
Service followed by Tea and Entertainment

Project costs: _____
Upto \$500

Benefits to town of Rothesay: _____
Outreach to the community
Celebration after Covid
Opportunity to meet with the Lt. Governor and the Mayor
Help the Ukraine relief

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).

May 9, 2022

Dear Sir / Madam,

At St. Paul's Church, Rothesay, we are planning to celebrate the Queen's Platinum Jubilee on Sunday, the 5th of June with a service at 3 and an afternoon tea at 4 pm. The Lt. Governor and the Mayor have accepted our invitation to attend.

We are selling tickets for the tea and the proceeds will go towards Ukraine relief.

Enclosed please find a letter from Fr. Paul Rideout, Rector of St. Paul's. We would appreciate any financial help you could provide to defray the costs.

Thank you very much.

Sincerely,

Dam Tjpe



5 May 2022

Greetings from St. Paul's Anglican Church in Rothesay.

In celebration of the Platinum Jubilee of Her Majesty, Queen Elizabeth II, our church is planning a special service along with an Afternoon Tea and entertainment. We are hoping that this will be a community event that will bring people together and start to foster connections after a long time of staying apart. Any proceeds from this event will be sent to assist with humanitarian aid in Ukraine. We would greatly appreciate any support you would be willing to give to assist us in this endeavor.

Sincerely,

A handwritten signature in blue ink that reads 'Paul Rideout'.

Fr. Paul Rideout
Rector

Doug MacDonald

From: Mary Jane Banks
Sent: May 5, 2022 10:58 AM
To: nyoung@hsf.nb.ca
Cc: Doug MacDonald
Subject: FW: Council Meeting - May 9th
Attachments: Hampton_Golf_Sponsorship-Compressed.pdf; Foundation Overview 2021.pdf

Good morning and thank you for your email.

Unfortunately - the deadline for the Council agenda was yesterday at noon.

Your request will be forwarded to the Finance Committee for consideration at its next meeting on Thursday, May 19.

Mary Jane

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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

From: Natalie Young <nyoung@hsf.nb.ca>
Sent: May 5, 2022 10:36 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Council Meeting - May 9th

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

Hi there!

My name is Natalie and I am reaching out on behalf of the Heart and Stroke Foundation of New Brunswick. We are hosting a Golf for Heart fundraiser one June 3rd and I was hoping that this could be presented at the May 9th Council meeting as we are looking for sponsors for the tournament! We know the community of Rothesay aligns with our values, and Rothesay Elementary participates in our Jump Rope for Heart fundraiser every year. Our hope is that you will come on as a sponsor at this fundraiser!

Here is some information on the event:

We are currently looking for local sponsors for our Golf for Heart. It's a lot of fun, hosted at the Hampton golf course, chances to win amazing prizes, and just an all around fun event to be at! If you golf, perhaps you'd like to put a team in too 😊. It really is a great event that brings in a range of people (up to 144 participants).



Life. We don't want you to miss it.

More moments. More Life. That's why Heart & Stroke NB leads the fight against heart disease and stroke. Powered by donors and volunteers, we fund life-saving research and help New Brunswickers lead healthier lives.

Heart&Stroke NB is a health charity active in communities across New Brunswick. We are sustained by the commitment and generosity of our volunteers and donors.

Our mission:

Prevent Disease

Every day, heart disease and stroke take up to 5 New Brunswick lives. Up to 80% of premature heart disease and stroke can be prevented. We work with schools, communities and policy makers to promote healthier lifestyles.

Save Lives

We're playing a leadership role in helping to enable faster, better, emergency response and treatment through our AED, CPR, and First Aid programs.

Saving moments.
Funding breakthroughs.
Saving lives.

Promote Recovery

An estimated 1.6 million Canadians are living with heart disease and stroke. We're working hard to enhance supports for survivors and their care partners.

What we do:

Heart Healthy Schools

Heart Healthy Schools is an initiative of the Heart and Stroke Foundation of New Brunswick aimed at improving the school environment to support and promote healthy lifestyle choices, for children and youth.

Health behaviours, such as making healthy food choices and being physically active, are sensitive to environmental influences.

The school environment, comprised of the physical and social environment, can play a significant role in supporting health behaviours in children and youth. The environment defines culture. A school culture that supports the healthy choice as the easiest and most popular choice available will benefit from student engagement in healthy lifestyle choices and behaviours.

Live Well | Bien Vivre

This program is a Health Coaching program that is free and accessible to anyone 19 and older, our Health Coaches are currently in six regions across the province, working to support clients in the pursuit of their wellness goals. Our unique approach guides clients through stages of change, while connecting participants with community resources and supporting self determination. LW | BV wants to see New Brunswickers health and wellness thrive and we are dedicated to having a positive impact on health outcomes to prevent chronic disease. Contact a health coach today to start your journey!

Stroke Navigation

Stroke Navigation is a service which aims to assist individual who have had a stroke to adjust to life back in the community. Stroke Navigation is focused on helping individuals to improve their participation in everyday activities such as daily tasks, recreation, and socialization.

A stroke navigation session is facilitated by a "Stroke Navigator" whose role is to help their clients navigate the health, social, and community systems in order to assist in recovery. A stroke navigator will also help clients to set recovery goals, to access community resources and services, and to evaluate their progress. Our model focuses on patient empowerment and patient centred care.

We work collaboratively with clients to develop recovery goals and action plans which best suit their needs.

Stroke Conference

In New Brunswick, 25% of deaths are attributable to heart disease and stroke. The Heart and Stroke Foundation of New Brunswick's annual Stroke Conference, aims to save New Brunswick lives by highlighting innovative strategies and medical advances. This conference intends to reduce the burden of stroke and improve recovery metrics by enhancing professional knowledge and collective expertise. This conference works to bring together a leading group of stroke experts from across the country to share their knowledge and experience in stroke best practice and care.

Research

HSFNB has established the Cardiovascular Research Endowment which is a fund that is focused on providing support for New Brunswick based cardiovascular research. To date this fund had already provided over \$100,000 to researchers in our province as we continue to lead the fight against heart disease and stroke.

Learn more

heartandstrokenb.ca



2022 SPONSORSHIP OPPORTUNITY



IN SUPPORT OF



Heart
& Stroke
Canada
HSC

GOLF *for* HEART

Friday June 3, 2022

HAMPTON GOLF CLUB

Shot Gun at 1 p.m. (rain or shine) • \$800 per team (power carts and dinner included)

Two Par 3 Hole - In- One Prizes
Win a Volkswagen & \$10,000

Chance to win fabulous prizes for longest drive and closest to the pin.

FOR INFORMATION: Meghan Weatherhead • mweatherhead@hsf.nb.ca • 506 634-1620 • 506 651-6626

2022

SPONSORSHIP CONTRIBUTION

	TITLE SPONSOR	SILVER SPONSOR	BRONZE SPONSOR	HOLE SPONSOR
	\$5,000	\$2,500	\$1,000	\$500
NUMBER OF OPPORTUNITIES AT EACH LEVEL	1	2	4	18
LOGO INCLUDED ON ALL CORRESPONDENCE CREATED FOR THE EVENT				
OPPORTUNITY TO GIVE WELCOMING OR CLOSING REMARKS	1			
ACKNOWLEDGEMENT BY LOGO ON ALL TEAM PHOTOS GIVEN TO PLAYERS POST TOURNAMENT	1			
FIRST RIGHT OF REFUSAL TO BE PRESENTING SPONSOR OF THE 2022 PAR 3 SHOOTOUT EVENT	1			
ACKNOWLEDGEMENT BY LOGO ON ALL POWER CARTS	1			
CHEQUE PRESENTATION PHOTO POSTED ON SOCIAL MEDIA	1	1		
FREE TEAM ENTRY FOR YOUR STAFF OR CLIENTS	2	1		
ACKNOWLEDGEMENT ON MEDIA ADVERTISEMENTS (PRINT & RADIO)	ALL	2	1	
ACKNOWLEDGEMENT BY LOGO ON THE EVENT PROGRAM	1	1	1	
ACKNOWLEDGEMENT BY LOGO ON SIGNAGE CREATED FOR THE EVENT	ALL	3	1	
OPPORTUNITY TO HOST AN ACTIVITY	1	1	1	
DISPLAY COMPANY BANNER(S) AT THE EVENT (IN CLUB HOUSE, OUTSIDE OR ONE ON THE COURSE)	3	2	1	ON HOLE
OPPORTUNITY TO GIVEAWAY ONE PROMOTIONAL ITEMS TO GOLFERS (AS APPROVED BY HSFNB)	1	1	2	1
ACKNOWLEDGEMENT ON SOCIAL MEDIA INCLUDING FACEBOOK AND TWITTER	5	3	1	1
OPPORTUNITY TO SET UP A PROMOTIONAL BOOTH (AS APPROVED BY HSFNB)	1	1	1	1
ACKNOWLEDGEMENT BY TITLE AND LOGO ON COURSE SIGNAGE	1	1	1	1
THANKED IN OPENING AND/OR CLOSING REMARKS	1	1	1	



*Thank you
for your support!*

FOR INFORMATION

Meghan Weatherhead
mweatherhead@hsf.nb.ca
 506 634-1620 • 506 651-6626





ROTHESAY
2022 June 13 Open Session FINAL 183
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, May 18, 2022
5:30 p.m.



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

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

ABSENT: CYNTHIA VANBUSKIRK
GEORGE THAMBI

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 April 20, 2022.

MOVED by P. Graham and seconded by S. Richards the minutes of April 20, 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

RECEIVED FOR INFORMATION.

6.2 Solid Waste Tonnage Report

There was a brief discussion regarding the Spring Clean-Up. DO McLean advised FERO provides a list of which items were not collected from each street. Common items ineligible for collection are televisions, dehumidifiers, tires, and appliances. Notification is given to the public that these items are not accepted. Discussion ensued regarding proper methods of disposal for these items.

6.3 Speed Radar Sign Report

DO McLean advised since he has received no other requests than for signs on Highland Avenue, the set on Donlyn Drive will remain until they are required elsewhere. Council. Brown asked if there is evidence that the signs on Gondola Point Road are effective. DO McLean advised the data indicates the average speed in the area is 51 km. It appears the signs offer a measure of speed control but do not dissuade drivers from travelling over the speed limit of 30 km. He reported the signs on Gondola Point Road are approaching the end of their lifespan. A replacement cost of \$10,000 will be proposed during 2023 budget deliberations. Council. Brown proposed conducting a test by removing the signs temporarily to determine if they should remain static or be moved from Gondola Point Road. DO McLean recommended against removing the signs as the average speed could increase from 51 km. Placement of the signs was a Council decision, therefore he suggested a resolution of Council is required for removal. The Committee suggested deactivating the flashing lights temporarily instead. DO McLean said this is an option but no action will be taken until Council has reviewed the meeting minutes.

6.4 Woodland Avenue

- 12 May 2022 Memorandum from DO McLean
- Conceptual renderings of cul-de-sac options on site plan
- 9 May 2022 Resolution of Council
- 20 April 2022 Memorandum from Kennebecasis Valley Fire Chief Michael Boyle

The developer Mr. Brett Taylor, and Brian White the Director of Planning/Development Services (DPDS) were in attendance.

DO McLean explained that Council, in response to traffic concerns and public opposition, resolved to eliminate a road connection between Woodland Avenue and Hampton Road from further consideration for the development. From an access standpoint, the connection was supported by the Kennebecasis Valley Fire Department and conformed to industry best practices. Of the two cul-de-sac options, the configuration with only one cul-de-sac is the more viable option. That said, DO McLean advised the length of Woodland Avenue exceeds industry standards for a cul-de-sac. As a compromise, to respect Council's motion while adhering to safety standards from the National Building Code and National Fire Protection Association Life Safety Code, two options were proposed:

1. Investigating a second access/egress route through another street connection; or
2. Extending Woodland Avenue past the proposed site and constructing a single, curbed, cul-de-sac (near Hampton Road), with a restricted access point – in the public right-of-way adjacent to 93 Hampton Road – for emergency responders. Access would be restricted through retractable bollards controlled by the Kennebecasis Valley Fire Department's (KVFD) Opticom Emergency Vehicle Preemption (EVP) system.

DO McLean explained the Opticom EVP system is utilized by KVFD to communicate with traffic lights to grant temporary right-of-way. He spoke of the advantages of Option 2, noting: an EVP retractable bollard system is efficient (faster and easier to maintain in winter conditions than a gated system), and provides unhindered access for pedestrians and bicycles (aligns with Council's interest in a sidewalk to Hampton Road); it enables secondary access for emergency responders (comparable to the secondary access point in Kennebecasis Park); the EVP system is tested monthly by Town staff; and curb would only be installed around the cul-de-sac, not the entire extension of Woodland Avenue, for winter maintenance and to deter regular traffic but not pose an obstacle for fire trucks (rolled curb is an option).

ROTHESAY

Works and Utilities Committee 2022 June 13 Open Session FINAL_185

Minutes

-3-

18 May 2022

The Committee inquired about: municipal water, retractable bollards, the EVP system, the area near the bollards, winter maintenance, and the curb.

DO McLean responded with the following: the municipal water system will be extended from Hampton Road to service the development (with a fire hydrant near the cul-de-sac); retractable bollards telescope up and down (with an option for a heated tube), whereas a gate requires sufficient room to swing open in the snow; cost of a retractable bollard system is unknown at this time; the EVP system will only be utilized by the fire department (it is unclear if ambulances use the EVP system); measures can be used to disguise the area near the bollards from general traffic (demarcation using gravel, landscaping, turf, etc.); no issues are anticipated for winter maintenance; and at this stage KVFD has not been consulted about Option 2 but it is anticipated curb will not be a hindrance to fire trucks.

Mr. Taylor noted Option 2 is not a bad proposal but inquired about: the parking lot at 93 Hampton Road, the commercial property (95 Hampton Road), other options – different locations of the cul-de-sac (closer to the site) or bollards (to control access to a separate driveway from Hampton Road), and cost. He noted extending the street is necessary for the development, whereas the bollards and the cul-de-sac are not – instead these are proposals to appease Council's desire not to connect Woodland Avenue and Hampton Road.

DO McLean advised: the property owner of 93 Hampton Road was informed the public road right-of-way adjacent to his property may be utilized in the future; fire route signage can be used to prevent vehicles from blocking the access point; construction of the cul-de-sac, to minimum standards, will infringe on the commercial property but access will remain from Hampton Road; the installation of curb around the cul-de-sac reduces its overall footprint – without curb additional space is required for drainage; the resolution of Council clearly stated access to the property is from Woodland Avenue only – this prohibits a separate driveway to the property from Hampton Road (with bollards); and the cul-de-sac and bollards would not be under discussion if not for the proposed apartment building, therefore the cost of these necessary improvements for the development should be incurred by the developer, not the Town.

There was discussion regarding: road surface (a paved road extension and cul-de-sac, and an unpaved secondary access point near 93 Hampton Road); traffic (apartment and construction traffic will travel through Woodland Avenue); and sidewalk/pedestrian connection (from Woodland Avenue to Hampton Road using the existing walking path in the public road right-of-way).

The Committee was amenable to recommending Option 2 in principle, acknowledging that a detailed design is necessary.

MOVED by S. Carter and seconded by S. Richards the Works and Utilities Committee recommends, in principle, Option 2 as follows: extending Woodland Avenue past the proposed site and constructing a single, curbed, cul-de-sac (near Hampton Road), with a restricted access point – in the public road right-of-way adjacent to 93 Hampton Road – for emergency responders, with access restricted through retractable bollards controlled by the Kennebecasis Valley Fire Department's (KVFD) Opticom Emergency Vehicle Preemption (EVP) system.

CARRIED.

Brett Taylor left the meeting.

6.5 Private Lanes Policy

➤ Appendices A & B with Ride Index and Condition Index

The Committee recommended the removal of Knoll Lane and Bartlett Road from Appendix A (maintenance services to be provided) citing poor scores for Pavement Condition Index (PCI) and International Roughness Index (IRI or Ride Index). PCI is a score from 0 – 100 (100 is the best) and Knoll Lane and Bartlett Road received scores of 8 and 5, respectively. The IRI scale ranges from 1-15 (the higher the IRI the worse the road) with Knoll Lane and Bartlett Road achieving a 6.59 and 11.31, respectively. Highmeadow Lane and Miller Lane were also listed as examples of significantly low PCI's (7 and 6), however they are included in Appendix B (ineligible for maintenance services). For clarification, DO McLean advised some ride indexes were not completed because of time constraints, and roads without a PCI score indicate a gravel surface.

There was a brief discussion regarding private lanes on the Rothesay Netherwood School (RNS) property. These areas would be considered ineligible if not for a historic agreement mutually beneficial for both RNS and the Town. If necessary, the Town can raise any concerns regarding service provision through a discussion with the school.

Criteria in the proposed policy deems a road eligible for service provision if its width is sufficient and the existing surface of the road is maintainable without causing damage to Town equipment or that of its contractors. For this reason, Knoll Lane and Bartlett Road may be deemed ineligible for service provision despite adhering to all other criteria. Should these roads be resurfaced either through its owner(s) or a local improvement levy their eligibility for service provision may be restored. Town Manager Jarvie cautioned some private lanes such as Sheryl Drive and Watercrest Road do not have public road right-of-way. If these roads are resurfaced it would require significant coordination with private landowners to transfer ownership to the Town.

Town Manager Jarvie advised staff postponed sending notification letters to property owners, on private lanes, until the PCI and IRI ratings were received, in case there are any changes to Appendices A and B. It was agreed Knoll Lane and Bartlett Road should be removed until the condition of the roads is improved.

7. CORRESPONDENCE FOR ACTION

7.1 29 April 2022 Request for traffic light at Gondola Point Road/Isaac Street intersection
DO McLean advised projects over time have improved sightlines (ex. relocating utility poles) and prepared the intersection for traffic signals should they be required. He proposed conducting a warrant analysis to determine if traffic signals are necessary. The Committee agreed, noting it is a problematic area – the school zone speed limit and nearby pedestrian crosswalk do not provide relief to the intersection.

MOVED by P. Graham and seconded by S. Carter:

1. The Works and Utilities Committee recommends a warrant analysis be conducted for the intersection of Gondola Point Road and Isaac Street;
2. Speed radar signs be placed near the intersection of Gondola Point Road and Isaac Street; and
3. A response be sent to the author.

ROTHESAY

Works and Utilities Committee **2022 June 13 Open Session FINAL_187**

Minutes

-5-

18 May 2022

ON THE QUESTION:

Counc. Brown proposed the collection of data be postponed until after summer (September) when the school year begins.

CARRIED.

8. NEW BUSINESS:

N/A

9. CORRESPONDENCE FOR INFORMATION

9.1 Contract T-2022-001B Asphalt Resurfacing Project

4 May 2022 Report prepared by DO McLean

In response to an inquiry, DO McLean advised the cost of asphalt increased 12% from 2021.

9.2 Equipment Supply – Traffic Signals

4 May 2022 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

9.3 HVAC Purchase

5 May 2022 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

9.4 Truck Purchase

5 May 2022 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

10. DATE OF NEXT MEETING:

The next meeting is scheduled on Wednesday, June 22, 2022.

11. ADJOURNMENT

MOVED by S. Carter and seconded by Counc. Brown the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:36 p.m.

CHAIRPERSON

RECORDING SECRETARY



2022 June 13 Open Session FINAL_188
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : May 24, 2022
RE : (95) Hampton Road/Woodland Avenue

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 18, 2022:

MOVED ... and seconded ... the Works and Utilities Committee recommends, in principle, Option 2 as follows: extending Woodland Avenue past the proposed site and constructing a single, curbed, cul-de-sac (near Hampton Road), with a restricted access point – in the public road right-of-way adjacent to 93 Hampton Road – for emergency responders, with access restricted through retractable bollards controlled by the Kennebecasis Valley Fire Department's (KVFD) Opticom Emergency Vehicle Preemption (EVP) system.

CARRIED.



2022 June 13 Open Session FINAL_189

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : May 24, 2022
RE : Gondola Point Road/Isaac Street intersection

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 18, 2022:

MOVED ... and seconded ...:

1. The Works and Utilities Committee recommends a warrant analysis be conducted for the intersection of Gondola Point Road and Isaac Street;
2. Speed radar signs be placed near the intersection of Gondola Point Road and Isaac Street; and
3. A response be sent to the author.

CARRIED.



ROTHESAY
2022 June 13 Open Session FINAL_190
HERITAGE PRESERVATION REVIEW BOARD MEETING
Rothesay Town Hall Common Room
Wednesday, May 18, 2022 at 7:00 p.m.



PRESENT: LORRAINE FORBES
CATHARINE MACDONALD
SARAH MACKINNON
HOWARD PEARN

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

ABSENT: COUNCILLOR TIFFANY MACKAY FRENCH, CHAIRPERSON
DREW MACARTNEY
RAHA MOSCA

The meeting was called to order at 7:00 p.m.

1. ELECTION OF VICE-CHAIR

DPDS White reported he received an email from Drew Macartney, who was unable to attend the meeting but expressed interest in serving as the Vice-Chair. If there are no other nominations the Board can elect both, Mr. Macartney for the position, and another Board member to chair the meeting in the absence of the Chair and Vice-Chair. DPDS White called three times for nominations from the floor for Vice-Chairperson. No other nominations were put forth, therefore Drew Macartney was elected Chairperson by acclamation. H. Pearn was nominated by the Board, and he agreed, to preside over the meeting in the absence of the Chair and Vice-Chair.

2. APPROVAL OF THE AGENDA

MOVED by S. MacKinnon and seconded by C. MacDonald the agenda be approved as circulated.
CARRIED.

3. ADOPTION OF MINUTES

3.1 Regular Meeting of February 23, 2022

MOVED by L. Forbes and seconded by S. MacKinnon the Minutes of February 23, 2022 be adopted as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

N/A

5. DELEGATIONS

N/A

6. REPORTS AND PRESENTATIONS

N/A

ROTHESAY

7. NEW BUSINESS

7.1 12 Gondola Point Road

Jill Higgins

OWNER:

Tony Rickett (pending sale)

Dr. Aimee Noel

PID:

00256677

PROPOSAL:

Heritage Permit – Accessibility Ramp

The applicant Ms. Higgins, and Michael Black – on behalf of Dr. Aimee Noel – were in attendance. DPDS White summarized the staff report, noting the request is to allow installation of an accessibility ramp. He displayed renderings of the ramp highlighting its location along the parking lot side of the building (not fronting on Gondola Point Road). He noted, and Ms. Higgins confirmed, the railing is not an original element of the building, but the ramp will be designed to blend into the existing porch.

Ms. Higgins explained the intent is to install a barrier-free ramp and restore the building's original use as a medical clinic. In response to an inquiry, she noted the second floor will be utilized as office space for the doctors. C. MacDonald noted maneuverability may be tricky for wheelchairs at the top of the ramp. Ms. Higgins advised the ramp will be designed and constructed to Building Code standards which will be confirmed during the building permit process. H. Pearn asked if railing extensions are required at the bottom of the ramp. Ms. Higgins noted this typically pertains to stairs rather than ramps. DPDS White added the recommendation permits flexibility in terms of width and other details subject to compliance with Building Code requirements. Mr. Black mentioned some minor repairs will be undertaken but the work will be done to match the existing exterior.

MOVED by L. Forbes and seconded by S. MacKinnon the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit for the installation of an accessibility ramp at 12 Gondola Point Road (PID 00256677) subject to the following condition(s):

- a.) All spindles, balustrades, newel posts and related porch railing system details shall be recreated to the extent feasible; and
- b.) The colour of the ramp shall match the existing porch.

CARRIED.

With respect to the medical clinic, Mr. Black relayed that Dr. Noel is a Cardiologist – the number of patients per hour is much less than that of a General Practitioner.

DPDS White thanked the applicant. Ms. Higgins thanked the Board and she and Mr. Black left the meeting.

8. OLD BUSINESS

N/A

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING(S)

The next meeting will be held on **Wednesday, June 22, 2022.**

ROTHESAY

Heritage Preservation Review Board 2022 June 13 Open Session FINAL_192
Minutes

-3-

18 May 2022

Meeting Addendum:

C. MacDonald inquired about work underway at 6 Hampton Road. DPDS White advised the work relates to remediation of the site.

11. ADJOURNMENT

MOVED by S. MacKinnon and seconded by L. Forbes the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:17 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2022 June 13 Open Session FINAL 193

CLIMATE CHANGE ADAPTATION COMMITTEE MEETING

Rothesay Town Hall Common Room

Tuesday, May 24, 2022

5:30 p.m.



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

TOWN MANAGER JOHN JARVIE
RECORDING SECRETARY LIZ HAZLETT

The meeting was called to order at 5:30 p.m. and introductions were made.

1. ELECTION OF OFFICERS

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

It was suggested the flexibility of the Committee's schedule suggests a Vice-Chair may not be needed.

2. APPROVAL OF AGENDA

MOVED by Mayor Grant and seconded by C. Lang the agenda be approved, as circulated.

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

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

3.2 Committee Mandate

A. McAllister mentioned the Works and Utilities Committee discussed Rothesay's Corporate Greenhouse Gas Inventory and Action Plan, and subsequent improvements to Town facilities. She asked if the Climate Change Adaptation Committee will focus on Rothesay's Community Greenhouse Gas and Energy Action Plan. Mayor Grant noted #5 of the Committee mandate, "the role of the municipality in promoting climate change adaptation with property owners" may allude to this task. A. McAllister interpreted #5 as related to development standards and flood protection whereas Rothesay's Community GHG & Energy Action Plan pertains to transportation, or home energy efficiency programs.

Upon request, Town Manager Jarvie explained the Climate Change Adaptation Plan for Rothesay was created through a project initiated by ACAP Saint John at a time when municipalities were encouraged to develop plans for climate change. It was noted the Plan was received in 2021, and it recommended creation of a Climate Change Adaptation Committee. In its initial stages the Committee will review the Plan and decide how to proceed. Over time, in its advisory capacity, the Committee may discuss items referred by Council.

ROTHESAY

4. REPORTS

4.1 Climate Change Adaptation Plan for Rothesay (2021)

Town Manager Jarvie proposed the Committee develop a work plan. He gave a brief overview of the municipal budget schedule and noted any items with financial implications should be confirmed before the fall for budget consideration.

The Committee reviewed Appendix F: Action Register (Strategies 1-3). It was suggested priority be given to Medium-High Risk items as these are the most severe in the Town (there are no High-Risk items). The following was discussed:

Action Item	Status	Comments/Suggestions
#18 Develop a communication strategy for sharing information on Climate Change impacts online	To do	To be completed.
#19 Host public flooding workshops before and after flood events (topics include preparedness actions; after the flood information; and the Town's response)	Interrupted (COVID-19)	A meeting was scheduled in 2020 but cancelled because of COVID-19. Preparations were completed therefore it should be simple to plan an event for next year, if necessary. Opportunity to educate the public on emergency preparedness, and the Town's role (to maintain regular operations, provide aid, and protect Town infrastructure – as opposed to private property).
#20 Education about the role of soft and hard armouring using local areas in Rothesay to demonstrate resiliency (i.e. East Riverside-Kingshurst Park)	To do	Hard armouring is more common throughout the town.
#21 Enforcing existing development permits (WAWA) and educate the public about the significance of natural areas	Ongoing (Provincial/Municipal responsibility)	The Town requires confirmation of WAWA permits; however enforcement is a responsibility of the Department of Environment and Local Government. Opportunity to educate residents on development requirements in flood prone areas (regional partnerships through action item #3). Town Manager Jarvie advised buildings must be constructed 6.5 meters above sea level (In 2100, 7 meters is recommended). Town facilities (new construction), such as the Wastewater Treatment Plant, conform to the 2100 recommendation. However, this requirement protects buildings, whereas WAWA permits protect natural areas.

ROTHESAY

<p>#22 Update and expand the Town's email list to develop a database of emergency contact information for residents</p>	<p>In progress</p>	<p>An email list was created for residents in flood prone areas to share flood predictions and relevant information for each neighbourhood regarding preparedness/mitigation (ex. 10,000 filled sandbags provided by the Town). Discussion ensued noting obtaining filled sandbags, from a contractor, is more cost efficient than purchasing a sandbag-filling machine. The lifespan of filled bags can be extended if stored properly (protected from water and UV rays). If exposed, there is risk of deterioration and contamination, and specific measures must be taken for disposal. 10,000 bags equate to roughly 20% of bags required in 2018. The reduction accounts for mitigation measures undertaken by property owners, and support available from the Province and Federal governments, if required.</p> <p>There are no email lists for other climate related issues, for instance overland flooding (difficult to predict), or fire.</p>
<p>#23 Install educational signage with new green infrastructure projects and in existing resilient areas</p>	<p>In progress</p>	<p>Educational signage posted in Town parks.</p>
<p>#26 Installation of public signage about cyanobacteria (identification and risk reduction)</p>	<p>In progress</p>	<p>Signs were provided by the Province, and installed by the Town, at Renforth Wharf, Jordan Miller Park, and East Riverside-Kingshurst Park.</p>
<p>#24 Host creative competitions within the community to encourage water conservation habits</p>	<p>To do</p>	<p>Campaigns to conserve water were undertaken in the past, but residents tend to regulate consumption following the installation of water meters. Town Manager Jarvie acknowledged water resources are finite, however there are no urgent issues. He added the Town is in the process of increasing its daily groundwater withdrawal limit, for the municipal water system, which includes use for fire protection.</p> <p>There was discussion about a significant portion of properties utilizing wells and a requirement for apartment buildings and commercial properties to connect to the municipal water system.</p>

ROTHESAY

<p>#25 Inform property owners of insurance incentives or develop a municipal incentive for the installation of backwater valves in existing buildings</p>	<p>Ongoing</p>	<p>Backwater valves are mandatory in new construction projects. Installation of backwater valves (existing properties) is strongly encouraged by the Town.</p>
<p>#10 Develop a demonstration site for water harvesting systems such as rain gardens and rain barrels (i.e. Wells Recreation Center, Town Hall)</p>	<p>To do</p>	<p>It was suggested the Wells Recreation Park Building be utilized as an educational site. Signage could be used to showcase sustainable elements such as a geothermal energy system, solar panels, stormwater swales, rain barrels and a rain garden.</p> <p>Educational opportunities could also be sought for more residential-focused water conservation and sustainability measures (i.e. low flow toilets/showerheads, and air leakage prevention).</p>
<p>#9 Implementation of water conservation measures during extended dry periods (i.e. restrictions on water usage, increases to cost of water)</p>	<p>To do</p>	<p><i>See item #24</i></p>
<p>#1 Raise roads and infrastructure at risk to spring freshet flooding (where possible). Informed by the projected 2100 flood level.</p>	<p>Substantially complete</p>	<p>Several roads were raised to improve access to flood prone areas. Despite recommendations to evacuate, property owners prefer to remain and protect their properties. Alexander Avenue could not be raised because of its topography – instead access is achieved through a floating dock. Small sections of Rothesay Park Road and Rothesay Road may need to be raised. Actions were taken to protect Town infrastructure (pumping stations and the Bill McGuire Centre).</p> <p>Opportunity to educate residents on how to protect their properties in a safe manner (for owners and the environment). Concern was expressed property owners quickly turned to armour stone but may have been unaware of its short term effectiveness and detrimental effects on the environment (erosion/loss of land, and loss of cold water habitats by its tendency to draw heat into water).</p>

ROTHESAY

Climate Change Adaptation Committee 2022 June 13 Open Session FINAL_197

Minutes

-5-

24 May 2022

K. Nixon questioned if the Committee is bound by the Action Register or can other initiatives be explored. Chairperson Alexander indicated the Plan is a starting point, but the Committee can discuss other initiatives as they arise.

C. Lang asked if there is public interest in climate change adaptation initiatives, or indifference. Mayor Grant reported receiving comments on the topic, and mentioned Rothesay High School students voiced climate change concerns in a demonstration outside Town Hall. She noted residents may be aware of some issues, for instance increasing severity of storm events or flooding, but not others such as the potential for drought. She reiterated the importance of education.

K. Nixon proposed an opt-in strategy for weekly flyer deliveries. He noted this strategy: is used in Moncton, is less complicated than unsubscribing, and will reduce unnecessary waste and litter. He indicated flyer distributors may be opposed but an informal survey of his neighbourhood suggests residents may be in favour. When questioned, Town Manager Jarvie confirmed a by-law is required. Staff can investigate the process undertaken by Moncton, and other communities, and draft a by-law – to be reviewed by the Committee, and subsequently Council following a recommendation from the Committee.

MOVED by K. Nixon and seconded by Mayor Grant the Climate Change Adaptation Committee recommends Council explore the introduction of an opt-in strategy by-law for flyer distribution.

CARRIED.

There was discussion related to: preparation of the proposed by-law; the Provincial Extended Producer Responsibility Program for packaging and paper products; and educational initiatives – signage for the Wells Building (sustainable initiatives), utilizing existing Town communication channels (cost effective), and engaging schools; and transportation.

C. Lang spoke of an Environmental Fair, held by the former village of Renforth, with exhibitors, speakers, and environmentally friendly offerings (composters). She suggested organizing a similar event would be an inexpensive way to educate, and re-engage an interest in environmental initiatives (ex. recycling) amongst community members.

5. DATE OF NEXT MEETING

It was agreed the next meeting will be scheduled for Tuesday, June 28, 2022 at 5:30 p.m.

The Committee expressed interest in meeting sooner rather than later to establish its framework. Once developed, a quarterly schedule can be maintained. A. McAllister requested the Community GHG & Energy Action Plan Strategy Summary be included on next meeting's agenda.

6. ADJOURNMENT

MOVED by A. McAllister and seconded by Mayor Grant the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:53 p.m.

CHAIRPERSON

RECORDING SECRETARY



2022 June 13 Open Session FINAL_198

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Climate Change Adaptation Committee
DATE : May 27, 2022
RE : Opt-in Strategy By-law for Flyer Distribution

Background:

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Tuesday, May 24, 2022:

MOVED ... and seconded ... the Climate Change Adaptation Committee recommends Council explore the introduction of an opt-in strategy by-law for flyer distribution.

CARRIED.



2022 June 13 Open Session FINAL_199

ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, May 25, 2022 at 6:30 p.m.



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

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
RECREATION COORDINATOR KERI FLOOD
AGE FRIENDLY COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ HAZLETT

ABSENT: JON McEACHERN

TOWN MANAGER JOHN JARVIE
FACILITIES COORDINATOR RYAN KINCADE

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

1. APPROVAL OF AGENDA

MOVED by H. Young and seconded by Counc. Boyle the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of March 22, 2022

MOVED by G. Myles and seconded by Counc. Boyle the meeting minutes of March 22, 2022 be approved as circulated.

ON THE QUESTION:

S. Jennings referenced the letter about active transportation, and asked if the Works and Utilities Committee had an opportunity to discuss it. DRP Jensen noted he will investigate and report back.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

ROTHESAY

Parks and Recreation Committee 2022 June 13 Open Session FINAL_200

Minutes

-2-

25 May 2022

6. UNFINISHED BUSINESS:

N/A

7. CORRESPONDENCE FOR ACTION

N/A

8. NEW BUSINESS

8.1 Parks and Recreation Update

25 May 2022

Report prepared by DRP Jensen

➤ Informational Posters:

- Rothesay Hive Garden Club
- Rotary Club – Help with Spring Chores
- Rothesay’s Age Friendly Celebration (June 1st)
- Rothesay’s Through the Lens Photo Contest

DRP Jensen, K. Flood, and K. Duffley highlighted the following:

- Ball fields and soccer fields are in full operation (geese are not problematic at this time)
- The Rothesay Arena is closed for the season
 - Staff are looking into sanitary sewer repairs and replacing the condenser
- Deficiencies are being addressed at the new Wells ball field (ex. establishment of grass)
- Summer students
 - 8 Parks Department (5 returned and 3 new hires began May 9th)
 - 7 Full Time Lifeguards (all returned)
 - 10 Playground Program counselors
- Concerts on the Common begin July 7th and end in August
- All plots at the Scribner Park Community Garden are rented
- Walk N Talk event with David Goss June 7th (free for the public)
- Sunset Yoga Sessions will return this summer at the Renforth Rotary Park
- Playground Program
 - Registration opened May 24th
 - Return to drop-in/punch pass, rather than daycamp (unique offering to comply with COVID-19 restrictions)
 - Price increase from \$5 to \$6 per session
- Transition from Canadian Red Cross to Lifesaving Society Canada (swim and lifeguarding program). The Canadian Red Cross has shifted its focus to other initiatives.
- Organization has begun for the annual Canada Day Celebration
- Rothesay Hive
 - 83 Members
 - 431 Members of the Facebook Group
 - Age Friendly Celebration June 1st
 - 5 participants for the Garden Club – bounty to be donated to the Kennebecasis Valley Food Basket
 - The Saint John Newcomers Association’s intergenerational “Future Engage” program will operate from the Rothesay Hive
 - Intergenerational activities with Rothesay High School (cribbage)
- Rotary Club program to assist seniors with spring chores is well received
- Rothesay Through the Lens Photo Contest deadline August 24th

ROTHESAY

Parks and Recreation Committee ~~2022 June 13 Open Session~~ FINAL_201

Minutes

-3-

25 May 2022

S. Jennings commented on the displacement of sand at the Rothesay Common playground. He asked if staff must sweep regularly. DRP Jensen confirmed the sand is regularly swept and replenished. Staff have considered less laborious options but feel they would not be as enjoyable as sand is for the kids.

8.2 Wells Community Building

➤ *Addendum: Preliminary Floor Plan*

DRP Jensen reported staff briefly reviewed the floor plan as it was received just before the meeting. He noted the upper floor (for storage, mechanical, and electrical purposes) is new to the concept. He highlighted key components such as: the sheltered terrace/trailhead (gravel) – which presents an opportunity for educational signage; outdoor seating; storage for day camps and rentals (regular and single-use); possible utility connections for outdoor events; washrooms (semi-detached to allow access when the building is closed); air conditioning; and the kitchen. DRP Jensen confirmed the building is comparable in use but smaller in size than the Bill McGuire Centre. He added the design is not finalized; adjustments may be required (ex. how much space for storage is needed). As there are time constraints, he expects construction may begin around July/August. He concluded by noting a Council presentation is scheduled for June 6th.

It was announced this was Chairperson Gallagher's last meeting. On behalf of the Nominating Committee, Counc. McGuire extended appreciation for her six years of service on the Committee.

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, June 21, 2022.

11. ADJOURNMENT

MOVED by S. Jennings and seconded by A. Albert the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:58 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2022 June 13 Open Session FINAL 202
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, June 6, 2022 at 5:30 p.m.



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

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

ABSENT: TRACIE BRITTAIN, VICE-CHAIRPERSON
ELIZABETH GILLIS

RECORDING SECRETARY LIZ HAZLETT

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

1. APPROVAL OF THE AGENDA

MOVED by Counc. Shea and seconded by M. Graham the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of May 2, 2022

MOVED by K. Adams and seconded by Counc. Shea the Minutes of May 2, 2022 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

4.1 29 Grove Avenue

Jill Higgins

OWNER: Jill Higgins

PID: 30231740

PROPOSAL: Home Occupation (Architecture Office)

DPDS White noted the applicant, Ms. Higgins, had a previous commitment and was unable to attend. DPDS noted the following: the application is to allow for a sole practicing architect's office as a home occupation at 29 Grove Avenue, the property is zoned Single Family residential, is over half an acre in size and the application meets the applicable standards as set out in Section 5.3 of Zoning By-law 2-10.

DPDS White introduced the concept of an "office of a professional person" as an acceptable as-of-right use within residential zones, noting that Halifax, as an example, has this in its Zoning By-law. There is a clear definition of "professional person" and DPDS White noted this concept will be brought forward in the new Zoning By-law for a more robust discussion.

ROTHESAY

Planning Advisory Committee 2022 June 13 Open Session FINAL_203

Minutes

-2-

6 June 2022

MOVED by Counc. Shea and seconded by Counc. Mackay French the Rothesay Planning Advisory Committee grants approval to operate a home occupation from the residential dwelling located at 29 Grove Avenue (PID 30231740) as a Conditional Use subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.

CARRIED.

4.2 122 Gondola Point Road &

4 Clark Road

Dave Brown & Russell MacDonald

OWNER:

727547 NB Ltd.

PID:

30262448, 30262430, 00254912

PROPOSAL:

Rezoning 1-24 unit apartment building

The applicants Mr. Brown and Mr. MacDonald were not in attendance. DPDS White advised the proposal is to develop a three storey, 24 unit apartment building on three parcels of land at the corner of Gondola Point Road and Clark Road. He advised the Town is planning upgrades to the intersection and a schematic will be provided at the next meeting. He noted the property was designated high-density residential because of its location at the intersection of Clark and Gondola Point Roads. The following information was reviewed: proposed site plan, landscape plan, building facades and elevations, shadow study and building height. DPDS White noted the following: there is a gully (drainage area) along the western boundary that will need to be incorporated into the final site plan, there is a legacy agreement registered on the property that will need to be discharged and the sidewalk location needs to be reconfigured to connect to the Town infrastructure upgrades planned for the intersection. He further noted there is more work to be done on the file.

The following points were made: what is the setback from Gondola Point Road as this area has been subject to flooding in the past, will the existing house be removed, concerns about site contamination as a former gas station, affordable housing units and increased traffic concerns.

DPDS White advised of the following: the planned intersection upgrade will change the grade in the area and will require detailed engineering work, the existing house will be removed, additional information with respect to the site will be provided at the next meeting, there is no indication affordable housing is being considered but there must be at least one accessible unit for every twenty units, and the two driveways and traffic flow are currently under review.

MOVED by Counc. Shea and seconded by M. Graham the Rothesay Planning Advisory Committee hereby tables the application for a 24-unit apartment building located at the intersection of Clark Road and Gondola Point 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.

CARRIED.

5. OLD BUSINESS

5.1 Holland Hills – Reapplication Request (PIDs 00056614, 00065094, 00056598)

The applicants were not in attendance. There was a lengthy discussion with respect to the relevant section of the Zoning By-law that permits a re-application within one year, more specifically:

Zoning By-law 2-10 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:

- 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.*

DPDS White noted that, when a rezoning is rejected by Council, there is a one-year restriction on re-application, unless the application meets the criteria outlined above. He advised the Committee the decision is not whether the project is a good one or not but whether that has been a change.

Town Manager Jarvie arrived at the meeting.

DPDS White advised that staff do not believe there is enough new evidence or change in conditions to recommend Council accept the application. He summarized the following:

ZONING BY-LAW	ORIGINAL APPLICATION	REVISED PROPOSAL
<p>No further application may be considered by Council for one year if such application:</p>		
<p>concerns the same area of land as the original application</p>	<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</p>

		is very similar to the original proposal.
all significant particulars intends to seek the same zone or obtain the same zoning changes as originally sought;	The original application was rezoned to the R-4 Multi-Unit Residential Zone to permit two six story 48-unit apartment buildings by development agreement.	The revised application is rezoned 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 rezoning, 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.

DPDS White noted that residents from the neighbourhood were heard from by Council at the original hearing and Council subsequently denied the original rezoning application. Staff believe the public should be given some respite and the one-year time period be upheld, noting that the procedural burden placed on the public is not insignificant.

There was a lengthy discussion. A. McMackin suggested the wording in the By-law is ambiguous and does not clearly outline the requirements to consider. Counc. Shea indicated that he believes there has been significant change with respect to the following: reduced from two buildings to one, using only 56.5% of the properties, 5 storeys and not 6, fire lane access is now around the entire building and the installation of a sprinkler system. He further suggested most of Council’s concerns related to the fire protection issues. M. Graham commented that the original application was voted down by Council and the area residents went through the process and those that were originally opposed to the proposal will likely have the same concerns and will not see there has been any significant change.

There was a lengthy discussion with respect to the interpretation of Part 1.2.2 *Rezoning Applications of Zoning By-law 2-10* and whether the intent is to be permissive or restrictive. There was also discussion with respect to process. DPDS White noted the Committee is required under the By-law to provide a recommendation to Council and Council makes the final decision whether to accept or reject the revised application. DPDS White commented the original application raised the following concerns: fire access, traffic, compatibility (height) with homes in the area and general concerns with respect to the project.

Counc. Mackay French commented that Council members on the Committee have a different role at the Council table, noting the Committee is reviewing the application and Council needs to also listen to the concerns of the residents and consider all aspects of the project. DPDS White agreed that the responsibility of the Committee is to dig into the Zoning By-law when considering its recommendations.

ROTHESAY

DPDS White suggested the section was included in the By-law to provide the public with some comfort and reassurance that due process will be followed and there are clear rules to be followed by both the public and the developer. A. McMackin suggested if that were the case, there would be no need for the two subsections to be included for consideration.

DPDS White noted the recommendation in the report was written in the negative and he directed the Committee's attention to the revised motion provided on the screen. Staff are recommending the motion be defeated and the one-year time period be upheld (defeat the motion). Further clarification was provided – if the Committee wants Council to accept the revised application, they would vote in favour of the motion. If the Committee wants to uphold the one-year time period, they should vote against the motion.

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.

Town Manager Jarvie offered the following information: **Part 1.2.2 Rezoning Applications** was included in Zoning By-law 2-10 to provide closure once a decision has been made by the Planning Advisory Committee and by Council. The process is clear to the public and everyone involved in it. Applications require the judgement of Council with the benefit of advice from the Planning Advisory Committee. He also noted there are many decisions that are subject to appeal under the *Community Planning Act* but this decision is not one of them, so this is the only course of appeal for a developer to follow.

A. McMackin thanked Town Manager Jarvie for his input and clarification.

TABLED ITEMS

Tabled February 5, 2018 – no action at this time

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

Tabled September 8, 2020 – no action at this time

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

6. CORRESPONDENCE FOR INFORMATION

N/A

7. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, July 4, 2022.**

ROTHESAY

Planning Advisory Committee **2022June13OpenSessionFINAL_207**

Minutes

-6-

6 June 2022

8. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:20 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY MEMORANDUM



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

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 6th, 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:

2022June13OpenSessionFINAL_210

- 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 5th 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









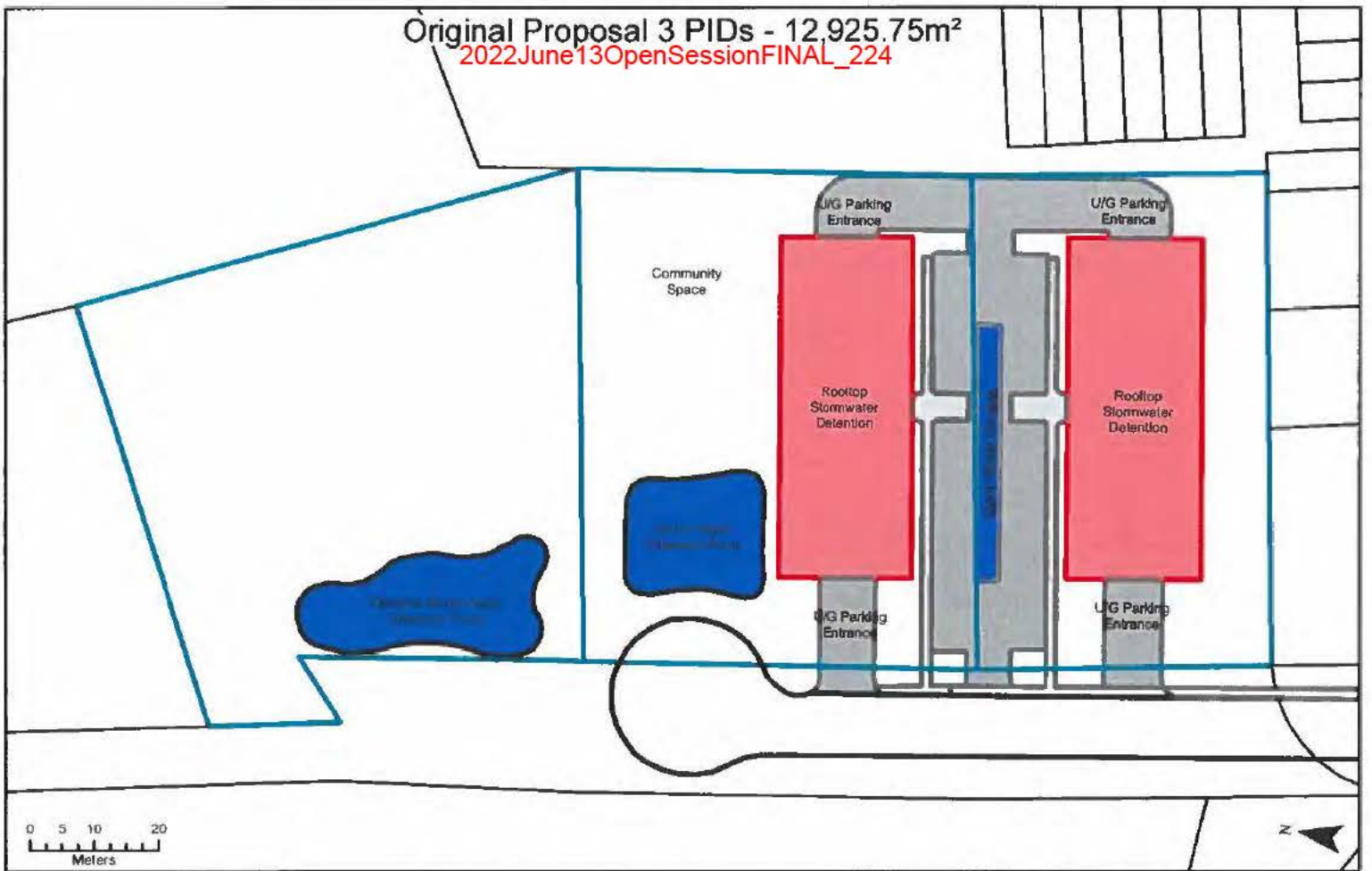




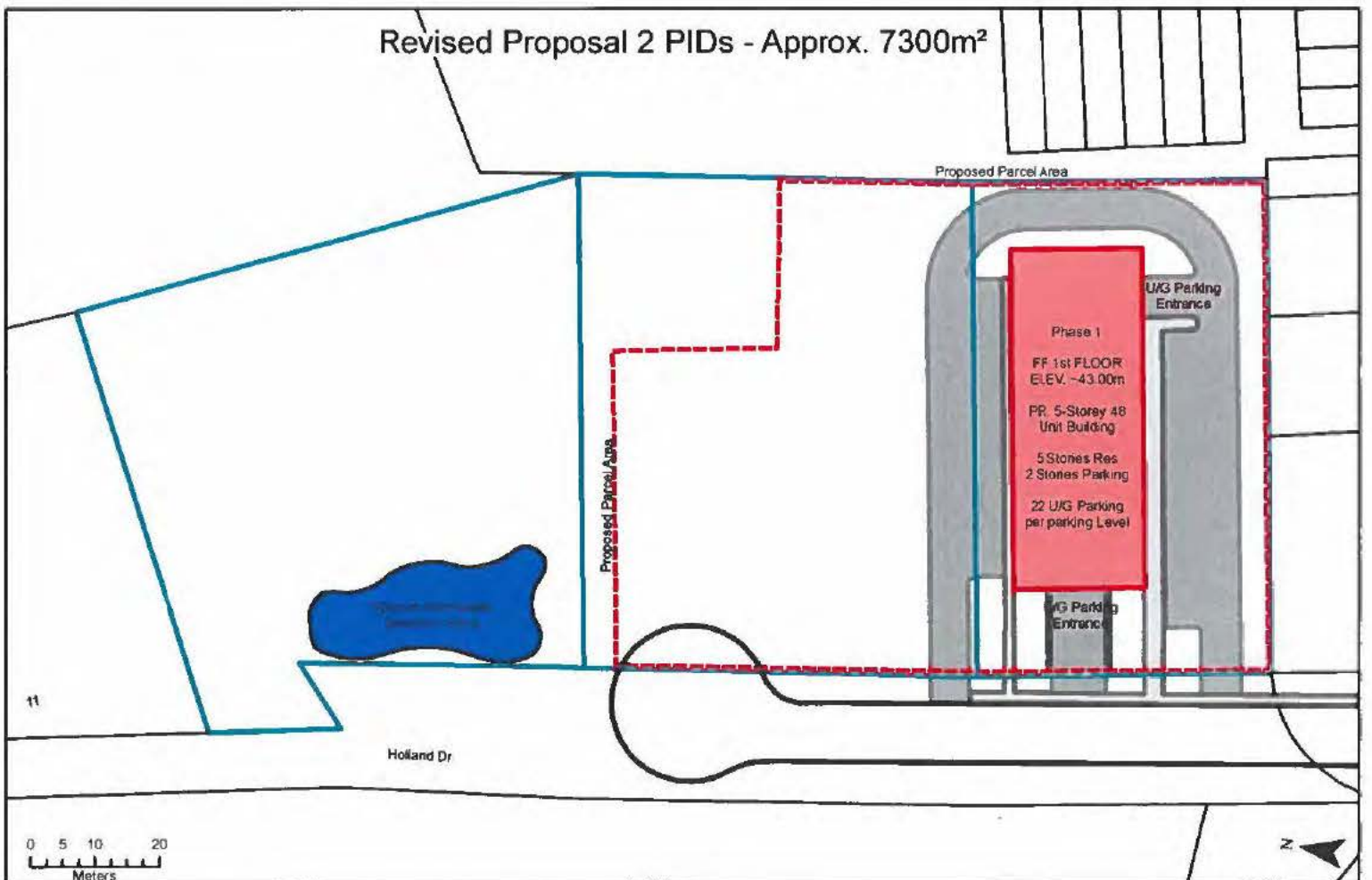




Original Proposal 3 PIDs - 12,925.75m²
2022 June 13 Open Session FINAL_224



Revised Proposal 2 PIDs - Approx. 7300m²



Original Proposal Two (Six Story) Buildings

2022June13OpenSessionFINAL_225



Revised Proposal One (Five Story) Building





2022June13OpenSessionFINAL_226

BUILDING PERMIT REPORT

5/1/2022 to 5/31/2022

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/03/2022	BP2022-00028	2 BRIDLE PATH LN	IN GROUND POOL	\$80,000.00	\$580.00
05/11/2022	BP2022-00031	24 SIMONE ST	DECK	\$20,000.00	\$145.00
05/25/2022	BP2022-00044	46 CLARK RD	ABOVE GROUND POOL	\$15,000.00	\$108.75
05/25/2022	BP2022-00045	46 CLARK RD	DETACHED GARAGE	\$55,000.00	\$398.75
05/30/2022	BP2022-00046	12 GONDOLA POINT RD	DECK	\$50,000.00	\$362.50
05/11/2022	BP2022-00047	2 PETERS LANE	STORAGE SHED	\$4,500.00	\$36.25
05/11/2022	BP2022-00050	48 IONA AVE	ABOVE GROUND POOL	\$9,500.00	\$72.50
05/13/2022	BP2022-00051	1 ROSALIE COURT	IN GROUND POOL	\$65,000.00	\$471.25
05/26/2022	BP2022-00052	9 MARK AVE	DECK	\$9,500.00	\$72.50
05/17/2022	BP2022-00053	61 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$39,400.00	\$290.00
05/26/2022	BP2022-00055	37 JOSHUA ST	ABOVE GROUND POOL/DECK	\$20,000.00	\$145.00
05/27/2022	BP2022-00059	13 FLORENCE DR	DETACHED GARAGE	\$60,000.00	\$435.00
05/26/2022	BP2022-00060	11 ROBIN LANE	SIDING	\$15,000.00	\$108.75



2022 June 13 Open Session FINAL 227

BUILDING PERMIT REPORT

5/1/2022 to 5/31/2022

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/27/2022	BP2022-00061	12 DOBBIN ST	WINDOWS	\$5,400.00	\$43.50
05/30/2022	BP2022-00062	9 RIVER RD	DECK	\$2,000.00	\$20.00
05/31/2022	BP2022-00064	165 GONDOLA POINT RD	DECK	\$5,200.00	\$43.50
05/31/2022	BP2022-00065	91 ERISKAY DR	FENCE	\$600.00	\$20.00
Totals:				\$456,100.00	\$3,353.25
Summary for 2022 to Date:				\$2,264,132.00	\$16,525.00

2021 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,462,198.00	\$10,692.25
Summary to Date:	\$3,057,340.00	\$22,943.50

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 8 June 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 30/04/22*	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
	Turnbull Ct sewer replacm't Phase II	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		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	420,000		Grove Avenue at Hampton Road installation tender on June agenda
	Fleet/Equipment	615,000	47%	Sweeper purchased and in service
	Buildings	85,000		HVAC installation on June agenda
	Information Technology	125,000	10%	Inc new photocopier, booking software
	Town Hall HVAC	100,000	10%	
	Parks Equipment	200,000		Mowers in service
	Pickle Ball Courts	50,000		
	Renforth park concrete walkway	15,000		
	Fitzgerald Field fencing	6,000		
	Arena	\$2.0M		
	Turnbull Ct sewer replacement Ph II	\$1.0M		Tender awarded, waiting for permit approvals
	Water quantity	100,000		pending
	Water model update	100,000		pending
	Water Treatment Train expansion	550,000		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.

A meeting of the Board of Trustees, Kennebecasis Public Library was held on April 20, 2022 at 6:30pm via Zoom.

In Attendance: Mrs. L. Hansen, Chair; Ms. E. Greer, Vice-Chair; Ms. N. Emerson, Secretary; Mrs. A. Watling, Treasurer; Mr. A. Maxwell, Mrs. S. Webber, Mr. K. Winchester

Regrets: Mr. D. Shea

Absences: Mr. N. Donovan

Call to Order: Mrs. Hansen called the meeting to order at 6:31 pm.

Approval of Agenda

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

Disposition of Minutes

Mr. Maxwell moved to approve the minutes of the March regular meeting. Mr. Winchester seconded, and the motion carried.

Communications

- a. Petition to Intact for expediated shipping
 - i. The petition to Intact (now with KPL's insurance broker's assistance) has been placed on hold as the carpet has been shipped and any further alterations to delivery plans may result in delays.

Report of the Librarian

Ms. Emerson presented her report to the board, including staff reassignments during the library flood repairs, and the temporary hold on volunteers, on-calls, and the return of student clerks. Ms. Emerson also described the programming initiatives underway in April and May.

Ms. Emerson updated the board about the state and storage of collections while repairs are ongoing, and communications measures taken since the March board meeting.

As all COVID protocols are lifted, there are no developments to report.

Mrs. Webber moved to accept the Librarian's Report. Mr. Maxwell seconded, and the motion carried.

Financial Statement

Mrs. Watling presented the financial report, outlining the expenditures thus far in 2022. Ms. Emerson provided details on how the library is responsible for 73% of HST payments on repairs, and that these payments will be recouped as the library is a charitable organization. Discussion ensued.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. In lieu of a facility manager's report, Ms. Emerson shared the timeline of events and repairs since the March board meeting. Discussion ensued.

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

New and Unfinished Business

Mrs. Hansen reviews the drafted staffing proposal and next steps for transmission to GNB. Discussion ensues.

Ms. Emerson describes progress toward designing and installing a vertical garden on the library patio, funded by a Fundy Library Region grant for sensory and physical literacy projects.

Adjournment: As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 7:06 pm.

Next Meeting: The next meeting is scheduled for May 25, 2022 at 6:30pm.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board



ROTHESAY MEMORANDUM



TO : Mayor and Council
 FROM : Town Clerk Banks
 DATE : 20 May 2022
 RE : (95) Hampton Road/Woodland Avenue Rezoning

RECOMMENDATIONS:

- Council give Reading in its Entirety to By-law 2-10-29, "A By-law to Amend the Zoning By-law"
- Council give 3rd Reading, by Title, and Enactment to By-law 2-10-29, "A By-law to Amend the Zoning By-law"
- Council authorize the Mayor and Clerk to enter into an agreement, as amended, to allow for the development of a 36-unit apartment building on land located of Woodland Avenue (PIDs 00242271, 30130348, 30020051, 30130355 – to be consolidated)

Background:

The Planning Advisory Committee passed the following motions at its regular meeting on Monday, May 3, 2022:

MOVED by T. Brittain and seconded by Kelly Adams the Planning Advisory Committee recommends Council enact BY-LAW 2-10-29 to rezone land located off Woodland Avenue (PIDs 00242271, 30130348, 30020051, 30130355, 30130330 – to be consolidated) from Single Family Residential – Standard Zone [R1B] to the Multi- Unit Residential Zone [R4] for a 36-unit apartment building, subject to the execution of a Development Agreement as amended.

NAY vote from Counc. Shea.

CARRIED.

MOVED by T. Brittain and seconded by M. Graham the Planning Advisory Committee recommends Council authorize the Mayor and Clerk to enter into an agreement, as amended, to allow for the development a 36-unit apartment building on land located off Woodland Avenue (PIDs 00242271, 30130348, 30020051, 30130355, 30130330 – to be consolidated).

NAY vote from Counc. Shea.

CARRIED.

As Council will recall, the Planning Advisory Committee recommended that Clause 11 of the draft Development Agreement be amended to read as follows:

11. *The Developer agrees to carry out and pay for the entire actual cost to construct improvements within the Woodland Avenue public street right-of-way as approved by the Town Engineer.*

April 12 Public Hearing version of Clause 11:

11. *The Developer agrees to carry out and pay for the entire actual cost to construct, within the Woodland Avenue public street right-of-way from the existing end of asphalt through to Hampton Road, pavement, thickness and materials to the width, depths, and densities as approved by the Town Engineer.*



**BY-LAW 2-10-29
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)**

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

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-29”.

The purpose of the amendment is to rezone lands located off Woodland Avenue and Hampton Road from Single Family Residential – Standard Zone [R1B] to the Multi-Unit Residential Zone [R4] for a 36-unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act, supra.

FIRST READING BY TITLE : 9 May 2022
SECOND READING BY TITLE : 9 May 2022
READ IN ENTIRETY :
THIRD READING BY TITLE :
AND ENACTED :

MAYOR

CLERK

Attachment - Bylaw 2-10-29

2022June13OpenSessionFINAL_233



2022-02-03, 10:48:35 AM

1:800

Buildings

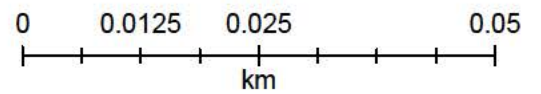
- Commercial
- Residential

Zoning

- CC
- R1B
- R4

Property Boundary

- Property Boundary



Rothesay

DEVELOPMENT AGREEMENT

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

Parcel Identifier of Parcels Burdened by Agreement: 00242271, 30130348, 30020051, 30130355, 30130330
(min 3600 square meters to be consolidated)

Owner of Land Parcels: **KV Properties Ltd.**
1 Magnolia Lane
PO Box 100
Rothesay, NB
E2E 3L2 (Hereinafter called the "Developer")

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

a body corporate under and by virtue of the Local Governance Act, RSNB 2017, Chapter 18, located in the County of Kings and Province of New Brunswick

WHEREAS the Developer is the registered owner of certain lands located off Woodland Avenue (PIDs 00242271, 30130348, 30020051, 30130355, 30130330) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Developer is now desirous of entering into a development agreement to allow for the development of thirty-six (36) unit apartment building on the Lands as described in Schedules B through E. (herein after called the "Project")

AND WHEREAS Rothesay Council did, on **INSERT DATE**, authorize the Mayor and Clerk to enter into an agreement with KV Properties Ltd. to develop a residential apartment building on the Lands.

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in the consideration of the mutual covenants and agreements herein expressed and contained, the parties hereto covenant and agree as follows:

1. The Developer agrees that the total number of residential units situated on the Lands shall not exceed thirty-six (36) residential apartment units.

Schedules

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

Site Development

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

opinion of the Development Officer, is generally in conformance with Schedules B to E.

Architectural Guidelines

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

Storm Water

6. The Developer shall carry out, subject to inspection and approval by Town representatives, the installation of a storm water system as per Schedule E of this agreement. The Developer agrees to accept responsibility for all costs associated such installation including the following:
 - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water from the entire developed portion of the lands to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer; and
 - b. Topsoil and hydro-seeding of shoulders of roadways.
7. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water system such plans, as required by the Town, that shall conform with the design schematics and construction standards of the Town, unless otherwise acceptable to the Town Engineer.
8. The Developer agrees that all roof leaders, down spouts, and other storm water drains from the building, parking lot and landscape features shall not be directed or otherwise connected or discharged directly without attenuation to the Town's storm water or sanitary collection system.
9. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Municipal Streets

10. The Town agrees that the design and engineering to complete the public street from Woodland Avenue from to Hampton Road shall be the responsibility of the Town.
11. *The Developer agrees to carry out and pay for the entire actual cost to construct improvements within the Woodland Avenue public street right-of-way as approved by the Town Engineer.*

~~The Developer agrees to carry out and pay for the entire actual cost to construct, within the Woodland Avenue public street right of way from the existing end of asphalt through to Hampton Road, pavement, thickness and materials to the width, depths, and densities as approved by the Town Engineer.~~

12. The Developer agrees to provide signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick

ensuring that applicable codes and standards have been met and that the work was completed and utilizing such materials as in accordance with the terms of this Agreement and approved specifications.

13. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to the Town in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.

Municipal Sidewalks

14. The Developer shall carry out and pay for the entire actual cost of a public sidewalk and associated barrier curbing as required to comply with Town standards within the Town right-of-way and extending the sidewalk from the proposed building to the intersection of Woodland Avenue and Hampton Road, subject to inspection and approval by Rothesay's Engineer, including the following:
 - a. supply and maintenance of for a period of one (1) year the topsoil, sod, landscaping and the planting of street trees located every 10 meters, or an equivalent number planted in locations approved by the Town, along the length of the public road right-of-way where such trees are as follows:
 - b. Not smaller than six centimetres (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by the Development Officer.

Water Supply

15. 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.
16. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of thirty-six (36) residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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

23. 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.
24. 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.
25. 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.
26. 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.
27. 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.

Indemnification

28. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.00) including a project wrap-up liability policy (with no less than 24 months coverage after project completion). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The previously mentioned insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

29. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **KV Properties Ltd.**, 1 Magnolia Lane, PO Box 100, Rothesay, NB, E2E 3L2 and to the Town if delivered personally or by prepaid mail addressed to **ROTHESAY**, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

30. 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

31. 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.
32. Notwithstanding the preceding paragraph (31) 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.
33. 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

34. 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.
35. 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

36. 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

37. 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

38. 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

39. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

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

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

Witness:

KV Properties Ltd.

Brett Taylor, Director

Witness:

Rothesay

Nancy E. Grant, Mayor

Witness:

Mary Jane E. Banks, Clerk

SCHEDULE A

PID: | 00242271, 30130348, 30020051, 30130355, 30130330 (TO BE CONSOLIDATED)

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Brett Taylor
 1 Magnolia Lane
 PO Box 100
 Rothesay, NB, E2E 3L2

Office Held by Deponent: **Director**

Corporation: KV Properties Ltd.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2022

I, BRETT TAYLOR, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "BRETT TAYLOR" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,
 in the County of Kings,)
 and Province of New Brunswick,)
 This ___ day of _____, 2022)

BEFORE ME:)

)

 Commissioner of Oaths)

 BRETT TAYLOR

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;
6. That the attached instrument was executed by me and NANCY E. GRANT, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. The signature "NANCY E. GRANT" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of 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;
8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

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

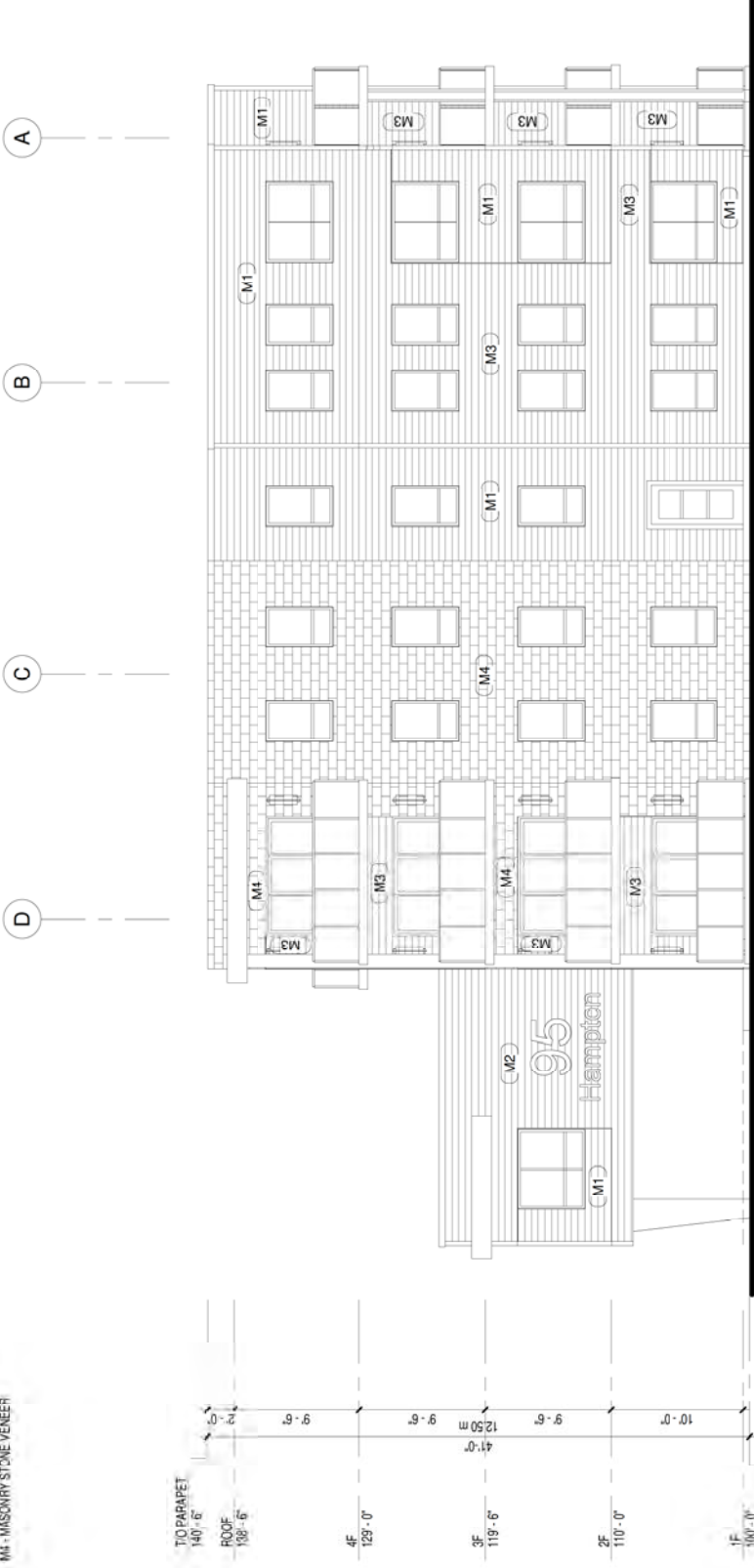
BEFORE ME:)

Commissioner of Oaths)

MARY JANE E. BANKS

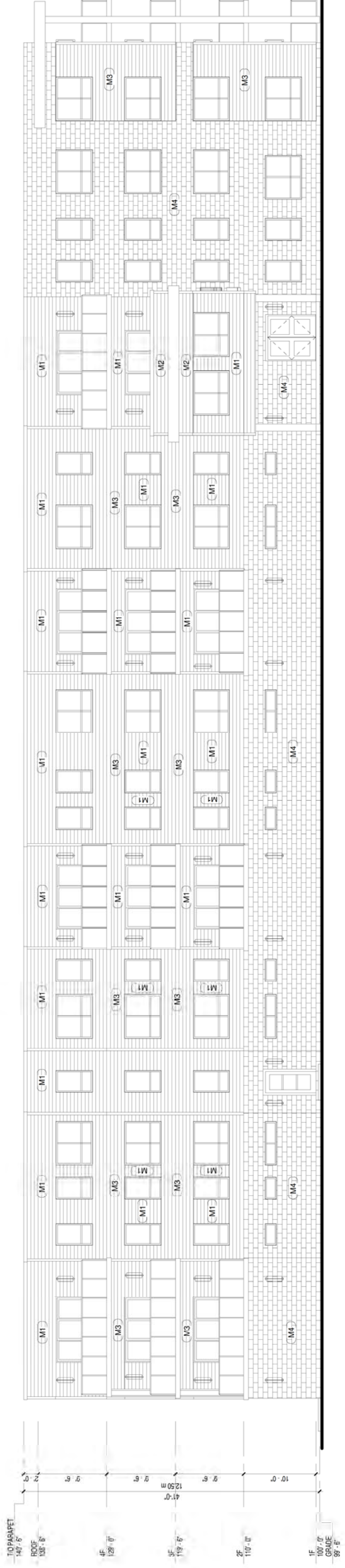
MATERIALS:

- E-VACT MATERIAL COLORS AS PER OWNER
- M1 - HORIZONTAL METAL SIDING COLOR 1
- M2 - HORIZONTAL METAL SIDING COLOR 2
- M3 - METAL SIDING (TEAK)
- M4 - MASONRY STONE VENEER



EAST ELEVATION

1/8" = 1'-0"



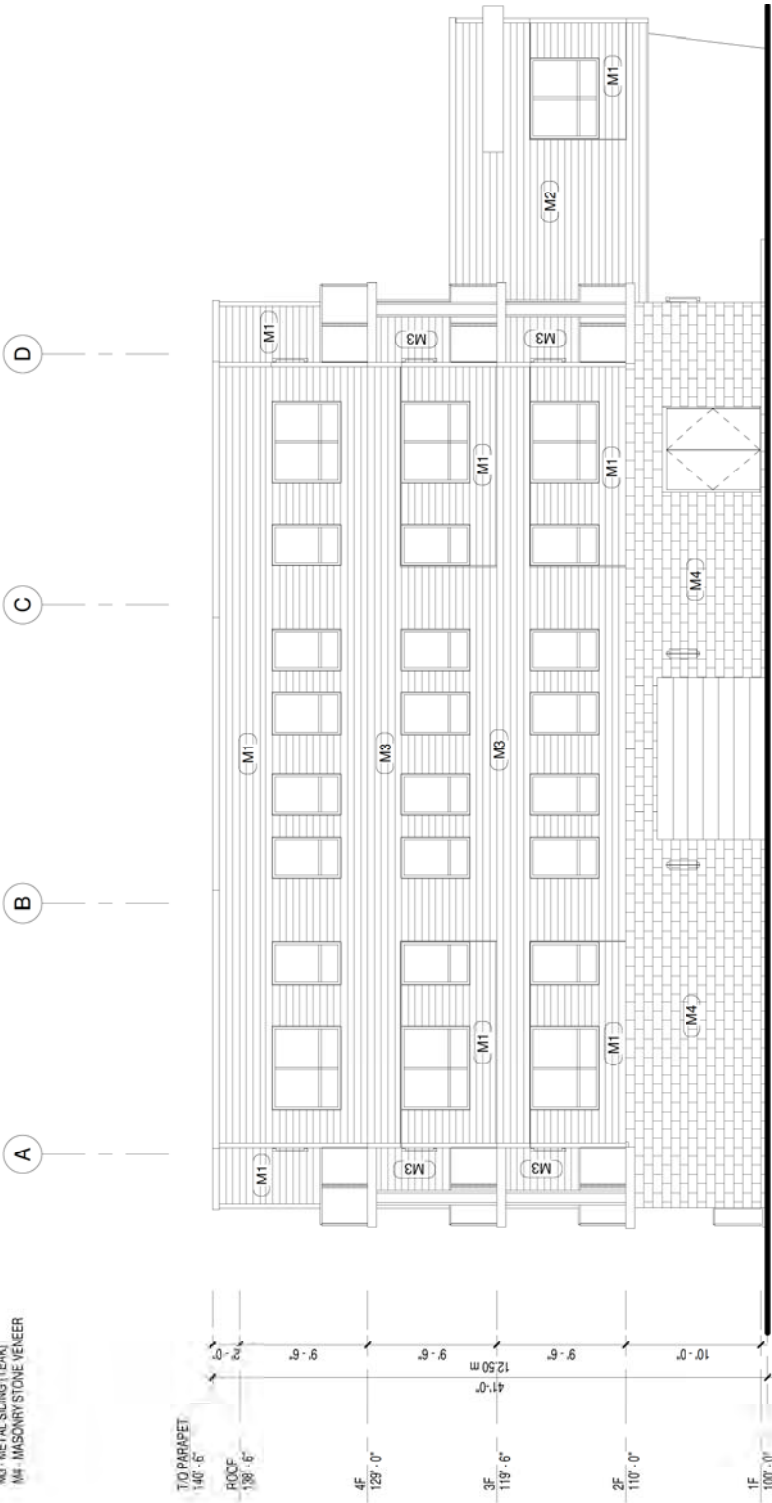
SOUTH ELEVATION

1/8" = 1'-0"

MATERIALS:

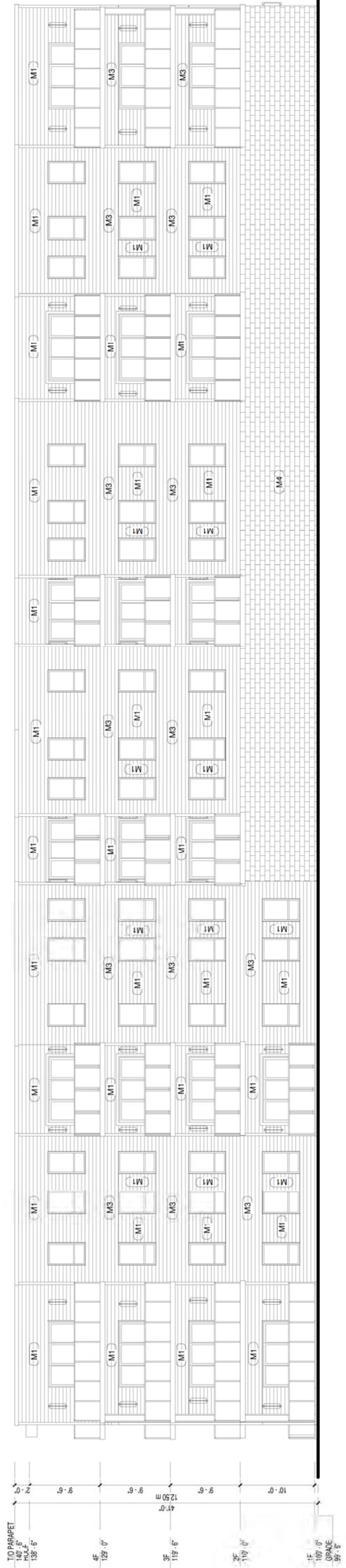
EXACT MATERIAL COLORS AS PER OWNER

- M1 - HORIZONTAL METAL SOUNG COLOR1
- M2 - HORIZONTAL METAL SOUNG COLOR2
- M3 - METAL SOUNG (TEAK)
- M4 - MASONRY STONE VENEER



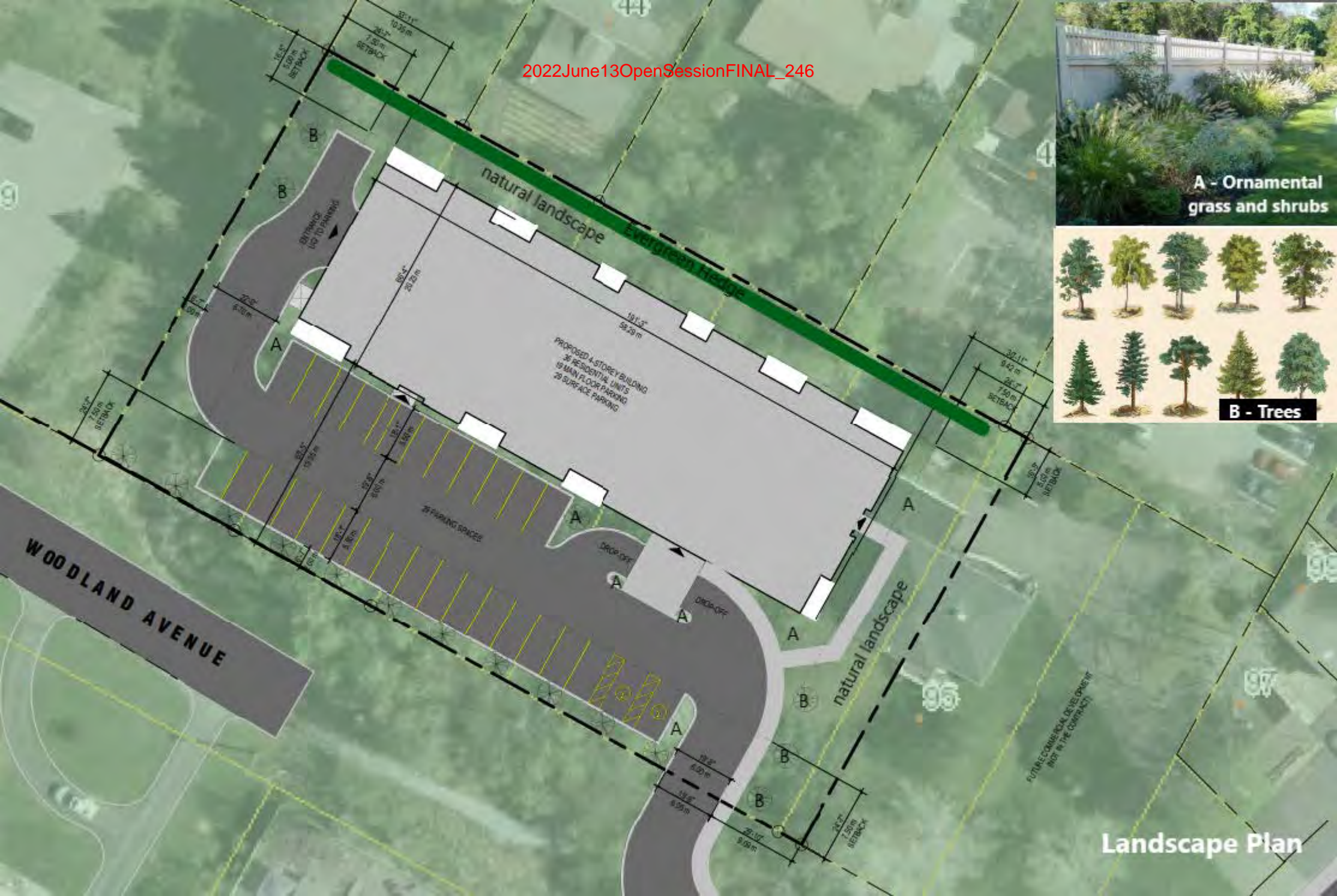
WEST ELEVATION

1/8" = 1'-0"



NORTH ELEVATION

1/8" = 1'-0"



A - Ornamental grass and shrubs



B - Trees

Ref: 21292-StormwaterReview

January 27, 2022

Mr. McLean,

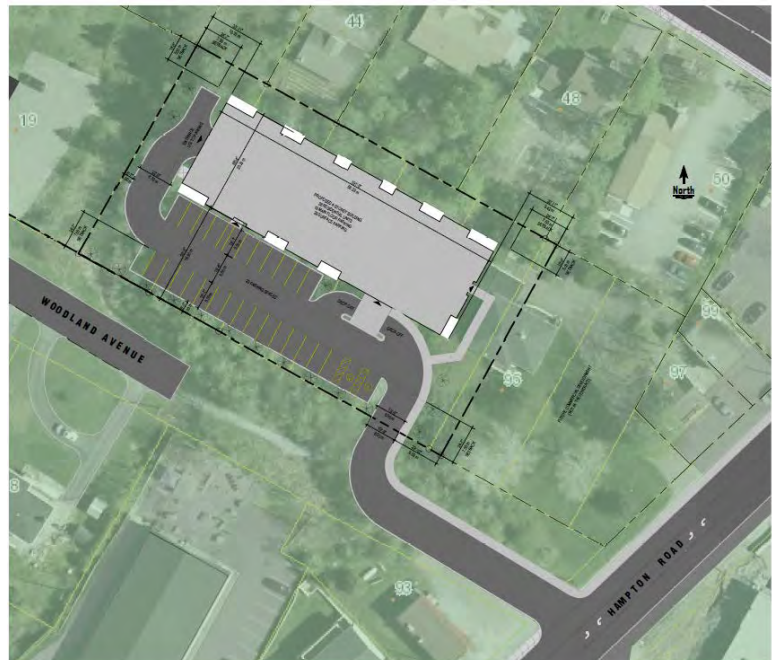
Re: 95 Hampton Road - KV Properties- Stormwater Review

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

We have been provided with a revised conceptual site plan prepared by Spitfire Design Co. dated December 16, 2021 and this review is limited to details shown on this site plan.

Existing Site

The existing site can be characterised as a generally flat area with an existing single family residence in the front area and wooded area in the rear of the site. The existing site sheet drains north to the northern edge of the property away from Hampton Road.



There is a ditch/swale along the western side of Woodland Avenue which discharges to the northern edge of the site where it flows northeast along the rear of the site towards Clark Road and enters a piped storm network.

Stormwater Management Approach

The proposed site plan shows a new driveway leaving Hampton Road and entering the site, and a new building sitting on the northern portion of the site adjacent to the new parking area.

There is some discussion about the driveway changing to an extension of Woodland Avenue, but this would not change the overall approach to stormwater management.

The new site would be designed to perform stormwater management to limit peak flows to pre

development levels. Water draining from the parking areas would be directed to a Stormscepter to provide treatment of water quality. Below are preliminary design ideas for how this will be achieved.

The new building has a flat roof. We would plan to detain water on the roof of the building using flow controllers on the roof drains. Typically we design this system to pond the equivalent of 100mm of water in a 100 year event.

The new parking area would be designed to have a catch basin system which will collect the water and direct it to a Stormscepter, then discharge to the northern side of the property. The parking lot around the catch basins will be graded to create “ponds” at the catch basins and Inlet Control Devices (ICD’s) will be installed on the catch basins to limit peak flows into the piped system. This results in water ponding on the parking area in peak rain events.

Following detailed design and once modelling of these two approaches has been completed, if additional measures are required to reduce peak flows we would look at either a traditional stormwater management pond at the northwestern corner of the property, or underground storage under the parking areas.

Closing

We trust this is sufficient for your present needs. Please feel free to contact the undersigned at 506.636.2136 or at at@dmse.ca for any additional information or clarification.

Yours truly,

Don-More Surveys & Engineering Ltd.



Andrew Toole, NBLS, P.Eng.



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Banks
DATE : 20 May 2022
RE : 145 Hampton Road Rezoning

RECOMMENDATIONS:

- Council give 2nd Reading, by Title, to By-law 2-10-30, "A By-law to Amend the Zoning By-law"
- Council give Reading in its Entirety to By-law 2-10-30, "A By-law to Amend the Zoning By-law"
- Council give 3rd Reading, by Title, and Enactment to By-law 2-10-30, "A By-law to Amend the Zoning By-law"
- Council authorize the Mayor and Clerk to enter into an agreement, as amended, more specifically a more detailed landscaping plan, to allow for the development a 43-unit / mixed used commercial apartment building at 145 Hampton Road (PIDs 00243097 and 30266845).

BACKGROUND:

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

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

CARRIED.

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

CARRIED.

Council passed the following motion at the May 9, 2022 Council meeting:

MOVED by Counc. Lewis and seconded by Counc. Brown a detailed landscaping plan be provided by the developer, inclusive of berms, trees, and shrubs, to be added to the development agreement; and further a bond be secured to ensure specifications of the landscaping plan are followed.

ON THE QUESTION:

When questioned, DPDS White advised a timeline for construction of the berm can be stipulated in the development agreement.

CARRIED.



**BY-LAW 2-10-30
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:

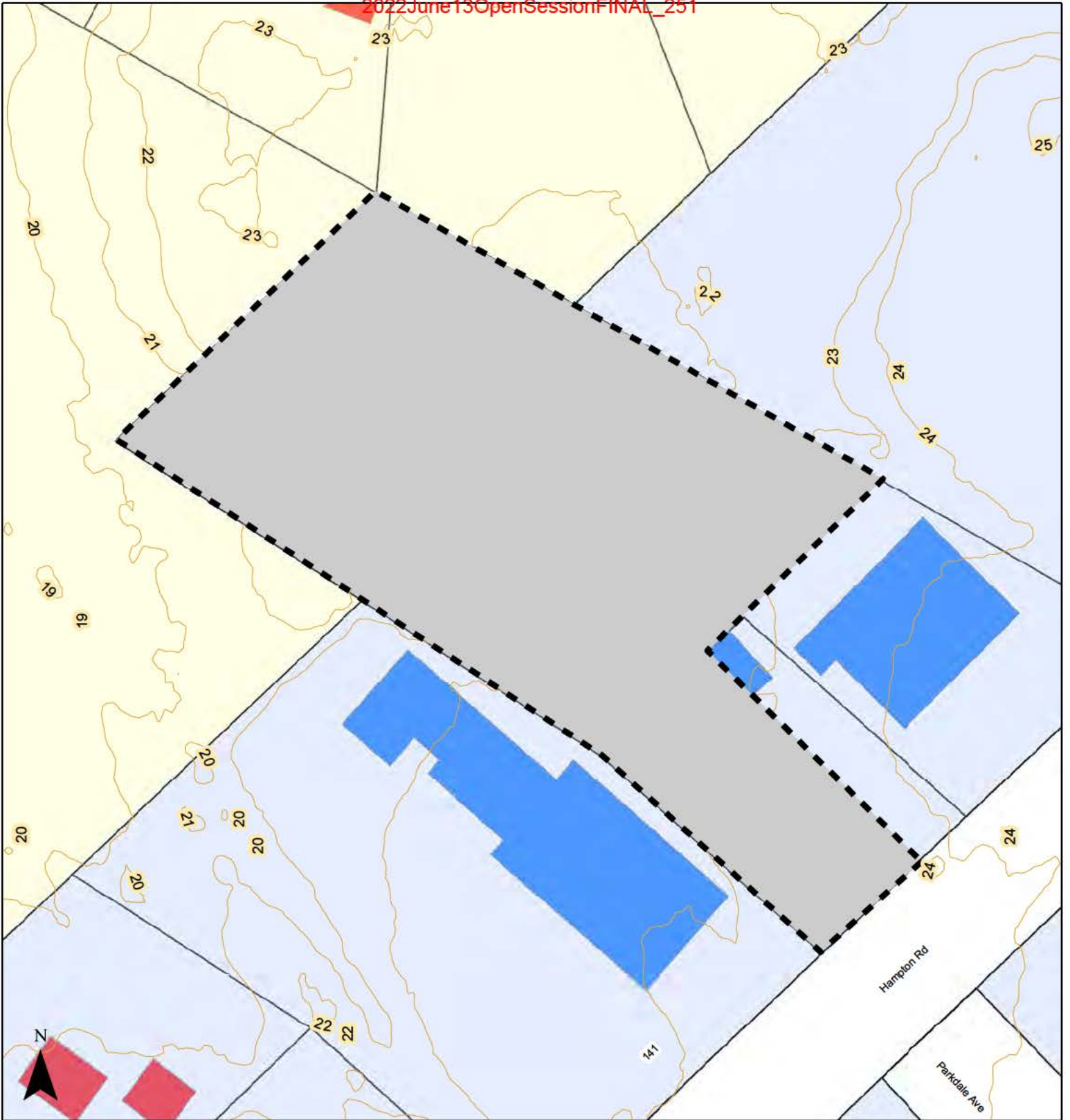
That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-30”.

The purpose of the amendment is to rezone land located at 145 Hampton Road from Central Commercial to the Multi-Unit Residential Zone [R4] for a mixed used commercial and residential apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act, supra.

FIRST READING BY TITLE : 9 May 2022
SECOND READING BY TITLE :
READ IN ENTIRETY :
THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK



2022-02-18, 11:16:20 AM

Property Boundary

 Property Boundary

Buildings

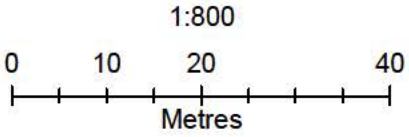
 Commercial

 Residential

Zoning

 CC

 R1B



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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 13, 2022

TO: Mary Jane Banks, Town Clerk

SUBMITTED BY:

Brian White, Director of Planning and Development Services

DATE: 3 June 2022

SUBJECT: 145 Hampton Road - DEVELOPMENT AGREEMENT – LANDSCAPE
PLAN

RECOMMENDATION REPORT

RECOMMENDATION

Council authorize the Mayor and Clerk to enter into an agreement, as amended, more specifically a more detailed landscaping plan, to allow for the development a 43-unit / mixed used commercial apartment building at 145 Hampton Road (PIDs 00243097 and 30266845).

ORIGIN

At the regular meeting of May 9, 2022 Rothesay Council passed the following motion:

MOVED by Counc. Lewis and seconded by Counc. Brown a detailed landscaping plan be provided by the developer, inclusive of berms, trees, and shrubs, to be added to the development agreement; and further a bond be secured to ensure specifications of the landscaping plan are followed.

ON THE QUESTION:

When questioned, DPDS White advised a timeline for construction of the berm can be stipulated in the development agreement.

CARRIED.

AMENDED AGREEMENT

As requested by Council the developer did supply a revised landscaping plan to Staff. Staff reviewed the submitted plan with the Town Manager and the Town's Parks Coordinator and comments were returned to the developer. Subsequently a revised plan (Attachment A) was returned to Staff and that plan is now replaces the previous landscape plan in the Draft development agreement.

Staff note that many of the requested changes such as tree species selection, location, etc were implemented by the developer. The developer also responded to Staff questions or observations as follows:

Staff Question	Applicant Response
1. The apartment units facing 149 and 147 HAMPTON RD have no landscaping or fencing offering them privacy can you address these areas.	The end apartments do not face Hampton Road. The primary living spaces and outside areas (decks) face away (parallel with) Hampton Road. The decks have a privacy wall so someone on the deck is not visible from Hampton Road, as shown on the floor plans and in the rendering. The windows you see on the end of the building are secondary living space windows only.
2. The plan indicated Sod/Seed meaning either. however, we would want the public facing area from the Hampton Road frontage to the building sodded.	Yes, the intent was to use sod in the upfront visible areas and hydro-seed in the back not-so-visible areas.
3. Grading does not seem to be fully considered and the landscaping does not indicate the swales and drainage of the land.	A drainage plan has not been done by Civil yet. That comes with detailed design drawings. The drawings provided are only conceptual at this stage. Typically, landscape plans are reflective of what happens with the grading so we'll revisit the landscape plan at the proper time and submit more detailed drawings once we have all the information.
4. Do you think the privacy hedge and partial fence with Mr. Johnston's property is sufficient?	The project meets the Town's Bylaws as far as screening residential properties from commercial and so we believe it is adequate.
5. We understand that the plan was not prepared by a professional landscaping technician and accordingly issues such as how to design and protect trees from winter plowing, etc. have not been fully considered. We suggest you consider reviewing this with a landscape technician we could also make it a requirement of the agreement that such a plan be produced once the project was approved.	The trees are spaced sufficiently apart to allow snow storage between them. There's also space for snow storage at the end of the parking lot and adjacent to the fire truck turning. If as a last resort, snow removal from the site is required, the developer has the resources to do so. As for protection from plowing, the trees on the building side of the drive are behind a curb, on the other side, like everywhere else, due diligence by the plow operator.
6. Lastly are you planning a street sign? If so, please show a landscaping detail on how the tree and sign would work together.	At this point no sign is intended at Hampton Road. The building canopy signs will likely be visible from the street.

TIMELINE:

The development agreement states that the developer can occupy the building upon completion without having completed the landscaping if they supply a security deposit in the amount of one hundred twenty percent (120%) of the estimated cost to complete the landscaping. Once the security has been received the developer has 6 months to complete the landscaping after which

the Town would have the ability to complete the work using the security. As well, Staff have amended the draft agreement to include the following addition to PART 4:

4. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with Schedules B, C, D and E, in addition to the following requirement:

a) The landscape fencing and screening along the northern corner of the property (Schedule D) shall be completed no later than completion of the building's foundation phase and prior to the beginning of the framing phase of the exterior walls.

Rothesay

DEVELOPMENT AGREEMENT

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

Parcel Identifier of Parcels Burdened by Agreement: 30266845, 00243097
(to be reconfigured / consolidated)

Owner of Land Parcels: **Propertystar Inc.**
11 Elliot Road
Quispamsis, NB
E2G 2B5 (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 145 Hampton Road (PIDs 30266845, 00243097) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Developer is now desirous of entering into an development agreement to allow for the development of a forty-three (43) unit apartment building with ground floor commercial space 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 **PROPERTYSTAR INC.** to develop a mixed use commercial 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 area of ground floor commercial use space shall not exceed 486 square meters and that the total number of residential units situated on the Lands shall not exceed forty-three (43) apartment units and the.

Schedules

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

Site Development

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

4. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with Schedules B, C, D and E, **in addition to the following requirement:**
 - a) **The landscape fencing and screening along the northern corner of the property (Schedule D) shall be completed no later than completion of the building's foundation phase and prior to the beginning of the framing phase of the exterior walls.**

Architectural Guidelines

5. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development, which exhibits an architectural design that reinforces the community character and that is generally consistent with the existing styles of housing in Rothesay. The Developer agrees to ensure the following:
 - a. The architectural design of the building shall be, in the opinion of the Development Officer, generally in conformance with Schedule C.
 - b. All exterior mounted ventilation and related mechanical equipment, including roof mechanical units, shall be concealed by screening in a manner to reduce clutter and negative impacts on the architectural character of the building.
 - c. The use of commercial fascia signage shall be prohibited; and
 - d. Awning signs, under awning signs, and projecting signs shall be the permitted forms of signage as specified in Rothesay's Signage By-law, as amended from time to time.

Storm Water

6. The Developer shall carry out, subject to inspection and approval by Town representatives, the installation of a storm water system as per Schedule E of this agreement. The Developer agrees to accept responsibility for all costs associated such installation including the following:
 - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water from the entire developed portion of the lands to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer; and
7. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water system such plans, as required by the Town, that shall conform with the design schematics and construction standards of the Town, unless otherwise acceptable to the Town Engineer.
8. The Developer agrees that all roof leaders, down spouts, and other storm water drains from the building, parking lot and landscape features shall not be directed or otherwise connected or discharged without attenuation directly to the Town's storm water or sanitary collection system.
9. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Sidewalks

10. 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 Hampton Road, subject to inspection and approval by Rothesay's Engineer:

Water Supply

11. 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.
12. The Town agrees to supply potable water for the purposes and for those purposes only for ground floor commercial uses not exceeding 486 square meters and a total number forty-three (43) two-bedroom apartment units and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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

19. 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.
20. 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.
21. 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.
22. 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.

23. 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

24. 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.
25. 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

26. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.00) including a project wrap-up liability policy (with no less than 24 months coverage after project completion). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The previously mentioned insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

27. 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 **Propertystar Inc.**, 11 Elliot Road, Quispamsis, NB, E2G 2B5 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

28. 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

29. 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.
30. 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.

31. 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

32. 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.
33. 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

34. 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

35. 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

36. 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

37. 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:

Propertystar Inc.

Mark Hatfield, Director

Rothesay

Witness:

Nancy E. Grant, Mayor

Witness:

Mary Jane E. Banks, Clerk

SCHEDULE A

PID: | **30266845, 00243097**
(PIDS TO BE RECONFIGURED / CONSOLIDATED)

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Mark Hatfield
11 Elliot Road
Quispamsis, NB
E2G 2B5

Office Held by Deponent: **Director**

Corporation: **PROPERTYSTAR INC.**

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2022

I, MARK HATFIELD, 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 "MARK HATFIELD" 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)

MARK HATFIELD

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;
6. That the attached instrument was executed by me and NANCY E. GRANT, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. The signature "NANCY E. GRANT" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of 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;
8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
Rothesay, in the County of Kings,
and Province of New Brunswick,
This ___ day of _____, 2022

BEFORE ME:

Commissioner of Oaths

MARY JANE E. BANKS

PROPERTYSAR 145

145 HAMPTON ROAD

R O T H E S A Y , N E W B U R U N S W I C K

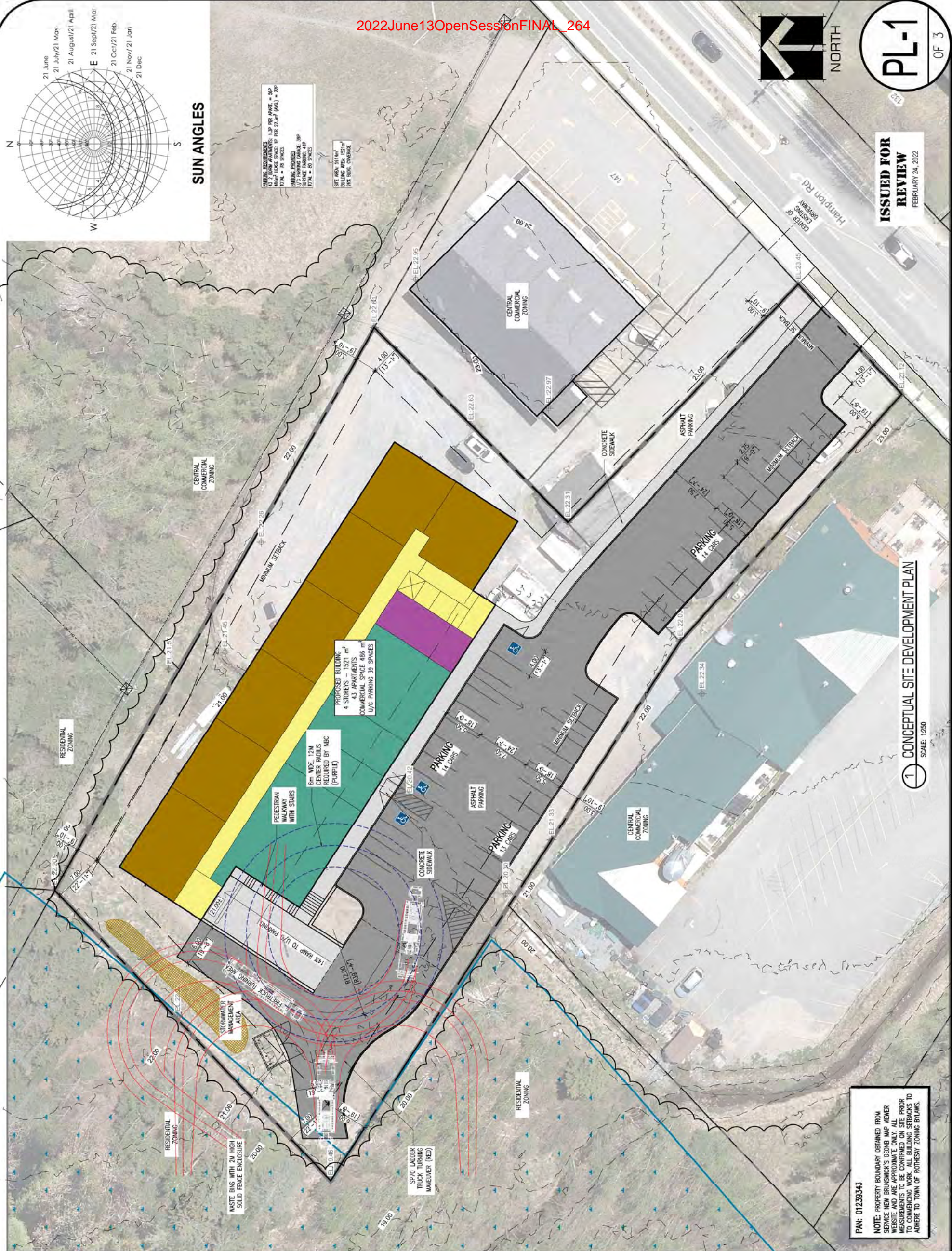


Polyline Designs
 RESIDENTIAL / COMMERCIAL BUILDING DESIGN
 SITE AND LANDSCAPE DESIGN
 ARCHITECTURE
 PLANNING AND TRADING SERVICES

MONROE OFFICE: 435 LESLIE STREET, MONROE, LA 70130
 METairie OFFICE: 1000 PINE ST., METairie, LA 70001
 SUSSEX OFFICE: 437 PICKLEBURY ROAD, PICKLEBURY, NB EH4 5JF
 WWW.POLYLINEDESIGNS.CO.UK

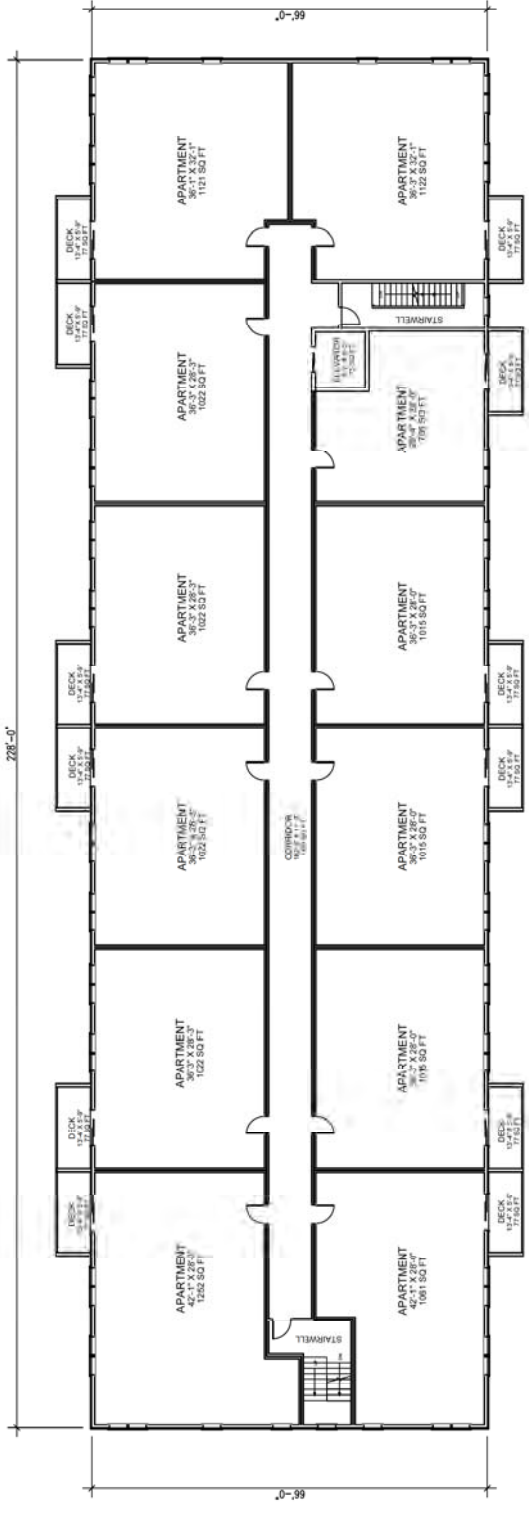
PAN: 01239343

NOTE: PROPERTY BOUNDARY OBTAINED FROM SERVICE NEW BRUNSWICK'S GOING MAP REVER MESSAGE AND ONE APPROXIMATE ONLY. SITE PRIOR TO COMMENCING WORK. ALL BUILDING STRUCKS TO ADHERE TO TOWN OF ROTHESAY ZONING BYLAW.

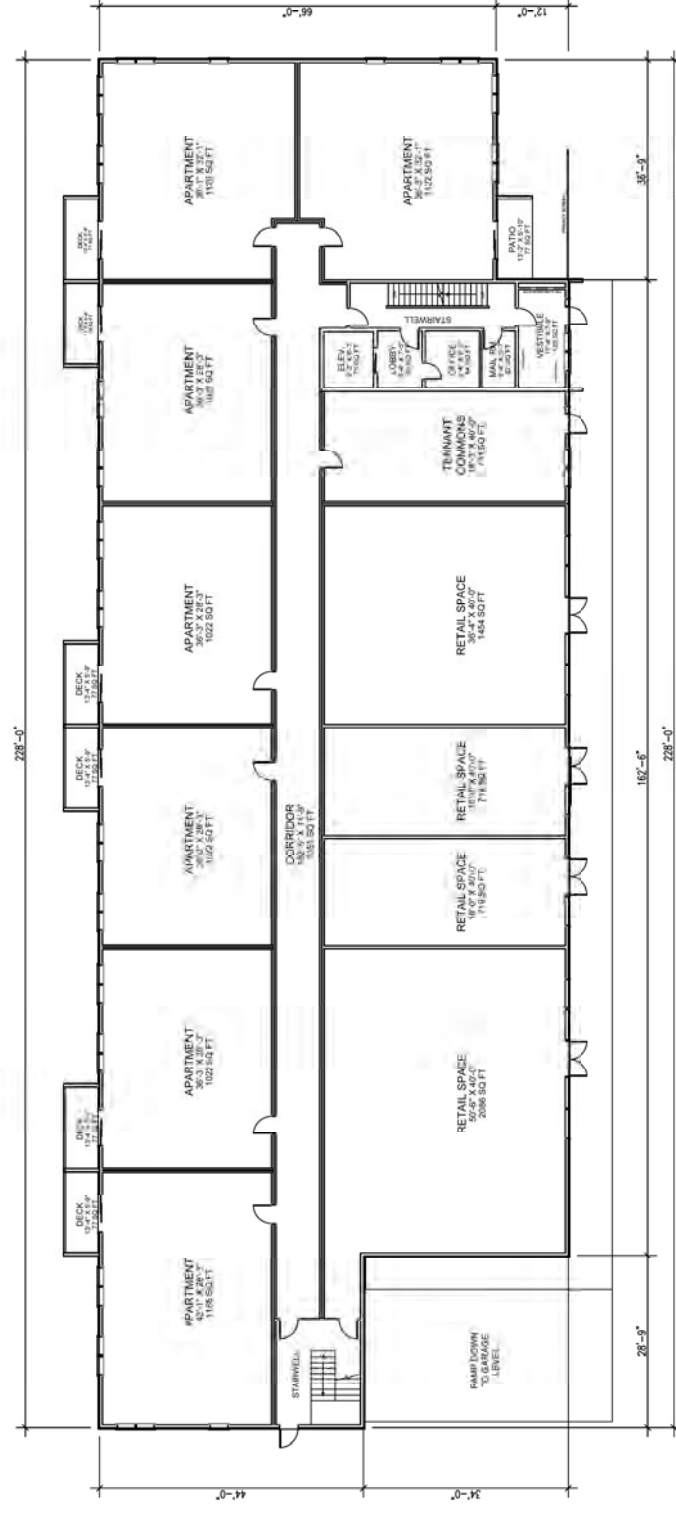


P R O P E R T Y 1 4 5

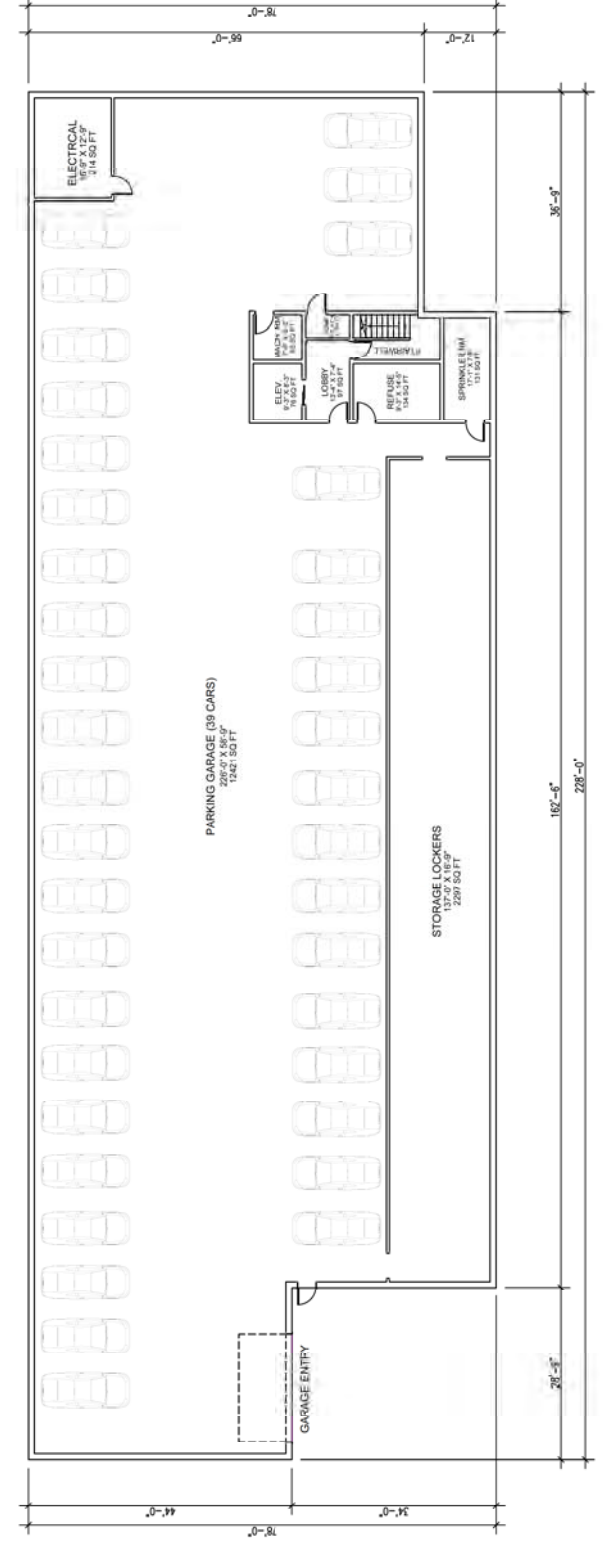
1 4 5 H A M P T O N B R U N S W I C K



3 LEVEL-2, 3, 4 FLOOR PLAN
 SCALE: 1/16"=1'-0"
 FLOOR AREA 15,048 S.F.
 12 APARTMENTS



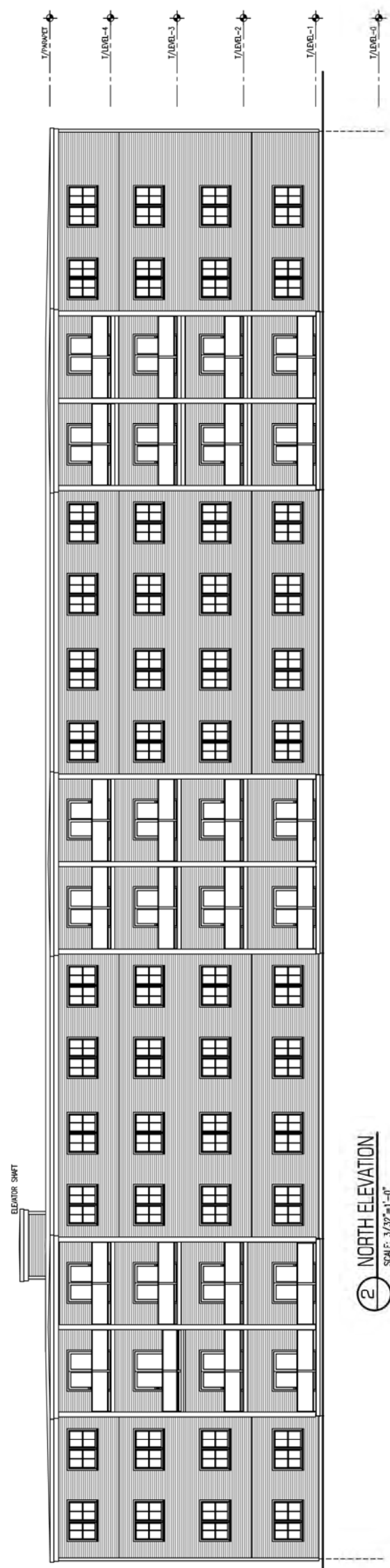
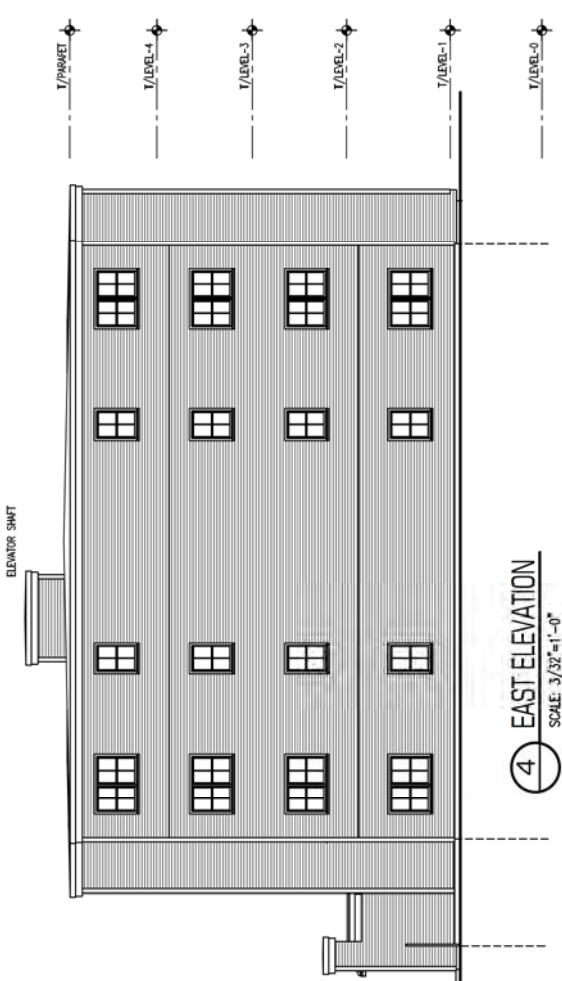
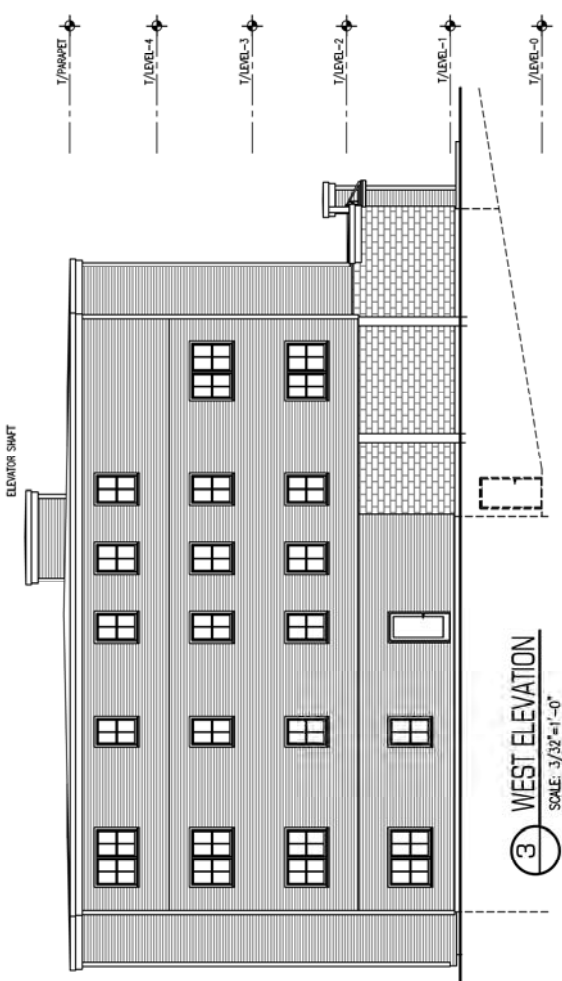
2 LEVEL-1 FLOOR PLAN
 SCALE: 1/16"=1'-0"
 FLOOR AREA 16,365 S.F.
 7 APARTMENTS
 TENANT COMMONS 731 S.F.
 RETAIL SPACES 4,978 S.F.



1 LEVEL-0 FLOOR PLAN
 SCALE: 1/16"=1'-0"
 FLOOR AREA 16,365 S.F.
 39 VEHICLE PARKING SPACES

PROPERTYS 145 145 HAMPTON ROAD ROTHESAY, NEW BRUNSWICK

Polyline Designs Inc.
 RESIDENTIAL / COMMERCIAL BUILDING DESIGN
 SITE AND LANDSCAPE DESIGN
 ARCHITECTURE AND INTERIOR DESIGN
 CONSTRUCTION AND TRAFFIC SERVICES
 MONROE OFFICE: 605 LESLIE STREET, MONROE, NJ 07066
 TEL: 508.850.8833 x 1 E: info@polylinedesigns.com
 SUSSEX OFFICE: 437 POQUILLY ROAD, POQUILLY, NJ 08451
 SUSSEX TEL: 508.434.1157 x 1 E: info@polylinedesigns.com
 WWW.POLYLINEDSIGN.COM

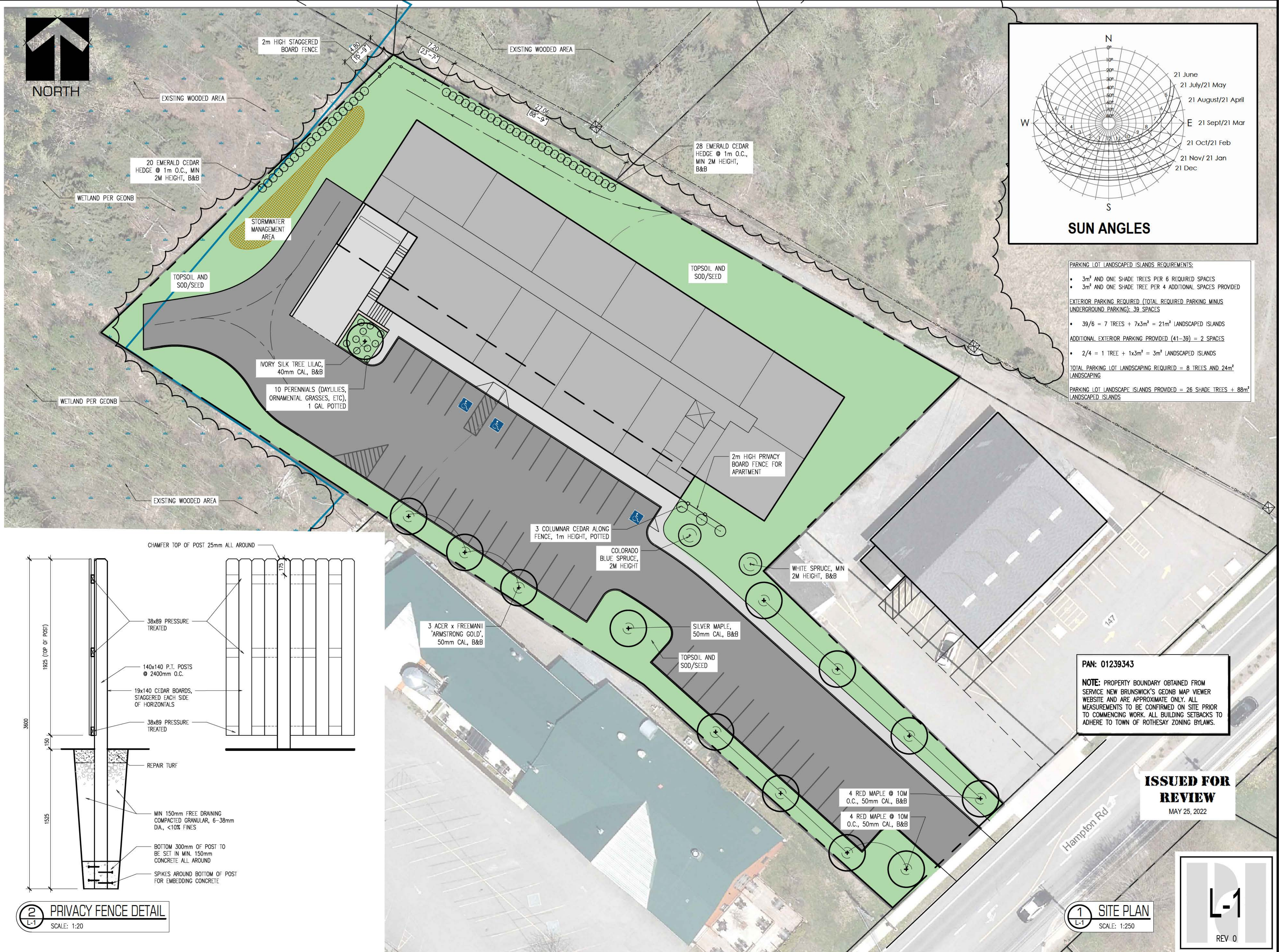


PROPERTY STAR 145

145 HAMPTON ROAD
ROTHESAY, NEW BRUNSWICK

Polyline Designs Inc.
BUILDING AND SITE DESIGN SERVICES

MONCTON OFFICE: 506.850.3630
SUSSEX OFFICE: 506.434.1157
melissa@polylinedesigns.ca kelly@polylinedesigns.ca
WWW.POLYLINEDESIGNS.CA



Ref: 21358-StormwaterReview

January 14, 2022

Mr. McLean,

Re: 145 Hampton Road - Homestar - Stormwater Review

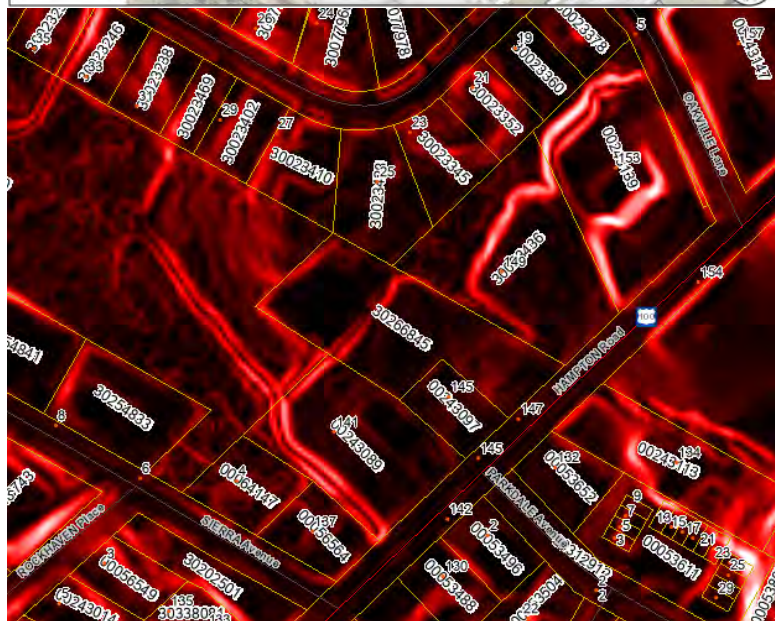
Don-More Surveys & Engineering Ltd. (Don-More) has been engaged to perform a high level review of a proposed development at the above address relative to a stormwater management strategy.

We have been provided with a revised conceptual site plan prepared by Polyline Designs dated January 13, 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 two existing buildings. The front area of the site is an asphalt parking area. The rear portion of the site is gravel. The rear area is bisected by a drainage channel flowing southwest from the vacant property at 149 Hampton Road. This drainage channel connects with a larger channel flowing northwest along the southern side of 141 Hampton Road and the combined channel flows northwest into an existing wetland area which eventually drains into Salmon Creek.



Stormwater Management Approach

The proposed site plan shows the new building sitting on the northern portion of the site and

lying on top of the existing drainage channel. This channel would need to be rerouted along the northern and western sides of the new building.

The new site would be designed to perform stormwater management to limit peak flows to pre development levels. Water draining from the parking areas would be directed to a Stormscepter to provide treatment of water quality. Below are preliminary design ideas for how this will be achieved.

The new building has a flat roof. We would plan to detain water on the roof of the building using flow controllers on the roof drains. Typically we design this system to pond the equivalent of 100mm of water in a 100 year event.

The new parking area would be designed to have a catch basin system which will collect the water and direct it to a Stormscepter, then discharge to the western corner of the property. The parking lot around the catch basins will be graded to create "ponds" at the catch basins and Inlet Control Devices (ICD's) will be installed on the catch basins to limit peak flows into the piped system. This results in water ponding on the parking area in peak rain events.

Following detailed design and once modelling of these two approaches has been completed, if additional measures are required to reduce peak flows we would look at either a traditional stormwater management pond at the western corner of the property, or underground storage under the parking areas.

Closing

We trust this is sufficient for your present needs. Please feel free to contact the undersigned at 506.636.2136 or at at@dmse.ca for any additional information or clarification.

Yours truly,

Don-More Surveys & Engineering Ltd.

Andrew Toole

Andrew Toole, NBLs, P.Eng.



2022June13OpenSessionFINAL_270

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 9 June 2022
RE :

Recommendation:

It is recommended Council refer the Rothesay Drainage Network Review – Design Report to staff for consideration in preparing the 2023 capital budget.

Background

The previously circulated report entitled: Rothesay Drainage Network Review – Design Report sets out a major program to alter the drainage system in the Marr Road area. The data will be incorporated into the Town's geographic information system and otherwise made available for future reference such as with respect to development approvals. There will be an analysis of the video investigation carried out to date and possibly additional work recommended. It is intended that staff review the document and define a series of projects to implement the recommendations over the next several years.

Liz Hazlett

From: Mary Jane Banks
Sent: May 12, 2022 10:05 AM
To: Shining Horizons Therapeutic Riding Association
Cc: Doug MacDonald; Liz Hazlett
Subject: RE: Request for Mayor & Council
Attachments: 2019GrantsDonationsPolicy.pdf

Good morning Mr. Ryan and thank you for your email requesting to present to Rothesay Council.

It is not clear if your presentation is to update Council on your organization or if you are seeking funding. I have attached a copy of the Grant application if you are, in fact, seeking funding. The completed application can be returned to my attention and it will be forwarded to Council.

The next meeting of Rothesay Council will be held on Monday, June 13 at 7:00 p.m.

I would advise of the following:

1. Presentations to Council are limited to **TEN** minutes, unless extended by motion of Council, or on invitation from the Mayor.
2. I require any additional documentation (or powerpoint presentation and/or grant application if applicable) **NO LATER THAN Wednesday, June 8, 2022 at 12 noon** in order to provide it to Council prior to the meeting.

PLEASE NOTE: There is a 10Mb restriction on attachments. If you are able, please provide any documentation (including powerpoint presentations) by **PDF only**.

If you wish to appear as a delegation at the June meeting, please let me know. If you have any questions, please feel free to contact me at your convenience~

Enjoy your day~

MaryJane

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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

*Cc Treasurer Doug MacDonald
Admin Assistant Liz Hazlett*

From: Shining Horizons Therapeutic Riding Association <admin@shininghorizons.ca>
Sent: May 11, 2022 3:04 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Request for Mayor & Council

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

Please find attached a request to present on behalf of Shining Horizons Therapeutic Association.

Thank you

--

Dave Ryan
Executive Director
Shining Horizons Therapeutic Riding Association
1690 Redhead Road, Saint John, NB, E2P 1K4

www.shininghorizons.ca



1680 Red Head Road
Saint John, New Brunswick E2P 1K4

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

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. _____

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

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

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



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Nominating Committee
DATE : 20 May 2022
RE : Committee Appointments

RECOMMENDATION:

- Council appoint Dr. Jean-François Légaré to the Parks and Recreation for a term to expire December 31, 2024
- Council appoint Christiane Vaillancourt to the Planning Advisory Committee for a term to expire December 31, 2024
- Council appoint Lorraine Peters to the Climate Change Adaptation Committee for a term to expire December 31, 2023

Background:

In accordance with the Rothesay Procedural By-law, residents can serve on committees for a term of up to six years and appointments are usually considered annually at the December Council meeting. Two current appointments (Parks and Recreation and Planning Advisory Committee) were made mid-year to fill vacancies at the time and the six year limit has been reached (effective June 30, 2022). The Climate Change Adaptation Committee was created and original appointments were made in December 2021, with one vacancy.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
31-May-2022

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: May 27, 2022

SUBJECT: Call for quotes -Arena condenser replacement

RECOMMENDATION

It is recommended that the supply and installation of the condenser replacement at the Rothesay Rothesay Arena is awarded to the lowest bidder, Black and McDonald.

ORIGIN

The condenser at the Rothesay Arena is in poor condition. It has been recommended by our servicing contractor (Cimco) to replace the unit.

BACKGROUND

The condenser at the arena has been on its last leg for several years. We have attempted the maintain the existing one by sealing it and replacing the belts. These repairs are however no longer an option. We will be forced to replace with new unit. This unit could be resold or repurposed in a new arena/renovated if desired.

Bid Results

Black and McDonald \$98,600.00 plus HST
Cimco \$103,100.90 plus HST

ANALYSIS

The quotes and specifications were reviewed by staff and were found to be formal in all respects. Staff is of the opinion that the lowest bidder has met all requirements and specifications outlined in the request for quotations and recommend acceptance of the tender.

FINANCIAL IMPLICATIONS

The cost to supply and install the condenser is \$98,600.00 plus HST. The condenser replacement is unbudgeted and, if approved by Council, will be funded from the General Fund Capital Reserve.
or Gas Tax Reserve.





Report Prepared by: Ryan Kincade, Facilities Manager



Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 13, 2022

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: June 7, 2022

SUBJECT: HVAC Installation – Master Drive Works Facility

RECOMMENDATION

It is recommended that Council accept the submission from Morehouse Electrical for the installation of an HVAC unit for the Public Works Facility on Master Drive in the amount of \$37,352.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2022 General Fund Capital Budget included an amount of \$82,500 to upgrade of the mechanical system at the Master Drive Works Facility.

BACKGROUND

The Master Drive Works Facility was built in 2004. The building is currently heated with an oil-fired hot water system and cooled with a separate electric air handling system. The oil furnace, chimney and some of the associated piping have reached the end of their useful life and the stand-alone cooling system has also experiencing some age-related issues. Staff have recommended, and Council included in the budget, a plan to eliminate the oil component of the heating system and replace the HVAC with a single system which runs off electricity.

The purchase of the HVAC unit was approved by Council in May and installation of this unit is the first step in completing this mechanical system upgrade.

QUOTATIONS

Quotes for installation of the HVAC system were received from the qualified suppliers as follows:

Black & MacDonald \$38,400.00 plus HST
Morehouse Electric \$37,352.00 plus HST

FINANCIAL IMPLICATIONS

The 2022 General Fund Capital Budget included an amount of \$82,500 for the purchase and installation of a new HVAC system. The completed cost of this project will be \$83,052.34 including the Town's eligible HST rebate.

Item	Total including HST	HST rebate	Subtotal	Budget	Remaining Budget
HVAC unit	48,630.05	4,530.62	44,099.43		
HVAC Installation	42,954.80	4,001.89	38,952.91		
Total	91,584.85	8,532.51	83,052.34	82,500.00	-552.34

The budget overage of \$552.34 will be managed within the approved 2022 Capital Budget envelope.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



TO: John Jarvie, Town Manager

FROM: Brian L. White, MCIP, RPP
Director of Planning and Development Services

DATE: Tuesday, June 07, 2022

SUBJECT: Rezoning Signs – Public Hearing Notice Signs

ORIGIN:

At their May 9th, 2022, Council directed an email dated April 29, 2022, from a resident regarding rezoning signage posted on properties be referred to staff. The email from the resident includes the following:

“Your Worship and members of Rothesay City Council

Thank you again for providing the opportunity to speak at the recent public hearings regarding changes to neighbourhood zoning. Although the Town posted the notice about the hearing on the website and shared the information via social media, as well as on other channels, many Rothesay residents I spoke to said they were unaware of the meetings...and some of them live across the street from one of the proposed new high-density buildings.

Would the town consider putting up signage on lots that are up for rezoning, so residents passing by can read about the planned changes and the public hearing dates? The City of Ottawa does that, and it is a very effective way to be as transparent as possible and engage the community.

Thank you for considering my request.”

BACKGROUND

The requirement to notify the public about rezoning applications comes directly from the Community Planning Act specifically “Section 111 Public Notice of By-Law. When Council considers a by-law amendment (rezoning) they also must hold a public hearing to consider objections to the proposed by-law. Council must either give public notice by advertising in a newspaper, or by posting the notice on the Town’s website and social media websites. Council must advertise the public hearing notification for a specific period in advance of the public hearing.

The requirement for a posted sign on the property is not a requirement of the Community Planning Act in New Brunswick. Staff understand that both Saint John, and Fredericton do not post signs advertising rezoning applications, while Moncton does require signs.

Although not common in New Brunswick, a rezoning sign on a property is relatively common throughout Canada, especially larger municipalities. Figure 1 are examples of public notice signs from Vancouver and Halifax which are both quite typical of signs found in other municipalities.



Figure 1 - Example Rezoning Sign Notice – Vancouver & Halifax

SIGN SPECIFICATIONS

In jurisdictions where signs are required, the sign must be placed on the subject property or building. It must be visible from the street and positioned so as not to not interfere with or obstruct the view of any traffic device or travel way. The resident’s note to Council makes note of the City of Ottawa’s signage requirements which are shown in Figure 2 below.



Figure 2 - City of Ottawa Rezoning Notice

Rezoning signs are similar to election signs in their construction and overall size. The dimensions for many of these signs are between 4 x 8 feet and 4 x 6 feet on average. As noted, the main purpose of this signage is to inform the public of a potential rezoning of a property. Corrugated plastic is the most used material for rezoning signs. Corrugated plastic is ideal for rezoning signs because it is light weight, weather resistant, cost effective, and can easily be reused or recycled.

PROCESS:

Signs would be (usually) required once Council decides to proceed with a public hearing by setting a date and location for the Public Hearing. In addition to the public notice requirements under the Community Planning Act, the applicant would then be required to post a sign on the site, informing the public of the proposed rezoning and hearing date.

As previously noted, the requirement for a sign posted on the property is not a legislated mandate of the Community Planning Act. In Moncton, the requirement is implemented as an administrative policy by Council resolution. (See Attachment A)

FINANCIAL

The City of Ottawa was referenced in the resident's email to Council as a good example. Staff understand that the City of Ottawa Staff are responsible for the production, posting, maintenance and removal of rezoning signs. While the City of Ottawa is responsible for the sign it should be noted the cost to make a rezoning application in Ottawa is \$22,472.80 for a major zoning amendment which does not include the cost of signage which is an additional on-site sign fee of \$745.80 (including HST) for two signs. Additional signs, if required, are invoiced to the applicant at a cost of \$371.77 (including HST) for each sign.

In Moncton, the applicant is required to produce, install, maintain, and uninstall public notice signage, the cost and responsibility of which are borne by the applicant. Staff would also recommend a similar approach that the applicant be responsible for the production, posting, maintenance and removal of the sign. Staff contacted a local printer for an estimate of the cost to print a 4ft x 8ft sign and they quoted ~\$200. The cost for the signpost/stakes and installation is estimated at an additional \$200. Rothesay would not have any financial responsibility to the sign, however, indirectly Staff would provide the sign's written content and conduct any compliance enforcement.



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

Date: Tuesday, June 07, 2022

Liz Hazlett

From: Mary Jane Banks
Sent: May 27, 2022 7:06 AM
To: Liz Hazlett
Subject: Fwd: To the Mayor and Town Council

Sent from my Bell Samsung device over Canada's largest network.

From:
Sent: Thursday, May 26, 2022 3:55:43 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: To the Mayor and Town Council

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

Dear Mayor and Members of the Town Council,

In my travels as a rotational worker and in my work in municipalities in which I have lived, I have been made aware of many different practices that exist out there regarding keeping citizens informed and getting them involved. One thing that I noticed is that many communities work hard to enhance citizen involvement in governance. My own experience as an elected official, and member or chairman of municipal boards, has shown me that citizen participation helped us do our job better. During the tenure of those municipal assignments, if I did not get what I believed was sufficient citizen involvement, I solicited it. In any event, I found that through discussion and collaboration, it became more possible to enhance the results of our actions, to the benefit of more stakeholders.

One area where I believe that we can improve with respect to citizen involvement in the Town of Rothesay, is in the area of development, planning and zoning. We held our public hearings for the town plan during the height of the pandemic, when we could not have in person public meetings. Very few people in town even knew that these were going on. I went to every hearing involving this and the maximum number of people that I saw signed in was 15. That pales in comparison to the numbers that I saw at the Bill McGuire Centre regarding just a conceptual discussion of the Hillside Secondary Plan. Did people participate at that public meeting? Absolutely! They had opinions! I never understood how we felt it was OK to cancel municipal elections, a foundation of democracy, during the pandemic, but went forward with the municipal plan, all during a time when citizen participation was hindered. My own experience by participating in that process was that if the subject was not airBnB's or manufactured housing, it was not up for discussion, nor were the citizens, after we were unmuted, made our presentations, and were muted again, were we given a chance to ask follow up questions. When I put some concerns in a letter after the meeting, I received a response that as it was post-hearing, no further comments could be made. For me, in my own experience and in my perception, participation was awkward, and I sensed no interest in my comments. This is behind us now and it took place during a unique situation, but surely we can do better in facilitating and encouraging citizen involvement on future issues.

When it comes to zoning changes, it is my understanding that notice of the public hearings can be found in the minutes of council meetings, and in letters sent to nearby residents. Very few people will wade through the minutes of council, which sometimes are over 200 pages in length, to learn the details of what is going on. Zoning changes can effect those outside the geographic distance for notification. Some municipalities excel at notification and make it easy to understand what is going on. Here is a snip from the website for the city of Waterloo:

Public notification 2022June13OpenSessionFINAL_285

The public has a right to comment on proposed zone changes. We publicize them by:

- posting a large sign along the frontage of the lands
- publishing notices in the Waterloo Chronicle
- posting information on this webpage
- hosting **public meetings** to discuss the proposed change
- letters to properties within 120m of the proposed change

In Waterloo, they take things a few steps further than us, including posting a sign on the lands in question.

In addition, their website makes it clear how to find the details of such, and by a click, see the details of the proposed change. Here is a snip of that section:

Current zone change applications

556-576 Conservation Dr.	185 King St. N.	80 King St. S. and 87 Regi
450 - 460 Weber St. N.	675 Conservation Dr.	2050 University Ave. E.
Beaver Creek Rd. & Conservation Dr.	84-88 Columbia St.	Roy Schmidt Rd. & Conser Dr.
King & John St.	50 University Ave. E.	70 King St. N.
635 Erb St. W. & 12 Westhill Dr.	40 Blue Springs Dr.	84, 86 Hickory St. W. & 284 Albert St.
508 Beechwood Dr.	316 King St. N.	26, 28 Dorset St. & 7 Prince
400 Northfield Dr.	319, 337, 343 Woolwich St.	164, 168 King St. S. & 8 Geo

Here is the link to the above in case you are interested to see how it works:

[Zone changes - City of Waterloo](#)

In summary, I would like to make the following requests to council:

1. That council consider making it a requirement that lands where rezoning is being requested have a sign posted, readable from the road, that the change request is being made. This is very common in towns across Canada, with progressive and attention-to-detail governance.
2. To have a section of our website, similar to the snip above, that gives information on the specific zoning change being requested.

By their communication and procedures, the City of Waterloo is facilitating citizen involvement in these matters through clear, easy to find information. I am requesting that the Town of Rothesay consider similar measures, so that the citizens of Rothesay have access to the information about development, planning, and zoning, so citizens, at their choice, they can have and express informed decisions about such issues.

In closing, I would be happy to volunteer my time to work you to develop that signage and a procedure for such, and to work with our IT team to develop a section for our website, so that all info on zoning changes can be obtained simply by clicking. I do not have the expertise to do the code for this, but I am talking about volunteering my time, to design the layout of the website to contain that information. By volunteer I mean exactly that, give of my time to do this and submit to council a plan for their review.

With kind regards,

120 Appleby Drive

Sent from [Mail](#) for Windows



2022June13OpenSessionFINAL_287

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 8 June 2022
RE : Wells Community Building

Recommendation:

It is recommended Council confirm support for the schematic design of the Wells Community Building project and endorse proceeding to subtrade tenders.

Background

In the April 2021 Council received a concept report entitled Rothesay Wells Community Center, Pre-design Services prepared by Acre Architects. Subsequently the Town was able to secure funding from the Atlantic Canada Opportunities Agency and the New Brunswick Development Corporation for \$983,000 toward the \$1.7M budget subject to a substantial completion by March 31, 2023.

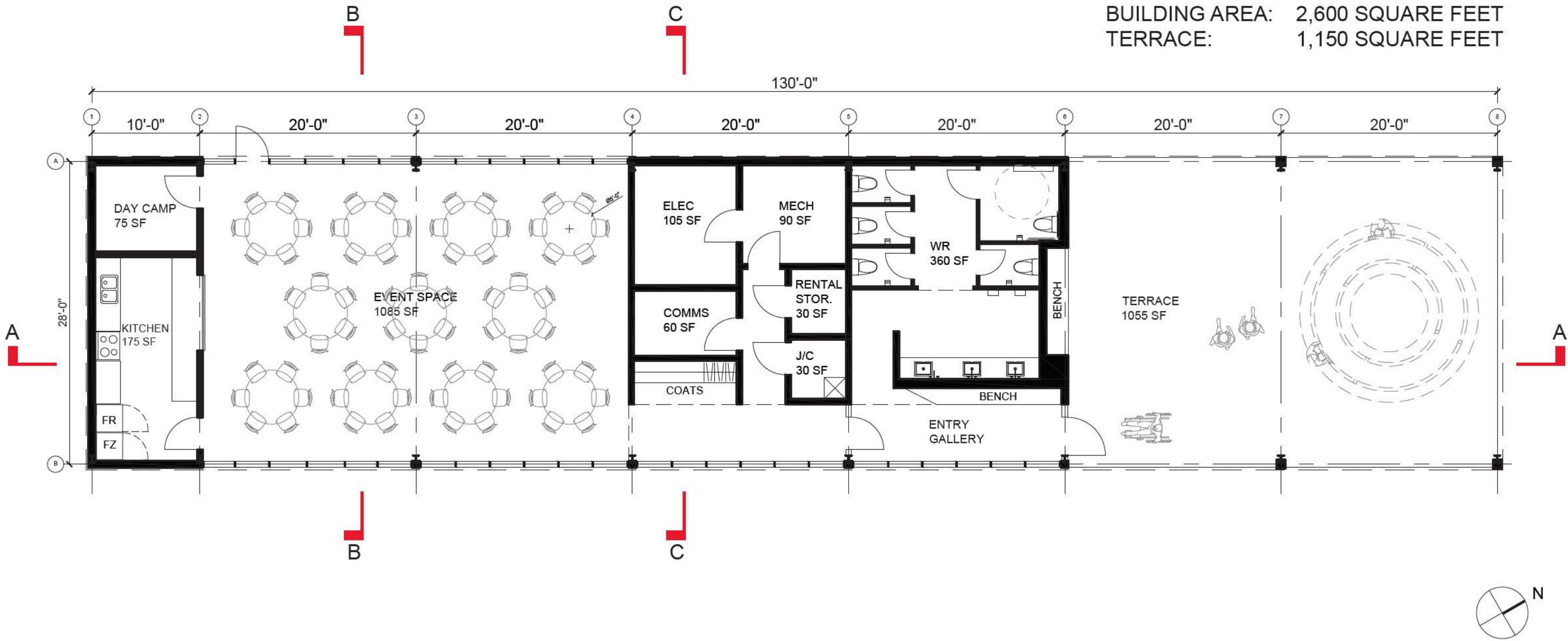
Schematic design work has now been completed and a building design of 2,600 square feet with a terrace of 1,150 ft² has been developed. Copies of the floor plan and rendering are attached.

From this stage the project will move into final design and preparation of construction documents. As the project is being developed using a construction management methodology, it is likely Council will next see a tender for the foundation while construction documents for other components are finalized in order to meet the required completion date.



03 FLOOR PLAN

BUILDING AREA: 2,600 SQUARE FEET
TERRACE: 1,150 SQUARE FEET





70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 13, 2022

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: June 7, 2022

SUBJECT: Grove/Hampton/Church Traffic Signals - Installation

RECOMMENDATION

It is recommended that Council:

- 1) accept the quote from Electromega in the amount of \$77,818.20 including HST, for the purchase of traffic signal poles and davit arms for the Grove Avenue/Hampton Road/Church Avenue intersection and further that the Director of Operations be authorized to issue a purchase order in that regard, and
- 2) Accept the tender from Galbraith Construction Ltd., in the amount of \$369,966.50 including HST for the installation of traffic signals at the intersection of Grove/Hampton /Church as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2022 General Fund Operating Budget includes funding for a project to signalize the intersection of Hampton Road, Grove Avenue and Church Avenue including fully audible pedestrian controls.

BACKGROUND

The Works & Utilities Committee has received several requests over the years to include signalization of this intersection of Hampton Road, Grove Avenue and Church Avenue.

Englobe Corp was engaged by the Town to conduct a study of traffic at this intersection in 2021. The report included a recommendation for the installation of signals based on the safe operation of the intersection and not solely on warrant analysis.

DISCUSSION

There are currently eight signalized intersections maintained by the Rothesay Works Department: six owned by the Town and two owned by the province. All the signal hardware and controllers have been supplied by Electromega. Staff therefore recommend the pre-purchase of the signal hardware and controller from Mallard Forestry products.

A public tender was issued through the New Brunswick Opportunities Network NBON for the construction work associated with erecting the poles/davit arms and installing the signal hardware and controller. Only one compliant bid was received with the following result:

Galbraith Construction Ltd. \$369,966.50 including HST

The engineer's estimate was \$263,069.40 including HST.

FINANCIAL IMPLICATIONS

The 2022 General Fund Capital Budget includes an amount of \$350,000 for the overall project.

The analysis concludes that the total cost of the project including signal hardware, controller, poles, davit arms and installation will be \$472,549.02. The Director of Operations has identified some cost savings to bring the cost closer to the budget figure including having the paving completed as part of the annual asphalt contract.

Item	Total incl. HST	HST rebate	Subtotal	Budget	Budget variance
Poles & Davit Arms	73,312.50	6,830.17	66,482.33		
Signals Hardware & Controller	77,818.20	7,249.95	70,568.25		
Installation	328,840.20	30,636.46	298,203.74	370,000*	
Total	479,970.90	44,716.58	435,254.32	370,000	-65,254.32

*Includes reduced engineering cost

If approved by Council, the difference between the approved budget and the completed cost (+19%) will be funded from the General Fund Capital Reserve.

Report Prepared by: Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

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